



KUMARARANI MEENA MUTHIAH COLLEGE OF ARTS & SCIENCE
(Affiliated to the University of Madras and Reaccredited by NAAC)

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETINGS

ACADEMIC YEAR

2021-2022

Internal Quality Assurance Cell

Minutes of the Meeting held on 30.06.2021

Principal and Chairperson of IQAC : Dr P.T.Vijayshree

Vice Principal – Mrs R. Selvi ;

Director, IQAC – S.Ammani

Agenda

- Review of the status of the preparation of the departments for NAAC Peer Team Visit



PRINCIPAL
KUMARARANI MEENA MUTHIAH COLLEGE
OF ARTS & SCIENCE (Co-Ed.)
No. 4, Crescent Avenue Road,
Gandhi Nagar, Adyar, Chennai - 600 20.

Review Report

Mathematics by Principal

CIA timetable file to be completed

List of study materials to be done

Students sanctioned strength, category wise list, advanced and slow learners split, report for the same total sanctioned strength of teaching faculty and existing strength not available.

Details of permanent teachers not available

In-house student's projects list to be prepared

Participation of students in extension service activities to be made ready

Library issue registers to be maintained in different manner

Student's participation in sports and cultural list to be made ready

Minutes of meeting to be segregated and maintained in a proper manner

Best practice of the department- profile to be made ready

Checking by S.Ammani-Director IQAC

28.06.2021

Computer Applications

Syllabus completion report for 2016

CIA timetable

Principal signature in consolidated mark registers

University marks.ro be entered in Cumulative performance report

C2C and VTC attendance printout to be taken

Sanctioned strength, student category wise, and teachers list to be taken

Signature of class mentor, head, principal in LEAP

List of projects along with guide to be ready

Extension services participation list to be taken

SC/ST, Meena Aunty Scholarship list to be taken

Awards available photocopy to be taken

Student's participation in sports and cultural list to be taken once again from. Profile

Association registers to. Be signed

Techno events score sheet

Computer Science

Faculty academic diary to be updated

Report Card University marks. To be entered

Affiliation, CBCS LETTER

Certificate course, C2C, VTC printouts

EVs, value education, personality enrichment, level 1 and 2 syllabus
BOS, question paper setter, examine proof
Sanctioned strength, category wise admission list
Split of advanced and slow learners, program for them and report and proof for the same.
Teaching faculty, details
LEAP 19-20 to be made ready
Mentor list to be made
Parent teacher meet register to be made ready
Academic journal sample to be kept
University galley to be updated
Graduates list
SSS Details needed
Papers published hard copy to be kept
Participation in extension services to be made ready
Internship details
E books screenshot
E resources list
SC/ST .Meena Aunty Scholarship to be taken
Placement and higher education proof
Awards- Thirupathi RD parade proof
Score sheets of events
Participation in cultural and sports list
Alumni proof
Policy for environmental and green committee to be taken.

HR policy book common for IT not there

Business administration

CBCS approval. Letter
Principal sign in workload and timetable
Faculty academic diary to be updated (all staff)
Report card not complete
BOS, question paper setter, examiner proof
Nominal missing
Study material list has to be made ready
Internship certificate some are not available
Sanctioned strength print out
Split of advanced and slow learners, program for them, report and proof of the same.
Teaching faculty list, details of permanent teachers needed

Corrected workbook to be kept
Parent teacher register to be made ready
Internal marks split up
Galley November 2018 missing
Participation in extension services, Rotaract only available
Principal Ph.D.scholars details not available
Staff publication details and proof of papers needed
E resources list needed.
Screenshot of pdf of books sent to criterion 4 needed.
Grievance register principal signature needed
Scholarship details principal signature missing
Student's participation in cultural and sports not available.
Student progression printout not available.
Council. members list principal signature needed
Awards- Ashok award proof not there
Inter intra department activity proof
Alumni support details
Score sheets of techno events missing
HR policy handbook to be kept
Proof for activities conducted under CPD banner needed.

Microbiology

Faculty academic diary to be updated
CIA Ian's CIA II timetable
Syllabus completion
C2C, VTC needed
List of study materials to be made ready
Final admission list category wise needed
Report of activities for advanced learners to be kept
Faculty year wise sanctioned strength needed
PO, CO from college website with principal signature to be made ready
SSS details
MOU- list of activities conducted under MOU year wise to be kept
List of participation in extension service to be kept
E resources list screenshot of e book pdf sent to criterion 4 needed
SC/ST scholarship print out to be taken
Council members, list of students from the department needed
Technical event 2018-19 score sheet needed
ICT methodology proof required

