MINUTES OF IQAC MEETINGS

2020-2021

MINUTES OF IQAC MEETINGS 2020-2021

1. Minutes of IQAC meeting held on 08/03/2021

The meeting was attended by the IQAC Coordinators and IQAC members of all the Departments.

1. The agenda for the meeting was
   - Academic Audit 2019 - 20
   - AQAR 2019-20

2. The internal academic audit visit to begin from March 15, 2021
3. The administrative audit
4. The External Audit post April 1st
5. Registers to be updated for 2 years
6. Registers to be maintained in department mail
7. E- content - 1 unit to be ready
8. Staff profile to be updated
9. Best practices- 5 distinct or unique practices
10. The future road map
11. 10 slides to be presented (Strengths of the department)
12. A standard format for external Audit for all departments was prepared and circulated

13. Feedback - 3 questionnaires to be sent as link to department mails

   - Student Satisfaction Survey (SSS)
   - Employers Feedback (19-20 Batch)
   - Alumni Feedback

14. AQAR 2019-20 deadline 24.03.2021

..2/-

IQAC Meeting for AQAR and Academic Audit

S.No	Name of the faculty	Dept	Shift	Signature
1	Dr. R. SHANTHI	—	—	R. Shanthi
2	J. Simon Shankar	Commerce	I	
3	Dr Churlene David	Commerce	I	
4	Dr. Hannah Vijaykumar	Comp Sc	I	
5	Dr M Asha Banu	Corporate	II	
6	UNNAMACHI	Comp Sc	I	Unnamachi
7	N K Vinothini	Maths	I	
8	Dr Sujatha A	Physics	I	A Suja
9	R Sumathi	Tamil Shine	I	R. Sumathi
10	Dr M R Vidhya	AGP	II	
11	Dr C Chitra	Commerce Sci	II	C Chitra
13	Dr A Vasanthi	TTM	I	A Vasanthi
14	T Plantha	TTM	I	
15	G Prathima	Comp Sci	II	G Prat
16	G. Y. Deivanayagi	Corporate	I	G.Y. Deivanayagi
17	K. Suvidya	English	II	K-S
18	K. Arulmozhi	English	I	
19	S. Sangamithra	NSD	I	
20	Dr. N. Mahewari	Commerce (Hons)	II	
21	Dr. N. Geethalatha			

S NO	Name of the faculty	Dept	Shift	Signature
22	S. Sumithra	B.com G II	II	S. Sy. Ihr
23	P Priya	B. Com (Corporate)	II	P. Priya
24	Dr. C.A. Anne.	Bus Eco	I	Anu.C.A
25	Dr S. Anitha	B.com G..	I	Anitha
26	Dr. C. Kavitha	B. com G	I	Kavitha
27	Dr. Crystal	B. Sc Chem	I	Crystal
28	S. Jayanthi	BCA	II	S. Jayanthi
29	Dr. M. Kavitha	Tamil	I	M. Kavitha
30	Ms. Abiramasundari N	BBM	I	N. Abi

2. Minutes of IQAC meeting held on 23/03/2021

The meeting was conducted by Dr.Shirline David, IQAC Coordinator and the following were discussed.

- The Internal Audit was completed successfully except for two departments which will be completed this week.
- Dr. Shirlene David, IQAC co-ordination thanked all the departments for their cooperation in completing the Internal Audit.
- The Best practices of Physics, Maths and Home Science was appreciated and considered unique.
- The external Audit will be an E-Audit
- A new mail id was created exclusively for the AQAR 2019-2020, namely aqar@annaadarsh.edu.in.
- The final date for the submission of hard and soft copy of AQAR 2019-2020 is 26/03/2021.
- The following are the faculty in charge of collecting the hard copy of AQAR.
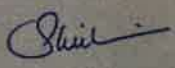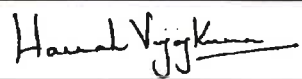
COMMERCE   - Dr.G.M.Deivanaygi
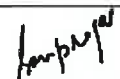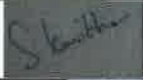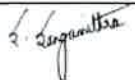
ARTS   - Dr.Kavitha

