



Punjab Association's
ANNA ADARSH COLLEGE FOR WOMEN
(Affiliated to University of Madras)
Re-accredited by NAAC with A++ Grade
2(f) Status under UGC Act

**ACADEMIC YEAR 2022-23
MINUTES OF STAFF COUNCIL**

DATE: 07-09-2022

Vice Principal Dr. Anita Raman started the meeting with its agenda viz., convocation for the class of 2020-2021. Dr. Archana M Sardana, Head, PG Department of English, will be the Coordinator of the event.

The convocation for the class of 2020-2021 will be conducted in two days 16th and 17th of September.

The Duties allocated to the departments / Staff are as follows

S.NO	DUTY	STAFF/DEPARTMENT
1.	Compering	DR. MEENA KUMARI
2.	Stage Decoration	ENGLISH I AND ECONOMICS
3.	Seating	BBM (I AND II), C.Sc. I
4.	Collection of Degree from UNOM	TAMIL (I & II)
5.	Distribution of Degree to Department	B.COM (HONS)
6.	Rank Holders Photograph	MATHEMATICS
7.	Prizes and medal distribution	CHEMISTRY
8.	Distribution of Robes	C.Sc. (II)
9.	Projectors, LCD Screen	A&F(I)
10.	Chief guest hospitality and refreshment	B.Com C.A. (II), A&F (II) ENGLISH (I)
11.	Memento and bouquet	HOME SCIENCE
12.	Parent's duty	TAMIL (II), PSYCHOLOGY (I&II), MSW (I&II), PUBLIC ADMN.
13.	Parent's scrutiny at the gate	CORPORATE (I & II)
14.	Oath taking format & format for communication to students	PUBLIC ADMD
15.	Media coverage	DEAN STUDENT AFFAIRS & MEDIA COMMITTEE
16.	Discipline inside auditorium	COMMERCE (I & II)
17.	Shamyana , LED Screen for parents	ENGLISH (II)
18.	Student refreshment	MATHS, BCA(I)
19.	Parents refreshment	PHYSICS, TTM
20.	Staff refreshment	BBA(II)20., BBM(II) &BMM (II)
21.	Band	PHY EDU,
22.	College Report , PPT	BCA (II)



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23.	Rangoli lamp	ECONOMICS
24.	First Aid & water	LIBRARIAN

- Vice Principal also added that only medals and prize of rank holders will be issued on stage.
- The Degrees of the graduates will be handed over to them in their seats by the class in charges, the graduates will go to the dais with their respective degree and take the photograph.



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DATE: 20/09/22

The meeting started with Protocol for the conduct of events in college. The Vice Principal Dr. Anita Raman, announced that following protocol will be followed hereon.

(1) INTRA DEPARTMENT ACTIVITY

ON DAIS – HOD + SENIOR FACULTY of the Department.

(2) INTER DEPARTMENT ACTIVITY

ON DAIS - HOD and Respective DEAN

(3) INTER COLLEGIATE ACTIVITY

ON DAIS – VP, Respective DEAN, HOD

(4) FLAGSHIP ACTIVITY

(viz., College day, Convocation day, International Seminars, National Seminars)

ON DAIS – PRINCIPAL, VICE PRINCIPAL, RESPECTIVE CO – ORDINATOR

- The HODs to direct the programme mail/ Flyer to the respective Dean and they will post it in "Notice Board" Whatsapp group.
- The Names on the Flyer will be in the following order:

Left (HEAD)

Centre (VP)

Right (PRINCIPAL)

- Council and Club Activities will have the respective Coordinator names and Dean Student Affairs name in the Invitation.
- Request for Screen, LCD Projector to be handled by Dean Computational Sciences. Request to be sent by mail a week before.
- Budget finalisation will be done by Principal and Vice Principal.
- PD and Librarian to contact Principal and Dean Student Affairs for their activity.
- The Programme/activity conducted should be on the following Topic: Knowledge based activity, Skill based Activity, Value Added Activity, Outreach + Extension Activity, Research and IPR Activity, Alumni Initiative.
- Outreach + Extension Activity is to be conducted compulsorily by each Department.
- Department Day to be synced with relevant National Days. A list will be given on this.
- All Department Days to be conducted only on Saturdays.