Visit on 29.06

Commerce

Faculty academic diary incomplete all the staff
Consolidated mark register CIA II marks to be entered for first year
CIA timetable file incomplete
Syllabus completion report not available
Cumulative academic performance report to be done
Question paper setter proof not available
Value education, EVS syllabus not there
List for VTC to be done
Sanctioned strength, admission category wise, MUFS advanced and slow learners split program and report, total. Sanctioned post for teachers 19-20 LEAP, Details of permanent teachers, internal marks split, PO, CO notice board copy, academic journal not available.
SC/ST scholarship not available
Student's progression to be arranged year wise
Council members proof not there.
Participation list in sports and cultural not available.
Collaboration proof needed
Score sheets of Technical events not available
ISR to be maintained separately

Accounting and Finance

Faculty academic diary except Aruna and Revathi incomplete.
Syllabus completion report needed from 16--17 onwards
List of study materials to be prepared
Timetable file to be arranged properly
Consolidated mark register, language and English marks missing.
Cumulative academic performance report incomplete
Question paper setter proof needed
Nominal roll file to be rearranged
University mark register very badly maintained.
Students are entering their marks.
1.2.2 and 1.2.3 not there
Sanctioned strength, admission category wise list, MUFS, proof needed
Entry level test, advanced and slow learners report needed
Teachers sanctioned strength, Industrial visit details not there
Mentor list to be kept in the front page of mentor register

Details of permanent teachers, internal marks split with students signature, PO, CO from website, academic journal, not available.
Galley file to be updated, University results file needs to be arranged.
Graduates list not available
Knowledge sharing to be arranged properly
Proof of papers published to be kept according to excel sheet
Internship details list needed
Screenshot shot of pdf of books sent to criterion 4 mail
SC/ST scholarship details, council member's proof, cultural and sports participation list needed.
Alumni support proof not available
Score sheets for technical event needed.

Electronics and communication science

Value education syllabus not available
Faculty academic diary incomplete for all staff
List of study materials to be made
Syllabus completion report not available
CIA timetable to be segregated
Cumulative academic performance report incomplete
1.2.2 and 1.2.3 not available
Sanctioned strength, details of permanent teachers, internal marks split not available
Parent teacher meet register April 2019 not available
PO, CO with principal signature not available
Academic journal class teacher signature needed.
List of projects to be made ready
List of student's participation in extension service activities needed
List of internship details to be made
Screenshot of pdf of books to be taken
Meena Aunty Scholarship list not available
Council members proof not available
Students participation in sports and cultural to be made ready
Score Sheet for technical event not available
Minutes of meeting file to be segregated
HR policy handbook not available.
ISR file to be kept separately

Corporate Secretaryship

Only new syllabus available i.e. effective from 19-20
Lesson plan does not mention year

Faculty academic diary incomplete for all.
Dr.Hema diary not available
List of study materials to be made ready
Syllabus completion report not available
Consolidated mark register, statistics marks not entered, academic year 18-19
QP setter, BOS proof not available
EVS , value education syllabus not available
1.2.2 and 1.2.3 needed
Entry level test file to be made ready
Advanced learners report to be made ready
Total sanctioned strength, teacher's details to be made ready
LEAP register not available, with Dr.Hema
Mentor register not properly maintained
Internal marks split not available
Grievance redressal Dr.Hema has it
PO, CO principal signature needed
Workbook assessment mark not entered
Graduates list principal signature needed.

Hard copy of published papers to be made available
List of student's participation in extension services activities to be made ready
Report of activities under MOU to made
Screenshot of pdf of books sent to criterion 4 to be taken
SC/ST scholarship, Meena Aunty scholarship, council members proof, sports and culturals participation list to be made ready
Alumni support proof needed
OSA register with Dr.Hema
Association register concept not there
Score sheets of Technical events needed
Minutes of meeting to be made ready
ISR file to be done.

Biotechnology

Value education, EVS and PE 1 and 2 syllabuses not available
Faculty academic diary principal signature missing in ok ne. Self assessment sheet not filled
List of study materials to be made ready
Syllabus completion report not available
Cumulative academic performance Report 17-20 completed 16-19 principal facsimile not there
18-21, 19-22 to be done
University mark register to be maintained in a different form

1.2.2 and 1.2.3 not available

Category wise list, advanced and slow learners report to be made ready

Workbooks signature and marks to be allotted

Mentor signature in LEAP to be done

ICT methodology proof needed

Details of permanent teachers, internal marks split with student's signature PO, CO with signature not available

E resources list

Screenshot of pdf of books sent to criterion 4 to be taken

SC/ST scholarship details needed

Student progression printouts to be taken

Sports and culturals participation list to be made ready

Alumni support proof not available

Score Sheet for technical event not there

Collaborations proof not available

ISR file to be maintained separately

English

Faculty academic diary student's attendance not entered.