SCIENCE   - Dr.Sangamithra
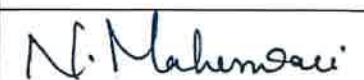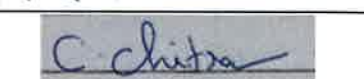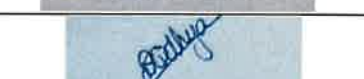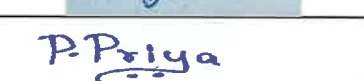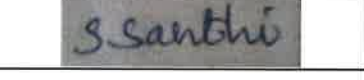
SHIFT-II   - Dr.Asha Banu

ANNA ADARSH COLLEGE FOR WOMEN
MINUTES OF IQAC MEETING HELD ON 23-3-2021

	IQAC CORE		SIGNATURE
1	**Dr. R Shanthi**	**PRINCIPAL**	
2	Dr. Susan Shankar	Commerce	
3	Dr. Shirline David	Commerce A & F	
4	Dr. Hannah Vijaykumar	Computer Science	
5	Ms. K. Unnamalai	Computer Science	
6	Dr. M. Asha Banu	Corporate Secretaryship Shift II	
7	Dr. Annie George Rapha	English Shift II	

	SHIFT - I		
S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Ms. R. V. Soupraja	English	
2	Dr. C. A. Anne	Business Economics	
3	Ms. T. Prabha	Tourism and Travel Management	
4	Dr. S. Kavitha	Public Administration	
5	Dr. S. Anitha, Dr. C. Kav	Commerce	
6	Dr. G.M. Deivanayagi	Corporate Secretaryship	
7	Dr. B. Bharathi	Bank Management	
8	Dr. Suvitha A	Physics	
9	Dr. Shobana Premalatha	Chemistry	
10	Ms. N. K. Vinodhini	Mathematics	
11	Ms. Sangamithra	Home Science	
12	Ms. Sumathi.K	Computer Science	
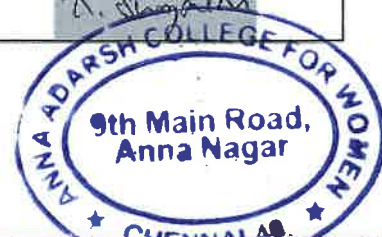
S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
13	Ms. S.Jayanthi	BCA	
14	Dr. J. Geetha	Tamil	J.Geetha

SHIFT - II			
S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Ms. S. Sujatha	Commerce Shift 2	S. Sujatha
2	Dr. N. Maheswari	Commerce Hons Shift 2	N. Maheswari
3	Dr. C. Chitra	Commerce CA Shift 2	C. Chitra
4	Dr.M.R. Vidhya	Commerce A & F Shift 2	Vidhya
5	Ms. P. Priya	Corporate Secretaryship Shift 2	P.Priya
6	Ms. Prathima G	Computer Science Shift 2	G.Prai
7	Dr.N. Geetha Lakshmi	BCA Shift 2	Geethalakshmi
8	Ms. Rajeswari C	English Shift 2	C. Rajeswari
9	Dr. Shanthi S	Tamil Shift 2	S.Santhi
10	Dr. Anupama	Hindi Shift 2	

3. MINUTES OF THE MEETING

AQAR CONSOLIDATION MEETING - PHASE 1

The AQAR 2019-20 consolidation meeting was held on 13.05.2021 at 6.00 P M through Google Meet. The meeting was attended by Dr. Hannah Vijaykumar, Mrs. Unnamalai and Dr.M. Asha Banu. Criterions III and IV were discussed.

CRITERION NO.	CRITERION HEADING	STATUS	ASSIGNED TO	REMARKS
3.1.1	Research funds	Completed	-	-
3.2.1	Innovation Ecosystem	Completed	-	-
3.2.2	Awards for Innovation	Completed	-	-
3.2.3	No. of Incubation centre created	Pending data	-	Clarification needed
3.3.1	Incentive to the teachers	Completed	-	-
3.3.2	Ph. Ds awarded during the year	Pending data	Office	Previous year data is mentioned
3.3.3	Research Publications in the Journals notified on UGC website	Completed	Dr.M.Asha Banu & Dr. Vidhya	-
3.3.4	Books and Chapters in edited Volumes Books published	Completed	Dr.M.Asha Banu & Dr. Vidhya	-

