



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

MINUTES OF STAFF COUNCIL
2023-2024



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ACADEMIC YEAR 2023-2024

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DATE: 21-09-2023

1. Principal Dr. R.Shanthi started the meeting with prayer for the success of Manjari 2023. She discussed about manjari. Plan A in OAT on 21st September 2023 and Plan B if it rains in the conference hall on the same day .
2. The offstage event will be conducted on 20th September in the conference hall .
3. Final year UG AND PG students will be the audience for Manjari on 21st September 2023.
4. Students timings : Shift 1 8.30 a.m. to 12.30 p.m. , Shift 2 : 1.00p.m to till the end of the program.
5. Shift I PG classes will reopen on 20 September , inauguration will be in the conference hall and they will be the audience for an off stage Manjari 2023 event .
6. The student benches, teachers table and chair to be checked, if anything missed report to AO sir.
7. If rooms allotted to the department are not ready to occupy, kindly report to the Principal.
8. The students to be engaged with regular classes from 8a.m to 9.30a.m and to see if they are having naan mudhalvan class and also staff to get ready with internal marks for nan mudhalvan.
9. For second year naan mudhavan class , timing is 10 a.m to 5.pm.shift 1 students can attend the class till 1.10 in the college and shift 2 students have to attend from 10 a.m. after 1.1.0 she can attend from college.
10. Conduct of second internal to be held on scheduled date , which starts from 3rd October, if there is any change or reschedule of exams prior mail to be sent to principal with reason to change.
11. Principal asked the Science Departments to plan their lab activities well in advance.
12. Principal asked Research Dean Dr.B.Sudha to get undertaking from the Research Scholars.

R. Shanthi
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13. Principal clarified the doubts about the CL and EL. For 3 days EL of three days need no adjustment of class. Submit the EL form with HOD and Principal Signature. Joining report to be signed by the principal.
14. For Industrial Visit, No objection letter to be collected and students can come directly to the place and attendance to be taken in the industry itself.
15. Teachers' diary to be submitted at the end of the semester and can be handwritten.
16. Syllabus completion to be maintained in IQAC format .
17. For ERS and IMES 2 staff to be deputed for error free entry. Sub code can be checked by class in-charge and subject in- charge and duly signed by HOD and Principal.
18. Tentative dates for model exam is from 30th October 2023 TO 3rd November 2023.
19. After 25th of October 2023 no activities or programs to be conducted.
20. Departments to be ready with subject toppers class toppers best outgoing. College day will be held in the conference hall. Dr.Sumathi head Department of Corporate Secretaryship Shift I and Dr.Suganthi, Head Dept of Home Science are the coordinators of college day.
21. Budget of the Department should furnish clearly the expenses of the activity.
22. All banners, brochures, magazines and Newsletter to be done with Sugan printers. Sufficient time to be given to the printer.
23. Students to be strictly informed not to bring two-wheeler without license and late fee is Rs.1000 for college fees.
24. Principal mam asked all of them to be very polite to the students as the students are very sensitive now.
25. Dr. Suganya PD invited all the staff for an inter school and college kho -kho match held on 7th October 2023. Principal also announced that 20th September is the last date to apply for Revaluation.

R. Suganthi
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DATE:29-09-2023

Principal Dr. R Shanthi , announced the change of timings in both the shift with effect from 3rd October 2023.

From 3rd October Shift I will work from 8.00 am – 12.20pm. Shift II will work from 1.20 pm-5.40 pm.

Shift I – Hour Split Up	Shift II – Hour Split Up
I Hour – 8.00 am – 8.40 am	I Hour – 01.20 pm – 2.00 pm
II Hour – 8.40 am – 9.20 am	II Hour – 2.00 pm – 2.40 pm
III Hour – 9.20 am – 10.00 am	III Hour – 2.40 pm – 3.20 pm
Break 10.00 am – 10.20 am	Break 3.20 pm – 3.40 pm
IV Hour - 10.20 am – 11.00 am	IV Hour - 3.40 pm – 4.20 pm
V Hour - 11.00 am – 11.40 am	V Hour – 4.20 pm – 5.00 pm
VI Hour – 11.40 am – 12.20 pm	VI Hour – 5.00pm – 5.40 pm

Staff can avail half a day for both the shift , shift I at 10.00 am , Shift II at 3.20 pm.

