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MINUTES OF IQAC MEETINGS

2022-2023

MINUTES OF THE MEETING

Minutes of the meeting with NAAC Expert and Consultant, Dr. Jayakumar.

Date: 11.7.2022 & 12.7.2022 **Time: 9.00 am - 4.30 pm**

Agenda - Preparation of SSR 2022

Resource person - Dr. Jayakumar, Former Professor & Head, Department of Extension & Career Guidance, School of Education, Bharathiar University, Coimbatore.

Attendees : Dr. Jayakumar, Principal - Dr. R. Shanti, Vice Principal - Dr. Anita Raman, Director - Dr. Jayshree Ghosh, IQAC Coordinator - Dr. Shirline David, Dr. Hannah Jayakumar- Head, Department of Computer Science, IQAC Core and Criterion members.

11.7.2022 - The Principal welcomed and introduced Dr. Jayakumar. This was followed by the introduction of the IQAC core members. Dr. Jayakumar conducted individual sessions with each criterion for discussion and assessment and gave his inputs and feedback. Session with Criterion 1,2, and 3 was on 11.7.2022. Criterion 4,5,6,and 7 sessions were on 12.7.2022.

The key points discussed during the meeting criterion-wise and suggestions provided Dr.Jayakumar are summarized here.

Criterion 1

Non-Autonomous status to be mentioned in 1.1.1. Date of reopening and date of closing for each semester to be documented in the Academic Calendar. Regular review of Staff Lesson plan by the HOD and random review by the Principal. Quantification of percentage of students as I-Bloomers, II-Mid-range achievers, III-High achievers. A bound, written document of Internal Assessment is to be made available. All Teachers should conduct different Add-on certificate courses. For Eg. 300 staff, 300 courses. All students must enroll for the certificate courses. The course may be conducted outside the college hours. A list of certificate courses and syllabus must be made available in the college website. A hard copy to be prepared as Booklet.

Segregation of Shift I and 2 is not to be adopted for the same courses. A hard copy o

f the study

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material to be created under the name of the college for Environmental Studies, Human Rights, Gender Equity, Professional values and Ethics.

Criterion 2

Have a Student-Teacher ratio of 1:15 (ideal) or 1:20 (expected). Record the percentage of students enrolled in MOOC, NPTEL courses, number completed and measures taken by the College to facilitate the students to register and complete the courses. The policy regarding Flipped Classroom to be framed and teachers should be given an orientation regarding the same. The percentage of Students undergoing flipped classroom to be maintained. The percentage of classes using ICT tools should be recommended in the quantitative data. LCD is mandatory for all the classrooms. Various assessment tools other than Google sheets and forms to be identified and implemented department-wise. PO and CO to be displayed in the College Website. Mapping and Rubric to be implemented without fail to measure Learning Outcomes. Details about Student progression should be specific.

Criterion 3

Impact of the innovative activities (publications, research, networking, newsletter, etc.) to be included. Composition of IIC should be given. Composition and activities of the Research Centre of the institution to be included. AAC is the Change Agent for National and State Campaign. This has to be included in the respective key indicator 3.4.1 for Voters' Awareness Campaign, Aadhar Card, Post Office. Names of the Awards / recognitions whether state / regional / national has to be mentioned. Extension activities can be conducted on enhancement of primary health care - on an average 80% of the students to be involved per year. The Impact created, Quantification of data pertaining to students, Area details (Zone, ward, street, etc.) where the programme is conducted. If there is a Functional MoU, at least one activity has to be conducted per year to keep it alive.

Criterion 4

LCDs need to be installed as a permanent fixture in all the classrooms. Wifi facilities in the campus should be available right from the main entrance of the college and should be accessible to all the students. **Library** - collection of rare books in the library should be presented in the document, remote access to library resources to be emphasized, workshop o

n OATD should be

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conducted by the Librarian and the report submitted shortly. Circulation of books to students to be increased in the next few days. At least one hour of library reading per week should be included. The number of students under the 'Earn while you learn' schemes should be increased (at least 2-3). The speed of bandwidth should be increased from 50 to 100 mbps. All the students in the campus should be given Mail IDs for college use. Details of intranet (internal network) in the campus should be documented. The technical details of MIS such as front-end application tool and back-end application tool to be mentioned.

Criterion 5

Inputs to be given on Grievance mechanism, Frequency of grievance rehearsal and 2f status. IQAC members need to collect more proof from the students regarding progression and placement. Collect proof for number of students appeared for qualifying exams. The data of Inter-collegiate prize winners, including sports and culturals, to be given with proof (year-wise) and need to be uploaded under inter-collegiate proof sheet shared under criterion 5 proof. QIM on Alumni should have the necessary proof.

Criterion 6

Quality Policy to be Included in 6.1.1. Committee: Frequency of the Meeting, Major Decisions taken, Roles and Responsibilities, Annual Plan with Financial and Human Resources. MIS - Details to be Included. Decentralization to be explained at Department Level. Student Welfare policy & E-Waste Disposal Policy to be included. E-Governance - Generation of reports, Efficient use of resources, easy retrieval of data, Quick Decision making, Visualizing Future Task, Instant Performance Tracking. SMS to be sent to parents regarding their wards late-coming & Absenteeism. Financial Sponsorship by management for Publication to be included. Limitations of the College to be mentioned. Import any Model for Quality Parameters. Setting the Benchmark to measure the effectiveness of Teaching. Incorporate Percentage of Rank holders at the University Level.

Criterion 7

To include Gender-Equity Policy. Prepare a book on gender equity and circulate to all students. Have sessions / seminars on gender equity to create awareness. Qlm 7.1.1 to begin with the

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introduction given by Dr. Jayakumar. Highlight celebration of commemorative days from the UN calendar. Total number of days to be given. To include total power consumption in units and the units saved by Solar energy in terms of kwh. Details of waste segregation to be done in terms of weight, food waste, paper waste. Every plant / tree in the campus to be named. Plastic-free zone board to be put up in the campus. The number of beneficiaries to be added in Best Practice I. Best Practice 2 to be changed. Adequate quantitative data and supporting documents to be provided for Institutional Distinctiveness.

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Minutes of the Meeting held on 19/07/22

Meeting conducted by the IQAC Coordinator, Dr. Shirline David.

Members Present - IQAC Core members

Date: 19.7.2022 Time: 9.30 am

The following points were discussed:

- ➜ SSR Draft 4 should be ready with all the corrections made.
- ➜ This draft will be sent to Dr. Jayakumar for his corrections and suggestions.
- ➜ Dr. Jayakumar will be visiting the college between 22nd July and 25th July. Following which, a meeting will be scheduled criterion-wise.
- ➜ Submission of IEQA is scheduled between August 15th and 20th.
- ➜ The SSR information proof collection will be checked after this. Briefing on the numbering of proof will be done.
- ➜ The Course handout should carry the name of the department, staff, preamble, subjects year-wise, and the assessment details. This should be circulated to the students.
- ➜ The next few days' focus should be on completing all the SSR corrections and bring it to the final stage.

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ANNA ADARSH COLLEGE FOR WOMEN
IQAC Meeting - 19-07-2022

Dr. R. Shanthi	Principal	R. Shanthi
Dr. Anita Raman	Vice- Principal	Anita Raman

	IQAC CORE		SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	
2	Dr. Hannah Vijaykumar	Computer Science	
3	Mrs.M.Revathy Meenal	Computer Science	
4	Dr.G.M. Deivanayagi	Corporate Secretaryship	
5	Ms.K.Sheela	Mathematics	
6	Dr.P. Pakutharivu	Computer Science	
7	Ms. K. Unnamalai	Computer Science	
8	Dr.S.Anitha	Commerce	
9	Dr.M.R.Vidhya	Accounting & Finance Shift II	
10	Dr.C.Chitra	Commerce Comp App Shift II	
11	Ms.G. Prathima	Computer Science Shift II	
12	Dr. Annie George Raphael	English Shift II	
13	Mrs.C.Vanisri	BCA Shift II	

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Minutes of the meeting with NAAC Expert and Consultant, Dr. Jayakumar

Date: 26.7.2022 **Time: 10.00 am**

Gmeet: https://meet.google.com/qfe-pbsz-sdx Agenda -

Preparation of SSR 2022

Resource person - Dr. Jayakumar, Former Professor & Head, Department of Extension & Career Guidance, School of Education, Bharathiar University, Coimbatore.

Attendees: Dr. Jayakumar, Vice Principal - Dr. Anita Raman, Director - Dr. Jayshree Ghosh, IQAC Coordinator - Dr. Shirline David, IQAC Core and Criterion members.

Dr. Jayakumar conducted individual sessions with each criterion for discussion and review. The key points discussed during the meeting criterion-wise and the suggestions provided by Dr. Jayakumar are summarized here.

Criterion 1- 1.1 - sentence change and words' changes were made. Bloomers - slow learner to be given in brackets. 1.3 .1 - SDG goals of UN body especially goal 3 (good health), goal 4 (quality education), goal 5 (gender equality), goal 12 (responsible conception and products) and goal 16 (peace and justice) are given importance in our courses.

