

JUNE 2018
IQAC Meeting Minutes

29/6/18

The IQAC meeting was held on 29/6/18. Dr. Jayashree Ghosh, the principal chaired the meeting. The following were discussed.

- + The first agenda of the meeting is IQAC events.
- The IQAC co-ordinators should have the details of the student & staff achievement.
- The result analysis of Sciences should be submitted to Mrs. Hannah, Arts to Dr. Jayarathana and commerce to Dr. Lakshmi
- All the departments should conduct student exchange program.
- An orientation will be conducted by the principal about the new pattern of NAAC.
- The Department activities should be presented by the IQAC representatives periodically.
- Faculty should involve in consultation work.
- Smart room dates will be given to the departments by the IQAC.

PRINCIPAL :

DR. JAYASHREE GHOSH :

Jayashree Ghosh
29.6.18

IQAC CO-ORDINATORS

DR. C. LAKSHMI :

C. Lakshmi
29.6.18

DR. JEYARATHANA SAMUEL :

Jeyarathana Samuel

Mrs. Hannah Vijayakumar :

Hannah Vijay Kumar
29/6/18

29/6/18

IQAC Representatives

<u>S.NO</u>	<u>DEPARTMENT</u>	<u>NAME</u>	<u>SIGNATURE</u>
1.	Commerce	S. Santhi	S. Santhi
2.	Physics	A. Suwitha	A. Suwitha
3.	MATHS	M. K. VINODHANI	M. K. Vinodhani
4.	Bus. Economics	C. A. Anura	C. A. Anura
5.	Public Administration	S. KAVITHA	S. Kavitha
6.	COMPUTER APPLICATIONS	S. DEEBALARSHMI	S. Deebalarshmi 29/06/2018
7.	ITM	M. SOFIA RASHIDA	M. Sofia Rashida 29/6/18
8.	Chemistry	T. SOBANA PREMLATHA	T. Sobana Premalatha 29/6/18
9.	N&D	S. SANGAMITHRA	S. Sangamithra 29/6/18
10.	Sanskrit	M. Bhuvaneshwari	M. Bhuvaneshwari 29/6/18
11.	Hindi	J. Padmapriya	J. Padmapriya 29/6/18
12.	Bank Management	B. BHARATHI	B. Bharathi
13.	Computer Science	D. SASIREKHA	D. Sasirekha
14.	Computer Science	K. SOMATHI	K. Somathi
15.	TAMIL	M. KAVITHA	M. Kavitha 29/6/18
16.	English	K. Sividhya	K. Sividhya
17.	TGM	Sherli	Sherli

To

27.06.2018

Heads of Departments,

Kindly furnish the name and contact number of one staff member from your department as representative for the Internal Quality Assurance Cell (IQAC) of the college for the academic year 2018-2019.

Jayashree
Principal

S.NO	DEPARTMENT NAME	STAFF NAME WITH CONTACT NO.	STAFF SIGNATURE	HOD SIGNATURE
1	TTM	Mrs. SOFIA RASHIDA 9941348013	[Signature]	[Signature]
2	BUSINESS ECONOMICS	Dr. Anne Benedera Ph: 6382589960	[Signature]	[Signature]
3	ENGLISH LITERATURE	S. VIDHYA K. 9840806332	[Signature]	[Signature]
4	COMMERCE	S. SANTHI. 9840918744	[Signature]	[Signature]
5	BANK MANAGEMENT	B. BHARATHI. 7010009792	[Signature]	[Signature]
6	CORPORATE SECRETARYSHIP	A. Uma Maheshwari 9840032241	[Signature]	[Signature]
7	MATHEMATICS	N. K. VINODHINI 9884515702	[Signature]	[Signature]
8	PHYSICS	A. SUNITHA 9444585755	[Signature]	[Signature]
9	CHEMISTRY	Sobana Premalatha 9840896365	[Signature]	[Signature]
10	N&D	S. SANGAMITHRA 9789833492	[Signature]	[Signature]
11	COMPUTER SCIENCE	S. RADHA 9444990760	[Signature]	[Signature]
12	PUBLIC ADMIN	DR. S. KAVITHA 9444750529	[Signature]	[Signature]
13	B.C.A	S. DEEBALAKSHMI 9884084111	[Signature]	[Signature]
SHIFT - II				
COMMERCE				
14	GENERAL	DR. N. CHITHRA - 9941441551	[Signature]	[Signature]
15	A&F	DR. N. MAHESHWARI - 9894820579	[Signature]	
16	COMPUTER APPL	DR. J. CHITHRALEGA - 9941474408	[Signature]	
17	HONOURS	DR. A. KAMARUNIZA	[Signature]	
18	CORPORATE SECRETARYSHIP	P. PRIYA - 8807308202	[Signature]	[Signature]
19	B.C.A	GEETHALAKSHMI N - 9790830660	[Signature]	[Signature]
20	COMPUTER SCIENCE	G. UMAMAHESWARI - 9940163063	[Signature]	[Signature]

