



# ANNAI VEILANKANNI'S COLLEGE FOR WOMEN

NO.81, VGP SALAI, WEST SAIDAPET, CHENNAI-600015

AFFILIATED TO THE UNIVERSITY OF MADRAS

ACCREDITED BY NAAC

## IQAC MEETING -16

19/06/2018

### AGENDA

- Admission status.
- Work Load, Time Table and Subject Allocation.
- College Calendar.
- Criterion-Wise work allocation and Head to be decided.

### Minutes of the Meeting

- Admission status discussed and heads were motivated to develop strategies for admission.
- Work load, Time Table and subject Allocation to be submitted by the departments.
- College diary prepared placed before the IQAC.
- Criteria Heads decided based on their interest and experience. Committees were also decided under each criteria.
- CRITERION – I and committees allotted

SL. NO	STAFF	DUTIES ALLOTTED
1	Ms. T.S. LAKSHMI	<b>HEAD</b> VALUE-ADDED COURSE, MOU, PRESS & MEDIA
2	Ms. P.SATHYASHREE	FEEDBACK COMMITTEE
3	Ms. A. BANU	
4	Ms. R. SANGEETHA LAKSHMI	CULTURAL COMMITTEE – HEAD
5	Dr. V.S. SARAVANAN	CULTURAL COMMITTEE MEMBERS
6	Ms. X. SILVIA	
7	Ms. V. JENESISZODYKHA	
8	Ms. J. ANJU	CRITERION -I DATA COMPILERS
9	Ms. M. DIVYA	



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## • CRITERION –II

SL. NO	STAFF	DUTIES ALLOTTED
1	Ms. W. MARY MAGDALENE VIOLA	<b>HEAD</b>
2	Ms. P.T.RANI	EXTERNAL EXAM COMMITTEE – HEAD
3	Ms. C.S. REMYA MOL	EXTERNAL EXAM COMMITTEE
4	Ms. K.DEEPA	
5	Dr. S. VIJAYAKUMARI	INTERNAL EXAM COMMITTEE – HEAD
6	Ms. W. MARY MAGDALENE VIOLA	INTERNAL EXAM COMMITTEE
7	Ms. V. MAHALAKSHMI	
8	Ms. W. MALINI PREMA KUMARI	PLACEMENT COMMITTEE – HEAD
9	Ms .M. KALAICHELVI	PLACEMENT COMMITTEE MEMBERS
10	Ms. S. BLESSY DEVA PRIYA	
11	Ms. K. SARANYA	ICT ACADEMY COORDINATOR
12	Ms .P.T. RANI	NSS UNIT I – HEAD
13	Ms. MAHALAKSHMI	NSS UNIT I
14	Ms. N.S. DHANALAKSHMI	NSS UNIT II – HEAD
15	Ms. G. VASANTHI	NSS UNIT II
16	Ms. S. SANGEETHA	INTERNAL MARK ENTRY
17	Ms. V. VIDHYA	INTERNAL MARK ENTRY
18	Ms. J. SHANTHI ARUL	CRITERION –II DATA COMPILER



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## • CRITERION –III

SL. NO	STAFF	DUTIES ALLOTTED
1	Dr. M. SARASWATHI	<b>HEAD</b>
2	Dr. S. AMBIGA	AVC TIMES
3	Ms. N. KOMALA	EDITORIAL BOARD
4	Dr. A. ARIVUMOZHI	
5	Ms. RUBY HELEN FREDRICK	
6	Dr. S. BEULAJA	RESEARCH COMMITTEE
7	Dr. K.P. SAVITHA	
8	Dr. P. JAYASELVI	
9	Ms. D. SUJATHA	YRC & RRC
10	Ms. F. HEDAL MARY	
11	Ms. C. NAVUKKARASI	
12	Ms. S. KALA	ROTARACT CLUB
13	Ms. R. AISHWARYA	
14	Ms. N. ANGEL	CRITERION –III DATA COMPILERS
15	Dr. N. SOWBARNIGADEVI	

