

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 IQAC MEETING & ACTION TAKEN REPORT 2023-2024



ANNA ADARSH COLLEGE FOR WOMEN

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Minutes of the IQAC Meeting held on 28/08/2023

- Orientation Programme on Data collection and documentation process was conducted on 28/08/2023.
- Ms. Revathy Meenal gave the Welcome Address.
- Principal addressed the gathering and introduced the new IQAC members.
- IQAC Objectives and Policies to be noted by and adhered to
- Dr. Hannah Vijaykumar insisted on accuracy of data while submitting for India Today, AISHE and NIRF.
- Dr. Shirline David detailed the proceedings of the IQAC work for this academic year 2023-2024.
- A five-day FDP for staff will be conducted shortly on Outcome based.
 Education based on PO, CO, Rubrics, Mapping etc.
- Add on Course to be conducted based on Skill development.
- Feedback forms to be collected from Stakeholders,
- · Financial Sponsorship for teachers who publish papers.
- Academic Registers to be maintained.
- Events template to be filled as and when a programme is conducted.
- Staff and Student achievements to be documented date wise.
- Mentor-Mentee Circular to be ready by 6th September and proof of the same to be ready by 16th September.
- PTA meeting to be conducted after Model Exams.
- Students Satisfaction Survey to be conducted. III UG and II PG are the target group. Mail Id to be collected from the above students by 3rd September.

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IQAC Meeting- 28/08/2023

Dr. R. Shanthi	Principal	C. Varde
Dr. Anita Raman	Vice- Principal Shift-I	Anta Ranad 23 23
Dr. V. Meena Kumari	Vice- Principal Shift-II	Day Aug 12

IQAC CORE		SIGNATURE	
1	Dr. Shirline David	Coordinator IQAC	Shu 28/9/23
2	Dr. Hannah Vijaykumar	Computer Science	Hand Vankan
3	Ms. M.Revathy Meenal	Computer Science	H. Revetly Mean
4	Dr. V. Anitha	Home Science-NFSH1D	50
5	Dr. MR Vidhya	Accounting & Finance Shift II	Comp.
6	Dr. C.Chitra	Commerce - Comp App Shift II	Colin
7	Dr. Annie George Raphael	English Shift II	4
8	Dr. M. Arunma	Mathematics	L2
9	Ms S. Jayanthi	Computer Application	State
10	Ms R. Charu Maheshwari	Accounting & Finance	June

R. Shauthi

9th Main Road, Anna Nagar



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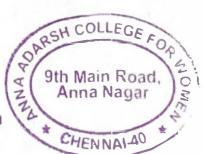
ANNA ADARSH COLLEGE FOR WOMEN

IQAC Meeting- 28/08/2023

SHIFT - I

SNO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr Anne Benedexa C A	Business Economics	Doch 123
2	Dr. R. V. Soupraja	English	lo-1 larfela 3
3	Ms. N Abiramasundari	Bank Management	NF 18 8 8 8 3
4	Dr Sharmila K	Corporate Secretaryship	Anila 10/23
5	Dr.E.Charumathy	Commerce	Chart
6	Dr. K. Sangeetha	Chemistry	Gleethe 1 3
7	Dr P Pakutharivu	Computer Science	
8	Dr. V.R. Anurathi	Home Science	3182
9	Ms. R Mary Mercy Priya	Mathematics	On Huy (30 18 23
10	Ms.M. Mahalakshmi	Psychology	Wah 23
- II	Dr. P. Gunasundarı	Computer Science with Data Science	7 Grada 133
12	Dr. Zubaida Sultana, Shift-II	Hindi	N. Zulida sultana
13	Dr.J Sujatha	Tamil	J. Sugatha.
14	Ms Ranjani S, Shift-II	French	S. Ranjour
15	Ms.Abhinaya R	Social Work	don
16	Dr. A Amudha	Public Administration	ALL

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ANNA ADARSH COLLEGE FOR WOMEN

