

## ACADEMIC YEAR 2017-18

- 14/6/17
1. On May 11<sup>th</sup> Letter of indent of NAAC has been accepted
  2. AQAR report of 2011-12 has to be submitted immediately.
  3. Admissions for this academic year is almost completed.
  4. R.No.50 to R.No.77 → Seating arrangements not to be disturbed because IDE Exams are to be conducted.
  5. College re-opens on 16/6/17 with usual timings and avoid late com.
  6. Departments to maintain a lesson plan.
  7. Students feedback form to be analysed properly for NAAC.

Staff Secretary : Anita Ramaw

Staff Treasurer : P. Redhika

Jayashree Phos  
PRINCIPAL

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ANNA ADARSH COLLEGE FOR WOMEN  
ANNA NAGAR, CHENNAI 600 040

- 24/10/17
- Madam Principal gave the following instructions in the meeting :
1. College day to be held on 20/10/17 at 11 o'clock in the auditorium.
  2. Departments to update all the activities.
  3. Departments to prepare in-house magazine prudently by having proper editorial board etc.
  4. In the library, Indu to monitor the usage of browsing centre. It can be utilized by the staff, PG & UG students.
  5. PD classes schedule to be followed.
  6. HOD's to address and brief the students about the rules and regulations to be followed during University Exams by the students.
  7. Staff were informed about the increase in DA %age to be 10% for all the categories of staff.

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23/11/17

Madam Principal addressed the Council meeting and discussed the following issues:

1. College is going ahead to be rated by NIRF
2. Convocation to be held on 19/1/2018.
3. Madam Principal to be on leave from 1/12/18 - 6/1/18 and so, during this period, the following staff would be overall in-charges:

For Arts : Dr. Chitra Lele

for Commerce : Dr. Lakshmi C.

for Science : Dr. Jayavadhana

for Shift II : Dr. Krishnaveni

for Terrace area : Dr. Suganthi

4. Staff to report for valuation duty compulsorily, otherwise, permission has to be obtained by the staff.
5. Jan 12<sup>th</sup> → Sports Day
6. Closing date for Christmas 19/12/17 & re-opening date 2/1/18.
7. Invigilation during University Exams to be carried out carefully and sincerely.
8. College applied for autonomous in 2012 and college to develop potential for excellence.
9. All the minutes of Academic Council Meeting are kept in the library and staff to go through it.
10. Departments to conduct certificate courses recognised by an university.
11. Prepare the Aadhar Card No. list of the students.
12. Christmas Celebrations and Karthigai deepam to be celebrated together on 1/12/17.
13. Departments to prepare Proficiency Prize list for College Day.
14. Details to be handed over for Adarsh Sandesh before 21<sup>st</sup>.
15. PD class for II. M. Com - Dates: 5, 6, 7, and 8/2.

Staff Secretary: Anita Ramay

Staff Treasurer: P. Radika



Tanashree kosh

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