## • CRITERION –IV

SL. NO	STAFF	DUTIES ALLOTTED
1	Dr.A.MARY ISABELLA	<b>HEAD</b>
2	Ms.P.RAJESHWARI	WOMEN CELL
3	Ms.S.HEMALATHA	ALUMNI
4	Ms.S.ABBEESHA	
5	Ms.K.PUNITHA	ONLINE COURSE – NPTEL
6	Ms.V.JENNIFER RANI	CRITERION –IV DATA COMPILER



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## • CRITERION –V

SL. NO	STAFF	DUTIES ALLOTTED
1	Ms. B. ARASI	<b>HEAD</b>
2	Ms. J. GAYATHRI	STUDENT COUNCIL INCHARGES
3	Ms. S. GEETHALAKSHMI	
4	Ms. K. ADLIN DEVA SUGIN	ANTI RAGGING CELL
5	Ms. R. SUBITHA RANI	ED CELL
6	Ms. M. RUBY EVANGELIN	
7	Ms. M.SANKARI	SCHOLARSHIP COMMITTEE
8	Ms. P. PRIYANGA	
9	Ms. M. SWEETLIN BLESSY	
10	Ms. B. PADMA PRIYA	SPORTS COMMITTEE
11	Ms. P.J. JENNIFER	
12	Ms. H. KAMILAH BANU	
13	Ms. K. VIJAYALAKSHMI	CRITERION –V DATA COMPILERS
14	Ms. S.R. SASIREKHA	

## • CRITERION –VI

SL NO	STAFF	DUTIES ALLOTTED
1	Ms. B. MALLIKA	<b>HEAD</b>
2	Ms. S. SUMATHI	FDP INCHARGE
3	Ms. K. MEENA	CONSUMER FORUM
4	MS. D. REBEKHA ELIZABETH	MENTOR MENTEE, PTA
5	Ms. K. SHIVA SHANKARI	IQAC COORDINATOR
6	Ms. D. LEENA	CRITERION –V DATA COMPILER



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## • CRITERION –VII

SL. NO	STAFF	DUTIES ALLOTTED
1	Ms. A. KAVITHA RANI	<b>HEAD</b>
2	Ms. V. MEENA	GRIEVANCE REDRESSAL CELL
3	Ms. S. SHANTHA KUMARI	
4	Ms. R. SANTHI	ENVIRONMENTAL CLUB
5	Ms. V. SARASWATHI	
6	Ms. S.SATHIYA BAMA	
7	Ms. V. KARTHIKAYINI	
8	Ms. M. KEZIA SUSANNA	
8	Ms. X. JONITHA STANY MARY	COUNSELLING FOR STUDENTS & ASSEMBLY INCHARGES
9	Ms. J. SHOBANA RAJAM	

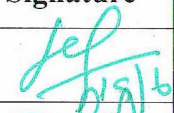
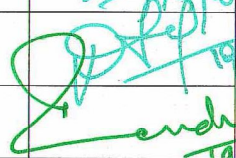
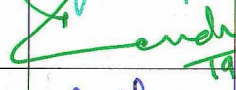
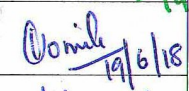
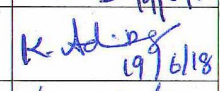
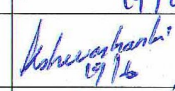
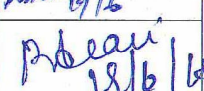
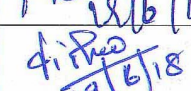
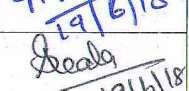
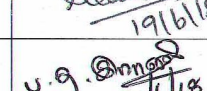
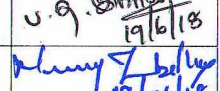
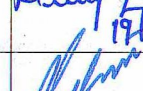
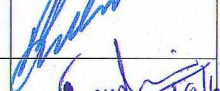