IQAC Meeting 28/08/2023

Shift-II

S NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
l	Dr. N Jeeva	Commerce	Christ 201 3
2	Ms R Saranya	Commerce - Computer Applications	2000
3	Ms A Akshaya	Accounting and Finance	A 1 1/8/23
4	Dr B Anuradha	Commerce Honours	J - 30 193
5	Ms. S.M. Pavithra	Corporate Secretaryship	17. Date 3
6	Ms A.Vincy	Computer Science	26 125
7	Dr V Sowmya	Computer Science with Al	V 2 - 7 61 25
8	Ms.R. Sahana	Marketing Management	R solver
9	Dr. Abama	Bank Management	14. 3t 1/23
10	Ms. Kumarı Krishna	Business Admistration	1-1-20/6/13
11	Dr. K. Madhumathi	Computer Application	ap QI
12	Ms. K. Mary Suzan Monisha	Psychology	Stork
13	Ms. K. Pavithra Bharathi	Social Work	13.123
14	Dr. L. Jayatakshmi	Tunnel	80 92 md 187. A23
15	Ms Maria Jenitta	English	S Moralel

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Minutes of the IQAC Meeting

held on 13/09/2023

The following points were discussed:

- Questionnaire regarding Students' Satisfaction Survey for the academic year 2022-2023 was given. If PG and III UG students have to be briefed by their class incharge regarding the same
- ➤ Scholar Support Programme aims to identify the Slow Learners/ Bloomers and the efforts taken for their improvement like giving tests regularly or innovative methods should be documented.
- Similarly, Walk the Scholar Programme aims to identify the Advanced Learners. The students may be encouraged to enroll in NPTEL/MOOC Courses, present Papers, attend workshops, etc.
- ➤ Mentor-Mentee details (List of students, meetings conducted, issues addressed, action taken & report) to be updated in the department drive by 25th September
- > 100% accountability to be maintained for Student Progression placement, higher education, entrepreneurship.
- The validity of department MOUs has to be checked. Expiring ones to be renewed and new ones may be signed. Make it a point to do one activity through the respective MOU.
- > Collection of proof for AQAR 2022-2023 to begin

Criterion I proof documents to be submitted by 25th September.

- → CIA registers
- → Lesson plan
- → TimeTable
- → Bridge Course (syllabus, list of students, hours, attendance)
- → Academic Calendar with department events entered
- → Letters Member of Board of Studies, Question paper setting, Valuation
- → Add on / Certificate Courses (flyers, syllabus, attendance, sample Certificate with UI no)
- → Experiential Learning Project, Internship, Field work

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ANNA NAGAR, CHENNAI - 600 040



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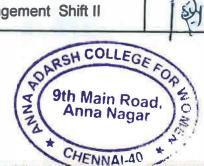
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IQAC Meeting- 13/09/2023

Dr. R. Shanthi	Principal	R. Shanter
Dr. Anita Raman	Vice- Principal Shift-I	AniteRaman
Dr. V. Meena Kumari	Vice- Principal Shift-II	De

IQAC CORE			SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	Blin
2	Dr. Hannah Vijaykumar	Computer Science	
3	Ms. M.Revathy Meenal	Computer Science	M. Revothy Meenel
4	Dr. V. Anitha	Home Science	1.0
5	Dr. M.R.Vidhya	Accounting & Finance Shift II	Bodhya-
6	Dr. C.Chitra	Commerce - Comp App Shift II	
7	Dr. Annie George Raphael	English Shift II	di
8	Dr. A. Sumitha	Chemistry	1
9	Dr. M. Arunma	Mathematics	de
10	Ms.S. Jayanthi	Computer Application	Pot-gathi
11	Ms.R. Charu Maheshwari	Accounting & Finance	lam
12	Ms. Subiksha	Bank Management Shift II	By





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IQAC Meeting - 13/09/2023

SHIFT - I

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr Anne Benedexa C A	Business Economics	V.CA
2	Dr. R. V. Soupraja	English	Joseph
3	Ms. N.Abiramasundari	Bank Management	FO. 1
4	Dr.Sharmila K	Corporate Secretaryship	P Padvalrige
5	Dr.E.Charumathy	Commerce	Cysty "
6	Dr. K.Sangeetha	Chemistry	A Jeetha E
7	Dr. P. Pakutharivu	Computer Science	Plane
8	Dr. V.R. Anurathi	Home Science	OHE_
9	Ms. R.Mary Mercy Priya	Mathematics	digly Prije
10	Ms.M. Mahalakshmi	Psychology	grabelit.
11	Dr. P. Gunasundari	Computer Science with Data Science	P. Guldi
12	Dr. Zubaida Sultana, Shift-II	Hindi	N. Zulida
13	Dr.J.Sujatha	Tamil	Shall den
14	Ms.Ranjani S, Shift-II	French	5 Parjos
15	Ms.Abhinaya R	Social Work	July 1
16	Dr. A. Amudha	Public Administration	A Im