Criterion 2 - 2.3.1 Dr. Jayakumar suggested to include the following points:- "Skills such as Critical Inquiry, Design Thinking, Cross-Cultural Competence and Adaptive Learning are given importance. Licensed softwares and freewares are used. Course specific ICT tools like SPSS and Tally, and other freely available tools are used." 2.6.1 During the students' induction program POs, PSOs, COs and Rubrics are discussed. These details are displayed on the Department notice board. After the attainment of consensus, the same are widely publicized through various means specified hereunder. All the feedback is collected and analyzed, and the reports are generated and shared with the HODs and teachers concerned. A comprehensive report is also submitted to the college management.

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Criterion 3 - 3.1.1 Sanction order & Audited statement proof to be kept ready. 3.2.1 The number of student and faculty who participated in IIC to be included. In extension activities, the number and the identity of the beneficiaries should be included. The details of man hours put in, if it is service, and the details of money contributed, if it is financial contribution, should be given. Include the number of students who participated in the bridge course. A detailed report prepared and submitted to the Block Development Officer for rural development activities should be uploaded as additional information. The nature of linkages, year of linkage, and the nature of impact created through linkages to be uploaded as supporting document.

Criterion 4 - 4.1 - 100% LCD is required. Classifications for labs to be made .... How many students can participate at a time. Computer lab information about wifi connectivity to be updated. Practicals coverage for how many classes and courses should be given. Explanation about photo studio and its need to be given. Language lab software details should be provided. 4.2 Library - Auto lib software - how many reports it generates and what kind of reports are generated? 1000 users' record to be ready for 10-15 days .... Excluding exam dates.

Criterion 5 - Grievance redressal mechanism should be updated in the college website. Alumni engagement details should be updated. Alumni contributions should be very clear in terms of cash and kind. The role of alumni in the development of the college should be highlighted.

Criterion 6 - Performance Audit, IQAC Meeting minutes and Action taken report should be included in the relevant metrics. Previous NAAC ranking, feedback presented to IQAC and Governing Council, Action taken report to improve the score in the next cycle should be attached along with the documents.

Criterion 7 - Dr. Jayakumar requested the content to be mailed to him. Information regarding rainwater harvesting and solar energy to be included in the report. In Best Practice 1 - outreach program, the impact created should be elaborated. A certificate from the Corporation / government body should be made available as proof for programs done in collaboration with the government. Academics may be avoided in best practices.

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All the teachers and staff should be aware of the SSR document submitted to NAAC. There are 4 steps after the submission of SSR.

1. Stakeholders orientation to be done
2. Compiling of all records
3. Principal and HoDs presentation
4. NAAC mock visit.

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ANNA ADARSH COLLEGE FOR WOMEN
IQAC Meeting- 26/07/2022

Dr. R. Shanthi	Principal	R. Shanthi
Dr.Jayashree Ghosh	Director	Jayashree Ghosh
Dr. Anita Raman	Vice- Principal	Anita Raman 26/7/22

IQAC CORE			SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	26/7/22
2	Dr. Hannah Vijaykumar	Computer Science	26/7/22
3	Mrs.M.Revathy Meenal	Computer Science	26/7/2022
4	Dr.G.M. Deivanayagi	Corporate Secretaryship	
5	Ms.K.Sheela	Mathematics	
6	Dr.P. Pakutharivu	Computer Science	26/7/22
7	Ms. K. Unnamalai	Computer Science	On Leave
8	Dr.S.Anitha	Commerce	
9	Dr.M.R.Vidhya	Accounting & Finance Shift 2	
10	Dr.C.Chitra	Commerce Comp App Shift 2	
11	Ms.G. Prathima	Computer Science Shift2	26/7/22
12	Dr. Annie George Raphael	English Shift 2	
13	Mrs.C.Vanisri	BCA Shift 2	

ANNA ADARSH COLLEGE FOR WOMEN
IQAC Criterion Meeting- 26/07/2022

CRITERION-1		
S.NO	**Name of the staff**	**Signature**
1	Dr. Shobana	
2	Ms. Priya Sudha	
3	Dr. Geetha	
4	Ms. R.V Soupraja	

CRITERION-2		
S.NO	**Name of the staff**	**Signature**
1	Dr. Maya Elizabeth	
2	Ms. V. Suveetha	
3	Ms. Mary Sheena	
4	Ms. Jeevanthi	
5	Dr.S.Sujatha	
6	Dr. S.Ramya	
7	Ms. Varsha vardhini	

CRITERION-3		
S.NO	**Name of the staff**	**Signature**
1	Dr. R. Asha	
2	Dr. Kavitha	
3	Dr. Amudha	On leave
4	Dr. Sujatha	
5	Ms. Hema latha	

CRITERION-4		
S.NO	**Name of the staff**	**Signature**
1	Dr. J. Padma Priya	
2	Ms. Sindhuja	
3	Dr. K. Anitha DR. ANITHA K	
4	Ms. D. Padmalakshmi	
5	Ms. Sneha Loganathan	

CRITERION-5		
S.NO	**Name of the staff**	**Signature**
1	Dr. P. Radhika	
2	Dr. S. Sumathi	
3	Dr. A. Uma Maheswari	
4	Dr. Uma Devi	
5	Ms. A.Vincy	
6	Ms.Anitha Priscilla Mary	

CRITERION-6		
S.NO	**Name of the staff**	**Signature**
1	Dr. V. Anitha Mrs.	
2	Dr. Sangamithra	
3	Dr. Arunma	
4	Dr. Bharathi	
5	Ms. S. Jayanthi	
6	Dr. Indhumathi	

CRITERION-7		
S.NO	**Name of the staff**	**Signature**
1	Dr. Annie George Raphael	
2	Dr. Anupama	
3	Ms. Aparna Shashivarnam	

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Minutes of the Meeting held on 03/08/22

Meeting conducted by the IQAC Coordinator, Dr. Shirline David.

Members Present - IQAC Core and department members

Date: 3.8.2022 Venue - Room no. 5, Time: 10.00 am

The following points were discussed:

- Prof. Jayakumar will be in the campus on the 8th and 9th of August. This time, he will check all the criteria proof collected.
- The Proof status of all the departments should be ready and submitted in the format provided for each of the criterion questions.
- Regarding the add-on courses, each department has conducted 2 courses with 50 students in each batch. 23rd August will be the common date for all add-on / Certificate course exams. The Course Instructor will invigilate the session.
- For proof regarding add-on courses, the brochure, syllabus, attendance marked, and Certificates issued should be made available.
- The Gsheet of the l ist of entrepreneurs shared is for Criteria 5 and 7. The last 5 years' details is applicable for criterion 5.
- An orientation was given on filling up the bloomers report card. This has to be completed accordingly.
- The documentation for walk-the-scholar program should also be done according to the instruction given.
- A folder should be created for the self-study material. After completion, this, along with thee-content, should be provided to the librarian for the repository.
- The course handout, including language and English, can be posted in the GCR and a screenshot taken to be given as proof to the IQAC. The Course handout should carry the HOD and Principal's signature and should be posted by Friday 5th.

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- The Galley sheet uploaded should be signed by the Principal in all the pages.

1. Proof for add on courses
- Brochure
- Attendance
- ModelCertificate
- Syllabus
- Name list to be uploaded

2. Reg Certificate generate for the full strength, and save in drive. Don't share with students. Actual Certificate can be given later based on her attendance and test performance
3. Certificate to be esigned by HOD and Principal
4. Aug 23, exam for all Add-on courses. Duration 1 hour. Course instructors to invigilate
5. Entrepreneurs list to be updated
6. Scholar Support Program
    - Across sub same set of students can be maintained
    - 21-22, all years, 5 students from each class
    - Details to be filled in the format given
    - All sub to be included
    - Proof, a class test register, which reflects the marks of these girls.
7. Advanced Learners
    - students who got more than 75 can be considered
    - Proof projects, internship, paper presentation, newsletter team, contribution
    - Sharing advanced material to those students like advanced books, author, page no, sum no, you tube links , related link
8. Self study material, for each subject max one unit can be given for self study
    - Source of book, chapter, pg no,you tube link, ppt
9. Repository to be created for all subjects, 21-22:

subject, Sem, year
For all units
Material
PPT
YouTube
Please collect from the language and English also.
Once it's ready, we have to share with librarian, for Students access

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10. Course Handout
    - For each batch ie 20-21, 21-22, the entire Syllabus she will learn for all three years
    - Name of the Dept
    - List of staff
    - PO
    - Preamble
    - Co, Syllabus, LO, ref material
    - Assessment details
    - E signed by HOD and Principal

11. Course handout to be shared to students in pdf format, to the students in GCR, by the class teacher. Kindly take a screenshot of the post
12. Deadline for completion of these tasks is 5th August.