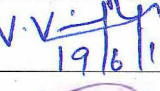
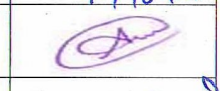
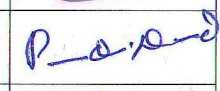
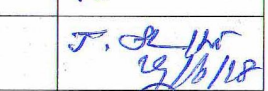

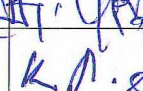
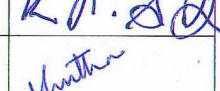


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S.No	Name	Designation	Signature
1	Dr. S. Devaraj	Chairman	 19/6/18
2	Dr. D. Dev Anand	Secretary	 19/6/18
3	Dr. Anita Rajendran	Principal	 19/6/18
4	Dr. Nomila Merlin	Vice - Principal	 19/6/18
5	Ms. Adlin Deva Sugin	Head, Dept. of English	 19/6/18
6	Ms. Shiva Shankari	IQAC Co-ordinator	 19/6/18
7	Ms. Arasi	Asst. Prof. Dept. of Commerce	 19/6/18
8	Ms. W. Viola	Dept. of Computer Science, Asst. Prof.	 19/6/18
9	Ms. Kala	Asst. Prof., Dept. of Comp. Sci.	 19/6/18
10	Ms. P.T. Rani	Head, Dept. of Tamil	 19/6/18
11	Ms. Mary Isabella	Librarian	 19/06/18
12	Mr. Subramanian	Administrative Officer	
13	Ms. Josephine	Administrative Officer	 19/6/18
14	Ms. Vidhya	Alumni	 19/6/18
15	Mr. Arul, CTO Sree Tech Solutions	Employer	
16	Ms. Premala David	Asst. Prof. Dept. of Commerce	
17	Ms. J Shanthi	Head, Dept. of CS & CA	 19/6/18
18	Mr. K. Ganesan	Head, Dept. of Bus. Admn.	 19/6/18
19	Dr. K.P. Savitha	Head, Dept. of Commerce	 19/6/18
20	Ms. Vinitha	Student representative	
21	Mr. Ethirajan, Bank, TT Coach	Local Resident	



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## IQAC MEETING -17

14/9/2018

### AGENDA

- Criteria work status discussion.
- Academic Audit will be conducted.
- Proposed to apply for NIRF ranking.
- AISHE database submission.
- Getting Approval for NET/SET and Ph.D. faculty members

### Minutes of the Meeting

- Reports from all criteria heads collected . Meeting with each Criteria Heads and discussing on their progress.
- NIRF to be applied and work allotted
- Proposed to invite external members during December for NAAC Overview purpose.
- AISHE details to be compiled by Ms. Mahalakshmi, Dept. of Computer Science.
- University approval for NET/SET and Ph.D. Faculty members were applied.

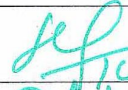
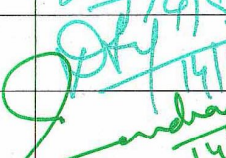
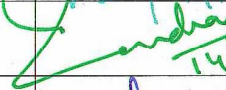
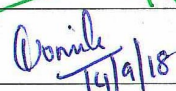
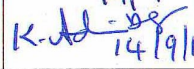
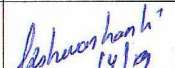
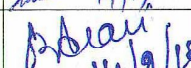
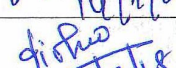
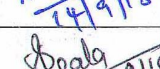
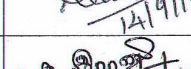
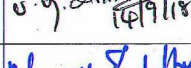
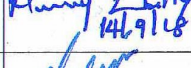
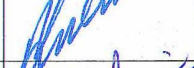