3.3.5	Bibliometrics of the publications during the last Academic year based on average citation index	Pending data	Dr.M.Asha Banu	To be clarified
3.3.6	h-Index of the Institutional Publications during the year.	Completed	Dr.M.Asha Banu	-
3.3.7	Faculty participation in Seminars/Conferences and Symposia	Completed	Dr.M.Asha Banu	-
3.4.1	Number of extension and outreach programmes conducted	Completed	Dr.M.Asha Banu	-
3.4.2	Awards and recognition received for extension activities from Government	Completed	Ms. Unnamalai	-
3.4.3	Students participating in extension activities with Government Organisations, NGOs	Completed	Ms. Unnamalai	-
3.5.1	Number of Collaborative activities for research, faculty exchange,	Completed	Ms. Unnamalai	-
3.5.2	Linkages with institutions/industries	Completed	Ms Unnamalai	-

3.5.3	MoUs signed with institutions of national, international importance,	Data pending	Office	-
4.1.1	Budget allocation	Pending data	-	Shared with Principal mam
4.1.2	Details of augmentation in infrastructure facilities	Pending data	-	Shared with Principal mam
4.2.1	Library automation	Pending data	Dr. Indhumathi	-
4.2.2	Library Services	Pending data	Dr. Indhumathi	-
4.2.3	E-content developed by teachers such as: e-PG-Pathshala,	Completed	Dr. M. Asha Banu	-
4.3	IT Infrastructure	Pending data	Dr. Hannah Vijaykumar	From IT Manager
4.4.1	Expenditure incurred on maintenance of physical facilities	Pending data	-	Shared with Principal mam
4.4.2	Procedures and policies for maintaining and utilizing physical, academic and support facilities	Completed	Dr. Annie George Rapheal	-

In the next meeting, Criterion I and Criterion II will be discussed

ANNA ADARSH COLLEGE FOR WOMEN
MINUTES OF IQAC MEETING HELD ON 13-5-2021

	Members		SIGNATURE
1	**Dr. R Shanthi**	**PRINCIPAL**	
2	Dr. Hannah Vijaykumar	Computer Science	
3	Ms. K. Unnamalai	Computer Science	
4	Dr. M. Asha Banu	Corporate Secretaryship Shift II	

4. MINUTES OF THE MEETING

AQAR CONSOLIDATION MEETING - PHASE 2

The AQAR 2019-20 consolidation meeting was held on 24.05.2021 at 6.00 P.M through Google Meet. The meeting was attended by Dr. Hannah Vijaykumar, Mrs. Unnamalai and Dr M. Asha Banu. General Information (**PART – A**), Criterions I and II was discussed.

CRITERION NO.	CRITERION HEADING	STATUS	ASSIGNED TO	REMARKS
PART A	1.Data of the Institution	Completed	-	-
	2.Institutional Status			
	3.Website Address			
	4.Whether Academic Calendar prepared during the year			
	5.Accreditation Details			
	6.Date of Establishment of IQAC			
	7.Internal Quality Assurance System			

	8.List of funds by Central/ State Government-			
	9.Whether composition of IQAC as per latest NAAC guidelines	Pending Data	Dr. Hannah Vijaykumar	-
	10.Number of IQAC meetings held during the year	Pending Data	Dr.M.Asha Banu	To be collected from Dr. Shirline (TTM)
	11.Whether IQAC received funding from any of the funding agency	Completed	-	-
	12.Significant contributions made by IQAC	Pending Data	Dr. Hannah Vijaykumar	-
	13.Plan of action chalked out by the IQAC and outcome achieved	Pending Data	Ms. Unnamalai	-
	14.Whether AQAR was placed before statutory body	Pending Data	-	To be discussed
1.1	Curriculum Planning and Implementation	Completed	Dr. Shirline David	-
1.2	Academic Flexibility	Completed		