R. Shanthi

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ANNA ADARSH COLLEGE FOR WOMEN
IQAC Meeting - 3-8-2022

Dr. R. Shanthi	Principal	R. Shanthi
Dr. Anita Raman	Vice- Principal	Anita Raman

	IQAC CORE		SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	
2	Dr. Hannah Vijaykumar	Computer Science	
3	Mrs.M.Revathy Meenal	Computer Science	
4	Dr.G.M. Deivanayagi	Corporate Secretaryship	
5	Ms.K.Sheela	Mathematics	
6	Dr.P. Pakutharivu	Computer Science	
7	Ms. K. Unnamalai	Computer Science	
8	Dr.S.Anitha	Commerce	
9	Dr.M.R.Vidhya	Accounting & Finance Shift II	
10	Dr.C.Chitra	Commerce Comp App Shift II	
11	Ms.G. Prathima	Computer Science Shift II	
12	Dr. Annie George Raphael	English Shift II	
13	Mrs.C.Vanisri	BCA Shift II	

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Minutes of the Meeting held on 22/08/22

Meeting conducted by the IQAC Coordinator, Dr. Shirline David. Members Present - IQAC Core and Department members

Date: 22.8.2022 Venue - Digital Library Room Time: 11.30 am

The following points were discussed:

- This will be the last week of data collection and finalization. The cut-off date is 26th August, 2022. No addition or deletion will be done after 26th August.

It is the responsibility of the IQAC members to secure the information so far collected. Criterion-wise information should be saved in a folder which can be accessed only by the IQAC members. A password may be used to retain it without access to anybody else. Data will be needed for 2021-2022 AQAR also.

- Add-on courses for the year 2021-2022 is completed. Proof to be submitted are - name of the course, attendance, and certificates. A letter from the department should be sent to the Principal for the conduct of the final test. Details regarding question papers and number of students for the Test should be given in the letter. All departments tests should be completed by the end of this week. 2022-2023 add-on courses information will be given after 30th September.
- Regarding internship 2021-2022, process and updation of proof should be completed by now and certificates should be uploaded in attendance order as one file.
- The Bridge Course 2022-2023 details - name, syllabus, attendance, and hours should be saved in a separate folder.
- SSS (Student Satisfaction Survey) for II and III year - the information is already collected. Orientation should be given to the I years. 2022-2023 I and II year students' information should be made ready soon.
- Geo-tagged photos of the classes with the students and staff should be made ready by all the departments.
- 2022-2023 events sheet will be shared soon by IQAC. The Departments should update the events for this academic year.

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ANNA ADARSH COLLEGE FOR WOMEN
IQAC Meeting- 22/08/2022

Dr. R. Shanthi	Principal	
Dr. Anita Raman	Vice- Principal	

IQAC CORE			SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	
2	Dr. Hannah Vijaykumar	Computer Science	
3	Mrs.M.Revathy Meenal	Computer Science	
4	Dr.G.M. Deivanayagi	Corporate Secretaryship	
5	Ms.K.Sheela	Mathematics	
6	Dr.P. Pakutharivu	Computer Science	
7	Ms. K. Unnamalai	Computer Science	
8	Dr.S.Anitha	Commerce	
9	Dr.M.R.Vidhya	Accounting & Finance Shift 2	
10	Dr.C.Chitra	Commerce Comp App Shift 2	
11	Ms.G. Prathima	Computer Science Shift2	
12	Dr. Annie George Raphael	English Shift 2	
13	Mrs.C.Vanisri	BCA Shift 2	

IQAC Meeting- 22/08/2022

SHIFT - I

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Ms.R.V.Soupraja	English	
2	Ms.K. Arulmozhi	English	
3	Mrs.T.Prabha	Tourism and Travel Management	
X 4	Mrs. Sofia Rashida	Tourism and Travel Management	
5	Dr.C.A. Anne Benedexa	Business Economics	
6	Dr. S Kavitha	Public Administration	
7	Ms.G. Hemalatha	Public Administration	
8	Dr. C. Kavitha	Commerce	22/8/22
9	Dr.Maya Elizabeth Augustine	Corporate Secretaryship	
10	Dr.B.Bharathi	Bank Management	
11	Mrs. N.Abiramasundari	Bank Management	
12	Ms.R. Charu Maheshwari	Commerce A&F	
13	Dr.A.Suvitha	Physics	
14	Dr. T. Sobana Premlatha	Chemistry	
15	Dr. N.S. SANGEETHA ~~Dr. Sandhya Jayachandran~~	Chemistry	
16	Mrs. Mary Mercy Priya	Mathematics	
17	Dr.M.Arunma	Mathematics	
18	Mrs.S.Sangamithra	Home Science	
19	Ms.K. Sumathi	Computer Science	
20	Ms.S Varsha Vardhini	Psychology	
21	Ms.S.Jayanthi	BCA	
22	Mrs. D. Sindhujah	BCA	
23	Ms.P.A Mary Sheena	MSW	
X 24	Dr.S. Suganya	Physical Education	
X 25	Dr. Indhumathi	Library	
26	Dr.J.Geetha	Tamil	
27	Dr. J. Padmapriya	Hindi	
X 28	Dr. Radhika Madhavan	French	

IQAC Meeting- 22/08/2022

SHIFT-II

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Mrs. S. Sujatha	Commerce Shift 2	S. Sujatha
2	Dr.N.Maheswari	Commerce Hons Shift 2	Maheswari
3	~~Mrs.P.Priya~~ Dr. V. THIRIPURASUNDARI	Corporate Secretaryship Shift 2	VGPS
4	MS.R.S. Dhanalakshmi	Computer Science Shift2	
5	Dr K.Indumathi	Marketing Management	
6	Ms. Aparna shashivarnam	Bank Management Shift 2	
7	Ms.D.Padmalakshmi	Psychology Shift 2	
8	Dr.A.Gayathri	BBA Shift 2	A. Gayathri
9	Mrs.M. Jeevanthi	MSW Shift 2	
10	Mrs.C. Rajeswari	English Shift 2	C. Rajeswari
11	Dr. S.Shanthi	Tamil Shift 2	S. Santhi
12	Dr.Anupama .K	Hindi Shift 2	
13	Ms.M.R. Poojaa	French Shift 2	Poojaa M.R

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Minutes of the Meeting held on 06/09/22

Knowledge Sharing by Ms. Prathima on Peer Team Visit , organised by MOP Vaishnav College

Date : 06/09/2022 **Members Present: IQAC Core members** **Venue : Room No 3**

Ms. Prathima shared her inputs after attending a workshop on NAAC peer team visit. Stalls for entrepreneurship can be organised. Alumni awards can be given on various parameters like Media, Communication, Sports, entrepreneurship. Sufficient number of books and e books speaks about the strength of the HEI. New system of student parliament , where class representatives and assistant representatives are members and are volunteers for the entire session. Social media like youtube is vibrant, everyweek something new is added to the channel like beauty tips. This meeting was a learning experience.

R. Shanthi

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ANNA ADARSH COLLEGE FOR WOMEN
IQAC Meeting - 6-9-22

Dr. R. Shanthi	Principal	R. Shanthi
Dr. Anita Raman	Vice- Principal	AnitaRaman

	IQAC CORE		SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	
2	Dr. Hannah Vijaykumar	Computer Science	
3	Mrs.M.Revathy Meenal	Computer Science	
4	Dr.G.M. Deivanayagi	Corporate Secretaryship	
5	Ms.K.Sheela	Mathematics	
6	Dr.P. Pakutharivu	Computer Science	
7	Ms. K. Unnamalai	Computer Science	
8	Dr.S.Anitha	Commerce	
9	Dr.M.R.Vidhya	Accounting & Finance Shift II	
10	Dr.C.Chitra	Commerce Comp App Shift II	
11	Ms.G. Prathima	Computer Science Shift II	
12	Dr. Annie George Raphael	English Shift II	
13	Mrs.C.Vanisri	BCA Shift II	

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Minutes of the Meeting held on 17/10/22 & 18/10/22

Minutes of the meeting with NAAC Expert and Consultant, Dr. Jayakumar, Former Professor & Head, Department of Extension & Career Guidance, School of Education, Bharathiar University, Coimbatore.

Date: 17.10.2022 & 18.10.2022 **Time: 9.00 am - 4.30 pm**

Agenda - Preparation of SSR 2022 - Status and uploading

Dr. Jayakumar conducted individual sessions with each criterion team for discussion and assessment and gave his inputs and feedback. Sessions for Criteria 1, 4, 7, and 2 were on 17.10.2022, and the sessions for Criteria 3, 5, and 6 were on 18.10.2022.

The key points discussed during the meeting criterion-wise, and the suggestions provided by Dr. Jayakumar are summarized here.

Criterion 1

1.1.1 - Qlm text- to follow the word limit strictly. The Academic Calendar should be available as both soft and hard copy. The four books - Professional Ethics, EVS, Human Rights, and Gender Sensitization to be uploaded in the college website for easy access to the stakeholders.