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IOAC Meeting- 13/09/2023

Shift-II

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr. N.Jeeva	Commerce	Ohi
2	Ms. R. Saranya	Commerce - Computer Applications	3 Barrel
3	Ms. A.Akshaya	Accounting and Finance	MA E
4	Dr. B.Anuradha	Commerce Honours	Jux .
5	Ms. S.M. Pavithra	Corporate Secretaryship	J.M. Billion
6	Ms. A.Viney	Computer Science	AVA
7	Dr. V.Sowmya	Computer Science with Al	1. Lower
8	Ms.R. Sahana	Marketing Management	Q Sahari
9	Ms. Kumari Krishna	Business Admistration	Foot Kumani Kinighna
10	Dr . K. Madhumathi	Computer Application	Ha-W-
11	Ms. K. Mary Suzan Monisha	Psychology	
12	Ms. K. Pavithra Bharathi	Social Work	B- for Mewanth
13	Dr. L. Jayalakshmi	Tamil	EN The Jort
14	Ms.Maria Bridget Jenitta	English	S Maniel

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Minutes of the IQAC Meeting conducted on 25/9/2023

The following points were discussed:

- > The hard and soft copy of Criterion 1 template will be shared with all the departments soon.
- ➤ Parents feedback will be done online. It's applicable only to the parents of II UG, III UG, and II PG students. The last date to complete this will be 29/9/2023.
- > The following are the data and proof for Criterion 2 to be kept ready and uploaded when the data template is shared with the departments. The last date to complete this will be 3/10/2023.
 - 2.1.2 Community Certificate details
 - 2.2.1 Advanced Learners/Bloomers report cards, News Letters, Peer Teaching
 - 2.3.1 Student-Centric Methods adopted field trips, industrial visits, exhibitions, models.
 - 2.3.2 ICT Tools:
 - (i) All classes must have a live GCR
 - (ii) Screen shots of G-Meet
 - (iii) Activity done online Kahoot, mentimeter, Quiz
 - 2.3.3 Mentor-Mentee: Circular, followed by a report
 - 2.4.1 No. of full-time teachers
 - 2.4.2 No. of Ph.D / NET/ SLET teachers appointment letters, Certificate
 - 2.5.1 Mechanism of Internal Assessment
 - (i) CLA
 - (ii) University Exam timetable
 - (iii) Question Bank
 - 2.6.1 Course Handout which includes syllabus with objective and
 Outcomes.
 - 2.6.2 Attainment of PO and CO galley sheet
 - 2.6.3 Pass % registers for odd and even semesters

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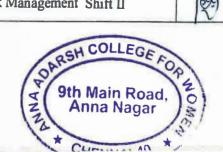
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IQAC Meeting- 25/09/2023

Dr. R. Shanthi	Principal	R. Hautha
Dr. Anita Raman	Vice- Principal Shift - I	Anita Roman
Dr. V. Meena Kumari	Vice- Principal Shift - II	0-1-5

	IQAC CORE		SIGNATURE
1	Dr. Shirline David	Coordinator IQAC	Blini
2	Ms. M.Revathy Meenal	Computer Science	M. Revadby Man
3	Dr. V. Anitha	Home Science - NFSM 4D	5.2
4	Dr. M.R.Vidhya	Accounting & Finance Shift II	Didhya
5	Dr. C.Chitra	Commerce - Comp App Shift II	C.chim
6	Dr. Annie George Raphael	English Shift II	di
7	Dr. A. Sumitha	Chemistry	-
8	Dr. M. Arunma	Mathematics	da
9	Ms.S. Jayanthi	Computer Application	19-13-12
10	Ms.R. Charu Maheshwari	Accounting & Finance	aw
11	Ms. R. Subiksha	Bank Management Shift II	100-1