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- All MOUs to be kept alive. Dr. Archana Sardana, Head, Department of English, will be in charge for MOU.
- Staff availing EL for three days or less, OD should contact Vice Principal for the Sanction.
- Staff availing EL for three days or more, travelling outside Country should contact Principal for the Sanction.
- College will re-open for PG students on 28/09/22.
- 3rd September is declared Holiday, will be compensated on a Saturday.
- The Examination Committee to come up with a strategy to conduct CIA on a common timings.
- Students Desk or Teacher's Table, chair should not be disturbed from any class room.
- The desk details in each class room floor wise is as follows GF – 25 DD(EXCEPT R. No. 17, 18,19) , FF – 35 DD , SF – 35, TF – 35.
- Issues regarding lights and fans to be reported to Vice Principal.
- All Bills for Department Activity to be submitted to Vice Principal.
- Any Sponsorship if availed should be brought to the notice of Vice Principal by mail and hard Copy.



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DATE: 28-10-2022

The Agenda of the meeting was about introduction of certificate courses to the students. Vice Principal Dr. Anita Raman, announced that each Department in shift I should offer Certificate Course, which can be in any one of the following category

- VALUE ADDED COURSE – (OTHER THAN CURRICULUM)
 - ADD ON COURSE – (TO ENHANCE CURRICULUM)
- The course can be handled by the Department staff or outsourced to an expert of the field. Courses which can be done on tie up with Government Bodies like MSME, MHRD etc., to be prioritised.
- Any course proposed should not affect or intersect the curriculum of the ongoing skill enhancement classes.
- All courses will have fees. Staff handling them will be paid on hourly basis.

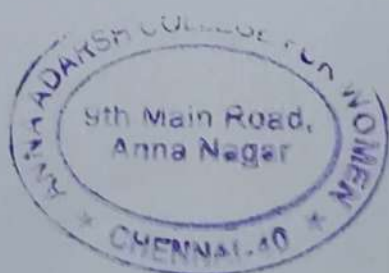
Each department to give their proposal in the following format on or before 7/11/22

Department	Course	To be handled by (Faculty/ Outsider)	Period of the course(hrs/weeks/ days)	Time slot Per day	No of students interested

- Budget should also be given together with the above format.
- All courses to have syllabus for 20 hours (Minimum). UID to be maintained for each student and to be specified in the course completion certificate.

IMPORTANT POINTS TO BE NOTED

- Minimum enrolment number is 20 per course.
- All courses must be open to all classes of Shift I
- The Courses are Offline, to be conducted in campus after 1.10 pm.
- Courses will commence from even semester of academic year 22-23.
- Departments are advised to go for courses with high demand like baking, fashion jewellery, beautician etc.



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**ACADEMIC YEAR 2022-23
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DATE: 3-11-2022

Vice Principal and Dean Academics, Dr. Anita Raman Convened meeting for Heads of PG Departments (SHIFT I & II) to discuss about the conduct of Soft Skill classes for I PG.

Dr. Archana R Sardana, Head, PG Department of English, informed that according to her sources from UNOM the following departments have ENGLISH FOR COMMUNICATION as soft skill paper and PG Department of English will handle it:

1. English
2. Bank Management
3. Maths
4. Commerce
5. Corporate
6. Chemistry
7. FSM

She further asked the Head of the respective Department to confirm the same from their Board. She also asked Head of PG Department of Computer Science, Public Administration, MSW to confirm their change in syllabus of Soft Skills paper, from their Board.

Dr. Hannah Vijay Kumar, Head PG Department of Computer Science and Dean, Computational Studies, suggested that all details pertaining to Soft Skills can be found out only in person from UNOM. She added that more clarity about this can be got from V3 section, UNOM and that details of No. of Hours, who have to handle, whether external or internal valuation, etc. need to be sought.