- The 17 Goals - The Sustainable Development Goals (SDG) should be downloaded with logo, for use and practice in the institution.
- The syllabus of the last 5 years should be collected and made available, if required.

Criterion 2

2.6.1 - PO, CO, rubrics and mapping should be done.

- For any document in a language other than English, like Hindi, Tamil & French, a few lines to be written about the syllabus and the other content.
- Rewrite the content for experiential learning.

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- Student emphasis and contribution should be highlighted in the Newsletters given as proof.
- The departments should maintain a soft copy of the syllabus, and both soft and hard copies of the question papers (both CIA and external), for the last 5 years.

Criterion 3

3.2.1 - Government of Kerala's Transgender policy should be made available as proof for the innovations suggested by our Public Ad. department research scholar on the Transgender Community.

3.1.1 - The projects done in the last 5 years to be provided. The research departments to have a copy of the thesis in the respective departments. The year of completion to be included in the list of Ph.D / M.Phil scholars. To include the field of specialization of the Research Guides.

3.4.1 - The extension activities should include details of beneficiaries.

Criterion 4

- To check the student-computer ratio.
- The campus layout should have the Principal's signature.
- A handout of 2-3 pages on the Orientation conducted by the Library should be included.
- The power backup proof should be signed by the Principal.
- The proof of salary given to students under the 'Earn while you learn' scheme to be included.
- The table for usage bandwidth should be inserted with clear details.

Criterion 5

Freeships provided to students - explanations and scholarships given by the money value to be stated.

5.1.3 - error in percentage calculations to be checked.

5.1.4 - The anti-ragging board photo will be for proof. Qnm to be checked. Photos to be shown as proof.

5.4.1 - Alumni engagement. The Alumni day should be noted in the calendar. The accounts should be audited. Prominent alumni videos to be made available.

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Criterion 6

- The Mission statement of the college should be more than one.
- Orientation to be given to staff and students on the various policies.
- Medical Insurance availed by staff - the beneficiaries list to be included.
- The Governing Council should include alumni members.

Criterion 7

- In Best Practice 1, the impact on the society to be included.
- The Green audit and energy audit to be carried out by professional bodies.
- In Gender sensitisation programs, student participation numbers should be more than 60 per cent.

R. Kanthi

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Minutes of the Meeting held on 2/11/22 and 03/11/22

Minutes of the meeting with NAAC Expert and IQAC Cluster Member, Dr. Peeyush Pahade.

Date: 2.11.2022 & 3.11.2022 **Time: 8.30 am - 5.30 pm**

A 2-day orientation session was organised with Dr. Peeyush Pahade, Vice-Principal and Professor in Zoology with H. V. Desai College, Pune, and a Member of the IQAC Cluster team, to educate us on the SSR submission and DVV verification processes. We discussed the criterion-wise clarifications of metrics, assessment and suggestions on the various components involved in SSR, and the operating procedure of DVV.

The key points discussed during the meeting and the suggestions provided by Dr. Peeyush Pahade are summarized here.

Criterion 1:

- (i) Effective curriculum planning, Documentation is necessary.
- Mechanism in the preparation of the Academic Calendar is to be given.
- Difference in academic calendars – Department-wise

Teaching Plan:

- A defined mechanism to be followed – booklets of about 3 to 4 pages with pictures of the speakers, students, etc. to prove walk-the-scholar program and program for bloomers.
- One more column to be added in Lesson Plan – Enrichment – Examples related to the unit are given. Eg. Related to environmental studies, gender issues, etc.
- Create a BOS (committee) for the Add-on courses

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- A policy document to be given to the students for them to know all that they acquire after the add on course. The number of hours, grades, credits and description to be reflected in the certificates.

Criterion 2:

- 2. 1.1. Enrolment Percentage - To give the Register Number of the students admitted year-wise during the last five years in the Data Template.
- 2.3. Teaching - Learning Process - Field Trips and Interactive Classrooms to be taken as Participative Learning. Project-based Learning to be included in Experiential Learning. Drama Club for Academic Purpose and Cultural to be removed. A booklet showing the procedure for Bloomers and Advanced Scholars to be prepared.
- 2.4. Teacher Profile and Quality - A staff member having more than 10 months of experience to be treated as Full-time Faculty. Approval letters of Staff to be collected.
- 2.5. Evaluation Process and Reforms - Begin the QLM write-up with the Exam policy. To have an Examination Redressal system mentioning the time period within which the grievance was sorted out.
- 2.6.1. Evaluation Process and Reforms - Mapping of PO / CO to be done on the basis of Bloom's Taxonomy. To refer to the Washington Accord to get an idea on PO / CO.
- 2.6.2. The Pass Percentage of students during the last 5 years - The Pass percentage of the various courses to be mentioned at the Apex Body Meeting and in the Annual Report.

Criterion 3:

- Activities organized through IIC to be included.
- The number of books and chapters publication data is good. The number of UGC care publication is less.
- Awards received for extension activities by the faculty through the government alone should be included. Awards given to the institution alone should be considered and not to individual faculty.
- Outreach programmes and extension activities number is good. The number of programs conducted outside the college alone should be included.

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- Programmes conducted with the community inside the campus can be considered for extension and outreach programs like blood donation and vaccination camps.
- MoUs and linkages data are good.

Criterion 4:

- The lab description in one sentence; create link for details. The seating capacity of the labs to be shown in a table format.
- The photographs to be as current as possible.
- The photographs of all classrooms should be given with numbers; highlight the additional features in the class.
- Mention the area measurement of labs as a caption.
- Optimal figure for Augmentation – 25-30%
- Optimal figure for Maintenance – 15-20%
- 8-10% of the total budget for the library should be spent on purchase of new books. If the library is automated, do not show manual entry. The monthly data of users availing e-resources in the library. Include Library policy statement in the beginning. Library policy to be inserted with photographs. Show N-list usage. Weeding policy.

Criterion 5:

5.1.1 - The data of the students benefited by scholarships and freeships provided by the Government and Non-Government agencies during the last five years is not satisfactory. Other metrics data and proof seem adequate.

Criterion 6:

- 6.1.1 - Vision and Mission to be added in SSR Doc, Roles and responsibilities of the Correspondent, Principal, Vice-Principal, and Deans have to be explicit.
- 6.2.1 - Policies - Should carry Index, Date, Statement, Purpose, Frame, countersigned, management sign.
- 6.3.1 - Performance Appraisal - The process can be explained in a simple way.
- 6.3.2 - Institutional Membership cannot be included, the Bank account / bank statement of individual staff needs to be shown.

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- 6.5.1 - a) University Rank details should be endorsed by Madras University. The list to be ready before the peer team visit. b) Quality strategy - framing of policy and its approval needs to be explained in SSR Doc.

Criterion 7:

- Evidence of Success in Best Practice 2 - to be rephrased with growth in placements and Student progression.
- Satisfactory for all other metrics, but need more preparedness for PTV.

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ANNA ADARSH COLLEGE FOR WOMEN
Preparedness for DVV & Peer Team Visit Prof. Peeyush Pahade Head, Department of Zoology, Haribai V. Desai College, Pune President, IQAC Cluster

Date	02/11/2022 & 03/11/2022

Dr. R. Shanthi	Principal	R. Shanthi
Dr.Jayashree Ghosh	Director	Jayashree Ghosh
Dr. Anita Raman	Vice- Principal	Anita Raman 3/11/22
Prof. Peeyush Pahade	Expert (President IQAC Cluster)	

IQAC CORE			SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	
2	Dr. Hannah Vijaykumar	Computer Science	3/11/22
3	Mrs.M.Revathy Meenal	Computer Science	M. Revathy Meenal
4	Dr.G.M. Deivanayagi	Corporate Secretaryship	G. M. Deivanayagi
5	Ms.K.Sheela	Mathematics	
6	Dr.P. Pakutharivu	Computer Science	
7	Ms. K. Unnamalai	Computer Science	Unnamalai
8	Dr.S.Anitha	Commerce	
9	Dr.M.R.Vidhya	Accounting & Finance Shift 2	
10	Dr.C.Chitra	Commerce Comp App Shift 2	
11	Ms.G. Prathima	Computer Science Shift2	
12	Dr. Annie George Raphael	English Shift 2	
13	Mrs.C.Vanisri	BCA Shift 2	

ANNA ADARSH COLLEGE FOR WOMEN	
Preparedness for DVV & Peer Team Visit Prof. Peeyush Pahade Head, Department of Zoology, Haribai V. Desai College, Pune President IQAC Cluster	
Date	02/11/2022 & 03/11/2022

CRITERION-1		
S.NO	Name of the staff	Signature
1	Dr. Shobana	
2	Ms. Priya Sudha	
3	Dr. Geetha	
4	Ms. R.V Soupraja	

CRITERION-2		
S.NO	Name of the staff	Signature
1	Dr. Maya Elizabeth	
2	Ms. V. Suveetha	
3	Ms. Mary Sheena	
4	Ms. Jeevanthi	
5	Dr.S.Sujatha	
6	Dr. S.Ramya	
7	Ms. Varsha Vardhini	