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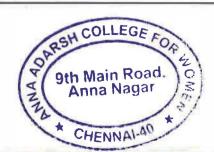
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1	Dr Anne Benedexa C A	Business Economics	Rich
2	Dr. R. V. Soupraja	English	la Vi
3	Ms. N.Abiramasundari	Bank Management	for 10. 1 200 113
4	Dr.Sharmila K	Corporate Secretaryship	Homilats
5	Dr.E.Charumathy	Commerce	Best
6	Dr. K.Sangeetha	Chemistry	Fer Lines
7	Dr. P. Pakutharivu	Computer Science	Plane
8	Dr. V.R. Anurathi	Home Science	SHE
9	Ms. R.Mary Mercy Priya	Mathematics	ely lug Bie
10	Ms.M. Mahalakshmi	Psychology	chy hy Bis
11	Dr. P. Gunasundari	Computer Science with Data Science	P. Gold. N. Zubida Sulana
12	Dr. Zubaida Sultana, Shift-II	Hindi	N. Zulnida sultana
13	Dr.J.Sujatha	Tamil	J. Swatt:
14	Ms.Ranjani S, Shift-II	French	s Ranjasa
15	Ms.Abhinaya R	Social Work	S Ranjoaan Aldril
16	Dr.A.Amudha	Public Administration	AM





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IQAC Meeting- 25/09/2023

Shift-II

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr. N.Jeeva	Commerce	Colum ?
2	Ms. R. Saranya	Commerce - Computer Applications	2. Dans
3	Ms. A.Akshaya	Accounting and Finance	that fort
4	Dr. B.Anuradha	Commerce Honours	Lux
5	Ms. S.M. Pavithra	Corporate Secretaryship	J. P. Buthra
6	Ms. A.Vincy	Computer Science	A.V-1.
7	Dr. V.Sowmya	Computer Science with AI	V. down
8	Ms.R. Sahana	Marketing Management	R Salver
9	Ms. Kumari Krishna	Business Admistration	dilis
10	Dr . K. Madhumathi	Computer Application	Hall .
11	Ms. K. Mary Suzan Monisha	Psychology	<u></u>
12	Ms. K. Pavithra Bharathi	Social Work	· B.
13	Dr. L. Jayalakshmi	Tamil	601.0plwarte.
14	Ms.Maria Bridget Jenitta	English	

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Minutes of the IQAC Meeting held on 12/10/23

The following points were discussed

- → Instructions regarding the format for AQAR submission were given. Times New Roman and font size 12 to be used.
- → All information submitted for AQAR should pertain to the period 1st June 2022 to 31st May 2023.
- → Criterion 2 add-on inputs, missed-out data details in the last meeting, and all data templates of Criterion 3 were explained.
- The order of students' details to be provided will be: II PG, I PG, III UG, II UG, and I UG
- → Only 50% of the students' reservation details is to given.
- → Proof for Bloomers will be the report sheets, and for Advanced learners it is Certificates of NPTEL. MOOC Courses.
- → Experiential Learning includes projects & Internships.
- → Proof for ICT tools will be a video of Online teaching.
- → Mentor-Mentee proof will be Circular & details of Mentees
- → PO, CO, and Course Handout of 22-23 denoting syllabus change, if any, need to be provided.
- → Result analysis register to be scanned and sent. Both odd and even semesters.
- → No. of sanctioned posts for staff and no. of staff in the department.
- → Proof for Criterion 3 to be collected:
 - Workshop/Seminar conducted on Research Methodology
 - Events of the department
 - Research papers of staff in UGC website
 - Awards & Recognition for extension activities.
 - Outreach program conducted by the departments
 - Passed out students who are entrepreneurs
 - MoU which is is functional with activities conducted





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IQAC Meeting-11/10/2023

Dr. R. Shanthi	Principal	R. Shawall
Dr. Anita Raman	Vice- Principal Shift – I	Anita Raman 31/10/23
Dr. V. Meena Kumari	Vice- Principal Shift - II	1 31 out /2

	IQAC	CORE	SIGNATURI
1	Dr. Shirline David	Coordinator IQAC	(Bhi
2	Ms. M.Revathy Meenal	Computer Science	M Revothy Me
3	Dr. V. Anitha	Home Science - NFSM & D	5.0
4	Dr. M.R.Vidhya	Accounting & Finance Shift II	Bully
5	Dr. C.Chitra	Commerce - Comp App Shift II	C. chio
6	Dr. Annie George Raphael	English Shift II	gh
7	Dr. A. Sumitha	Chemistry	
8	Dr. M. Arunma	Mathematics	Le
9	Ms.S. Jayanthi	Computer Application	for knadhum
10	Ms.R. Charu Maheshwari	Accounting & Finance	Deep
11	Ms. R. Subiksha	Bank Management Shift II	(A)

