

ACADEMIC YEAR 2020-21

- 16/4/20 Madam Principal conducted Virtual Council Meeting (Online) and enquired about the following issues:
- (i) whether lesson Plan for the Academic Year 2019-20 was submitted?
 - (ii) Since lockdown has been declared for another 1 month, how would the department's sustain the interests of the students?
 - (iii) She informed that MHRD & the University wants us to conduct online classes and to document it.
 - (iv) Computer Science Department has created Group Mail id, Department id and that it shall be given to all for proper documentation.
 - (v) Workload and Time-table of the department to be sent to Principal's Mail id.
 - (vi) She enquired about each department's strategy adopted to keep the students engaged and the HoD's replied that they were in constant touch with students through phone calls, whatsapp and by giving assignments.
 - (vii) She has asked all the staff to prepare e-content and be prepared for online classes.

Staff Secretary: Amita Ramam

Staff Treasurer: P. Radhika

P. Shanthi

PRINCIPAL (i/c)
PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN

ANNA NAGAR, CHENNAI, 600 040

- 11/5/20 Madam Principal Dr. R. Shanthi called for a Zoom Meeting to discuss the issues concerning our college to meet the post COVID-19 challenges.
- Our Correspondent Mr. Manjeeth Singh Sethi and 25 faculty members (HoD) attended the meeting via Zoom.
- Points discussed by our Correspondent Sir:
- (i) At the outset he appreciated the Principal for conducting the online meetings and encouraging the faculty members.
 - (ii) He appreciated the initiatives taken by all the Department and the clubs to have conducted online FDPs, Quiz, webinars etc.

(iii) He brought to the notice of the faculty members that the salary for the month of April was credited much ahead of the scheduled time.

(iv) He briefed that Punjab Association has taken up the task of assisting the Radisson Blue Hotel's kitchen to feed the essential service staff and also to distribute around 2000 food packets to the poor and needy people and have spent Rs. 35 lakhs apart from donating Rs. 50 lakhs to the Chief Minister's fund.

(v) The faculty members were informed that Anna Adarsh School is now being utilized as Corona Centre for which our management has installed RO water purifier and also have provided for the necessary facilities.

(vi) College premises have not been given for this purpose.

(vii) Discussed about the maintenance of Computer Science Lab & the language lab.

(viii) Informed about the installation of MIS & ERP System and the sale of online applications shall commence in the next 20 to 25 days.

(ix) Instructed the staff to be in constant touch with the students to revise the portions taught.

(x) Appreciated the Roof Garden initiative taken by Dr. Devi Manohar and the preparation of the Home hand sanitizer taught by the Department of Chemistry.

(xi)

Points discussed by the Principal :

(i) She also appreciated and thanked the HoDs, Club Coordinators and the students for their active participation in the online learning program.

(ii) She then asked the HoDs to report about the work done during lock down period.

(iii)

Points reported by HoDs :

(i) Every HoD stated that they have created Google class,

prepared PPTs, e-content etc and that the faculty members are actively participating in FDPs, Webinars etc.

- (ii) The HOD of Computer Science pointed out the need for intranet and internet with requisite speed and for an advanced App for teaching
- (iii) The HOD of English Department pointed out the need to train the staff in the use of the technology.
- (iv) The Principal then requested the HOD of Computer Science to do the needful.

At the end of the meeting our Correspondent Sir said that he was happy to meet the faculty members at least through Zoom Meeting and that we shall soon meet in person.

Staff Secretary: Anita Ramani

Staff Treasurer: P. Radhika

R. Shanthi

PRINCIPAL (i/c)

PRINCIPAL

8/6/20 (i) Madam Principal declared 18/6/20 to be the virtual re-opening day for staff and Re-opening for students to be 22/6/2020.

ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI 600 040

(ii) Timings for online classes: 10.00 a.m to 12.00 noon.

Class-in-charges to create GCR through the college mail id and to include subject teachers in it. List of classes to be conducted in whatsapp in their respective groups.

(iii) Time-table for the online classes to be framed by the Time-table committee.

(iv) For the present 3rd year students, staff to conduct job oriented activities.

(v) Departmental activities to be conducted by the department.

(vi) Department's to create 1 minute "Promo Video".

(vii) Management shall send appeal to pay the fees.

(viii) Salary reduction details were announced to staff. Mini. Rs. 18,000/- and for others 50% of the Gross Salary.