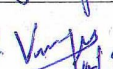
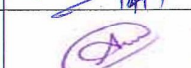
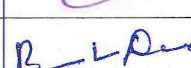
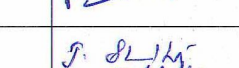

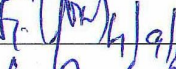
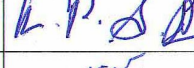


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## IQAC MEETING -18

9/12/2018

### AGENDA

- Criterion wise documents collected
- Meeting with each criteria members
- Core committee to be decided

### Minutes of the Meeting

- Reports from all criteria heads collected.
- Proposed to invite external members during March for NAAC Overview purpose.
- Criteria wise team members were met and asked to present their work completion.
- Core Committee members were Ms. K. Shivashankari, Ms. Gayathri, Ms. Mallika, Ms. Mahalakshmi, Ms. Remya Mol, Ms. Sangeethalakshmi, Ms. Vidhya
- Next meeting will be held in the month of March 2018.

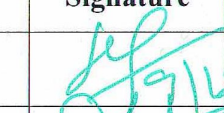

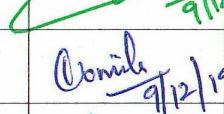
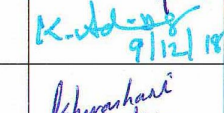
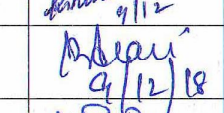
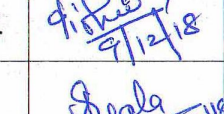
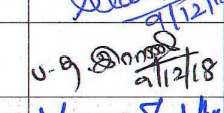

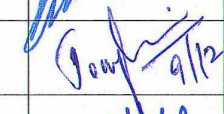
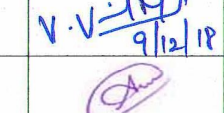
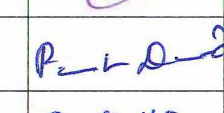
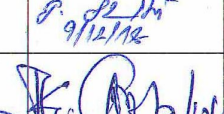
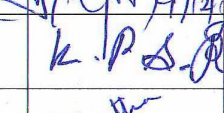
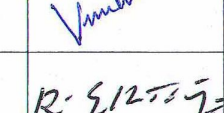
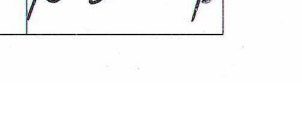




# ANNAI VEILANKANNI'S COLLEGE FOR WOMEN

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AFFILIATED TO THE UNIVERSITY OF MADRAS

ACCREDITED BY NAAC

S.No	Name	Designation	Signature
1	Dr. S. Devaraj	Chairman	 9/12/18
2	Dr. D. Dev Anand	Secretary	 9/12
3	Dr. Anita Rajendran	Principal	 9/12/18
4	Dr. Nomila Merlin	Vice - Principal	 9/12/18
5	Ms. Adlin Deva Sugin	Head, Dept. of English	 9/12/18
6	Ms. Shiva Shankari	IQAC Co-ordinator	 9/12
7	Ms. Arasi	Asst. Prof. Dept. of Commerce	 9/12/18
8	Ms. W. Viola	Dept. of Computer Science, Asst. Prof.	 9/12/18
9	Ms. Kala	Asst. Prof., Dept. of Comp. Sci.	 9/12/18
10	Ms. P.T. Rani	Head, Dept. of Tamil	 9/12/18
11	Ms. Mary Isabella	Librarian	 09/12/18
12	Mr. Subramanian	Administrative Officer	
13	Ms. Josephine	Administrative Officer	 9/12/18
14	Ms. Vidhya	Alumni	 9/12/18
15	Mr. Arul, CTO Sree Tech Solutions	Employer	
16	Ms. Premala David	Asst. Prof. Dept. of Commerce	
17	Ms. J Shanthi	Head, Dept. of CS & CA	 9/12/18
18	Mr. K. Ganesan	Head, Dept. of Bus. Admn.	 9/12/18
19	Dr. K.P. Savitha	Head, Dept. of Commerce	 9/12/18
20	Ms. Vinitha	Student representative	
21	Mr. Ethirajan, Bank, TT Coach	Local Resident	 9/12/18