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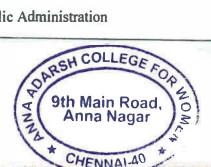
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IQAC Meeting- 11/10/2023

SHIFT - I

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1	Dr Anne Benedexa C A	Business Economics	Ros
2	Dr. R. V. Soupraja	English	Lower
3	Ms. N.Abiramasundari	Bank Management	for note
4	Dr.Sharmila K	Corporate Secretaryship	Spirilak
5	Dr.E.Charumathy	Commerce	Chil
6	Dr. K.Sangeetha	Chemistry	Shella K
7	Dr. P. Pakutharivu	Computer Science	Pare
8	Dr. V.R. Anurathi	Home Science	SHR_
9	Ms. R.Mary Mercy Priya	Mathematics	elley they Rose
10	Ms.M. Mahalakshmi	Psychology	achief
11	Dr. P. Gunasundari	Computer Science with Data Science	P. Chold
12	Dr. Zubaida Sultana, Shift-II	Hindi	P. Chold
13	Dr.J.Sujatha	Tamil	J. Supath
14	Ms.Ranjani S, Shift-II	French	S. Ranjam
15	Ms.Abhinaya R	Social Work	SID-1-B
16	Dr.A.Amudha	Public Administration	Ahr





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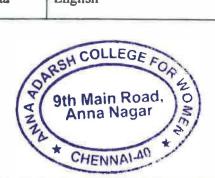
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Shift-II

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1	Dr. N.Jeeva	Commerce	Dr.H. PUSH PALATHA
2	Ms. R. Saranya	Commerce - Computer Applications	22-2
3	Ms. A.Akshaya	Accounting and Finance	- Note
4	Dr. B.Anuradha	Commerce Honours	Lug
5	Ms. S.M. Pavithra	Corporate Secretaryship	17. 20m
6	Ms. A.Vincy	Computer Science	4.
7	Dr. V. Sowmya	Computer Science with AI	Vdonge
8	Ms. R. Sahana	Marketing Management	-
9	Ms. Kumari Krishna	Business Admistration	Mis
10	Dr . K. Madhumathi	Computer Application	Holl
11	Ms. K. Mary Suzan Monisha	Psychology	Que .
12	Ms. K. Pavithra Bharathi	Social Work	9
13	Dr. L. Jayalakshmi	Tamil	8 Months.
14	Ms.Maria Bridget Jenitta	English	8 Months





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Minutes of the IQAC Meeting

held on 7/11/23

Agenda - Status of AQAR 2022 - 2023 Members present - IQAC Core & AQAR Committee members

The following points were discussed:

- QLM All proof related to QLM metrics should be consolidated, merged and filed in the QLM folder in the AQAR mail.
- Each Criterion team was briefed on their proof requirements and collection
 - Criterion 1 lesson plan, time table, academic calendar, CIA mark register, syllabus....
 - Criterion 2 scholar support programme, field visits, course handouts, practical details, GCR screenshots, result analysis
 - Criterion 3 Workshops, seminars, NSS, NCC events, publications
 - Criterion 4 infrastructure photos, Library
 - Criterion 5, Student council, Clubs, financial support, grievance redressal
 - Criterion 6- Staff Council minutes, organogram, club committee activities, newsletters
 - Criterion 7- college, clubs, department events, photos, policies, entrepreneur details.





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IOAC Meeting- 07/11/2023

Dr. R. Shanthi	Principal	R. Shaulty stry
Dr. Anita Raman	Vice- Principal Shift - I	Anita Raman 13/3/24
Dr. V. Meena Kumari	Vice- Principal Shift - II	13/mm/24