CRITERION-3		
S.NO	Name of the staff	Signature
1	Dr. R. Asha	
2	Dr. Kavitha	
3	Dr. Amudha	
4	Dr. Sujatha	
5	Ms. Hema latha	

CRITERION-4		
S.NO	Name of the staff	Signature
1	Dr. J. Padma Priya	
2	Ms. Sindhuja	
3	Ms. K. Anitha	
4	Ms. D. Padmalakshmi	
5	Ms. Sneha Loganathan	

CRITERION-5		
S.NO	Name of the staff	Signature
1	Dr. P. Radhika	
2	Dr. S. Sumathi	
3	Dr. A. Uma Maheswari	
4	Dr. Uma Devi	
5	Ms. A.Vincy	
6	Ms.Anitha Priscilla Mary · M	

CRITERION-6		
S.NO	Name of the staff	Signature
1	Dr. V. Anitha	3/11/22
2	Dr. Sangamithra	3/11/22
3	Dr. Arunma	3/11/22
4	Dr. Bharathi	
5	Ms. S. Jayanthi	
6	Dr. Indhumathi	

CRITERION-7		
S.NO	Name of the staff	Signature
1	Dr. Annie George Raphael	
2	Dr. Anupama	
3	Ms. Aparna Shashivarnam	

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Minutes of IQAC Steering Committee Meeting on 20/12/2022

Members present: Principal, Vice-Principal & Dean (Academic) ,
Dr Shirline David IQAC Coordinator, Dr.Hannah Vijayakumar Dean (Computational Studies), Ms.Revathy Meenal,
Dr. V. Anitha , Dr. M.R. Vidhya, Dr. C. Chitra .Principal convened the meeting and elaborated the work to be carried out by the Steering Committee.

- Dr Anita Raman, Vice-Principal & Dean (Academic), is elected as the steering committee coordinator. Principal explained the role of steering committee and the Steering committee coordinator

Role of Steering Committee Coordinator Before Peer team visit

- To obtain No conflict of interest letter signed at least one week before the visit. Should Interact with NAAC and peer team
- Make necessary arrangements for the local logistics , give required phone numbers at least 3 days before the peer team visit
- All team members to make necessary arrangements for laptop, wifi connectivity
- One technical team member can also be a part of the committee during PTV .Ms.Jayanthi was suggested for this role
- To get ready with the copies of SSR, 4 AQAR
- Coordinator to prepare Peer team visit plan, and schedule
- Which facilitates quick visit including Library, Physical education, NSS, placement
- One room to be earmarked for visit as Peer team room - IQAC Boardroom is identified for this purpose
- To undertake Adequate publicity regarding NAAC Peer team visit, highlighting the its features like , Grading on a Voluntary Basis, autonomous body
- Orientation for the teachers about dos and Don'ts for Peer Team Visit
- Peer team visit to be schedule in such a way that atleast one day is a working day
- Publicity for the PTV and their schedule

Principal suggested few documents to be kept in the Peer Team Room

- University book
- Governing body
- Management members
- Policies
- Academic calendar
- Linkages

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- Library committee
- Research committee
- Purchase procedure
- Procedure for appointment
- Visitors book
- Grievance Redressal policy
- Sustainable goals to be placed in notice board
- FDP related to NAAC
- Current list of programs, course fees structure, duration
- Annual report of the College for last 2 years
- Master plan of the institution, campus plan
- Students Feedback
- Annual budget
- MOUs original
- Special awards received by the College
- GO
- Approvals of regulatory bodies
- Approval, appointment orders, joining letters of faculty members

During the visit

- Steering Committee Coordinator to take care of the Flow of visit
- Principal, and management members not be part of parents, alumni, students' meeting with peer team but Anita Raman, Steering Committee Coordinator should be there
- Elaborate welcome , 3 gifts , bouquet, shawls, president, GS, Correspondent sir
- Elaborate Welcome NSS, NCC, Band welcome , and also Welcome Banner
- To arrange for 40 minutes cultural programme , Dr Meenakumari Vice Principal Shift II will coordinate with
- Coordinator to facilitate quick meeting
- Planning for lunch, with the help of N&D students Fruits
- ED stalls, including fruit stalls
- To arrange for Video shooting of the entire visit
- **Last day of the visit**
- Exit meeting
- Welcome by Principal and the Report by PT, only stakeholders can attend excluding media
- Video, photo can be sent later on for media coverage
- Photographs both geotagged & normal photo can be arranged
- **After the Visit**
- Report by Principal to be submitted within 10 days of Peer team visit

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- Principal elaborated that during visit, Presentation by Principal, IQAC Coordinator, NSS, NCC, library, sports, heads
- Principal's Presentation to be shared
- Communication with office staff, prepare them for the PTV
- Various records to be maintained and one of the steering committee member to create a conducive environment for the office staff during the PTV
  Vice Principal elaborated that 23 committees were formed and each member of the steering committee was assigned the responsibility of a few committees. VicePrincipal Will take care of the Cleanliness, infrastructure, HR, Entrepreneurship

Dr Shirline David will check Office records and Department registers
Dr. Hannah Vijayakumar will take care of Discipline, stock checking, Alumni
Ms. Revathy Meenal will coordinate with NCC NSS, Sports and Garden checking
Dr. V. Anita is responsible for Question Bank of SSR, Canteen, Dispensary and Photo Studio
Dr. M.R. Vidhya will take care of Autonomy & Placement
Dr. C. Chitra to look at Clubs, model presentations & projects

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IQAC : STEERING COMMITTEE MEETING

20 /12/2022 Venue: IQAC Board Room

Name of the Faculty	Position	Signature
Dr. R. Shanthi	Principal	R. Shanthi
Dr. Anita Raman	Vice Principal and Dean (Academic)	Anita Raman 20/12/22
Dr. Shirline David	IQAC Coordinator Head, Associate Professor	20/12/22
Dr. Hannah Vijayakumar	Head, Associate Professor Dean (Computational Studies)	Hannah Vijay Kumar 20/12/2022
Ms. Revathy Meenal	Associate Professor	M. Revathy Meenal 20/12/2022
Dr. V. Anitha	Associate Professor	20/12/22
Dr.M.R. Vidhya	Assistant Professor	20/12/22
Dr.C. Chitra	Assistant Professor	C. Chitra 20/12/22

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Minutes of IQAC Meeting on 21/12/2022

21/12/2022 VENUE: LIBRARY READING ROOM
AGENDA: NAAC PEER TEAM VISIT & RECORDS TO BE MAINTAINED
Members Present : Department IQAC Members

Meeting on the Records to be maintained and updated for NAAC Peer team visit
Department plan, all meeting, to be included in the department meeting
Results analysis (all subject marks and toppers) for 5 years
Workload and Timetable for 5 yrs to be kept ready
Leave record for 5 yrs (record all CL, ML, Permission)
Department academic activities calendar (internal, model, pta and other events) 22-23 to be updated
Dept budget & Requirements
Student Attendance record,student list and calculation for 5 yrs
Staff profile and joining report for 5 years
All circulars (university, college and whatsApp) to be maintained as a separate register
Teaching methodology for 5 years, including ICT tools
Grievance if any handled by the department to be noted separately
Syllabus for 5 yrs (for yrs)
Bridge course, remedial course, project and internships addon course for 2021
Slow learners(remedial classes) and advanced learners(scholars support, model presentation paper presentations) in remedial course
Departments to get ready with the following:
Staff Research paper for 5 yrs (ISSN, ISBN, BOOKS, conference)

Department library - details of book bank, access
Department report - 5 yrs (sent to magazine + newsletter)

Department vision and mission

One staff member one subject one unit (soft bidding, title of the book)

Gally to updated bound note to be updated

Dept. SWOC based on 21-22 (strength and opportunity more, threat and weakness less)

Question bank to be maintained for all 5 yrs.

R. Shanthi

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Students information bio data (5 yrs)

Register no. 24, 33 & 34 - to renamed as Student enrichment register (other than academics) - sports, culturals,world books of records only winners

Placement, mentor mentee, outside scholarship (requestion letter, bank statement)

Alumni, Parents, admission, hostel to be updated

Individual Teachers dairy notebook and print out

Staff must visit the College website and learn all the policies.