Principal signature not there in any of the diary except S. Vidhya,

Self assessment sheet not filled

List of study materials to be made ready

Cumulative academic performance report

16-19 complete

17-20 sixth sem.onwards incomplete

18-21 fourth sem onwards incomplete

19-22second onwards incomplete

Nominal roll of April 20 to be filed

EVs syllabus only one is available

PE1 and 2 to be taken

Sanctioned strength, report of advanced learners to be made ready

Teachers details, sanctioned strength not available

List of wards and mentors to be pasted in the book

Internal marks split with student's signature not available

University galley November 2018 and April 2019 not available

PO, CO notice board copy not available

Graduates list needed

Participation of students in extension service activities to be made ready

Screenshot of pdf of books sent to criterion 4 to be taken

Criterion 5, 6, 7 yet to take printouts



Internal Quality Assurance Cell
Minutes of the Meeting held on 12th October 2021

Principal and Chairperson of IQAC: Dr P.T.Vijayshree

Director, IQAC – S.Ammani

Operations Head: Mrs.L.M.Shanti;

Mrs R. Selvi, Senior Administrative Officer

Steering Committee in-charge and Heads of the departments

Agenda

Instructions regarding Peer Team Visit



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Minutes

- Principal announced the dates for Peer Team Visit – November 18th and 19th 2021
- Principal requested all to make the following items to be ready
 - Profiles of all departments, Centres and Extension units (2105-21) to be handed over to IQAC by 13th of October 2021.
 - Criterion wise printouts as per SSR to be handed over to IQAC by 13th of October 2021. DVV clarification originals also have to be handed over separately.
 - All the departments to arrange their qualitative proofs neatly.
 - Notice Boards inside and outside departments have to be made use of effectively. Details regarding faculty and the departments can be displayed inside and those relating to students can be put up in the notice board outside the Department. Course outcome relevant to old and New Syllabus to be displayed in the Department Notice boards.
 - All the departments to be equipped with a lap top with CISCO WebEx installed. The next IQAC visit is planned through WebEx only.
 - All the departments, staff rooms to be cleaned up. All old records can be placed in a cardboard box, duly labelled and placed in the record room.
 - Criterion in-charge to visit all the departments to check their display and may give suggestions in consultation with Principal.
 - All the departments/Centres to get ready with their presentations. Common Template will be given by Department of Visual Communications. Animation is not allowed. The presentation should cover in bullet points the following:
 - genesis, vision & mission, faculty details, action plan for the block period and achievements, teaching methodology, FDP organised and attended- Number only, Research publications / MoU, Association activities for 5 yrs, student achievements – only exclusive intercollegiate, Participation in Ext services by the department, Alumni details, Aurora –Get Set Change- ISR of the department, future plans, photo gallery.
 - Departments to take print outs of their department profile from server room with the help of Solomon sir.
- Principal also announced the faculty in-charge during the Peer Team Visit
 - Stage : Principal
 - Logistics , Guard of Honour and Kho- Kho demonstration in ground: Mr.A. Peter Maria Antony
 - Lunch : Mrs.L. Mathukrithigha
 - Coffee : Mrs. S.Geetha, Mrs Meeradevi & Mrs. Prema
 - Photos & Videos : Visual Communications department.
 - Other Miscellaneous, Water bottles, tissue papers, bouquets for Peer Team members : Mrs.S. Sumathy
- IQAC to conduct batch wise orientation for staff, from 1.00 p.m.-2.00 p.m. Questions will be posted to staff by Principal to gauge their level of understanding of the inputs in SSR.

Internal Quality Assurance Cell

Things to do for Peer Team Visit – 18th and 19th November 2021

- AQAR Implementation plans for the block period – Action plan printout of the block period
- Time line of IQAC – Path travelled for the block period
- Post Accreditation initiatives done of the last two cycles
- To be ready with SWOC analysis – SWOC printouts for the block period
- Make ready final bound copies for the following
 - SSR
 - Data Templates – Criterion wise
 - Abhilekha 19-20
- Power point presentation of the college by Principal
- Power point presentation of IQAC
- IQAC meeting with PTV at IQAC with IQAC members



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Action Taken Report

- Profiles of all the Departments, Extension Service units and Centres were handed over to Principal
- Criterion wise print outs were handed over to IQAC which were bound for display at IQAC during NAAC peer team visit
- Criterion in-charge visited all the departments and suggestions were given accordingly.
- IQAC conducted a CISCO webinar session with Mathematics departments on SSR



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Internal Quality Assurance Cell
Minutes of the Meeting held on 20th October 2021

Principal and Chairperson of IQAC: Dr P.T.Vijayshree

Director, IQAC – S.Ammani

Operations Head: Mrs.L.M.Shanti;

Mrs R. Selvi Senior Administrative Officer
Team of IQAC

Agenda

- Instructions for preparatory work for the Peer team visit



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Minutes

- Principal requested the team to gear up for the peer team visit
- IQAC should contribute to institutionalisation of quality
- Third level of checking of all criterions to be done during the second week of November



