



Punjab Association's
ANNA ADARSH COLLEGE FOR WOMEN

(Affiliated to University of Madras)

Chennai - 600040, Tamil Nadu.

ACADEMIC YEAR 2021-22
MINUTES OF STAFF COUNCIL

DATE:4/6/2021

- Principal started the meeting with a silent prayer for the well being of near and dear ones affected by Covid and paying respect for the departed soul.
- Principal Dr.R.Shanthi, proposed to organize two days awareness webinar, a course promotional program for plus two completed students.
- Dr.Hannah Vijaykumar, Head, Department of Computer Science suggested to have a recorded presentation to play in the live stream.
- All HOD's to record a power point presentation for five minutes to promote their Department in all aspects.
- Link to be created for pre-registration of UG course the same has to be shared in the chat box during live-stream.
- Dr.R.Shanthi, Principal suggested to have college logo and name as background in the presentation.
- Language, Librarian and Sports presentation to be played on both the days.
- All HOD's agreed for the recorded presentation.
- Principal had a meeting with newly elected club co-coordinators and suggested to organize program/activity on all world important days.
- Tentative schedule for live-stream of webinar will be between June 15th and 22nd.
- Name of live-stream program to be finalized after suggestion from all heads of Department
- Rehearsal for live stream program for all the Departments is scheduled from June 9th to June 12th.
- Student council representative nominees sent by the Department will be short listed by student council co-coordinators.
- Selected students will do a presentation and HOD's will vote via google form to elect the new student council 21-22.



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ACADEMIC YEAR 2021-22
MINUTES OF STAFF COUNCIL MEETING

DATE: 14/6/2021

- Principal started the meeting with a silent prayer.
- Principal, Dr.R.Shanthi said the government has declared all pass for plus two and the marks are yet to be released.
- The meeting is to discuss about admission venue.
- One staff from each department has to report for admission.
- Principal, emphasized on vaccination for all staffs.
- Reporting time for admission - Principal will be in campus from 10.30 am and will be there till the last staff leaves after admission.
- Admission is based on plus one mark and a column will be provided in the application form itself.
- Principal said, commencement of online commerce degree courses will not be a challenge for us because we have 34 years of experience in collegiate education.
- After submission of Plus two marksheet, Transfer certificate and original receipt admission number will be generated.
- Sale of online application begins on 16/06/2021. Fees should be paid only through online.
- Provisional admission will be based on plus one mark and to intimate students only through phone calls and not through no mails.
- All Sciences and English departments has to frame Bridge course time table for students.
- Dr.Archana, Head, Department of English suggested that each department can prepare a list of students who low marks in English, to ease conduct of bridge course for them.
- Recommendation letters will be examined by Correspondent (Centrally Processed).
- Principal explained about the regulations of online class to be followed like dress code and students to have proper display picture.
- Regarding IMES, password will be shared to HOD's and the entry should be done via gmeet along with class incharge. Secrecy of password should be maintained and flawless entry should be done.
- Venue for admission is decided and rooms are allotted for each Department.



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ACADEMIC YEAR 2021-22
MINUTES OF MEETING

DATE: 31-7-21

➤ Reopening for staff- academic year 21-22

Principal, Dr. R.Shanthi confirmed officially the news about re-opening of II UG, III UG and II PG via online classes from 9th August 2021. Staff on admission duty (HOD and Admission team), MIS admin & MIS in-charges of the Department must report daily (timing 10 AM - 3.30 PM) from 2/8/21. All other staffs have to come in rotation (2 staff per day) as per the allocation of HOD. Timing from 2/8/21 to 6/8/21 10 AM - 1 PM. From 9/8/21 onwards timing 9 AM - 1.40 PM. This is subject to notifications released by the government of Tamil Nadu. Vaccination certificates copy should be given in person to the Principal, by the HOD which will be filed in office as per management orders. Those who have not got vaccinated have to get vaccinated before 9/8/21. Until then non-vaccinated staff can work from home. A government doctor certificate is necessary for those who are not vaccinated and management is planning stringent action in this regard. Face reading should be registered before 9/8/21. All leave rules and permission rules will be applicable from 9-8-21. Leave/permission forms duly signed by HOD should be given for all leave/permission and no emails.

➤ College Timings – In campus classes

Due to infrastructural issues, management has decided to increase the time gap between 2 shifts. College will have 6 Day order with 5 periods each and all Saturdays (other than second Saturday) will be online working.