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27/6/2018

11/7/18

IQAC Meeting Minutes

The IQAC meeting for the IQAC Coordinators was conducted by Dr. Jayashree Ghosh, Principal on 11.7.18. A discussion was carried out regarding a Faculty Orientation Programme on the Revised Accreditation Framework of NAAC. It was decided to conduct the programme on 16.7.2018 in the Auditorium. The Orientation programme will be conducted by our Principal, Dr. Jayashree Ghosh.

PRINCIPAL : Jayashree Ghosh

IQAC Coordinators :

Dr. C. Lakshmi : C. Lakshmi

Dr. Jeyarathana Samuel :

Mrs. Hannah Vijayakumar : Hannah Vijayakumar
11/7/18

Science Incharge : Dr. Maheswari.

Arts Incharge : Shilpa

Commerce Incharge : S. Senthil

Shift II Incharge : Abhi

2/1/19

IQAC Meeting Minutes

1. AQAR for 2016-2017 and 2017-2018 to be uploaded. The proposed dates are 9.1.19 and 31.1.19 respectively. Data's should be submitted to principal mam on 7th Jan and 28th Jan. respectively.
2. The incharges for India Today Ranking Survey
Commerce - Dr. Santhi / Dr. Bharathi
Arts - Dr. Sherlin / Mrs. Hema
Science - Dr. Suritha
Shift II - Dr. Asha
3. Incharges for Autonomous proposal - Mrs. Vinoothini & Dr. P.D. Sherlin.
4. Admission Details and Result Analysis will be maintained by Dr. C. Lakshmi and Dr. Jeyavathara Samuel.
5. Student Progression data should be maintained by the Heads of the Department.

PRINCIPAL :

Jayashree Prakash

IQAC Co-ordinators :

Dr. C. Lakshmi :

C. Lakshmi

Dr. Jeyavathara Samuel :

Dr. Hannah Vijayakumar : Hannah Vijayakumar
2/1/19

Science Incharge : K. Maheswari

Arts Incharge : S. Santhi

Commerce Incharge : S. Santhi

Shift II Incharge : S. Santhi

IRAC Meeting Minutes 3.1.19

1. The submission date for the AQAR by the departments is 7/1/19
2. The pending details of AISHE should be given on or before 9.1.19
3. First phase of uploading the NIRF details is over.
4. The details of Placement (off/on), Higher studies and Entrepreneurs list should be ready with the
5. The college is applying for India Today - Best College Survey in Jan 2019.
6. The details of admission and result should be submitted to Dr. C. Lakshmi and Dr. Jayavathana Samuel.

PRINCIPAL :

Jayashree Prash

IRAC Co-ordinators

Dr. C. Lakshmi : C. Lakshmi


Dr. Jayavathana Samuel :

Dr. Hannah Vijayakumar : Hannah V J J ^{Kun} 3/1/19

Science Incharge : K. Maheswari

Arts Incharge : Shilpa

Commerce Incharge : S. Senthil

Shift II Incharge : 

3-1-19

IRAC Representatives.