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Action Taken

- A mock visit was completed by IQAC during second week of November



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Internal Quality Assurance Cell

Minutes of Meeting held on 28.10.2021

In Chair: Principal and Chairperson- Dr.P.T.Vijayshree

Members present:

Mrs R. Selvi : Senior Administrative Officer

Director, IQAC : S.Ammani

Operations Head : Mrs.L.M.Shanti;

Steering Committee Members & IQAC Members

Agenda

- Revamping of IQAC



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Minutes

1. The role of IQAC is to suggest and review strategies.
2. Functioning of IQAC to be revamped.
3. Completion of tasks on time to be stressed on.
4. Structuring and functioning of the college to undergo changes when NEP 2020 is introduced.
5. Incoming Steering committee to take up the compilation of SSR on yearly basis.
6. Staff should be open and willing to accept changes.
7. Research wing of the college to revived.
8. Mentors for I and II year to continue as mentors for the next year too.
9. I year students name list to be handed over to Mrs.R.Selvi.
10. After NAAC Peer team visit, new set of Quality coordinators to be allotted and then department checking to begin.
11. On the basis of inputs from steering committee members the following points will be implemented
 - Uniformity in all the aspects to be maintained
 - Events to be conducted consistently and systematically
 - All the formats to be standardized-Steering Committee members can give suggestions
 - Internal Audit to be conducted at the end of the semester
 - Quality Coordinators to be continued
 - Timetable to be fixed at the end of the previous academic year itself
 - Faculty who are relieved from services to hand over all the required documents to IQAC and obtain no dues from IQAC.



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Internal Quality Assurance Cell

Minutes of the Meeting held on 27.10.2021

In chair : Principal Dr.P.T.Vijayshree

Members present : All faculty

Agenda

- To orient the staff on the NAAC Peer Team Visit



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Minutes of the Meeting

- All the staff should be aware of the Vision and Mission of the college and also of their respective departments.
- Staff should be able to be aware of the fact that all the activities of the college are based on the Core values of the Institution.
- NAAC Peer Team will interact with
 - Heads of the Department on
 - ❖ Documentation of Curriculum Delivery
 - ❖ Workload- Which is discussed with Principal at the end of the academic year
 - ❖ Assessment method Syllabus completion
 - Department on
 - ❖ ICT Methodology adopted for Curriculum Delivery
 - ❖ Activities planned for Advanced and Slow Learners
 - ❖ Results
 - ❖ PO, CO and PSO
- Departments to give a list of learning methodologies adopted by the departments to IQAC
- Department presentation to be shown to Principal for approval by 1st November and the same to be shown to the Department students.
- By 29th October, Criterion related Documents to be bounded.
- Synopsis of Doctorates to be given to Principal.
- A list of books maintained in the Department Library to be mailed to Librarian
Mr.Srinivasan at library.krmmc@gmail.com
- E resources is available in the college website
- Orientation on 30.10.2021on NAAC
 - ❖ Online Alumni meet is to be scheduled
 - ❖ Offline Parent meeting at 10.00 a.m.
- A heads meeting on CISCO WebEx will be scheduled on 10.11.2021
- All should be aware of the Best Practices of the college and also their respective departments.

Action taken

- Online alumni meet was held on 30.10.2021 from 2.00 p.m.-3.00 p.m. About 50 Alumni attended the meeting.
Link-<https://meet.google.com/gvp-rvyh-npb>.
- Parent meeting was held in A/C auditorium on 30.1.2021 and a feedback was collected from the parents.
- Department presentations were mailed to Principal by all the departments.
- A trial CISCO WebEx meeting was held by IQAC with the staff of Department of Mathematics



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Minutes of the Meeting held on 30.10.2021

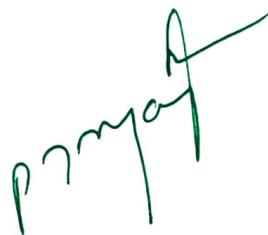
Online Alumni meet

Convener : Dr.P.T.Vijayshree, Principal
Members Present : Mrs R. Selvi ; Senior Administrative Officer
Director, IQAC – S.Ammani
Operations Head :Mrs.L.M.Shanti;

Online Alumni meet Link-<https://meet.google.com/gvp-rvyh-npb>.

Agenda

- To inform the Alumni about the forth coming NAAC Peer Team Visit on 18th and 19th November.
- To Orient the Alumni on the interaction between NAAC Peer team members.