Timings

Shift-1

1st hr- 8-8.50

2nd hr-8.50-9.40



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3rd hr- 9.40-10.30

BREAK-10.30-10.45

4th hr-10.45-11.35

5th hr- 11.35-12.25

All staff would leave at 1.15 pm as usual.

Shift -2

All staff to report by 12.15 pm

1st hr-1.15-2.05

2nd hr-2.05-2.55

3rd hr-2.55-3.45

BREAK-3.45-3.55

4th hr- 3.55-4.45

5th hr- 4.45-5.30

Saturday / any other day online working schedule.

1st hr-9- 9.50

2nd hr-9.50-10.40

BREAK-10.40-10.55

3rd hr-10.55-11.45

4th hr-11.45-12.35

BREAK-12.35-12.50

5 hr-12.50- 1.40

➤ Rooms allocation-

Room numbers for staff members and class rooms for the department will be issued by Vice-Principal Dr. Anita Raman.

➤ Preparation of Time – Table

Time table module must be submitted to MIS and it will be a permanent and centrally processed data. Regarding this, Principal, Dr. R.Shanthi requested to submit UNOM subject Code of all subjects, including English, language, allied, NME and professional English, name of the staff handling these subjects, details of staff workload which includes number of hours allotted for each subject and total hours allotted for each staff of the



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Department. If codes are not available dummy codes have to be given and later they can be edited.

- All HODs and Club Coordinators are requested to kindly follow the protocols given below for any Department activity. A proposal must be submitted in the form of email to the Principal. After an approval from the Principal, invitation has to be prepared in the form of a whatsapp flier for circulation and sent to the Principal first. The Principal shall send the fliers to Correspondent and HODs, IQAC and Adarsh Sandesh. HODs should ensure that a brief report and photo are uploaded at the earliest in order to facilitate compilation of events and sent to Management by 5th of every Month.
- Attendance for students during online classes to be maintained. All staff should be in Official attire, with ID and Visible to students when teaching. In the same way the students should be in decent dress with their ID and must be visible as and when asked by the teacher. If not, she will be marked absent. The family members of the student should not come on video or audio when the classes are on. The HODs are advised to conduct orientation sessions for parents and students through the mentor/mentee system. This can start from 2/8/21. A report should be submitted after completion to Principal. Every staff should be allotted 30 students and the Mentors should have full details of the student like mentor- bio-data, other academic details like attendance, marks etc., From the forthcoming semester internal test and exam conducted online should be monitored with an invigilator for every 30 students.
- PTA meeting should be conducted quarterly in the presence of Vice-Principal along with HODs as regards feedback on online classes and offline classes. Parents should not be chosen and an open invitation should be given to all classes. Remedial action will be taken if necessity arises. Date and time of the meeting should be planned with VP by the HOD.
- Endowment Prizes, proficiency certificate and best outgoing student shield are to be distributed in person. The members of management want to see the students and thank those who have instituted the endowment prizes. The date is scheduled on 23/8/21.



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- Original Collections – The scheduled date for the collection of originals for currently admitted students is informed to the department. The HODs and their admission teams must be there and every application form should be signed by the HOD and the faculty who processed the application. No facsimile to be used.
- Encourage the second and third year students to enroll for competitive exam coaching. The name list to be forwarded to the Vice-Principal.
- Principal appreciated the work done by the Exam Committee for successfully completing online exams for both the semester of the academic year 2020-21, with complete online support to all. Remuneration of exams will be credited to accounts of staff where ever possible. The acknowledgement for receiving the amount should be given by the Department as per the instruction by the exam committee.
- All answer sheets should be received and kept in safe custody for 1 year from the last date of exam. Kindly plan accordingly.
- The date of distribution of TC will be intimated shortly.
- Principal, Dr. R. Shanthi appreciated the effort put by Ms. Lakshmi and Ms. Anita of Computer Science departments for the implementation of MIS.
- Principal, Dr. R. Shanthi appreciated the work done by admission team comprising of Vice Principal, Tech Team and all HODs and the faculty.
- Principal, Dr. R. Shanthi thanked Ms.Radha and Dr. Hannah Vijaykumar of Computer Science for successful completion of revamping our website and also requested the same team to start the process of giving edu.in email ids to students.
- Principal, Dr. R. Shanthi highly appreciated IQAC team comprising of Dr. Sherline ,Dr.Susan, Dr Hannah, Dr.Asha Banu and Ms. Unnamalai for the completion of uploading 19-20 AQAR and also insisted to get ready with AQAR 20-21 to be uploaded by December and SSR to be done by the end of March. We should get ready for the peer visit of NAAC reaccreditation by September 2022.