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ANNA ADARSH COLLEGE FOR WOMEN			
IQAC Meeting- 21/12/2022			
Dr. R. Shanthi		Principal	
Dr. Anita Raman		Vice Principal & Dean (Academic)	
IQAC CORE			SIGNATURE
1	Dr. Shirline David	Coordinator IQAC Head and Associate Professor	
2	Dr.Hannah Vijayakumar	Head and Associate Professor Dean (Computational studies)	
2	Mrs.M.Revathy Meenal	Computer Science	
3	Dr.G.M. Deivanayagi	Corporate Secretaryship	
4	Dr.S.Anitha	Commerce	
5	Ms.K.Sheela	Mathematics	
6	Dr.P. Pakutharivu	Computer Science	
7	Ms. K. Unnamalai	Computer Science	
8	Dr.M.R.Vidhya	Accounting & Finance Shift II	
9	Dr.C.Chitra	Commerce Comp App Shift II	
10	Ms. Prathima G	Computer Science Shift II	
11	Dr. Annie George Raphael	English Shift II	
12	Mrs.C.Vanisri	BCA Shift II	

IQAC Meeting 21/12/2022 SHIFT - I			
S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Mr. R.V. SOUPRAJA	English	
	Dr. K. SRIVIDHYA	English	
3	–	Tourism and Travel Management	–
5	DR. AMUTHA K.	Business Economics	
6	Dr. S. KAVITHA	Public Administration	
7	Ms. G. Hemalatha	Public Administration	
8	Dr. C. KAVITHA	Commerce	
9	–	Corporate Secretaryship	–
10	Dr. B. BHARATHI	Bank Management	
11	N. Annamalaisundari	Bank Management	
12	Ms. Charu Maheshwari	Commerce A&F	
13	Dr. SUVITHA. A	Physics	
14	FOR DEPT K. PRIYA SUDHA	Chemistry	
15	–	Chemistry	–
16	R. Mary Mercy Priya	Mathematics	
17	Dr. M. Arunma	Mathematics	
18	MRS. S. SANGAMITHRA	Home Science	
19	SUMATHI. K	Computer Science	
20	S. VARSHA VARDHINI	Psychology	
21	S. JAYANTHI	BCA	
22	–	BCA	–
23	–	MSW	–
24	–	Physical Education	–
25	–	Library	–
26	Dr. J. GEETHA	Tamil	
27	–	Hindi	–

IQAC Meeting 21/12/2022 SHIFT - II			
S.NO		DEPARTMENT	SIGNATURE
1	Dr. S. SUJATHA	Commerce Shift II	S. Sujatha
2	Dr. N. Mahendri	Commerce Hons Shift II	
3	Dr. V. THIRUPURASUNDARI	Corporate Secretaryship Shift II	VGPS
4	-	Computer Science Shift II	-
5	Dr. K. Indumathi	Marketing Management	K. Indu
6	Ms. Aparna Shashivarnam	Bank Management Shift II	Apa
7	D. Padmalakshmi	Psychology Shift II	
8	Dr. A. Gayathri	BBA Shift II	A. Gayathri
9	—	MSW Shift II	—
10	C. RADHESWORI	English Shift II	C. Rajeswari
11	Dr. S. SANTHI	Tamil Shift II	S. Santhi
12	Dr. Anupama	Hindi Shift II	
13	Ms. Poojaa M.R	French Shift II	Poojaa M.R

C. VANISRI BCA SHIFT II C. Vanisri

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Minutes of IQAC Meeting on 24/01/2023

Meeting conducted by the IQAC Coordinator, Dr. Shirline David.

Members Present - IQAC Core and Criterion In-charge members

Date: 24.1.2023 Venue - Room No 3 Time: 12.30 pm

The following points were discussed:

- The important features of each criterion should be prepared and submitted to Dr Anitha by 2.2.2023. The content should be in PDF format.
- Online quiz in each criterion should be prepared through Google forms by the respective criteria members. The first set of questions to be given by 5.2.23.
- The areas with possible / expected questions during the visit by the peer team need to be submitted.

R. Kanthi

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ANNA ADARSH COLLEGE FOR WOMEN		
IQAC Meeting- 24/01/2023		
Dr. R. Shanthi	Principal	
Dr. Anita Raman	Vice Principal & Dean (Academic) Shift-I	

	IQAC CORE		SIGNATURE
1	Dr. Shirline David	Coordinator IQAC Head and Associate Professor	
2	Dr.Hannah Vijakumar	Head and Associate Professor Dean (Compution studies)	
3	Mrs.M.Revathy Meenal	Computer Science	
4	Dr.G.M. Deivanayagi	Corporate Secretaryship	
5	Dr.S.Anitha	Commerce	
6	Ms.K.Sheela	Mathematics	
7	Dr.P. Pakutharivu	Computer Science	
8	Ms. K. Unnamalai	Computer Science	
9	Dr.M.R.Vidhya	Accounting & Finance Shift II	
10	Dr.C.Chitra	Commerce Comp App Shift II	—
11	Ms. Prathima G	Computer Science Shift II	
12	Dr. Annie George Raphael	English Shift II	
13	Mrs.C.Vanisri	BCA Shift II	

ANNA ADARSH COLLEGE FOR WOMEN			
IQAC Meeting- 24/01/2023			
CRITERION HEAD			
S.No.	**Name of the Faculty**	**DEPARTMENT**	**SIGNATURE**
14	Dr. T.Sobana Premalatha	Chemistry	
15	Dr. Maya Elizabeth Augustine	Corporate secretaryship shift I	
16	Dr.R.Asha	Public Administration	
17	Dr.J.Padma Priya	Hindi	
18	Dr. P.Radhika	Corporate secretaryship shift I	
19	Dr. V.Anitha	Home Science	

Minutes of IQAC Meeting on 06/03/2023

Meeting conducted by the IQAC Coordinator, Dr. Shirline David.

Members Present - IQAC Core and IQAC Department members.

Date: 6.3.2023 Venue - Room No.72. Time: 12.30 pm

The following points were discussed:

- Briefing on autonomy visit - record-checking and other documenting files of all departments has been completed. The audit team has appreciated the excellent work by the departments. Very good documentation is maintained by most of the departments. Internal academic audit for the year 2022 - 2023 is completed by IQAC. Observations made by the inspection team will be the report submitted and the corrections given should be carried out by the respective departments.
- The Autonomy committee inspection will be on 13.3.2023. All departments should get ready for this visit.
- The SSR highlights were sent to all department mail IDs. All the staff need to go through the contents, understand, and be ready to answer the questionnaire that will be sent soon. The G form link will be sent soon after the autonomy visit. The questionnaire is MCQ questions in all criteria and extended profile. The date and time of the G form link will be informed soon.
- The printing and other cost for soft binding will be reimbursed when the bills are submitted by the departments and clubs.
- The data for the year 2022-2023 is being collected for the autonomy visit and peer team visit.
- The department IQAC member should not be changed till the peer team visit is completed.
- Geo-tagged photos are mandatory for all events conducted by departments and clubs. This is necessary at the time of proof collection.

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- Student Achievements and Staff achievements G sheets are shared to all departments. This should be updated throughout the year as and when it is completed. The same is applicable for department events also.
- Add-on courses for the year 2022-2023 should be completed by all departments. Proof necessary are - staff handling the course details, flyer, syllabus, attendance, assessment details, unique no. for students, name list, copy of certificate. The same course/courses conducted last year should be conducted this year also.
- All student details of the department should be made available in soft copy.

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ANNA ADARSH COLLEGE FOR WOMEN
IQAC Meeting- 06/03/2023

Dr. R. Shanthi	Principal	R. Shanthi
Dr. Anita Raman	Vice- Principal	Anita Raman

IQAC CORE			SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	Shir 6/3/23
2	Dr. Hannah Vijaykumar	Computer Science	Hannah Vijy Kum 6/3/23
3	Ms.M.Revathy Meenal	Computer Science	M. Revathy Meenal
4	Dr.G.M. Deivanayagi	Corporate Secretaryship	G. M. Deivanayagi
5	Ms.K.Sheela	Mathematics	K. Sheela
6	Dr.P. Pakutharivu	Computer Science	P Pakutharivu
7	Ms. K. Unnamalai	Computer Science	Unnamalai
8	Dr.S.Anitha	Commerce	S Anitha
9	Dr.M.R.Vidhya	Accounting & Finance Shift II	Vidhya
10	Dr.C.Chitra	Commerce Comp App Shift II	C. Chitra
11	Ms.G. Prathima	Computer Science Shift II	G. Prathima
12	Dr. Annie George Raphael	English Shift II	
13	Ms.C.Vanisri	BCA Shift II	for Geethalakshmi

ANNA ADARSH COLLEGE FOR WOMEN			
IQAC Meeting- 06/03/2023			
SHIFT- I			
S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Ms.R.V.Soupraja	English	
2	Dr.K.Srividhya	English	
3	Mrs.T.Prabha	Tourism and Travel Management	
4	Dr.C.A. Anne Benedexa	Business Economics	
5	Dr. S Kavitha	Public Administration	
6	Ms.G. Hemalatha	Public Administration	
7	Dr. C. Kavitha	Commerce	
8	Dr.Maya Elizabeth Augustine	Corporate Secretaryship	
9	Dr.B.Bharathi	Bank Management	
10	Mrs. N.Abiramasundari	Bank Management	
11	Ms.R. Charu Maheshwari	Commerce A&F	
12	Dr.A.Suvitha	Physics	
13	Dr. T. Sobana Premlatha	Chemistry	
14	Dr.N.S. Sangetha	Chemistry	
15	Mrs. Mary Mercy Priya	Mathematics	
16	Dr.M.Arunma	Mathematics	
17	Mrs.S.Sangamithra	Home Science	
18	Ms.K. Sumathi	Computer Science	
19	Ms.S Varsha Vardhini	Psychology	
20	Ms.S.Jayanthi	BCA	
21	Mrs. D. Sindhujah	BCA	
22	Ms.P.A Mary Sheena	MSW	
23	Dr.S. Suganya	Physical Education	
24	Dr. Indhumathi	Library	
25	Dr.J.Geetha	Tamil	
26	Dr. J. Padmapriya	Hindi	
27	Dr. Radhika Madhavan	French	