Permission can be taken for one hour as usual .

Tours can be planned only via Classic Tours only . Details will be shared by the Principal.

Prayer for Shift I will be conducted at 8.00am for Shift I , at 5.00 pm for Shift II in OAT.

The MOU documents of the department (New or Existing) to be submitted to the Respective VP for both shifts.

R. Shanthi



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DATE:18-10-2023

College Day is to be conducted on 28/10/23. The passed out batch prize winners Dean , Principal , Vice Principal , Heads and Class – in – Charge will attend. Model Exams will be conducted as per schedule on 28/10/23.

Various Duty allocations for Shift I

S.No	DUTY	DEPARTMENT / STAFF INCHARGE
1.	RECEPTION	CHEMISTRY
2.	BAND , GUARD OF HONOUR	PHYSICAL EDUCATION
3.	PRAYER	COMMERCE GENERAL
4.	BOUQUET	PSYCHOLOGY
5.	BANNER	MSW
6.	COLLEGE DAY REPORT	PRINCIPAL
7.	ENDOWMENT PRIZES, MAGAZINE	ENGLISH
8.	PRIZE DISTRIBUTION	COMPUTER SCIENCE
9.	CHIEF GUEST (RECEPTION, ACCOMPANY)	VICE PRINCIPAL
10.	REFRESHMENT DISTRIBUTION STUDENTS	A&F
11.	PHOTOGRAPHY	M ANITHA, DEAN STUDENT AFFAIRS
12.	MEDIA COVERAGE , CULTURAL	STUDENT COUNCIL
13.	YOUTUBE STREAMING	Dr. PARAMESWARI

Result Analysis to be submitted by 28/10/23.

Principal advised to avoid online classes for teaching. Revision alone can be done. She also advised to handle the students sensitively.

R. Ranthi

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DATE:21-10-2023

Principal Dr. R. Shanthi announced that College Day is postponed to 7/11/23.

Nominees for various Endowment Prizes were discussed in the council.

The AQAR details of criterion 1, 2, 3, 4 and extended profile to be completed by 27/10/23.

Model Exam marks Register and IMES marks to be submitted by 10/11/23/. Model Mark Register will be signed by Subject – in charge of each subject, Head, Vice Principal and Principal.

In IMES marks whitener or overwriting will not be allowed.

Teacher's Diary to be submitted by 30/10/23.

Lesson Plan of odd semester of 23 – 24 to be submitted by 30/11/23.

Syllabus completion for all classes except I PG to be submitted as hard copy on or before 7/11/23 and to be signed by Random, different student for each paper.

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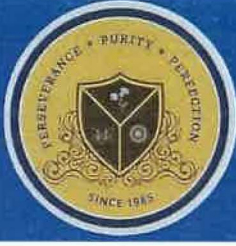
MINUTES OF STAFF COUNCIL

DATE:09-02-2024

Principal Dr. R. Shanthi , convened staff council meeting. The agenda was to review the particulars of staff not reporting to UNOM valuation. Principal, Dr. R. Shanthi and VP shift I Dr. AnitaRaman , advised and encouraged the heads to report for valuation. Principal also concluded that full day OD can be availed by the staff to go for valuation. Either one/two staff can go for three full days on OD or three staff can for two full days . All can avail full day OD in rotation.

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MINUTES OF STAFF COUNCIL

DATE:16-02-2024

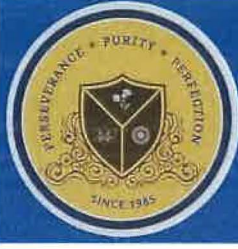
The Council meeting was held on 16/02/24 with the agenda of budget for Department Activities.

Mr. Vijay Bhatia , Vice President , Punjab Association, Correspondent (Non – Academics), Mr. Sunil Hasija , Correspondent (Academics), Dr. R. Shanthi (Principal), Dr. Anita Raman (Vice – Principal – Shift I) , Dr. Meena Kumari (Vice Principal – Shift II) presided over the meeting.