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- Principal praised the HODs and staff who work tirelessly for the Progress of the Institution setting aside their own personal growth and elevation.
- Dr.Suganya thanked Principal for the fess Concession given to 2 sports students.

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ACADEMIC YEAR 2021-22
MINUTES OF MEETING

DATE: 31-8-21

- Dr. R Shanthy , Principal announced the re opening for III UG, II UG and II PG in campus.
- College will reopen for II PG in campus on 01/09/21. 50% of the II PG students who have taken first dose of vaccination will report every day.
- Classes for II UG and III UG will commence from 06/09/21. Any PG Department will have two classes per day in campus with a maximum of 50% strength . UG department will have one class in campus with a maximum of 50% strength.(VACCINATED STUDENTS ONLY)
- Vaccination details of staff to be updated in google sheet from time to time as when vaccinated as the same has to be submitted to Greater Chennai Corporation.
- Allocation of class rooms to departments can be taken from the Vice Principal.
- Science department to concentrate and complete practical classes while in campus.
- Internal to be conducted offline. Schedule will be shared by the exam committee.
- Option of WFH totally withdrawn. Leave to be availed for any necessity.
- No staff should take online classes on the days when they have availed leave.
- Fees portal for the academic year 2021- 2022 will open from 01/09/21.Fees portal for the fee Defaulters will be accessible only when they clear arrear fees.
- The hard copy of complete workload, with timetable(both subjectwise and staffwise) should be duly signed by the Principal before MIS upload .
- Induction ceremony of the new student council will take place on 03/09/21.
- On the occasion of teachers day the Management is organising a staff lunch on 03/09/21.
- Motivational talk is to be organised on 04/09/21 as a part of Teacher's Day Celebrations.
- Staff to advice students to strictly follow the the SOP given. One teacher per department to monitor the students during break time.
- Out station students can report to college depending upon the restriction prevailing in their respectation region .



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MINUTES OF MEETING

DATE: 17/9/2021

- Principal, Dr.R.Shanthi informed that our college has received 2(f) UGC act and announced about the commencement of process of autonomy from next week.
- Dr. Anila Mathews, Dept. of Commerce, Shift I and Dr. Poornamathy, Dept. of Commerce Shift II will be the Core committee for Autonomy.
- Principal thanked all the staff member for giving inputs for NIRF and appreciated for being in ranking band 101-150 out of 8000+ colleges participated in All over India..
- The workload of IQAC, MIS, NIRF, Autonomy to be divided among all staff in the department, and insisted that a single staff should not handle all the work.
- According to AQAR new format, there will be a performance appraisal for staff, HOD and non-teaching staff based on the report given by,

Faculty	Report to be given by
Teaching	HOD and Peer Committee
HOD	Principal
Non-teaching	Principal and Management

- Principal, Dr.R.Shanthi announced the Virtual opening for First year UG and PG students on 20/9/2021. The classes will commence after the students complete their orientation by the counselor. Kindly note that the Orientation is only for under graduate students.
- Principal, Dr.R.Shanthi informed that all OD will be sanctioned only after the approval and recommendation of the HOD. Attendance certificate of OD has to be submitted on the they resume back to college failing which the OD will be considered as CL.



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- Mam advised to correctly fill in prefixing and suffixing of leave information in leave forms.
- Principal mam insisted about, grace time of 8.25a.m is only for unexpected delays. Everytime reporting at 8.15a.m should be avoided. First hour handling staff has no grace period. For shift II the grace time is upto 12.25p.m.
- Principal, Dr.R.Shanthi announced that Continuous Internal Assessment for II UG, III UG and II PG will be online. First internal from 22/9/2021 to 29/9/2021. II Internal from 20/10/2021 to 27/10/2021.
- The Webinars should be according to IQAC objectives and approval has to be sent to management through Principal.
- Departments should not plan for any activity on PD scheduled day.
- For fee concession for II and III year, students should give a documentary proof. First installment should be paid before 30th of September and Second installment before 30th of October. Students who request for extension of date to pay fees have to meet Vice-President Mr.Vijay Bhatia with documentary proof for the same after fixing appointment,
- First years can participate in intercollegiate competition and PD class starts for them from 1/10/2021.