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Minutes of the Meeting

- About 50 alumni attended the online Google meeting
- Suggestions are welcome from alumni for the effective functioning of the Alumni Association. Alumni can mail their suggestions to principal.krmmc@gmail.com. These suggestions will be discussed in the heads meeting.
- Alumni of the departments of English and Electronics Science donated Projectors for their respective departments.
- Alumni can address the current students and share their experiences with them.
- Suggestions from Alumni
 - ❖ Abirami (2015-18), Alumnus Department of Mathematics came forward with the suggestion of creating a Scholarship fund from the Batch of 2015-18.
 - ❖ Poorva, Alumnus of department of Commerce, to speak on “Awareness on the Opportunities in Higher studies and Career”.
 - ❖ The activities of the college and the Department in particular can be shared with the Alumni so that they are aware of the events conducted.



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Action Taken

- The alumni of Department of Management Studies donated a Projector to the Department.
- Batch of 2015-18 of Mathematics Department started a fund towards part payment of Fees for the Students of the Mathematics Department.



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Internal Quality Assurance Cell

NAAC review meeting on 10.11.2021

Time: 1.00 p.m.

In chair : Principal Dr. P.T. Vijayshree
Members : Mrs.R.Selvi, Administrative Officer
 Mrs.S.Ammani-Director, IQAC
 Mrs.L.M.Santhi, Operations Head

Agenda

To discuss on the checking of all the Departments and portfolios, on their preparedness for NAAC Peer Team Visit.



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Minutes of the Meeting

➤ It was decided that a team comprising of

- Mrs.R.Selvi
- Mrs.S.Ammani
- Mrs.C.K.Babini
- Dr.B.Hema

Shall do the checking.

The allotment is as follows

➤ Principal

- IQAC

➤ Mrs.R.Selvi

- Infrastructure

➤ Mrs.S.Ammani

- Mathematics
- Computer Science
- Computer Applications
- Electronics and Communication Science
- PG Information Technology
- Visual Communication
- Placement, ED Cell, Research Centre
- Extension Services
- Sports and Culturals
- SAHASRA and Women Lounge
- Office

➤ Mrs.R.Selvi and Dr.B.Hema

- Commerce and Accounting finance
- Management Studies
- Corporate Secretaryship
- PG Bank Management

➤ Mrs.C.K.Babini

- Microbiology
- PG & UG Biotechnology
- English
- Languages

Internal Quality Assurance Cell

Final NAAC review meeting on 11.11.2021

In chair: Principal Dr. P.T. Vijayshree

Attendees: Heads, Directors and Coordinators of Centers

Time: 1.00 p.m.

Agenda

- To reviews the preparations of the Departments and Portfolios in view of the forthcoming NAAC Peer Team Visit



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Minutes of the Meeting

1. Principal stressed on the fact that team work is very important work with the common objective as the enhancement of the institution. Staff have to be very clear on this fact.
2. There is no change in the dates of Peer Team Visit, as of now.
All the Department heads to be aware of the details submitted under Criterion 1 in SSR like, Workload, Timetable, semester plans, Faculty Academic diary Report cards, syllabus completion reports, study materials, CIA timetable etc.
All the above to be ready completely for 2020-21 and for first semester of 2021-22
All Science departments should conduct lab sessions on both days of NAAC visit
3. All staff to complete the feedback on curriculum available in the website today. IQAC director to report on the same.
4. All the departments are ready with the registers and records for various details submitted in SSR. PG Bank Management- Macro economics marks needed.
5. Display details
 - Mathematics- 75% work complete, posters sent to Principal for approval.
 - Computer Science- Students have been asked to do models. Waiting for their response.
 - Microbiology- Models will be ready on Monday or Tuesday.
 - Electronics- Mrs.R.Selvi ma'am knows the details.
 - Projects done by students-RFID, Finger print sensor, LED candle with B.Com (CS)
 - Comp Appln.- Teaching methodology display
 - Biotechnology UG- Chemistry, Genetic engineering, Chemistry practicals will be done, Small experiments to be performed by students.
 - B.Com.-Flash cards
 - BBA- scrap book by students, 2 models ready, 1 being done.
 - B.Com CS- Scrap book, Secretarial forms-print out to be taken
 - B.Com A and F- Scrap book
 - English-Scrap book, Scrabble, CD, projector,
 - In language lab slow learners will be given exercise.
 - Poster on grammar
 - PG IT- Project run by I year student
 - Software demonstration by 2nd year students.
 - PG BM-usage of Tally .Video presentation.
 - Poster on opportunities in banking sector.
6. Department presentation
 - Microbiology, Corporate Secreatryship, Accounting and Finance will send it today.
 - UG Biotechnology, vision statement to be refined. Mrs.S.Ammani, Director IQAC to coordinate with Dr.S.Regga for the same.