S.NC	NAME OF THE STAFF	DEPARTMENT	SIGNATURE
1	Dr. Shirline David	Coordinator IQAC , A& F Shift I	Cinc
2	Ms. M.Revathy Meenal	Computer Science Shift I	M. Revathy Heenal
3	Dr. V. Anitha	Home Science-NFSM&D Shift I	1.6
4	Dr. M.R.Vidhya	Accounting & Finance Shift II	Didhek
5	Dr. C.Chitra	Commerce - Comp App Shift II	C chimi.
6	Dr. Annie George Raphael	English Shift II	do
7	Ms.S. Jayanthi	Computer Application Shift I	fil-j-ter
8	Ms.R. Charu Maheshwari	Accounting & Finance Shift I	Mark
9	Ms. R. Subiksha	Bank Management Shift II	184
10	Dr . K. Madhumathi	Computer Application Shift II	deal
11	Dr.E.Charumathy	General Shift I	But !
12	Dr. P. Gunasundari	Computer Science with DS Shift I	P. Grald
13	Dr. B.Anuradha	Honours Shift II	d.+
14	Ms. Kumari Krishna	Business Admistration Shift II	the s
15	Dr. M. Arน์ma	Mathematics Shift I	de
16	Dr.Sharmila K	Corporate Secretaryship Shift I	Journalak
17 I	Dr. K.Sangeetha	Chemistry Shift I	Soleetha k
18	Ms. S.M. Pavithra	Corporate Secretaryship Shift II	C.A Dilina
19 N	Ms.R. Sahana	Marketing Management Shift II	R. Salvaur
20 [Or.J.Sujatha	Tamil Shift I	7 Sujath

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Minutes of the IQAC Meeting held on 17.11.23.

The following points were discussed:

- This meeting was held to clarify details regarding submission of documents and also a follow up of the pending documents to be uploaded by the various departments and clubs.
- Under Criterion 1.1.1, Department Events to be filled in the Academic Calender will be shared shortly. Lesson Plan, Master Timetable, and CIA Register are to be uploaded.
- All details for AQAR will pertain from 1 June 2022 to May 2023.
- 1.3.1 deals with Cross Cutting Issues where topics pertaining to Value Education, Gender Sensitisation, Environment and Sustainability are to be highlighted in the given syllabus.
- 2.2.1 is about Scholar Support Program for the Bloomers and Walk the Scholar Program for the Advanced Learners.
- 2.3.1 Course Handout should contain the syllabus of all the 5 years along with Preamble and
 Objective
- For Experiential Learning, the first page of the student's Projects along with name list is the required proof
- In 6.5.1 Proof to be given is respective News Letter
- In 6.5.3 Proof is Academic Audit Details.





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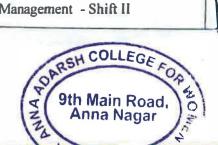
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IQAC Meeting- 17/11/2023

Dr. R. Shanthi	Principal	R. Marthi
Dr. Anita Raman	Vice- Principal Shift – I	Aniha Raman 13/3/24
Dr. V. Meena Kumari	Vice- Principal Shift - II	1 3 mm /2 m

	IQAC	CORE	SIGNATURE
1	Dr. Shirline David	Coordinator IQAC - Shift I	8mi
2	Dr. Hannah Vijaykumar	Computer Science - Shift I	_
3	Ms. M.Revathy Meenal	Computer Science - Shift I	M. Revesty He
4	Dr. V. Anitha	Home Science - NFSM&D - Shift I	1.0
5	Dr. M.R.Vidhya	Accounting & Finance - Shift II	Bidly
6	Dr. C.Chitra	Commerce - Computer App - Shift II	C chion
7	Dr. Annie George Raphael	English - Shift II	di
8	Dr. A. Sumitha	Chemistry - Shift I	_
9	Dr. M. Arunma	Mathematics - Shift I	de_
10	Ms.S. Jayanthi	Computer Application - Shift I	for knowler
11	Ms.R. Charu Maheshwari	Accounting & Finance - Shift I	Mary
12	Ms. R. Subiksha	Bank Management - Shift II	By.

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ANNA ADARSH COLLEGE FOR WOMEN

IOAC Meeting- 17/11/2023

SHIFT - I

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr Anne Benedexa C A	Business Economics	Ruch.
2	Dr. R. V. Soupraja	English	barton
3	Ms. N.Abiramasundari	Bank Management	_
4	Dr.Sharmila K	Corporate Secretaryship	Spru Park
5	Dr.E.Charumathy	Commerce	ter Court
6	Dr. K.Sangeetha	Chemistry	egaletha k
7	Dr. P. Pakutharivu	Computer Science	- Per-e
8	Dr. V.R. Anurathi	Home Science NFSM&D	SHE
9	Ms. R.Mary Mercy Priya	Mathematics	along they singe
10	Ms.M. Mahalakshmi	Psychology	getlet.
11	Dr. P. Gunasundari	Computer Science with Data Science	P. Could
12	Dr. Zubaida Sultana, Shift-fi	Hindi	play they sign Quality. P. Combas N. Xuchiolog
13	Dr.J.Sujatha	Tamil	APRIZEME.
14	Ms.Ranjani S. Shift-II	French	s. Payin
15	Ms.Abhinaya R	Social Work	and the second
16	Dr.A.Amudha	Public Administration	AA

