



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 - 20

21/06/2019

AGENDA

- Admission status.
- Work Load, Time Table and Subject Allocation.
- College Calendar.
- * Swapping of Criterion members
- NIRF Ranking.
- SSR submission
- Students Union Council Member selection.

MINUTES

- Discussed about the admission status as on date and steps to increase the number of admissions.
- Workload, Time-table and subject Allocation to be submitted by the departments. It was decided to synchronize Logbook, Mark Register and Attendance register for easy processing. This will help the faculties for assessing and marking the internal component of each subject more accurately.
- College diary to be prepared and placed before IQAC.
- Since few faculty members resigned and criterion members were swapped with the new staff appointed.
- NIRF Ranking to be applied for the year 2019-2020
- SSR prepared and to be placed before the management.
- It was decided to have a democratic way of selecting senate members of the college and hence, decided to conduct an election for the Student Council Members.



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S.No	Name	Designation	Signature
1	Dr. S. Devaraj	Chairman	
2	Dr. D. Dev Anand	Secretary	
3	Dr. Anita Rajendran	Principal	
4	Dr. Nomila Merlin	Vice - Principal	
5	Ms. Adlin Deva Sugin	Head, Dept. of English	
6	Ms. Shiva Shankari	IQAC Co-ordinator	
7	Ms. Arasi	Asst. Prof. Dept. of Commerce	
8	Ms. Kala	Asst. Prof., Dept. of Comp. Sci.	
9	Ms. P.T. Rani	Head, Dept. of Tamil	
10	Dr. Mary Isabella	Librarian	
11	Ms. Mallika	Head, Dept. of Commerce -Gen	
12	Dr. Beulaja Manikandan	Head, Dept. of Bio-chemistry	
13	Ms. J Shanthi	Head, Dept. of CS & CA	
14	Mr. K. Ganesan	Head, Dept. of Bus. Admn.	
15	Ms. Janifa	Alumni	
16	Ms. Kavya	Student Representative	
17	Mr.Arul, CTO Sree Tech Solutions	Employer	
18	Mr. Subramanian	Administrative Officer	
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IQAC MEETING - 21

03/09/2019

AGENDA

- Letter from Principal Accountant General (G&SSA) – Outcome Audit on Higher Education – 5 years audit.
- AISHE database to be collected for submission.
- Part-time Jobs for students
- Orientation Programme on latest NAAC norms to be organized.
- Faculties to attend workshops, seminars and conferences.
- Any other matter with the approval of the Chairperson.

Minutes of the Meeting

- Five years of data from 2014-15 to 2018-19 to be kept ready for audit purpose. Requirements, work allocation, etc. discussed. Making all the arrangements for the audit to be conducted in the 4th week of September.
- AISHE data format to be sent to the department for data compiling.
- To focus on part-time jobs since students were facing difficulties in paying their fees on time. A Part-time job within the vicinity and nearby to students residents to be arranged.
- Orientation for faculty members to be planned. 21/9/2019 was finalized for the session and decided to invite Dr. N. Alagumurthi, an expert in the accreditation process, Department of Mechanical Engineering, Pondicherry Engineering College.
- Faculty members should attend workshops, conferences, seminars, and author books, journals to enhance their competency and to upgrade them.



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IQAC MEETING - 22

10/01/2020

AGENDA

- AQAR submission
- IQA process
- Department power point presentation.
- Certificate course and MoUs.
- University Syllabus revision – BOS regarding
- Pongal Bazaar, Sports Day and Alumni Meet to be planned
- CIA Scrutiny of Examination

MINUTES

- AQAR was uploaded after placing it before the College Governing Body.
- IQA process is in progress
- Departments were asked to present their previous year's activities for NAAC purposes.
- To check for certificate course proposed for this year and its functioning. To sign MoU under Annai Veilankanni's Academy for Skill Development and Competitive Studies.
- Faculty members attended various Board of Studies meetings organized by the University of Madras. It was decided to express a change of syllabus under various programmes.
- Pongal Bazaar planned to enhance the entrepreneurial skills of students and to keep their own stall. Sports Day planned. Alumni Day to be organized on the 26th of January and it was decided to create a Whatsapp group to ensure more participation.
- In order to have a quality valuation, the evaluated papers of CIA examination were counter-checked by other department senior faculties. This improved quality evaluation and question framing.



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IQAC MEETING - 23

04/03/2020

AGENDA

- Department and other committee wise power point presentation
- Criteria wise presentation by the head
- Job-Fair to be planned
- Student Feedback, Attendance –ERP
- Department profile format sent
- Academic audit planned
- Self-Appraisal form

MINUTES

- After the department presentations it was decided to present PowerPoint presentations, cell/committee wise.
- Criteria-wise power point presentation planned.
- Job-fair date to be finalized
- Updating Student's feedback for the even-semester and consolidating students' attendance.
- Department profile comprising of 50 questions sent to the department to pen down their activities for the year 2019-2020.
- Academic audit for the year 2019-2020 planned for the departments. The Principal audited the documents and gave her inputs.
- Self-appraisal form filled by all faculties and evaluated by their respective head.



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