1.2.3	Students enrolled in Certificate/ Diploma Courses introduced during the year	Pending Data	Dr.M.Asha Banu	To be consolidated
1.3.1	Value-added courses imparting transferable and life skills offered during the year	Pending Data	Ms. Unnamalai	To be consolidated
1.3.2	Field Projects / Internships undertaken during the year	Pending Data	Ms. Unnamalai	To be consolidated
1.4	Feedback System	Completed	Dr. Shirline David	-
2.1.1	Demand Ratio during the year	Completed	Dr.M.Asha Banu	-
2.2.1	Student - Full time teacher ratio	Pending Data	Dr. Hannah Vijaykumar	-
2.3.1	Percentage of teachers using ICT	Completed		-
2.3.2	Students mentoring system available in the institution	Completed	Dr. Shirline David	-
2.4.1	Number of full time teachers appointed during the year	Pending Data	Office	Data to be collected from Ms. Thanga Thamarai

2.4.2	Honours and recognition received by teachers	Completed	Ms. Unnamalai	Alignment pending
2.5.1	Number of days from the date of semester	Completed	Dr. Hannah Vijaykumar	-
2.5.2	Reforms initiated on Continuous Internal Evaluation	Completed	-	-
2.5.3	Academic calendar prepared and adhered for conduct of Examination	Completed	-	-
2.6.1	Program outcomes, program specific outcomes and course outcomes	Completed	-	-
2.6.2	Pass percentage of students	Completed	Dr.M.Asha Banu	-
2.7.1	Student Satisfaction Survey	Pending Data	Dr. Shirline David	-

In the next meeting. Criterion V, VI and Criterion VII will be discussed

ANNA ADARSH COLLEGE FOR WOMEN
MINUTES OF IQAC MEETING HELD ON 24-5-2021

	Members		SIGNATURE
1	**Dr. R Shanthi**	**PRINCIPAL**	
2	Dr. Hannah Vijaykumar	Computer Science	
3	Ms. K. Unnamalai	Computer Science	
4	Dr. M. Asha Banu	Corporate Secretaryship Shift II	

5. MINUTES OF THE MEETING

AQAR CONSOLIDATION MEETING - PHASE 3

The AQAR 2019-20 consolidation meeting was held on 30.05.2021 at 7.00 P.M through Google Meet. The meeting was attended by Dr. Susan Shankar, Dr.Shirline David, Dr. Hannah Vijaykumar, Mrs. Unnamalai and Dr.M. Asha Banu. Criterions V, VI, VII and VIII were discussed.

CRITERION NO.	CRITERION HEADING	STATUS	ASSIGNED TO	REMARKS
5.1	Scholarships and Financial Support	Pending data	-	Data to be collected from Mrs. Thanga Thamarai
5.1.2	Number of capability enhancement and development schemes		Mrs. Unnamalai	
5.1.3	Students benefited by guidance for competitive examinations and career counselling		Mrs. Unnamalai	
5.1.4	Institutional mechanism for transparency	**Completed**		
5.2.1	Details of campus placement during the year	**Completed**		

5.2.2	Student progression to higher education in percentage during the year	Pending data	Dr.M.Asha Banu	
5.2.3	Students qualifying in state/ national/ international level examinations	Pending data	Mrs. Unnamalai	
5.2.4	Sports and cultural activities / competitions organised	Pending data	Mrs. Unnamalai	
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national/international level	Pending data	Mrs. Unnamalai	
5.3.2	Activity of Student Council & representation of students	**Completed**		
5.4	Alumni Engagement			
6.1.1	Mention two practices of decentralization and participative management	**Completed**		

6.1.2	Does the institution have a Management Information System (MIS)?	**Completed**		**Question No:7 from General profile to be shifted for this question**
6.2.1	Quality improvement strategies adopted by the institution	Pending data	Dr. Susan Shankar	
6.2.2	Implementation of e-governance in areas of operations:	Pending data	Dr. Shirline David	
6.3.1	Teachers provided with financial support to attend conferences	**Completed**		
6.3.2	Number of professional development / administrative training programmes	**Completed**		
6.3.3	Number of professional development / administrative training programmes	**Completed**		
6.3.4	Faculty and Staff recruitment	Pending data	Dr. Hannah Vijaykumar	Office (NIRF Data)
6.3.5	Welfare schemes	**Completed**		
6.4.1	Institution conducts internal and external financial audits	**Completed**		