The Principal gave the guidelines for effective utilization of the budget sanctioned for Department Activities. Guest must be fixed after getting due approval. Programme must be conducted appropriate to the need of the department in association with IQAC. Programme must be planned well ahead. No cash transactions anywhere except for some unavoidable petty expenses from the budget allocated. Even for the resource person the remuneration to be paid only by cheque or by bank transfer. Refreshments only from canteen. Banners, Newsletters and certificates only via college vendor. Ample time to be given to the vendor, AO will do the follow up. If under any circumstance a proposed programme cannot be conducted the same programme can be postponed to next semester or some other department activity can be conducted in the sanctioned budget. Prior approval to be taken to approach Sponsors. Sponsors cannot promote their product, no stalls, no resource person from sponsor side. Sponsorship amount to be donated to college account, with a mail regarding whether its sponsorship or donation. If it is a donation (to claim 80G) and receipt is needed PAN details to be given in the mail, along with a covering letter. If proposing a sponsored event budget minimum loss to be quoted along with the budget. Any Alumni Sponsorship to come via Alumni Association. Companies having MOU with college only can conduct associated programmes with Department. Photos can be taken by the department or from Adarsh studio. We can get either a digital copy or hard copy from studio by payment. All bills for the event to be on or before the date of the event. On prior approval cash can be collected from students for outreach programmes. Cash register to be maintained by the department.

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The following Heads attended the meeting

SHIFT I

1. Ms. Supraja (English)
2. Dr. Preethi (Economics)
3. Dr. GeethaPriya (TTM)
4. Dr. Asha (Public Admn)
5. Ms. J Prabha (Maths)
6. Dr. N Mahalakshmi(Physics)
7. Dr.Sobana (Chemistry)
8. Dr. Suganthi (N&D)
9. Dr. Hannah VijayKumar(C.Sc)
10. Ms. Karpagam (BCA)
11. Ms. Varsha (Psychology)
12. Dr. Neathravathi (MSW)
13. Dr. Sudha (Commerce)
14. Dr. Deivanayagi (Corporate)
15. Dr. Shrilekha (BBM)
16. Dr. Sherlin (A&F)
17. Dr. Suganya (PD)
18. Dr. Indumathi(Librarian)

P. Hanthi
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19. Dr. Baby (Tamil)
20. Ms. Padmapriya (Hindi)
21. Ms. N K Vinodhini (Staff Secretary)

SHIFT II

1. Ms. Uma Maheswari (Computer Science)
2. Dr. Jothi Raman (B.com Gen)
3. Dr. Lumnia Vinodhini (B.com CA)
4. Dr. G. Anitha (B.com Hon)
4. Dr. J. Vijaya Shanthi (B.com A&F)
5. Dr. J. Sankari (B.com BM)
6. Dr. S. Rajeswari (B.com MM)
8. Ms. Arul Mozhi Nangai (English)
9. Dr. Varalakshmi (B.com CS)
10. Dr. Anandha Lakshmi (BCA)
11. Dr. Gayathiri (BBA)
12. Dr. Padma Lakshmi (Psychology)
13. Dr. Jeevanthi (MSW)
14. Dr. K Umadevi (Treasurer)

R. Ravi

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DATE:23-04-2024

The Council meeting was held on 23/02/24 with the agenda of College Day and Farewell ,
Valediction preparations.