S.No	DEPARTMENT	NAME	SIGNATURE
1.	PHYSICS	M. JAYANTHI	M. Jayanthi
2.	TAMIL	M. KAVITHA	M. Kavitha
3.	ENGLISH	DR. S. GOKHIL	Dr. S. Gokhil
4.	HINDI	J. Padmapriya	J. Padmapriya
5.	PUBLIC ADMINISTRATION	Dr. S. KAVITHA	S. Kavitha
6.	BCA	S. DEEBALAKSHMI	S. Deebalakshmi
7.	MATHS	N. K. VINODHAN	N. K. Vinodhan
8.	CHEMISTRY	T. SOBANA PREMLATHA	T. Sobana
9.	Computer Science	K. SUMATHI.	K. Sumathi
10.	Sanskrit N & D	S. SANGAMITHRA	S. Sangamithra
11.	Maths TTM	A. VASANTHI	A. Vasantha
12.	BUS. Economics	C. A. ANNE	C. A. Anne
13.	LIBRARY	K. Indumathi	K. Indumathi
14.	BBM	B. BHARATHI S. Sarthi	B. Bharathi S. Sarthi
15.	Commerce		
16.	Sanskrit	Dr. M. Bhuvanawari	Dr. M. Bhuvanawari
17.	Physical Education	Dr. P. G. S. S. S.	Dr. P. G. S. S. S.
18.	BEA	Geethalakshmi. N	Geethalakshmi. N
19.	B.Com (Corporate)	P. PRIYA	P. Priya
20.	B.Com Computer Application	Dr. J. Chithraleje	Dr. J. Chithraleje
21.	B.Com Accounting & Finance	Dr. N. Maheswari	Dr. N. Maheswari

22. Tamil Dr. L. Jayalakshmi Dr. L. Jayalakshmi
23. Computer Science (Shift-II) G. Umamaheswari G. Umamaheswari
24. Mathematics (Shift-II) R. Jaya Lalong R. Jaya Lalong
25. Economics (Shift-II) M. Hemalatha M. Hemalatha
26. English (Shift-II) M. ARULMOZHIANANGAI M. Arulmozhiangai
27. Commerce (Shift-II) Dr. A. Kamalamma Dr. A. Kamalamma
28. Commerce (Shift-II) Dr. N. Chitra Dr. N. Chitra

File No

IQAC Meeting Minutes

6/3/19

The meeting was conducted by the Principal.

1. Academic Audit on 13th March 2019
2. Criterion II and Criterion V for Academic Audit.
3. Prepare a SSR of the Department and submit
4. Present the best of you the department to the external for Audit.
5. As discussed by the criteria should be submitted on 9/3/19.

PRINCIPAL :

Jayashreephosh

IQAC Co-ordinators

Dr. C. Lakshmi :

C. Lakshmi 6.3.19.

Dr. Jeyarathana Samuel -

Dr. Hannah Vijayakumar : Hannah Vijayakumar

Science Incharge : K. Maheswari.

Arts Incharge : Shilpa.R

Commerce Incharge : S. Santhi

Shift II Incharge : Shobha

6/3/19

IQAC Representatives

	DEPARTMENT	NAME	SIGNATURE
1.	Tourism and Travel Management	DR. A. VASANTHI	A. Vasanthi
2.	Public Administration	DR. S. KAVITHA	S. Kavitha
3.	LIBRARY	DR. K. INDUMATHI	K. Indumathi
4.	N&D	MRS. S. SANGAMITHARA	S. Sangamithara
5.	S. Karpagam	M. C. A	M. C. A
6.	Physics	DR. A. Suvitha	A. Suvitha
7.	BUSINESS ECONOMICS	DR. C. A. ANNE	C. A. Anne
8.	BANK MANAGEMENT	DR. B. BHARATHI	B. Bharathi
9.	Chemistry	Mrs. Sobana Premalatha	Sobana Premalatha
10.	Chemistry	Mrs. Sandhya J	Sandhya J
11.	English	M. K. SIVIDHYA	M. K. Sividhya
12.	Mathematics	Mrs. N. K. VEDATHAN	N. K. Vedathan
13.	BCA - Shift II	Geetha Lakshmi. N	Geetha Lakshmi. N
14.	BCA - Shift II	Madhufathi. K	Madhufathi. K
15.	Comp science	S. Radha	S. Radha
16.	Corporate Shift-II	P. PRIYA	P. Priya
17.	Commerce (A/B)	DR. N. KAMALESH	N. Kamalesh
18.	Commerce (Hons)	DR. A. KAMALESH	A. Kamalesh
19.	Commerce (Hons) Comp Science (Shift II)	A. Umamaheswari	A. Umamaheswari
20.	Commerce (Gen)	DR. N. CHITRA	N. Chitra

6/3/19



Punjab Association's
ANNA ADARSH COLLEGE FOR WOMEN

(Affiliated to University of Madras)

Chennai - 600040, Tamil Nadu.