R. Hauth





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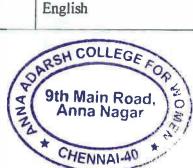
ANNA ADARSH COLLEGE FOR WOMEN

IOAC Meeting- 17/11/2023

Shift-II

		Suit-II	
S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr. N.Jeeva	Commerce	ghin
2	Ms. R. Saranya	Commerce - Computer Applications	12. Sant
3	Ms. A.Akshaya	Accounting and Finance	HI A
4	Dr. B.Anuradha	Commerce Honours	L. J.
5	Ms. S.M. Pavithra	Corporate Secretaryship	T.d. Bolles
6	Ms. A. Vincy	Computer Science	A. V=
7	Dr. V. Sowmya	Computer Science with Al	Velon
8	Ms. R. Sahana	Marketing Management	R. Salor
9	Ms. Kumari Krishna	Business Admistration	11/m
10	Dr . K. Madhumathi	Computer Application	alegel .
11	Ms. K. Mary Suzan Monisha	Psychology	Sm.
12	Ms. K. Pavithra Bharathi	Social Work	B
13	Dr. L. Jayalakshmi	Tamil	& Est. Of Luco
14	Ms.Maria Bridget Jenitta	English	& BOI Of War

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MINUTES OF THE MEETING

Date: 6.3.2024

Venue - Room No. 74

Time: 12.30 pm

The following points were discussed:

- General Instructions Follow the Times New Roman font, 12 font size, events template should be updated as and when the programme gets over, participant list should have the Principal's signature and college seal, extension and outreach programmes only outside the campus, all proof should be validated with Principal's signature except GCR screenshots and Certificates.
- Academic Calendar the Academic Calendar for odd semester alone will be shared. All departments have to update their department events of odd semester in the calendar.
- Academic audit Internal audit for all departments will be conducted in the first week of April. The External audit will be in the following week.
- Documentation for the next cycle for accreditation will be taken from the year 2022-23 onwards. Hence all data documentation to be projected from this year onwards.
- The List of documents, department registers, staff registers and student registers will be shared with all departments. All files to be kept ready as per this list for the academic audit.
- In the soft copy of the Lesson plan, the last page for each staff member should be replaced with the scanned copy (the last page for each staff member in the hard copy of the lesson plan with the Principal's signature and college seal)
- Bloomers sheets were distributed to all department IQAC members
- SSS link will be shared soon and all final year UG and PG students have to complete this feedback.

R. Slauthi

9th Main Road. Anna Nagar



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IQAC Meeting- 06/03/2024

Dr. R. Shanthi	Principal	R. Shautshiry
Dr. Anita Raman	Vice- Principal Shift - I	Anita Raman 13/3/24
Dr. V. Meena Kumari	Vice- Principal Shift - II	Di3 min ku

	IQAC	CORE	SIGNATURE
1	Dr. Shirline David	Coordinator IQAC - Shift I	Clin
2	Ms. M.Revathy Meenal	Computer Science - Shift I	M. Rarathy Ma
3	Dr. V. Anitha	Home Science – NFSM&D - Shift I	1.05
4	Dr. M.R.Vidhya	Accounting & Finance - Shift II	-
5	Dr. C.Chitra	Commerce - Computer App - Shift II	C. chir
6	Dr. Annie George Raphael	English - Shift II	di
7	Dr. M. Arunma	Mathematics - Shift I	lė
8	Ms.S. Jayanthi	Computer Application - Shift I	fo knadhuma
9	Ms.R. Charu Maheshwari	Accounting & Finance - Shift I	_
10	Ms. R. Subiksha	Bank Management - Shift II	Test .