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ACADEMIC YEAR 2021-22
MINUTES OF THE MEETING

DATE: 02/10/2021

Principal, Dr. R. Shanthi, commenced the meeting with the following point:

The agenda of the meeting is about the strategies for the conduct of online, offline classes.

- As per Directorate of Collegiate Education instruction, First year students will come to college for an orientation class and all other classes will be online for them until further instruction.
- Schedule for online, offline classes

Class	Offline	Online
II UG	Tuesday, Thursday and Friday	Monday and Wednesday
III UG	Monday, Wednesday and Friday	Tuesday and Thursday
II PG	All Days	-
I UG	-	All Days

- When students are in campus for offline classes, online classes are completely suspended for them (i.e) no online class for students those who don't turn up. Only study material for the day to be posted in GCR.
- Internal adjustments in timetable to be done to ensure staff is present in each classroom amidst COVID situations.
- Science Departments should give importance for practical classes when students are offline.
- Dr. Leji, Head, Department of Corporate Secretaryship thanked Principal, Vice-Principal and staff council for supporting for the sanction of 100% salary from the Management.



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- Dr. Sukanya, Head, Department of physical education thanked the Principal and Head of all Departments for allowing students to take sports practice during first hour.
- Mrs. Malligeswari, Head, Department of Mathematics, raised her concern on students joining class almost at the end of second hour after the sports practice there by missing the classes. So, Principal mam, said that if students come beyond 9:10 A.M. for three consecutive days, then they can be denied permission for the practice. Because students are given 20 minutes time from .50 AM to 9.10 AM to get refreshed and join the class. Sports attendance can be maintained by the Department for the practice attending students.

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ACADEMIC YEAR 2021-22

MINUTES OF MEETING

DATE: 13/10/2021

The meeting agenda: - Requirements of Autonomy

Principal Dr. R. Shanthy informed that there is an advisor for AACW to advice on all autonomy needs.

Mam announced the incharges of the following:

Name of the Staff	Department	Incharge
Dr. Anila Mathew	Commerce	Autonomy incharge
Dr. Poornamathy	Commerce- Shift II	Autonomy incharge
Dr. Meenakumari	English	Newsletter
Dr. Marcelein Pushpa	Head, Public Administration	Newsletter
Dr. Archana	Head, English	Magazine
Dr. Sudha	Commerce	Research Publications



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- All Heads are incharge of autonomous and only they will be interacting with Autonomy incharges.
- Newsletter is a quarterly issue, the first newsletter is at the end of this month and departments can give activities of June, July, August and September.
- Academic year 2019-20 Digital Magazine is ready.
- Contents to be given for the graphics board by Dr. Marcelain, Head, Department of Public Administration.
- Every department should have CSR initiative.
- Alumni Association has to be registered and Dr. Ranjana, Department of Computer Science is incharge of for the association.
- Data to be maintained for placement like incampus, offcampus and students pursuing higher studies. Offer letter and Appointment letter has to be collected for five years (2016-17,17-18,18-19,19-20 and 2020-21).
- Each department has to bring MOU National/ International/ preferably Government NGO, Deemed University.
- Department which brings more MOU, special awards will be awarded by Management.
- Highest number of paper publications in UGC listed journals by the staff will be awarded by the Principal.
- Dr. Anila, Department of Commerce incharge of Autonomy briefed on the following requirement of autonomy,

I. Board of Studies

- The Head of the Department will be the Chairman of the Board of studies.
- Subject Expert should be outside the parent University. Deemed university is also accepted. Data bank to be ready with 6 names.
- Vice-Chancellor nominee, panel of 6 has to be forwarded to Principal within parent University.
- One Industry Representative should be inboard who is eminent in getting placement.
- Department to be ready with Six Postgraduate Meritorious Aluminus names, Principal will choose one.
- Every faculty of the Department will form part of the board of study. Every 2 years it has to be reconstituted.
- Examiners, Question paper Setters should have a minimum of 3 years of teaching experience.



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II. MOU

- 50% MOU should be National/International, Google into Universities with minimal money.

III. Result Analysis (5 Years data)

- This should be accurate and should match with AQAR details.

IV. Achievements in Co-curricular Activities (3 Year data)

- Datas should be backed with proof copy.

V. Achievements in Extracurricular Activities (3 Year data)

- Physical Director, Dr. Suganya will give the details of students participation in national, international, District level, Zone level tournament details.

VI. Staff Publications

- Staff publications, journals and Books can be kept in the department. Faculty book publication to be given in the Library.