6.4.2	Funds Grants received from management	Pending data	Principal	Data to be collected from accounts dept
6.4.3	Total corpus fund generated	Pending data	Principal	Data to be collected from accounts dept
6.5.1	Whether Academic and Administrative Audit (AAA) has been done?	Pending data	Dr. Shirline David	
6.5.2	Activities and support from the Parent – Teacher Association	Pending data	Dr. Susan Shankar	
6.5.3	Development programmes for support staff	Pending data	Dr. Shirline David	
6.5.4	Post Accreditation initiative(s)	Pending data	Dr. Hannah Vijaykumar	
6.5.5	Internal Quality Assurance System Details	**Completed**		
6.5.6	Number of Quality Initiatives undertaken during the year	Pending data	Mrs. Unnamalai	

7.1.1	Gender Equity (Number of gender equity promotion programmes)	Pending data	Mrs. Unnamalai	
7.1.2	Environmental Consciousness and Sustainability Alternate Energy initiatives	Pending data	Dr. Annie George Rapheal	Dr. Shirline David will check and forward
7.1.3	Differently abled (Divyangjan) friendliness	**Completed**		
7.1.4	Inclusion and Situatedness	Pending data	Mrs. Unnamalai	
7.1.5	Human Values and Professional Ethics Code of conduct	**Completed**		**Academic Diary**
7.1.6	Activities conducted for promotion of universal Values and Ethics	Pending data	Mrs. Unnamalai	
7.1.7	Initiatives taken by the institution to make the campus eco-friendly	Pending data	Dr. Annie George Rapheal	
7.2.1	Describe at least two institutional best practices	**Completed**		

7.3	Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust	Completed		
8	Future Plans of Actions for Next Academic Year	Pending data	Dr. Hannah Vijaykumar	

ANNA ADARSH COLLEGE FOR WOMEN
MINUTES OF IQAC MEETING HELD ON 30-5-2021

	Members		SIGNATURE
1	**Dr. R Shanthi**	**PRINCIPAL**	R. Shanthi
2	Dr. Susan Shankar	Commerce	
3	Dr. Shirline David	Commerce A & F	
4	Dr. Hannah Vijaykumar	Computer Science	Hannah Vijaykumar
5	Ms. K. Unnamalai	Computer Science	
6	Dr. M. Asha Banu	Corporate Secretaryship Shift II	

Punjab Association's

ANNA ADARSH COLLEGE FOR WOMEN
(Affiliated to University of Madras)
Chennai - 600040,Tamil Nadu.

IQAC Minutes : Action Taken Report
Academic Year 2020-2021

Sl No	Date	Agenda	Action Taken/Outcome
1	18/6/2020	Virtual reopening of college	GCR created and posted in students' whatsapp group
2	22/6/2020	Conduct of online classes	• Attendance to be noted regularly on hourly basis • Access N list from personal email id
3	4/8/2020	Enhancing infrastructure to facilitate online classes ·	• Wifi enabled campus • Tripods for teachers coming to college campus for online classes
4	5/8/2020	Continuation of online classes	Except when infrastructure facilities are required by the faculty, online classes can be conducted with the WFH option.
5	8/3/2021	AQAR 19-20 External Audit	• Deadline for submission of AQAR submission fixed as 24/3/2021 • Departments are expected to create e content for at least one unit per subject • Format for external audit was prepared and circulated to the Departments, for maintaining uniformity. • Feedback form for students',, employer and alumni discussed and shared to the departments
6	16/4/2021	Virtual meet Preparing the staff and students for the lockdown challenges	• Departments were expected to devise strategies to keep in touch with the students through social media • Prepare e content

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

7	11/5/2021	Online application for admission	Installation of new features in MIS and ERP for admission
		Lockdown initiatives	- Organised online programs for students and staff - Preparation of E content - Faculty participated in online FDPs - Students participation in online events
		Training faculty members for online teaching	Computer science department has taken up the task of training faculty members in online teaching
8	13/5/2021	Consolidation for AQAR Phase I	Status updation by criterion incharges
9	24/05/2021	Consolidation for AQAR Phase II	Status updation by criterion incharges
10	30/05/2021	Consolidation for AQAR Phase III	Status updation by criterion incharges

IQAC Coordinator

Principal

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