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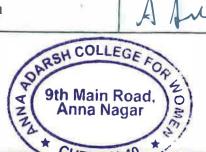
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IQAC Meeting- 06/03/2024

SHIFT - I

S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE
1	Dr Anne Benedexa C A	Business Economics	Joch.
2	Dr. R. V. Soupraja	English	Ja pu-
3	Ms. N.Abiramasundari	Bank Management	to Jo Land
4	Dr.Sharmila K	Corporate Secretaryship	Charles -
5	Dr.E.Charumathy	Commerce	BURY
6	Dr. K.Sangeetha	Chemistry	Spetha.k
7	Dr. P. Pakutharivu	Computer Science	1-1-
8	Dr. V.R. Anurathi	Home Science – NFSM&D	Sile
9	Ms. R.Mary Mercy Priya	Mathematics	My they Rige
10	Ms.M. Mahalakshmi	Psychology	-
11	Dr. P. Gunasundari	Computer Science with Data Science	Parl
12	Dr. Zubaida Sultana, Shift-II	Hindi	_
13	Dr.J.Sujatha	Tamil	J. Sujat L.
14	Ms.Ranjani S, Shift-II	French	J. Sugat
15	Ms.Abhinaya R	Social Work	
16	Dr.A.Amudha	Public Administration	Afre





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IQAC Meeting- 06/03/2024

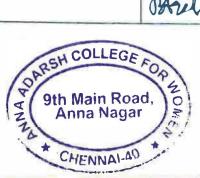
Shift-II

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S.NO	NAME OF THE IQAC MEMBER	DEPARTMENT	SIGNATURE	
1	Dr. N.Jeeva Dr. H.POSHPA LATHA	Commerce	yla	
2	Ms. R. Saranya	Commerce - Computer Applications	200	
3	Ms. A.Akshaya	Accounting and Finance	HE !	
4	Dr. B.Anuradha	Commerce Honours	dut	
5	Ms. S.M. Pavithra	Corporate Secretaryship	J. H. Billion	
6	Ms. A.Vincy	Computer Science	_	
7	Dr. V. Sowmya	Computer Science with AI	N. Jarry-	
8	Ms. R. Sahana	Marketing Management	R Salvana	
9	Ms. Kumari Krishna	Business Admistration	duli	
10	Dr . K. Madhumathi	Computer Application	N. C.	
11	Ms. K. Mary Suzan Monisha	Psychology	-	
12	Ms. K. Pavithra Bharathi	Social Work	Q.	
13	Dr. L. Jayalakshmi	Tamil	la office.	
14	Ms. Maria Bri dgetJenitta My. Archana B	English	Parel	

R. Planthi

PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN
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IQAC MINUTES & ACTION TAKEN REPORT ACADEMIC YEAR 2023-2024

SNO	DATE OF THE MEETING	AGENDA	ACTION TAKEN REPORT
1	28-08-2023	Orientation on Data Collection and Documentation Process	Detailed proceedings of the IQAC work for the academic year and overview of the AQAR Data collection and Documentation process was discussed. Discussion regarding the PTA meeting, Student Satisfaction Survey to be carried out was also discussed. Appropriate actions were taken and monitored by IQAC CORE members.
2	13-09-2023	Orientation on Guidelines for documentation process	Review of Registers to be maintained in the department. Submission dates for Scholar support programme, Walk the Scholar Programme, SSS, Mentor-Mentee details. MoU of various departments to be checked. Appropriate actions were taken and monitored by IQAC CORE members.
3	25-09-2023	Orientation on Criterion 1 and Criterion 2 Data template and Proof	Details pertaining to Data template and Proof collection for various metrics of Criterion 1 and Criterion 2 were discussed.
4	11-10-2023	Preparation for AQAR Submission	Criterion 3 proof collection and data template details to be collected were discussed and AQAR format and basic guidelines to be followed were explained in a detailed manner. Follow-up of the process was checked by IQAC Core members.
5	07-11-2023	Status of AQAR 2022-2023 Process	Collection of proof sorting and uploading in AQAR mail of all qualitative and quantitative metrics were discussed among the AQAR Consolidation team. Criterion-in-Charges were given the responsibility to check the progress of AQAR completion process



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SNO	DATE OF THE MEETING	AGENDA	ACTION TAKEN REPORT
6	17-11-2023	Final Documentation Process Clarification, and Submission of AQAR 2022-2023	Clarification regarding documents like Academic Calendar, Cross cutting issues were discussed and details about the final submission process was carried out. IQAC CORE team and Criterion in Charges were given the responsibility to check and report the progress of completion to IQAC coordinator and Principal
7	06-03-2024	Preparation for Academic Audit	Registers to be maintained in the department were listed and discussed. General guidelines to be followed while documentation was reinforced. Review of all registers and feedback pertaining to register maintenance in the department was given by the Internal academic audit members (IQAC). Experts from various disciplines conducted External Academic Audit and the department reports were consolidated by the IQAC.

R. Shawithi