7. All brochures to be ready for printout after approval by Principal by 13th.
8. A reminder to be given to Alumni and Parents regarding the meet with NAAC Peer Team. It may be online or offline or blended.
9. All staff to wear ID cards on both the days.
10. Mock visit to Departments on 15th
11. Mathematics, Commerce, Accounting and Finance and Departments which are allotted the Computer Lab , can have their presentation in mail or on a pen drive. Other departments to be ready with a Laptop as back up. All the presentations to be collected by Mrs.S.Sumathy and Mr.Rohit
12. Heads to Check if

The hard copy of research publications and Books of staff of their department has been submitted to Principal. Resource person details of the department staff sent to Principal mam by mail. To inform Principal regarding these.
Dr.Hema and IT department yet to submit
All the doctorates to place their Synopsis and Thesis copy in the department display.
13. Heads to conduct a meeting for their department staff, preferably on CISCO webex and orient them correctly. Each staff should be able to explain their role and contribution in the compilation of SSR. A meeting to be held by Saturday. If working tomorrow -12.11.2021, it may be held in college. All in the department to be shown the presentation and should be able to explain the content.
SWOC to be gone through and all to adhere to the points given there. A question answers session to be conducted. Minutes of the meeting to be sent to Principal.
14. College governing council to be given a summary of the details submitted under Qualitative metric in SSR to enable them to have a birds view on the uploaded details. Same will be given to the departments.
15. Centers Presentation status
 - IQAC- sent, Principal- suggestions will be given.
 - Nature club and NSS sent.
 - Placement- sent, few changes to be done.
 - Cultural- Will send today
 - Kalam and Sahasra- will send today.

Nagamani ma'am to coordinate with Peter regarding the presentation for NCC and Sports.
16. Stalls- Club activities to be ready with display on 15th.

Nature club- to display creative things made with eco friendly materials.
All second year class teachers to find out about the assignment given to the second year students by Nature club Poster or Model with eco friendly material.,
Heads to report on this today.

A list department wise containing the following details to be sent to
krmmcnatureclub@gmail.com

- Name of the student
- Class
- Topic

All the heads and directors to acknowledge the receipt of screen, table and table cloth for display and if not received bring it to the notice of Principal. Heads to post the status of the same in the official group.

For the stalls put up in Millennium Hall, staff in charge to train the students regarding the explanations.

17. Cultural programs ready.
18. Principal once again stressed on the need for presenting an United front and to let internal matters remain internal.
19. Criterion in charge to be aware of SWOC of their criteria and to be thorough with the details provided in SSR.



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Action Taken

- A mock visit was conducted by Principal
- All the display materials were ready prior to the visit
- Display items using Eco Friendly materials, for Nature Club, was done by Students.
- Department presentations were collected by the staff in charge.



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Internal Quality Assurance Cell

Minutes of Exit Meeting for Steering Committee held on 24.11.2021

Principal and Chairperson of IQAC: Dr P.T.Vijayshree
Senior Administrative Officer : Mrs R. Selvi

Director, IQAC : S.Ammani
Operations Head : Mrs.L.M.Shanti;

Steering Committee

Time : 1.30 p.m.

Agenda

- To obtain a feedback and the suggestions from the Steering Committee members regarding the compilation of SSR



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Minutes of the Meeting

- Thanks to the Steering Committee for the successful completion of NAAC Accreditation 3rd Cycle. The job was effectively done.
- Meena Aunty conveyed her wishes and thanks.
- Principal advised the faculty to gear up for NEP.
- NAAC Peer team report will be shared to the departments through mail.
- Special attention to be given for academic infrastructure. Licensed software to be purchased.

Feedback from Criterion in-charge

Extended Profile

- Community should be mentioned. Registration number to be incorporated

Criterion 1

- Microtest schedule not available.
Remedial action suggested – Heads to form a schedule after obtaining the test plan of the individual staff

Criterion 2

- Details of staff joining and resigning should be properly maintained.

Criterion 3

- FDP and research publication – Softcopy to be given to Centre for Research.
- Efforts to be taken for obtaining funds for research'
- Student projects – outcomes should be recorded.
- CATALYST – The forum for associate professors to be brought under Centre for Research Banner.
- Students participation in events organised by extension units – list to be given only by the concerned units. Departments should not give the same to avoid duplication.
- MoU for extension units to be signed.
- Student participation certificates should be maintained. Communication letters should also be filed for future reference.
- Principal suggestion –
 - Extension units can aim for obtaining centre for potential of excellence under the category of Outreach and Extension activities.
 - Institutions are recognising colleges for their services and awarding them. A perusal of such institutions and the category under which we may apply to be done.

Criterion 4

- Class rooms, ICT facilities to be upgraded
- Annual Audit statement to be prepared every year as per the NAAC requirements.
Library books purchase, IT infrastructure, AMC bills to be shown separately.

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Criterion 4

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Library books purchase, IT infrastructure, AMC bills to be shown separately.