Principal Dr. R Shanthi , Vice Principal (Shift I) Dr. Anita Raman and Vice Principal (Shift II)
Dr.Meena Kumari Presided over the meeting. Principal announced that College Day will be held
on 27th March from 10.30 am to 12.30pm. Venue – OAT. Ms.Bharathi Bhaskar will be the Chief
Guest. Farewell and valediction will be conducted after 12.30 pm. The co – ordinators for college
day are Dr. Sherlin , Dr. Shrilekha , Dr. N Chitra. Vice Principal (Shift I), shared the duty
allocations for College Day . Duties are as follows

S.No	Duty	Department
1.	Band , NCC	PD (SHIFT I &II)
2.	Invitation, Reception and Badges	Psychology (I)
3.	Lamp , Kolam	Economics
4.	Prayer, Cultural, National Anthem	Fine Arts Club
5.	Memento , Bouquet	Principal
6.	MC	Dr. Hema (Public Admn)
7.	Principal's Report	Ms Vanitha (English)
8.	Banner, Shamina , LED,Audio,Pedestal fans, Informations to Police, Corporation	AO

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9.	Endowment Prizes	Commerce General (Shift I)
10.	Best Outgoing Student Prizes	Corporate (Shift I)
11.	Release of Magazine	English (Shift I)
12.	Release of Newsletter	English (Shift II)
13.	VIP Refreshments	A&F (Shift I) , BMM(Shift II) BBM (Shift II)
14.	Student and Parent Refreshments	Chemistry, BBA (Shift II), MSW (Shift II)
15.	Students' Seating (for Prize winners)	Corporate(Shift II),BBM(Shift I)
16.	Students' , Endowment Donor and Parent's Seating	A&F (Shift II), General (Shift II) B.Com CA(Shift II)
17.	Endowment and Best out going Student Prize winners, Photo	Mathematics
18.	Media , Youtube, Digital Board	Computer Science (Shift I)
19.	Discipline	Tamil (Shift I & II)
20.	Water Arrangements	Psychology (Shift II)
21.	Farewell, Investiture	Student Council

Principal Dr. R Shanthi emphasized the new rules regarding latecoming once again , the rules are as follows:

- 5 days Grace time is allowed (ten minutes from the usual reporting time of the respective Shift)

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- 2 Permissions ,NO GRACE PERIOD IF REPORTING LATE(EVEN BY A MINUTE) AFTER AVAILING PERMISSION , PERMISSION WILL BE CONVERTED TO HALF A DAY CL.
- 2 late (half an hour from the usual reporting time of the respective Shift) .
- If CL is exhausted LATE COMING LEAVE WILL BE CONVERTED AS LEAVE ON LOSS OF PAY.
- HOD's to ensure that Staff coming late or on permission doesn't have first hour class.

Principal advised staff not to drive over speed inside the Campus. Regarding Students late coming , Parents to be informed about habitual late comers. If a Student takes leave for more than three days , Parents need to be informed.

The following Heads attended the meeting

SHIFT I

1. Dr. Archana (English)
2. Dr. Shrilekha(Economics)
3. Dr. GeethaPriya (TTM)
4. Dr. Asha (Public Admn)
5. Ms. J Prabha (Maths)
6. Dr. N Mahalakshmi(Physics)
7. Dr.Sobana (Chemistry)
8. Dr. Suganthi (N&D)
9. Ms. Lakshmi (C.Sc)
10. Ms. Karpagam (BCA)

R. Prabha
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11. Ms. Varsha (Psychology)
12. Dr. Mary Sheena (MSW)
13. Dr. Sudha (Commerce)
14. Dr. Sumathi (Corporate)
15. Dr. Saraswathy (BBM)
16. Ms. Saranya (A&F)
17. Dr. Kavitha (Tamil)
18. Dr. Indumathi (Librarian)
19. Ms. N K Vinodhini (Staff Secretary)

SHIFT II

- 1...Dr.Lumnia Vinodhini(B.com CA)
- 2..Dr.M Chithra(Hon)
- 3.Dr.J.Vijaya Shanthi(A&F)
- 4..Dr.J.Sankari(BBM)
- 5..Dr.N Chithra(BMM)
- 6.Ms.Arul Mozhi Nangai(English)
- 7.Dr.Punitha (B.com CS)
- 8..Dr.Anandha Lakshmi(BCA)
- 9..Dr.Gayathri(BBA)
- 10.Dr.Padma Lakshmi(Pshychology)
- 11.Dr.Jeevanthi(MSW)
12. Dr. Rasheeda (PD)
13. Dr. K Umadevi (Treasurer)

R. Shanthi
PRINCIPAL