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## IQAC MEETING -19

21/2/2019

### Agenda

- Date of presentation by various Departments, Criteria Heads to be decided.
- External Members visit to IQAC- date to be finalized
- Discuss on Paper Presentation, Journals and taking NPTEL Course

### Minutes of the Meeting

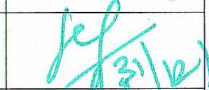

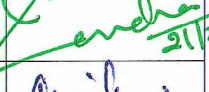
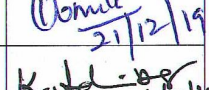
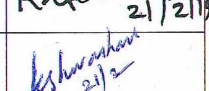
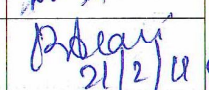
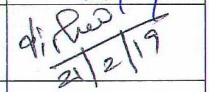
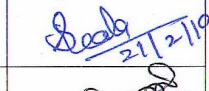
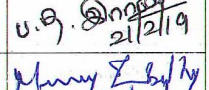
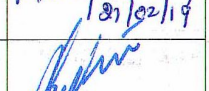

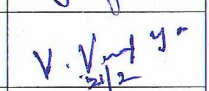
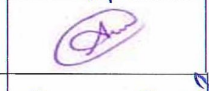
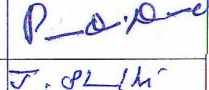
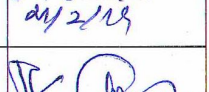


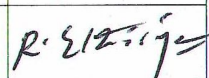



- Presentation by Departments, Criteria Heads and Committee Heads on their work for the academic year 2018-19. Contribution to Department, College and for self development to be presented by each Department.
- It is discussed to invite External Members from other colleges for IQAC. Finalised External Members and date ( 7/3/2019 )
- Staff members has to do one Paper presentation in UGC listed Journal every semester and insisted staff take NPTEL online course.



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Plan of Action	Action Taken
To enhance teaching	FDP for Faculty Members -2 organised and staff members were sent to 19 different FDP's for quality enhancement purpose.
	Ph.D – 5 Faculty Members registered and 1 Faculty cleared NET
To conduct FDP on Revised NAAC Norms	Executed – Resource Person <b>Dr. Sethuraman, Professor of Chemistry, Gandhigram Institute</b>
Criteria-wise dividing the entire staff members for SSR purpose	Mind Map designed and Criteria Heads and members were disseminated with required information
<ul style="list-style-type: none"> <li>Library Automation.</li> <li>To increase Library Books for Book Bank.</li> </ul>	<ul style="list-style-type: none"> <li>Initiated the library Automation process.</li> <li>Students and staff members were encouraged to donate books on their Birthdays, Wedding day etc.,</li> </ul>
To collect Online Feedback from students	Collected online feedback from students
To improve evaluation process	Scrutiny of Examination valuated papers. Executed for CA-1, CA2 and Model Exam
To provide more opportunity for the staff members to participate in FDP, Workshops etc	50 Staff members were benefitted
To simplify the work process of the faculty members	LOG book with Student Attendance, Mark Register, and Lesson Plan was given to make the process simple.
To provide part-time jobs for the students	Provided part-time jobs as per plan.
To organise NET,SET coaching classes	Organised for Commerce and Management stream. One faculty member cleared NET.
To bring in more transparency in administration and paper less work process	<ul style="list-style-type: none"> <li>Official Whatsapp group created for faculty members.</li> <li>All official mail were forwarded to the faculty members department mail id and personal mail id.</li> <li>Paper less office is in vogue.</li> </ul>