- Library footfall to be increased. Suggestions in this regard will be intimated to the departments

Criterion 5

- SC/ST Scholarship is not being availed by all the students belonging to this category. Departments should encourage them to apply. In case students are not willing to apply for scholarship, a letter signed by the parent stating that they are not willing to apply, to be collected by the departments.
- Post metrics scholarship is also available for students. The link to be sent by Mrs. L.Mathukrithiga, to the departments.
- Departments to send a report to CFA after the completion of activity. In case students participate in intercollegiate activities, other than cultural, a report to be sent to CFA by the department.
- Department Placement and ED Cell in charge to play an active role in the activities of the centres.
- More skill development programs to be conducted for the students.
- A-Zone matches – Participants list to be taken care by IQAC.

Criterion 6

- All events to be reflected in the Annual report presented by Principal at the end of each academic year.
- All the departments and centres to send their annual report to IQAC before the closing for the academic year.
- All the FDP to be recorded at IQAC. The FDP list in AQAR and submitted by the departments should tally.
- More FDPs to be organised for teaching and non-teaching staff, at least one for each semester.
- Each and every staff should have attended at least one FDP for 6 days
- Efficient scanner to be installed in the college.

Criterion 7

- Waste management and Green Audit – External agency to be involved.
- Alternate energy source should be given preference.
- Restriction of entry of vehicles to be continued.
- More Gender equity programs to be organised.
- To reflect secularism, photos of all the religious festivals celebrated in the college to be made available.
- IQAC to collect the photos and reports for the department activities. Outcomes should also be given by IQAC.
- Observer's report to be compiled properly and to be submitted on time.



Action Taken Report

- Principal discussed the suggestions given by the steering committee members with the new incoming members held on 24.12.2021.
- The suggestions were implemented during the compilation of AQAR 20-21.



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Internal Quality Assurance Cell

Minutes of the Meeting held on 24.12.2021

Principal and Chairperson of IQAC : Dr P.T.Vijayshree
Mrs R. Selvi : Senior Administrative Officer
Director, IQAC : S.Ammani
Operations Head : Mrs.L.M.Shanti;

Steering Committee Members

- Mrs.Revathy Chithra
- Mrs.M.Nirmala
- Mrs.K.A.A.Athiyaa Beevi
- Mrs.S.Geetha
- Mrs.S.Nagarani

Time: 1.15 p.m.

AGENDA

1. To orient the incoming Steering Committee with respect to AQAR 2020-21
2. To explain the role of Criterion in charge



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Minutes of the Meeting

- ❖ 29.12.2021 is the deadline for collection of data for AQAR 2020-21
- ❖ There will be a change in the functioning of the Steering committee and Principal will update the criterion in charge on their duties. Neither IQAC nor Steering Committee are mere collection centres
- ❖ All the members to go through all the questions in AQAR under their respective criterion. Also all should go through the NAAC manual.
- ❖ Criterion in charge to analyse their respective criterion and to update themselves on the happenings in other colleges with respect to their criterion. Also they have to understand the expectations of NAAC from their criterion. The members to take benchmark points from other colleges and analyse their suitability in our environment.
- ❖ Members to give recommendations to IQAC by 1st week of January. Steering committee members have to identify areas where we are lagging and suggestions to be given.
- ❖ As per the new format the AQAR for five years when consolidated will be the SSR of the college.
- ❖ From 2020-21 block period starts and the action plan for the same will be elaborated by Principal.
- ❖ 3rd January 2022 set as deadline for uploading AQAR 2020-21. No delay to be entertained.
- ❖ NAAC report will be sent to the criterion mail id and the in charge to go through the same, only for their criteria.
- ❖ 2 members from Steering Committee will be deputed to attend programs related to NAAC and AQAR, on rotation
- ❖ Policy document/ report requirement under each criterion to be given by the respective criterion in charge. They have to go through the documents submitted in third cycle and to suggest if any amendment is required.
- ❖ From this year onwards an Agenda for the conduct of Mentor Meeting to be given by IQAC. On 30th December 2021, mentor meeting to be conducted-Online/Offline. Report to be submitted to IQAC. 3rd January Semester report of Mentor meeting to be sent to IQAC.
- ❖ Faculty list State wise and Community wise to be prepared.

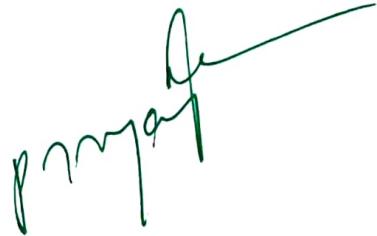
- ❖ Professional Ethics to be conducted for students.
- ❖ The following members have been included to help in collection of data under the Criterion.
 - Criterion 1-Dr.Sangamithra Chakraborty
 - Criterion 2-Mrs.S.Sumathy
 - Criterion 3-Dr.R.Sumathy
 - Criterion 4- Mrs.N.Sumathi
 - Criterion 5-Mrs.S.Meera Devi
 - Criterion 6-Mrs.Y.M.Shiney Raj
 - Criterion 7-Miss.Nancy Poornima



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Action Taken

1. On 30th December Mentor Meeting was conducted online and the report was sent by Departments to IQAC.
2. The new members were informed by Principal as to their role in compilation of data for AQAR 2020-21.
3. A review meeting was conducted to finalise the details that are yet to be collected under the criterions.



