



ANNAI VEILANKANNI'S COLLEGE FOR WOMEN
81/33, V.G.P. Salai, Saidapet, Chennai 600 015.
(Affiliated to the University of Madras)

ACADEMIC YEAR 2020-2021
IQAC MINUTES OF THE MEETING

Date: 10/07/2020

Time: 10.30 am

Venue: Virtual Mode

Members: Secretary, Principal, Deans, IQAC Coordinator
& Heads of the Department

Agenda

1. Online Class
2. Workload

Minutes

- As per the guidance of the University, due to the pandemic Hods are advised to allocate work and timetable to handle classes through Google Meet.
- All staff must be connected with the HODs and must follow the instructions given by the college in this situation.
- Tutors must keep in contact with the students by creating a Whatsapp Group
- Hods are asked to create a link for each staff and circulate the link along with the timetable in the class group.
- Staff must make the ICT-enabled class effective.
- Staff are encouraged to attend FDPs, NPTEL courses, and all kinds of online programmes.

IQAC COORDINATOR

PRINCIPAL



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ACADEMIC YEAR 2020-2021
IQAC MINUTES OF THE MEETING

Date: 12/02/2021

Time: 10.30 am

Venue: Virtual Mode

Members: Secretary, Principal, Deans, IQAC Coordinator
& Heads of the Department

Agenda

1. Online Programmes
2. Online Semester Exam

Minutes

- To prepare the students for Online Mode of Semester Exam
- Some students were not able to attend the online class. So Teachers are asked to make calls to find out the reason. Advised to motivate and encourage the students.
- All the departments are asked to organize many online programmes for the benefit of students and staff.
- Till the University announces the dates for examination staff are advised to revise the subjects and to keep in touch with the students.

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