ANNA ADARSH COLLEGE FOR WOMEN			
IQAC Meeting- 06/03/2023			
SHIFT- II			
S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr. S. Sujatha	Commerce Shift II	
2	Dr. Thirupurasundari	Corporate Secretaryship Shift II	
3	Dr.N.Maheswari	Commerce Hons Shift II	
4	Dr K.Indumathi	Marketing Management Shift II	
5	Ms. Aparna shashivarnam	Bank Management Shift II	
6	Ms.D.Padmalakshmi	Psychology Shift II	
7	Dr.A.Gayathri	BBA Shift II	
8	Mrs.M. Jeevanthi	MSW Shift II	
9	Mrs.C. Rajeswari	English Shift	
10	Dr. S.Shanthi	Tamil Shift II	
11	Dr.Anupama .K	Hindi Shift II	
12	Ms.M.R. Poojaa	French Shift II	
13.	Dr.N. Geetha Lakshmi	BCA - Shift II	
14	Dr. Sumita. A	Chemistry, Shift I	
15.	Dr. Sharmila. K	Corporate Secretaryship Shift	

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Minutes of IQAC Meeting on 09/03/2023

Meeting conducted by the IQAC Coordinator, Dr. Shirline David.

Members Present - Steering Committee and Criterion Incharges

Date: 9.3.2023 Venue - Room No.3. Time: 11.30 am

The following points were discussed:

The Steering Committee and criterion incharges discussed the preparedness for Peer Team Visit. Various documents to be kept ready and proof available with other criterion members to be coordinated. For certain proof selected departments provide books and documents.

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ANNA ADARSH COLLEGE FOR WOMEN
IQAC Meeting- 09/03/2023

Dr. R. Shanthi	Principal	
Dr. Anita Raman	Vice- Principal	

STEERING COMMITTEE			
S.NO	**NAME OF THE STAFF**	**DEPARTMENT**	**SIGNATURE**
1	Dr. Shirline David	Coordinator IQAC Commerce A&F	
2	Dr. Hannah Vijaykumar	Computer Science	
3	Ms.M.Revathy Meenal	Computer Science	
4	Dr.V.Anitha	Home Science – NFSM & D	
5	Dr.M.R.Vidhya	Accounting & Finance Shift II	
6	Dr.C.Chitra	Commerce Comp App Shift II	

CRITERIA INCHARGE			
S.NO	**NAME OF THE STAFF**	**DEPARTMENT**	**SIGNATURE**
1	Dr. T.Sobana Premalatha	Chemistry	
2	Dr. Maya Elizabeth Augustine	Corporate Secretaryship	
3	Dr. R.Asha	Public Administration	
4	Dr. J.Padma Priya	Hindi	
5	Dr. P.Radhika	Corporate Secretaryship	
6	Dr. V.Anitha	Home Science	
7	Dr. Annie George Rapheal	English Shift II	

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Minutes of IQAC Meeting on 13/03/2023

Report on Faculty Induction and Orientation Programme

Date: 13th March 2023
Venue: Conference Hall
Participants: Faculty who joined since 2019

1. Dr. Anita Raman- Vice Principal (Shift-I) & Dean Academic and Dr. Shirline David - IQAC Coordinator addressed the gathering.
2. Dr. Anitha Raman oriented the following to the faculty members:
    a. About the college - year of establishment and it's features such as academics, unity, hospitality and grandeous of our college festivals.
    b. The importance of our academics (Preparation of lesson plan, working out problems in board, usage of library,Assignment allocation, Conducting CIA, Model, completion of syllabus, to name a few)
    c. Handling of students (late comers, abusive language, attendance,absenteeism and informing the parents about the same)
    d. Leave policy for the staff (CL, EL, ML, Maternity leave)
    e. Staff should not use mobile phones in class. No loose hair on the campus. Informing the superior regarding their whereabouts while in the campus.
    f. Staff health issues to be brought to the superiors notice.
    g. Not to order food through delivery app.

2. The next half of the session was addressed by Dr. Shirline David who discussed the following :

- Meaning of IQAC, IIQA, DVV & NAAC
- Purpose of NAAC accreditation
- SSR details
- Establishment, Vision and Mission of NAAC and their assessment procedure.
- AAC establishment & the present student strength of our college and present courses.
- Criteria 1 and importance
- Criteria 2 : the present student teacher ratio, regarding the admission, present faculty, participative learning in our college
- Criteria 3: the 5 key indicators, grants of our college, the various IPR, Research methodology and entrepreneurship program, number of Ph.D guides and Degree awarded, the linkages and MOU
- Criteria 4: 4 Key Indicators, number of classroom, LCD facilities, solar power, library, computers, LMS, plagiarism software.

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- Criteria 5: 4 key indicators- scholarship, capacity building & skills enhancement, competitive examination, placement & progression, Alumni Association, internal complaint committee
- Criteria 6- college policy, clubs, cell, e-governance, software of administration, in house program, performance appraisal, Welfare measure, Strategic Plan
- Criteria 7- Books written by staff members, CCTV camera, In-house counselor, IIC training, commemorative days, type of audit, institution distinctive, best practices, alternative source of energy, institutional distinctiveness
- Input about the Peer team visit.

R. Shanthi

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ANNA ADARSH COLLEGE FOR WOMEN
Orientation cum Induction Programme 13-03-2023

Dr. R. Shanthi	Principal	R. Shanthi
Dr. Anita Raman	Vice- Principal	AnitaRaman

	Steering Committee		**SIGNATURE**
1	Dr. Shirline David	Coordinator IQAC	
3	Dr. Hannah Vijaykumar	Computer Science	Hannah Vijaykumar
4	Mrs.M.Revathy Meenal	Computer Science	M. Revathy Meenal
5	Dr. V. Anitha	Home Science - NFSM &D	V. A.
6	Dr.M.R.Vidhya	Accounting & Finance	Vidhya
7	Dr.C. Chitra	Commerce-Computer Applications	C. Chitra

IQAC Induction and Orientation Programme - 13-03-23			
Shift I			
S.No	**Faculty Name**	**Department**	**Signature**
1	Dr.K. Anitha	Business Economics	
2	Ms.L. Jony Fathima		
3	Mrs. K.T. Sindhuja	English	
4	Mrs.B. Aparna		
5	Dr. K. Mary Elizabeth		
6	Dr.V.Kavitha		
7	Mrs.R. Maheswari		
8	Dr. E. Charumathy	Commerce (General)	
9	Dr. K.Shanthi		
10	Ms. I. Kamila Sharmin	BBM	
11	Ms. Charu Maheshwari	Commerce (A&F)	
12	Ms. J.Subashree		
13	Ms. R. Nadheya	Corporate Secretaryship	
14	Ms. P. Padma Priya		
15	Ms. S. Nirmal Veena	Mathematics	
16	G. Vinothini		
17	S. Abirami	Physics	
18	Dr. V. Sribharathy	Chemistry	
19	Dr.K. Sangeetha		
20	Dr.R.J. Kavitha		
21	Dr. N.S. Sangeetha		
22	Dr. T Nandhini		
23	Dr. N. Suganya		
24	Dr. D. Savitha	Home Science - N,FSM&D	

IQAC Induction and Orientation Programme 13-03-23			
Shift I			
25	Dr. M. Priyanka	Computer Science-DS	
26	Ms. S. Jayanthi	BCA	S. Jayanthi
27	Ms. D. Sindhuja		D. Sindhuja
28	Dr. Malathi	Psychology	Malathi
29	Ms. S. Varsha Vardhini		[illegible]
30	Ms. R.Anindhitha		
31	Dr. J. Geetha	Tamil	J. Geetha
32	Dr. G. Neathravathi	MSW	G. Neathravathi
33	Ms. P.A. Mary Sheena		Mary Sheena. P.A
34	S. Gayathri		S. Gayathri
35	R.Abhinaya		[illegible]
36	Dr. M. RASEETHA	DPE	[illegible]
37.	S.V. LUXSHMI PAARVATHI	BBM Shift-I	S.V. Luxshmi Parvathi
38.	Jayashree. S	corporate ~~B. corp (CS)~~ shift-I	Jayashree. S
39.	Alice. M	Dept. of Chemistry	[illegible]