IQAC Minutes : Action Taken Report
Academic Year 2018-2019

SI No	Date	Agenda	Action Taken/Outcome
1	26/6/2018	Review of IQAC	List of members submitted to the Principal, for the next cycle
		Staff Qualification	Organising Panel interview for eligibility of staff
		Organising FDP	Principal will arrange for FDP on NAAC ,within a month
		Streamline the record of activities	Details of any activity organised by the departments or clubs to be given to the Principal, 2 days in advance, and the same to be mailed to an exclusive mail id, created for this purpose
2	29/6/2018	NAAC Preparedness	<ul style="list-style-type: none">• IQAC Members should have the details of students and staff achievements of their respective departments• Result Analysis to be submitted to Mrs.Hannah Vijayakumar - Sciences Dr.Jeyavadhana - Arts Dr. Lakshmi- Commerce
		Usage of Smart Rooms	For the hasslefree usage of smart rooms, dates will be given to the departments by IQAC
3	11/07/2018	Conduct of Faculty Orientation Programme on Revised Accreditation Framework of NAAC	It was decided to conduct the Programme on 16/7/2018, in the College Auditorium for all Faculty Members. Principal Dr Jayashree Ghosh will orient the staff.



R. Hanthi

PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI 600 040



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4	12/7/2018	Follow up of Previous meeting proposals	FDP is scheduled on 16/7/2018 Panel interview on 26/7/2018
		Class arrangements of Faculty availing leave	Students can be sent to library
		Utilisation of Browsing centre	Register to be maintained by the Library
		Improve rapport with the students	Initiative from student council, where HODs will address the students
		Streamlining the maintenance of registers	Details to be given : <ul style="list-style-type: none">● Result Analysis - Dr. C.Lakshmi● Placement and Alumni registers - Respective Departments● Staff and Students achievements to be given to IQAC on monthly basis
5	22/9/2018	To enable students to get trained for UPSC exams	Management has initiated and started IAS academy in campus
6	2/1/2019	Preparedness for AQAR Submission	Dates were finalised for AQAR Submission and necessary details to be submitted to Principal before 28th January 2019
		India Today Survey	Incharges for Compilation of Data for India Today Ranking were fixed up Commerce - Dr Santhi and Dr Bharathi Arts - Dr. P D Sherlin and Ms Hema Science - Dr. Suvitha Shift II - Dr. Ashabanu
		Proposal for Autonomy Status	Ms. Vinothini and Dr P.D Sherlin were deputed as Incharges for preparation of Autonomous Proposal



R. Santhi

PRINCIPAL
ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI 600 040



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Chennai - 600040, Tamil Nadu.

7	3/1/2019	NAAC Readiness	<ul style="list-style-type: none">• Departments to update and submit details before 7/1/2019• Details of AISHE to be given on or before 9/1/2019• Details of placement, Higher studies and entrepreneurs to be maintained by the Departments
8	7/1/2019	Registration for MOOC courses	Staff and students were encouraged to register for MOOC courses. Few staff have registered .
		Research	Publications are compulsory for faculty members
		Conduct of Sports Day	Duty allotted for Departments for the smooth conduct of the sports day
		Student Council election	Student election is finalised on Feb 12, and the Computer science department to facilitate labs for voting.
		NAAC preparedness	To find out top 10 Alumni students of the department
9	19/2/2019	Conduct of convocation	Duty allotted to departments to facilitate effective conduct of Convocation, including special arrangements for parents .
10	6/3/2019	Academic Audit	Academic Audit to be conducted on 13/03/2019 Departments to prepare and present well for the external audit

IQAC Coordinator

Principal



PRINCIPAL
ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI 600 040