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DATE: 09-03-2023

1. Staff Meeting for Student Meet Committee for NAAC Peer Team Visit was conducted in the Principal's Office on 09.03.2023 at 1.00 PM.
2. The meeting was hosted by Dr. Shanthi, Principal, and Dr. Anita Raman, Vice Principal Shift I and Dean (Academics). The meeting focused on how to prepare students for the NAAC Peer Committee Visit and how to maintain student discipline on campus during the visit.
3. Students should understand what NAAC is and why they are visiting our college. And each student should be familiar with the full form of the acronym NAAC.
4. In regard to student conduct, they should arrive on campus on time, wear ID cards, and be ready to respond to the questions asked by the NAAC committee.
5. The college will feature multiple stalls displaying the skills of students from various Departments and Clubs on the day of the NAAC peer committee visit.
6. The students participating in each stall should be able to explain their individual models to the visitors and interact with them effectively.
7. It was decided that the Student Council and all office bearers of other clubs such as NSS, NCC, and IIC could serve as volunteers. These volunteers should be well-dressed, ideally in blazers.
8. During the NAAC peer committee visit, all students in the college should dress appropriately.
9. Although there is a refreshment committee, we can also add additional volunteers to help with the distribution of refreshments.
10. Members of the committee have been asked to collect feedback and grievances from students prior to the NAAC visit and attempt to resolve them in advance.
11. Students should be aware of the WIFI connection that will be offered solely for academic purposes.
12. Students should have a thorough understanding of the Student Welfare Society, Career Guidance, Student Counsellor, Hostel Facility, Anti-Ragging Cell, Fee Concession, Scholarship, and Student Insurance Scheme.



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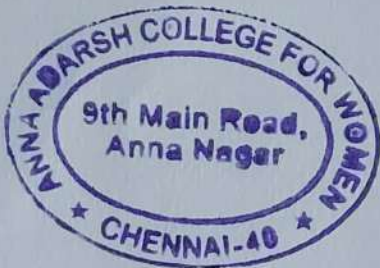
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13. On the day the NAAC Committee arrives, students must bring their own food and water. And no student should be spotted wandering around campus uninvited.
14. Any misbehaviour on the part of the Student Council should be brought to the attention of the Student Meet Committee in advance.
15. Students' feedback on teachers' teaching and college should be positive.
16. It is recommended to have two students in each class for the NAAC students' feedback meeting. These students should be good communicators.
17. The meeting was concluded with a request from the Principal and Vice Principal that the Committee discusses and distribute the tasks fairly to ensure a smooth operation. They also asked for regular updates until the NAAC peer visit.

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**ACADEMIC YEAR 2022-23
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DATE: 17-03-2023

Agenda: NAAC Peer Team Visit – Refreshment Committee

Date: March 17, 2023

Venue: Room No.3

Members attended: 11

Principal Dr. R. Shanthi and Vice Principal (Shift-I) Dr. Anita Raman along with IQAC coordinator Dr. Shirline David commenced the meeting. The following points were discussed:

1. South & North Indian food to be served.
2. All the Cutleries, table mat & table cover should be eco-friendly.
3. Budget to be prepared and to be submitted to the principal.
4. Lunch for the Peer Visit will be provided in the Canteen.
5. Room No.6 to be occupied & arranged for the refreshment purpose.
6. The following committees will be provided refreshments and lunch for both days of NAAC visit:
 - ❖ Peer team
 - ❖ Management
 - ❖ Steering team
 - ❖ Transport team
 - ❖ Refreshment team
 - ❖ Student volunteers for refreshment committee
 - ❖ Video shoot team
 - ❖ Drivers
7. The following committees will be provided refreshments on NAAC visit:
 - ❖ Reception committee (one day)
 - ❖ Technical Committee
 - ❖ Office (2 days)
 - ❖ NCC (2 days)
 - ❖ Band (1 day)
 - ❖ Clean-line Services (2 days)
 - ❖ Criterion In-charges
8. Water Bottle to resourced from outside.
9. Snacks to be decided.
10. Meeting to be held on Monday regarding the menu to be served with the canteen members.
11. 10 student volunteers needed for the refreshment (5 students from each shift).



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