(ix) No 2nd year Extension for Senior Staff. Only 1 yr extn. with the Postas "Mentor"

Staff Secretary: Anita Ramani

Staff Treasurer: P. Radhika

R. Shanthi

PRINCIPAL (i/c)

22/6/20

Madam Principal announced the following:

- (i) Attendance of the students to be registered online Compulsarily.
- (ii) Time-tables of the Department to be drafted.
- (iii) Staff can access for text books & take the help of Librarian.
- (iv) In case of any absent staff, arrange for a substitute.
- (v) Keep a track of Department activities & promo videos.
- (vi) Access N-list using personal id.
- (vii) Tell the students to pay the fees and take a Screen shot & save it and document the transaction id.

Staff Secretary: Anita Ramani

Staff Treasurer: P. Radhika

R. Shanthi

PRINCIPAL (i/c)
PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN

ANNA NAGAR, CHENNAI 600 040

1/8/20

Madam Principal discussed the following issues:

- (i) There is no clarity about final year exams so far/as of now.
- (ii) For the 1st & 2nd years marks will be declared by the University between Aug 10th to Aug 14th.
- (iii) For 1st years: 70% of Internal assessment + 30% of previous semester.
" 2nd " also; " " " "

(Both for Core papers & Eng/Lang)

- (iv) If a student is not happy with the marks given, then, they have the option to write the exams but the exam dates are not announced yet.
- (v) IMES work has been successfully completed by the Staff by 31/7/20.
- (vi) The Admission pace are slow presently but later on things would improve. The receptionist Ms. Sally is taking care of Management Quota. Completely Online admissions this year.
- (vii) The Admission Committee Staff & HoD, to conduct Google Meet for meeting the Candidates.
- (viii) The Academic Year actually reopens on 3rd Aug. 20 & so attendance to be marked carefully.
- (ix) Working day for the academic year starts from 3/8/20.

(x) 1st year students to join on 19/8/20 for their classes.

Staff Secretary: Anita Ramaw

Staff Treasurer: P. Radhika

R. Shanthi

PRINCIPAL (E/C)

PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI 600 040

14/8/20 Madam Principal gave the following instructions:

(i) Timings for online classes were given to be:

10.00 a.m - 10.45 a.m

10.45 a.m - 11.30 a.m

11.45 a.m - 12.30 p.m

12.30 p.m - 1.30 p.m - Break Time

1.30 p.m - 2.15 p.m

2.15 p.m - 3.00 p.m

3.00 p.m - 3.15 p.m - " "

3.15 p.m - 4.00 p.m

(ii) Attendance to be taken on hourly basis.

(iii) One person from each department to report to college from 10/8/20. To start with HODs to come on the 1st day.

(iv) Free wi-fi to be given in 3 to 4 places in the campus so that faculty members can take their Online classes also.

(v) College will provide stand for placing the mobile, webcam & sound card etc. to use the video & board to take the online classes.

(vi) I & II UG and II PG to make fee payment by 12/8/20

(vii) If the fees are not paid by 12/8/20, staff to remove the name of the students from GCR and not to allow them to attend online classes.

(viii) Vacancies in the department along with necessary requirements to be mailed to the principal. Interview shall be conducted online.

(ix) Regular online classes will be from Monday to Friday.

Staff Secretary: Anita Ramaw

Staff Treasurer: P. Radhika

R. Shanthi

PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI

5/8/20

Madam Principal announced the following:

- (i) Since Lock down period is upto 31/8/20, the staff having the following conditions need not report to college and also for the others only if they need infrastructural facilities to conduct online classes from college, can report to college voluntarily:
 - (a) staff 55 years & above
 - (b) Pregnant staff
 - (c) Staff on ML
 - (d) " Unwell
 - (e) " having below 10 years children
 - (f) " from far off places
 - (g) " in Containment areas
 - (h) " whose family members are infected etc.
- (ii) Students who are not able to pay the fees by 12/8/20 time extension can be given for 1 more week upto 20/8/20 & beyond that their names to be removed from GER.
- (iii) List relating to Basic Tamil & Advanced Tamil to be handed over to Department of Tamil.
- (iv) Staff requested to promote and support Sanskrit Department for students to choose the language Sanskrit.

