



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

DEPARTMENT OF BUSINESS ECONOMICS

DEPARTMENT MEETING
13-07-2021

MOM Council Meeting 13.07.20221

1.Principal asked for Group Project, Internship, Course outcome E-booklets, Student Diversity Management, Meritorious student who need fee concession, Activity Calendar, NME google sheet Self employment details Which already discussed in the previous meeting held on 13.06.2022. She also asked reason for not submitting those details to the concerned person.

2.Principal announced the Date of Re-open for next academic year is 18th July 2022 for staff.

Staff Reporting timing for Shift I 8 am to 1.10 pm, Shift II 1.30pm to 5.30 pm, Admission Committee 9.30 to 3.30 and for IQAC Reporting time 9 am. CL EL ML will be counted from 18th July 2022 for the academic year 2022-2023.

3.Principal congratulated and appreciated the Exam committee for successfully completing the university exams and she also appreciated the invigilators for their sincerity and vigilant invigilation.

4.She informed the Department Staff Register to be signed by 31st July without fail.

5.She asked the Admission Committee to prepare the following list

- No of application received
- No of completed application processed
- No.of application transferred to other departments and received from other departments.
- No of withdrawal
- No of students got installments with names
- Name of the staff who has done extra service during admission.
- Cutoff for admission with dates

6.Principal allotted certain departments to prepare the following books

EVS - Bcom CA Shift II
Gender Equity - MSW
Human Rights - Public Administration
Professional Ethics - Psychology

- STAFF NAME
1. Dr. P.C. SREELATHA
 2. Dr. V. PREETHI MAHESH
 3. Dr. M. JEMIMA MERCY
 4. Dr. C.A ANNE BENEDEXA
 5. MS.L. JONJ FATHIMA
 6. Dr. K. ANITHA
 7. Dr. N. AMUDHA



R. Lanth
PRINCIPAL
ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI





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Cyber Security - BCA shift II

7. Experiential Learning is mandatory. It is to be done by the students and showcased at the time of NAAC visit.

8. Prepare List of Entrepreneurs **Students 10**
Parents 10 with full details

9. Get ready with the database for the Alumni for NAAC visit.

10. Placement and Progression details to be submitted to IQAC before 19th July.

11. Staff and student achievement should be updated monthly.

12. Review list of the departments to be prepared.

13. Lesson plan for 2022-2023 to be prepared. Soon format will be given and everyone should stick on to the same. Workload of the department and timetable to be submitted with the given format to the Vice Principal before 25th of July.

14. Department requirements to be given on 31st July.

15. Internship details to be submitted on or before 19th July.

16. Group Project Details to be submitted before 21st July.

16. From the following years departments can have their activity either at State or National or International Level.

17. Staff election will be held on 21st July 2020. Those who are interested to nominate can give their names to VP before 20th July.

18. IQAC coordinator shared some information to the Council which was already informed to the Department IQAC members.

19. VP mam given the deadline for all the above work and shared in the heads group.

STAFF NAME	
1. Dr. P.C. SREELATHA	-
2. Dr. V. PREETHI MATHESH	-
3. Dr. M. JEMIMA MERLY	-
4. Dr. C.A. ANNE BENEDEXA	-
5. Ms. L. JONY FATHIMA	-
6. Dr. K. ANITHA	-
7. Dr. N. AMUDHA	-

SIGNATURE

[Handwritten signatures]





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DEPARTMENT OF ACCOUNTING AND FINANCE

Meeting on 17.9.21

1. If status have been received from ugc. Process of autonomy will be starting from next week. Committee anila Mathew n poornmathi core team. Allot one staff to do work for autonomy.
2. Nirf ranking 100 150.
3. Performance appraisal by head n peer members.
4. Heads performance appraisal will be done by principal.
5. First year virtual opening is from Monday from 20th Sep 21.
6. Induction programme on 20th Sep n then join the class link created by class incharge. Meeting link should be created.
7. On duty should be sent only with the head signature.
On duty should be cum back with attendance certificate otherwise it will be considered as cl.
8. Leave on Friday suffix is Monday. Monday leave prefix Saturday. Govt holiday put as prefix and suffix. Mention
9. No late submission of cl forms, sign can be done by next senior.
10. Online test first internal to be conducted on on 22.9.21 to 29.9.21. During class time.
11. 20.10 .21 to 27.10 Second internal.
12. Activities should be according to iqac objectives. First send to principal, then mgt get approval then put in the
13. Don't plan activities during p.d classes.
14. Documentary proof for non payment of fees. Instalment one in Sept n October on the discretion of principal. If someone desperately needs time meet correspondent sir in person.
15. First year can participate in all activities of inter n intra college activities.
16. Pd classes for first year 1st October.
17. Staff Attendance should be updated n remarks such as how many cl, late, od, permission,lop etc.
18. If face reading not done then it is a cl.

1) J. Vyaya

2) [Signature]

3) M. Tharasi

4) Akshya

5) B. Sandhya

R. Kantini

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ANNA ADARSH COLLEGE FOR WOMEN
DEPARTMENT OF ACCOUNTING AND FINANCE (SHIFT2)
MINUTES OF MEETING CONDUCTED ON 10.01.2022

No.Of. Faculties attended: 05

Meeting Link : <https://meet.google.com/uad-rywx-xrt>

1. Lesson plan to be completed for odd semester of 2021-2022
2. Syllabus completion report to be updated
3. Department files for the academic year 2020-2021 need to be updated
4. Should get ready with the Timetable and Workload for the even semester 2021-2022
5. Should get Principal facsimile in IMES ,MODEL REGISTER,VALUE EDUCATION attendance sheet by today.
6. Try to get MOU.
7. Fees due reminder should be informed to the concerned students

DR.J.VIJAYA SHANTHI

Head of the Department

- 1) J. Vijaya Shanthi
- 2) [Signature]
- 3) M. Phani
- 4) [Signature]
- 5) S. Soudh
- R. Shanthi

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