IQAC Induction and Orientation Programme 13-03-23			
Shift II			
S.No	**Faculty Name**	**Department**	**Signature**
1	Ms. A. Manju	Commerce (General)	
2	Ms. Nivedha		
3	Ms. R. Saranya	Commerce (Computer Application)	
4	Ms. A. Akshaya	Commerce (A&F)	
5	Ms. B. Sandhya		Maternity leave
6	Dr. R. Sandhya	Corporate Secretaryship	
7	Dr. S. Ramya		
8	Dr. R. Joy Christy Hemema		
9	Ms. R. Ahila Parveen. S		
10	Ms. S. Pavithra		
11	Ms. Aparna Shashivarnam	BBM	
12	Ms. R. Subiksha		
13	Dr. V. Leelavathy	BMM	
14	Dr. K. Indumathi		
15	Dr. A. Gayathri	BBA	
16	Ms. Iswarya		
17	Ms. C. Nivetha		
18	Dr. D. Seethalakshmi	BCA	13/3/23
19	Ms. D. Padmalakshmi	Psychology	
20	Ms. T. Sanju		
21	Ms. Aafreen Mushtaq		
22	Ms. S. Shanthi	Tamil	
23	Ms. M. Jeevanthi	MSW	
24	Ms. P. Leena Roseline		
25	Ms. G. Aruna AbiRami		
26	Dr. K. Anupama	Hindi	

27. Ms. S. Aruna — Economics

IQAC Induction and Orientation Programme. 13-03-23

S. No.	Faculty Name	Department	Signature
	Dr. Anuradha. B	B.com (Hons) - Shift II	
	R. Madhumitha	B.com (Hons) - Shift II	
	Ms. Avani A Trivedi	Bcom (ARF) - Shift - II	
	Ms. PODJAA .M.R	French - Shift II	
	Dr. R. Saranya	B.com (CS) Shift II	

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Minutes of IQAC Meeting on 24/03/2023

Meeting conducted by the IQAC Coordinator, Dr. Shirline David.

Members Present - Steering Committee and Criterion Incharges

Date: 24.3.2023 Venue - Room No.4. Time: 1.30 pm

The following points were discussed:

Probable dates for mock visit and peer team visit were discussed, and the IQAC steering and sub steering members were briefed about the work to be done. For the Peer Team Visit, SSR book to be ready ie Hardcopy with proof. Steering and Sub steering to coordinate with the criterion incharges and keep the updated files ready, to be shared with Folder earmarked for this purpose.

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ANNA ADARSH COLLEGE FOR WOMEN
Meeting on 24/03/2023

Dr. R. Shanthi	Principal	R. Shanthi
Dr. Anita Raman	Vice- Principal	Anita Raman

	Steering Committee		**SIGNATURE**
1	Dr. Shirline David	Coordinator IQAC	
3	Dr. Hannah Vijaykumar	Computer Science	
4	Mrs.M.Revathy Meenal	Computer Science	
5	Dr. Anitha .V	Home Science - NFSM &D	
6	Dr.M.R.Vidhya	Accounting & Finance	
7	Dr.C. Chitra	Commerce-Computer Applications	
	Sub Steering Committee		**SIGNATURE**
8	Dr. Parameswari.A	Computer Science	
9	Dr. Pakutharivu.P	Computer Science	
10	Ms. K. Unnamalai	Computer Science	
11	Dr.S.Anitha	Commerce	
12	Dr. Annie George Raphael	English	
13	Ms. Vincy.A	Computer Science	
14	Ms. Sindhujah.D	Computer Applications	
15	Dr. Anitha.K	Economics	

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Minutes of IQAC Meeting on 17/04/2023

The following points were informed to the Criterion Managers to get ready with relevant proof for the PTV

Criterion 1

Timetable given
Project mock review details hons, Comp
High achievers, bloomers, criterion 2
CA and AF GCR link
Self learning materials AF, ND, Eng handed over to Shobana mam
Prayer dates from Rashida
EVS projects

Criterion 2

SPSS
Link for social media
Video online classes
Mooc , list
Wednesday is the last day for all collection
Report card Corp, CA

Criterion 3

Field trip
NSS scheme adoption
Krusk university
Reminder mail

Criterion 4

Lab details
Gym footfalls register
Coach details
Library policy, to be checked with Anitha mam
Earn while you learn scheme students check
Journals review club activities
Book exhibition

Criterion 5

Alumni membership
Soft bound alumni records
List of alumni
Book bank central library,
Alumni faculty list
Alumni referral for junior
Feedback form, analysis
Dept Alumni meet

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Criterion 6
Students participation

Criterion 7
Bins
Extension activities
Add on Financial Literacy

Alumni entrepreneurs , from 5
Prog on entrepreneurs
Details on solar panel, from audit report

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ANNA ADARSH COLLEGE FOR WOMEN
IQAC Meeting- 17/04/2023

Dr. R. Shanthi	Principal	
Dr. Anita Raman	Vice- Principal	

STEERING COMMITTEE			
S.NO	**NAME OF THE STAFF**	**DEPARTMENT**	**SIGNATURE**
1	Dr. Shirline David	Coordinator IQAC Commerce A&F	
2	Dr. Hannah Vijaykumar	Computer Science	
3	Ms.M.Revathy Meenal	Computer Science	
4	Dr.V.Anitha	Home Science – NFSM & D	
5	Dr.M.R.Vidhya	Accounting & Finance Shift II	
6	Dr.C.Chitra	Commerce Comp App Shift II	

CRITERIA INCHARGE			
S.NO	**NAME OF THE STAFF**	**DEPARTMENT**	**SIGNATURE**
1	Dr. T.Sobana Premalatha	Chemistry	
2	Dr. Maya Elizabeth Augustine	Corporate Secretaryship	
3	Dr. R.Asha	Public Administration	
4	Dr. J.Padma Priya	Hindi	
5	Dr. P.Radhika	Corporate Secretaryship	
6	Dr. V.Anitha	Home Science	
7	Dr. Annie George Rapheal	English Shift II	for

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IQAC MINUTES & ACTION TAKEN REPORT
ACADEMIC YEAR 2022-2023

S. NO	DATE OF THE MEETING	AGENDA	ACTION TAKEN REPORT
1	11/07/2022 & 12/07/2022	Preparation of SSR 2022	As suggested by Dr. Jayakumar, Former Professor & Head, School of Education, Bharathiyar University, Coimbatore the college brought out booklets published by staff on Professional Ethics, Human Rights and Gender Equity. Mapping and Rubrics were implemented. Inclusion of library reading hours for all majors.
2	26/07/2022	Preparation of SSR 2022 Criterion 5 Grievance Redressal & Alumni Engagement	Dr. Jayakumar suggested the updation of Grievance Redressal Mechanism in college website and the role of Alumni in the development of college to be highlighted.
3	03/08/2022	Preparation of SSR 2022 Criterion 2	Bloomers for slow learners and Walk the Scholar for Advanced learners was documented. Self-study material for each subject was prepared.
4	06/09/2022	Knowledge sharing Peer Team Visit	Stalls for Adarsh Stree Shakti, Institutional distinctiveness was decided to be organized during NAAC Peer Team visit.
5	07/09/2022	Convocation for the class of 2020-2021 for two days 16th and 17th September 2022	Convocation budget finalised and duties were allocated to various staff.
6	20/09/2022	Protocol for the conduct of various events in the college & department budget	Every department must conduct at least one extension activity and outreach programme. Discussion and finalisation of department budget.
7	17/10/2022 & 18/10/2022	Preparation of SSR 2022 Preparing Strategic Plan and Framing Policies	Finalised the strategic plan for 2022-27. Strategic Plan & framed 25 policies.

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S. NO	DATE OF THE MEETING	AGENDA	ACTION TAKEN REPORT
8	28/10/2022	Introduction of Certificate/Add on Courses	One certificate/Addon course per department was introduced. Rules for the enrolment and conduct of the certificate course was decided.
9	03/11/2023	Conduct of soft skill classes for I PG	Dr.Anita Raman, Vice Principal discussed with the heads of the PG department regarding English for Communication as soft skill paper for I PG. The same must be confirmed with the Boards of respective departments in case of any change.
10	21/12/2022	Records to be maintained by Departments for NAAC Peer Team Visit	The list of registers and documents to be maintained by departments was shared by the IQAC.
11	03/02/2023	Conduct of Internal Audit	Internal Academic Audit for all the Departments was conducted between 08/02/2023 to 10/02/2023.
12	06/03/2023	Preparing each faculty for the NAAC Peer team visit	Expected questions during NAAC visit to be submitted. Online quiz for each criterion prepared and circulated to all staff each day.
13	13/03/2023	Faculty Induction and Orientation Programme	All the faculty of the college were familiarized with the vision, mission and various policies, rules, and regulations. Orientation on the NAAC process, SSR & Peer Team visit were also undertaken.

Dr. Shirlini David
Coordinator, IQAC

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