VII. Department Wise 1st Rank Holder Name & Photo (last 5 Year)

- The Namelist of First Rank Holder for 5 years has to be kept in the Department.

VIII. Prominent Alumni with Photo & Position held

- Prominent Alumni with Photo and Designation from institution.

IX. Department Newsletter

- Department Newsletter is mandatory.

X. Department CSR Initiatives



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ACADEMIC YEAR 2021-22
MINUTES OF MEETING

DATE: 8/11/2021

- The agenda of the meeting rescheduling of Model exam schedule and Manjari.
- The revised schedule for Model exam is as follows,
- SLOT 1: 15/11, 16/11, 17/11, 18/11 & 19/11 - FN Shift 1 III UG & II PG; AN Shift 2 III UG & II UG
- SLOT 2: 22/11, 23/11, 24/11, 25/11, 26/11 - FN Shift 1 II UG;
- The University examinations for Soft Skill and Value Added Education dates are as follows,
- 20/11/2021 - Value Added Education - III UG (Both Shift 1 & 2)
- 27/11/2021- English Soft Skill - FN Shift 1 II UG; AN Shift 2 II UG
- 29/11/2021 - English Soft Skill for II PG
- Principal Dr. Shanthi. R, advised the exam committee to conduct an orientation program with regard to University Examination to all the internal committee members, she also advised the department to conduct an orientation for the students.
- Classes for those students who are not writing the exam in a slot will be conducted online. Students can be called in campus for practical classes when they are not having exams.
- If an exam gets cancelled due to rain that exam alone will be rescheduled later.
- Manjari is rescheduled on 6/12/2021.



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MINUTES OF MEETING

DATE: 19/01/22

- Principal Dr. R Shanthi started the meeting by requesting the staff to take care of them and their family in this time of pandemic.
- Principal Dr. R Shanthi thanked the management for their kind gesture of allowing the staff to WFH in these times.
- Principal advised the Heads to conduct meeting in the Department to decide on how effectively they can engage the students and stay connected with them.
- She also suggested one among the ways viz., Bridge Course for Upcoming Semester, Revision for the upcoming exams, Time table, Workload Planning, e- conference for students in which the students will be the speakers, workshops and training programme for teacher and students, Career guidance programme for students, Online Competitions for music dance etc., e – sports, online - Gardening classes, Meditation and yoga Class , IT Planning programme for staff, Room décor Competition, quiz, Start - up entrepreneurial ideas, knowledge sharing sessions, leadership training programme etc.
- The event or programme to be based on need of the Department on Heads call.
- Principal Dr. R Shanthi asked the staff to take away any valuable kept in the Department to enable painting work of the department to go ahead.
- Principal Dr. R Shanthi also added that no WFH for staff affected by covid. No activity is compulsory for students if they or their family member is affected by COVID.
- Departments to document all activities for IQAC purpose.

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DATE: 15/02/22

- Principal Dr. R Shanthi announced that the convocation for the class of 2020 will take place on 12/03/22, in the auditorium. Dr. Gowri, Vice-Chancellor, University of Madras will be the chief guest.
- The VC will be awarding degrees only to the Rank Holders on 12/03/22. All staff and Parents of the Rank holders will attend the convocation.
- Duties of the convocation are allotted to Shift II. B.com General (Shift II) will be in charge of Degrees, B.Sc. Computer Science (Shift II) will be in charge of Robes. Dr. Suganya, PD will be in charge of the band.
- Rank list of the students from each department to be forwarded to B.Com General Shift II.
- The HODS will be seated in the first two rows followed by the staff on the left side. Students will be seated on the right side. Parents will be seated in the gallery, though few seats will be allotted down to accommodate those who cannot climb upstairs.
- Lunch will be provided for all the staff in auditorium after the programme. Lunch for the dignitaries will be in Canteen. NSS Volunteers to take care of Discipline.
- For the rest of the students of the Department to be awarded by the respective Heads following similar protocol as per the schedule given below.

DATE	TIME	DEPARTMENT
15/03/22	9.00am – 11.00 am	ECONOMICS
	12 Noon – 2.00 pm	BANK MANAGEMENT
	3.00 pm – 5.00 pm	CORPORATE- SHIFTII
16/03/22	9.00am – 11.00 am	GENERAL - SHIFT I
	12 Noon – 2.00 pm	PUBLIC ADMN
	3.00 pm – 5.00 pm	B.COM C.A.