Staff Secretary: Anita Ramani

Staff Treasurer: P. Reddy

R. Shanthi

PRINCIPAL
PRINCIPAL

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

1/9/20

Madam Principal announced the following:

- (i) Sept. 7th to Sept 12th internal exams to be conducted by all the departments.
- (ii) 25 marks Schedule with MCQ questions only (1 mark for each question).
- (iii) Exam Committee to conduct an Orientation Programme about the procedure to create Google form etc on 2nd Sept. 2020. at 3.00 pm
- (iv) On 16/9/20, Google sheets will be uploaded to enter the

internal marks. Google sheet will be allotted for each department.

- (v) Webinars, Guest lectures etc. not^{to} be conducted during working hours.
- (vi) Departmental Activities and Non-Curriculum activities to be conducted on 3rd and 4th Saturday of every month preferably.
- (vii) August 31st is a holiday on account of Onam.
- (viii) IQAC's google forms to be filled relating to departmental activities.
- (ix) All activities to be conducted by the department only through edu. in mail.

Staff Secretary: Anita Ramaw

Staff Treasurer: P. Radhika

R. Shanthi
PRINCIPAL
PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI 600 040

7/9/20 The following were the instructions given by Madam Principal:

(i) OFFLINE exams will be conducted for final year students from 21/9/20 to 30/9/20 (Theory Exams).

Incomplete practical exam dates to be discussed with the external and to be completed by 30/9/20.

(ii) SOPs for the conduct of exams:

(a) No invigilator to walk inside the classroom or go near the students.

(b) All the rooms in the college including the chairs, door knobs, washrooms etc. will be sanitized.

(c) Fresh Masks, Gloves and face shields to be worn both by the staff & students.

(d) Sanitizers will be made available in the exam room & other places but all are advised to carry hand sanitizers of their own also.

(e) As soon as one session is over - entire room will be sanitized. Only One Session Exam per day.

(f) All washrooms will be cleaned once in 3 hours. However, faculty are advised not to allow students to go to the

Washroom unless it is an emergency.

- (g) Verification and declaration form to be sent to Exam Committee.
- (h) Download Aarogya Sethe App - Both staff & students.
- (ii) Self-declaration form to be submitted online by both staff & students before reporting to college.
- (iv) Staff are advised to be on Quarantine for 14 days (from 7/9/20) and not to expose to health hazards and take utmost care.
- (v) Invigilation list will be prepared by the exam committee as per the requirements per day after receiving the time-table from the University.
- (vi) Staff to be deputed for invigilation work. Big departments to give 2 to 3 staff per day. The Department's to decide about allocation work to the staff in the Department.
- (vii) Around 300-400-500 students per day to take up the exams.
- (viii) Only 10 students will be allotted for each room & invigilators to take care of 2 rooms.
- (ix) Invigilators are not required to touch the answer sheets, question papers or to collect even the completed answer sheets. All the work to be done by the attenders who will be in complete PPE.
- (x) Invigilators Room / Seating arrangements etc. will be sent by whatsapp by the exam committee to each department.
- (xi) Departments to G-Meet with the passed out batch students and give them the following instructions:
 - (a) To maintain 6 feet Social distancing.
 - (b) 1st floor students to enter & exit the campus via gallery & auditorium & use the 1st staircase
 - 2nd floor students to enter via temple gate, and use the staircase near PD room
 - 3rd floor students to enter via the center gate near parkip and use the staircase near TRM Dept.
- 2-wheeler using students to take the extreme left via Conference hall & park their vehicles in the ground marked areas.

- (xii) Senior Staff to be involved in regulating the movement of the students both during entry & exit time.
- (xiii) Exit of the students are also to be done orderly one room after one room.
- (xiv) Staff reporting time shall be 8:30am
- (xv) No Seating Board. Seating details will be sent the previous day itself to the students.
- (xvi) Students can place their bags & mobiles beside them in the hall.
- (xvii) " to wear proper marks otherwise replaced by the mark provided by the college.
- (xviii) No disposal of masks or gloves in the Campus. The used masks & gloves to be taken by back by the staff & students to their home & dispose it.
- (xix) No tea will be served for the invigilators.
- (xx) Id Cards compulsory for both staff and students.

