

ACADEMIC YEAR 2019-20

14/6/19 Staff General Meeting was conducted by Madam Principal and she discussed the following:

- (i) College has got 90th Rank in NIRF Rating.
- (ii) College went through India Today Ranking and the Ranks obtained are:
 - (a) Commerce 66th Rank out of 145 All India Basis and 6th Rank in chennai.
 - (b) Arts 8th Rank out of 110
 - (c) Science 109th Rank out of 120 and 12th in chennai.
- (iii) Research by staff is essential since MHRD is emphasising.
- (iv) Staff Eligibility is must.
- (v) Staff are required to complete the Time-Table, Work allocation etc.
- (vi) Dates for department activities to be sent to IQAC cell.
- (vii) IDE exams are to be held in college campus for 5 days from 15/6/19 on Sat & Sundays, So, each department to give the name of 4 staff for invigilation.
- (viii) 17th June shall be the re-opening for college including the first years and prayer to be attended by HoD's and student Council. 1st years can leave the campus by 11 o'clock.
- (ix) Madam Principal congratulated the admission committee for their efficient and effective work.
- (x) Madam Principal visited 2 NAAC sessions during vacation & has told every department to concentrate about the Best Practices of each department.
- (xi) From now on, NAAC criteria's to be fulfilled by the College would be based on objective type data analysis.

SIGNATURE OF ~~HEAD~~

Staff Secretary: Anita Ramani

Staff Treasurer: P. Radhika

R. Shanthi

PRINCIPAL

PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI 600 040

20/6/19 Madam Principal discussed the following in the Staff Council Meeting:

- (i) Language changes to be made only after consulting madam principal. Cut off date for language change 1st July 2019.
- (ii) 1st yrs fees receipt to be checked whether they belong to the respective department.
- (iii) 2nd year fees dues have to be paid.
- (iv) University gives 3 free seats and that college has not applied for extra seats.
- (v) Department activities dates to be given to IQAC, having 1 activity in the conference hall and 1 in the auditorium.
- (vi) Cultural dates shall be as per the dates mentioned in the calendar.
- (vii) Keep record about the portions completed and work allotted.
- (viii) Meeting shall be held with IQAC.
- (ix) FDP will be conducted with NAAC official.
- (x) For NAAC assessment 65% data is required.
- (xi) FDP shall be on 26th June 2019 in Computer Lab, at 9.00 a.m., to be attended only by the HODs & IQAC members. Speaker shall be Dr. A. clement from Saudi Arabia, Topic: Research Methods
- (xii) AC for all the staff rooms to be recommended by the Principal.
- (xiii) On Campus & off Campus Placement records to be maintained. Enrolment for placement shall be Rs. 200/-.
- (xiv) If any staff is on leave & that class is free, they can be sent to library for browsing & learning.
- (xv) Students to conduct Projects, Student Exchange Programmes, NPTL & MOOC courses.
- (xvi) Every Department to have MOU & Conduct activities in collaboration with govt.
- (xvii) Staff are asked not to share student database with anybody.
- (xviii) Ganesh's 1st B'day in the campus on 26th June & Homam at 7.30 a.m.
- (xix) Canteen is facing acute water problem & so Rs. 5/- extra will be charged on dishes and also staff & students are requested to carry water.

Staff secretary: Anita Ramani

Treasurer: P. P. Prab

Principal

9/1/20 Madam Principal discussed the following in Staff Council Meeting:

(i) Group Photo for final years for both shift I & II shall be taken on 10/1/2020.

(ii) NIRF Report completed.

(iii) India Today report completed.

(iv) Plan out our outreach programmes with govt. & try to document it with a govt. certificate.

(v) Sports Day to be held on 24/1/2020. The programme will be conducted as follows:

Inauguration 9 to 9.30 a.m

Reporting time for staff 8.30 a.m.

Prayer Song - Dr. Suganthi in-charge

First Aid Kit - YRC

Stage Decoration - Dr. Suganya

VIP Garland & Memento - Principal

Cheer clap students - Chemistry Department

Announcers - Dr. Marcelin, Dr. Anila, Ms. Hema & Ms. Vanitha

Refreshments - TTM Department

Recreational Games - BCA Department

March Past - Dr. Mahalakshmi, Dr. Meena Tamil etc.

Distribution of Prizes - Commerce Department.

Western Dance - college Team

Classical Dance - Dr. Vinodhini

Reception Table - Corporate Department

Band - Dr. Suganya

Distribution of Plaqueards - Dr. Suganya & shift II

(vi) Photos of all the activities of the Department and the College to be given to the Magazine Committee English Department.

(vii) The following are important aspects to get NAAC upgradation:
Both staff & students to possess National, international and inter-collegiate certificates, Departments to prepare a Road Map, Develop ICT tools and have more publications & Books authored.

Staff Secretary: Anita Ramani

" Treasurer: P. Radhika

P. Suganthi

PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN
SINGAPUR CHENNAI 600 040

30/1/20 Madam Principal discussed the following in the Staff Council Meeting:

- (i) The nominations for the various Endowment Prizes were collected and then selected from all the Departments individually.
- (ii) Student Council Election to be held on 17/2/20.
- (iii) College Day to be held on last week of February.
- (iv) Convocation Day to be held on Second week of March.
- (v) The duty allocation was decided for college day and convocation day tentatively.

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4/3/20 Madam Principal allotted duties of College day and Convocation Day in the Staff Council Meeting as follows:

I COLLEGE DAY

BBM Department: Prayer Song & Lighting of Lamp.

Physics " : Stage arrangements.

Economics " : Seating arrangement.

Corporate Secretaryship: Overall Discipline.

Prizes & Medals : English Department

Commerce shift I : VIP refreshments

Chemistry Department: Distribution of Snacks to Staff & Students.

Public Administration: Invitation

Announcement : Dr. Anila Mathews

Classical Dance : Dr. Vinodhini shift II

Vote of Thanks : Dr. Satya Chemistry Department.

Audience : UG/PG Final years.

LCD/Banner/Media : Computer Science shift I

Hi-Tea for Staff Council on College Day.

II CONVOCATION DAY

13/3/20 : Arts & Science shift I & II

14/3/20 : Commerce shift I & II

- Stage arrangements / Telecast / Mike : Computer Science Department
- Compering : Dr. Meera Kumari
- Seating Arrangement → Shift II
- VIP Refreshments : Home Science Department
- Staff & students Refreshment : BCA Department
- Robes : TTM Department
- Rankholders Photo Session : Maths Department
- Band : Physical Education Department
- Discipline inside the auditorium : Tamil Department
- Gate Duty : Physics Department
- LED telecast & Parents duty : Economics & Corporate Secretaryship
- State Prayer & National Anthem : Computer Science Department
- Reception / Mementos / Bouquet : BBM Department
- Prizes & Medals : English Department
- Pledge & invitation : Public Administration Department
- Communication ^{slip} for students : " " "
- Degree Certificate Distribution : 13/3/20 → Chemistry Department
14/3/20 → Commerce " Shift I
- Staff Council to have Hi-tea on 13/3/20 &
" " " " Lunch on 14/3/20.

III VALEDICTION DAY

- Audience : Present IIIrd years.
- Timing : Staff reporting time : 11.00 a.m
Students " " : 1.00 p.m
- Programme time 1.30 p.m to 3.30 p.m
- Staff are permitted to leave the Campus at 3.00 p.m

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