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17/03/22	9.00am – 11.00 am	CORPORATE – SHIFT I
	12 Noon – 2.00 pm	BCA - SHIFT I
	3.00 pm – 5.00 pm	B.Com HONOURS – SHIFT II, BCA SHIFT II
18/03/22	9.00am – 11.00 am	MATHEMATICS
	12 Noon – 2.00 pm	PHYSICS
	3.00 pm – 5.00 pm	C.Sc. SHIFT II
21/03/22	9.00am – 11.00 am	CHEMISTRY
	12 Noon – 2.00 pm	N&D
	3.00 pm – 5.00 pm	A&F SHIFT II
22/03/22	9.00am – 11.00 am	C.Sc. – SHIFT II

- Students of the Department whichever has convocation to be given off on the day.
- Principal Dr. R Shanthi re – emphasized the regulations of availing OD . Each staff can avail 4 OD in a semester for presenting paper. OD Should be availed with a request form. Entry in the OD Register is mandatory. On reporting back to college letter / certificate confirming the presentation , attendance certificate to be produced ,without which OD will be considered as a CL. For any other academic work like BOS meetings, examiner etc. OD can be availed with prior permission and must have entry in OD Register. If a particular meeting is relatively late one should report to college and then leave, in case of staff residing far from college concession will be given.
- The College will be functioning in regular timing from March 2 , 2022. i.e.,
 - ❖ SHIFT I – 8.00 am – 1.15pm
 - ❖ SHIFT II – 12.15pm – 5.30 pm
 - ❖ Grace time for both the shift will be 10 minutes.
- Principal advised the Departments not to have more than 3 permission per day availed by the staff at a time. HODs to Sanction CL on same day with discretion.



R. Shanthi

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- If availing EL for more than 3 Days the form duly signed by HOD and the class adjustment details should be by signed by VP Dr. Anita Raman, before the Principal.
- Class Attendance Registers to be Counter signed by the Head of the Department Daily after the classes.
- For Every Saturday When none of the years is having PD classes Department should have some activity like PTA, Alumni, webinar etc.
- All Departments to submit their Activity Plan for Saturdays 5/03/22, 19/03/22, 26/03/22 at the earliest, to Vice – Prinipal Dr. Anita Raman.

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ACADEMIC YEAR 2021-22
MINUTES OF MEETING

DATE: 8/04/22

THE AGENDA OF THE MEETING WAS TO REGULATE STUDENTS FOR THE ONGOING CULTURAL MEET. Principal Dr. R Shanthi, discussed about the various issues faced on Day 1 of cultural. The following decisions were made to regulate the students for Friday and Saturday.

- Friday – 29/04/22 – II UG only will be the audience. The total strength is split into two sessions as follows:

Session I (8.30 – 11.30)	Session II – (12.30 – till the end of the programme)
ECONOMICS	CORPORATE (SHIFT I AND II)
TTM	PHYSICS
ENGLISH	CHEMISTRY
GENERAL (SHIFT I AND II)	C.Sc (SHIFT I)
BBM (SHIFT I)	N&D
MATHEMATICS	BCA (SHIFT I AND II)
HONOURS	B.COM (C.A)
C.Sc (SHIFT II)	MSW(SHIFT I AND II)
A& F (SHIFT II)	M.A PUBLIC AD

SATURDAY – 30/04/22 – I AND II PG ONLY WILL BE THE AUDIENCE



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- The staff of the department will report when their students are the audience.

Staff timings :

Friday – session i – 8.30 – 12.30 pm

session ii – 12.00 till the end of the programme.

- Students for both the session to report to their classroom and to be brought to the auditorium by the respective class in charge.
- Students of session ii to be brought to the auditorium only after message from principal/ vice principal.
- Saturday – 8.30 am - till the end of the programme.
- Pta meeting to be conducted by the department . The sample will be 10% of the strength of each class.
- Model exam time table to be handed over to vice principal dr. Anita raman on or before 4/05/22 and soft copy to be sent to exam committee mail.
- The details of the students with lack of attendance to be brought to the notice of exam committee
- Staff to gear up for the following works : admission work, conduct of examination , existing course commission, new course commission, naac, autonomy, college day, academic audit(internal and external), student council election and valediction.
- Any prizes of clubs to be distributed (if pending) can be given on valedictory function with prior information to dr. Marcelin puspha, dean , student affairs.
- Staff must take up booster dose and submit the certificate in office.

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