Instructions given by the Exam Committee :

- (i) Whatsapp group will be formed with exam committee members of Apr 2020.
- (ii) Class-in-charges to have a copy of students details with University Roll Nos.
- (iii) Seating, Hall-Tickets and time-table will be given by the exam committee.
- (iv) Class-in-charges to distribute hall tickets on the first day of the exam.
- (v) 2 to 3 staff are needed for regulation work.
- (vi) Invigilators' table and chair will be placed outside the classroom with the Answer sheets & Qw Papers. and student shall take it before entering the classroom.
- (vii) 10 places will be marked in a Classroom for the students to take up the exams.
- (viii) Students can leave their completed Answer sheets on the table before leaving and the invigilators have to keep them in register No. order and affix their signatures.
- (ix) No duplicate hall tickets will be issued. Students to carry Id card and hall ticket compulsarily.
- (x) Staff can contact exam committee members only through mobile. They

- WU be on duty and shall operate from outside Room No. 3.
- (ii) Departments to make arrangement for Scribes.
 - (iii) R. No. 17, 18 & 19 shall be the sick room.
 - (iv) Practical Exams & Viva-Voce to be conducted from 14/9 to 18/9/20.
 - (v) Claim forms to be handed over to exam committee.

Staff Secretary: Anita Ramani

Staff Treasurer: P. Radhika

R. Shanthi

PRINCIPAL
PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN

ANNA NAGAR, CHENNAI 600 040.

14/9/20

Madam Principal gave the following instructions.

- (i) University Semester Exams shall commence from 21/9/20 to 30/9/20.
- (ii) Nodal officer shall be appointed from each department to conduct the exams of their respective department.
- (iii) There shall be a Mock Exam on 16/9/20 & 18/9/20, to be conducted by UNOM.
- (iv) If the students do not have the facility to download or upload the Question Paper & Answer Scripts then, they need to send a request to the college Principal or Nodal Officer.
- (v) Students to write the Answers in A4 paper sheets by using either Black or Blue Pen in their own handwriting.
- (vi) Instructions for students:
 - (a) In the Top Right Hand Corner in the first page candidates to write Name, Register No, Date of Birth, Sub, Sub. code, Date of the Exam, Total No. of Pages written and Signature of the candidates.
 - (b) Max. of 18 pages to be written by the candidates with the abovesaid details in each page.
 - (c) Students should log in to URL links by using their register number and date of birth.
 - (d) Students to write the details correctly & check it themselves.
 - (e) Students to download the question paper and send a message to the Nodal officer in whatsapp as "Downloaded".
 - (f) Nodal officers to then mark the attendance.

(g) Students to scan the answer sheets in ascending order, page wise, and then upload in the University portal, in JPG format.

(h) Exam Timings

F.N Session - 10 a.m to 11.30 a.m (To upload within 2.30 pm)

F.N " - 2 pm to 3.30 pm (" " " 6.30 pm)

(i) If the candidates encounter any crucial problems, then Reload Option is available only for such candidates.

(j) Candidates to give whatsapp message to Nodal Officer after uploading as 'Uploaded'.

(k) For every exam, the details of acknowledgement and the history of the earlier exams to be filled in by the candidates.

(l) In case the students do not have any facility to upload, then they can submit their answer sheets in a cloth lined cover addressed to the College Principal via Speed Post on the same day. The post office will give a ET No. which should be sent to the Nodal Officer for documentation.

(m) Offline Exam Option is available for the students to take up their semester exams.

(vi) College shall send information to Nodal Officer during exam time.

(vii) Staff to send correct college address to students.

(ix) Nodal officers to create a separate whatsapp group for the final years and give the necessary instructions.

(x) Nodal Officers to upload the attendance of the students after receiving the "Download" message from the students.

(xi) Instructions for Valuation

(a) Valuation only by viewing the answer scripts.

(b) Principal would get the access to download the answer scripts the very next day & it will be forwarded to department mail for valuation.

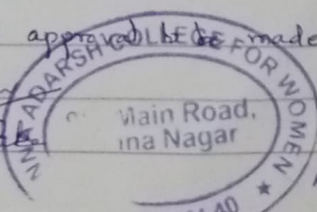
(c) Valuation to be done only by Senior and Qualified faculty members.

(d) HoD's to supervise valuation

(e) Verification and approval made by HoD's & marks to be uploaded

Staff Secretary: Anita Raman

Staff Treasurer: P. Radhakrishnan



Principal
Shanthi

ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI 600012