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Internal Quality Assurance Cell

Minutes of the Meeting held on 04.01.2022

Principal and Chairperson of IQAC:

Mrs R. Selvi : Dr P.T.Vijayshree
Senior Administrative Officer

Director, IQAC

Operations Head : S.Ammani

Operations Head : Mrs.L.M.Santhi;

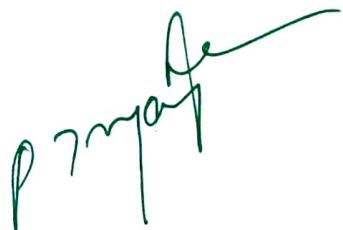
Steering Committee Members

- Mrs.Revathy Chithra
- Mrs.M.Nirmala
- Mrs.K.A.A.Athiyaa Beevi
- Mrs.S.Geetha
- Mrs.S.Nagarani

Time 1.30.p.m

AGENDA

1. To plan the events to be organised by IQAC
2. To discuss the changes to adopted in collection of data for AQAR
3. To orient the criterion in charge on the proofs to be collected from the departments.



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Minutes of the meeting

- ❖ Every department to create a new mail id for IQAC. In the drive to create a folder named as SSR inputs. Two folders to be created inside SSR inputs and labelled as 2020-21 and 2021-22. Each folder to contain a folder, one each for the 7 criterions in SSR. The departments to upload all the documents of the department related to the 7 criterions in the respective folders. Criterion in charge to refer to these folders during AQAR compilation. The drive to be shared with krmmc iqac.2021@gmail.com
- ❖ Action plan for IQAC to be planned on the suggestions given by criterion in charge. By 10th January suggestions for plan of action print out to be given to Principal and the same to be kept in the criterion mail id. By 19th January all the details to be collected for AQAR 2020-21.
- ❖ Heads to get Principal signature in FAD every month.
- ❖ Research Day to be celebrated by Centre for Research.
- ❖ FDP to be conducted on
 - NEP
 - IPR
- ❖ Criterion in charge to prepare a PPT on the documents and proofs needed from the departments for their respective criteria. Also suggestion regarding this can also be included. A common template for PPT to be sent by IQAC to the criterion mail.



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Action Taken

- ❖ All the departments created the mail for IQAC and shared the drive.
- ❖ PPT were prepared by all the criterion in charge.
- ❖ A National Webinar on NEP 2020: Bridging the Gaps in Higher education was scheduled to be held on 9th February 2022



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Kumararani Meena Muthiah College of Arts & Science

Internal Quality Assurance Cell

Steering Committee Meeting - 04.04.2022 @ 1PM

Chairperson : Dr.P.T.Vijayshree

Administrative officer : Mrs.S.Ammani

IQAC Director : Dr.B.Hema

Operations Head : Mrs.L.M.Santhi

Attendees: Criterion in-charges

1. Collection of materials and consolidation of reports of each criterion to be done on monthly basics.
2. Reviews of Criterion based on the submission of AQAR and implementation new ideas for each criterion is suggested by the criterion in-Charges

Criterion 1

- Maintenance of Course file in the departments with syllabus, methodology , e-notes, advance and slow learners proof of test papers/Assignments to kept with staff handled the paper with period of handled.
- Students should sign in the Permission slip that can be kept as registers
- Feedback from all stake holders to be done

Criterion 2

- LEAP report to be more effective –Departments have to scan the copy of the work report done on monthly basics and put in the cri2 folder
- Screen shots ICT tools – flipped classes, videos can also be shared on monthly basis
- Course outcome to be submitted after publication of results of each semester

Criterion 3:

- Training for the non practical papers by the subject experts
- EVS projects to be allotted to the students as a group Extension Activity
- No Vehicle day/ Fuel Free Day can be organised
- Programmes like Victims of Violence(Acid Attack) and honouring of Military Persons can be organised

Criterion 4:

- Smart class rooms can be increased
- Library usage of students can be increased by allotting one library hour to the departments

- Filling of Bills in the office based to AQAR to be done
- Inflibnet usage to be taken care by departments

Criterion 5:

- Formats for Sports & cultural are given to be respective portfolio
- Apart from TNPSC other coaching for exams like GRE, TOFEL exams can be given
- OSA Membership can be created
- Departments can get the self declaration of the students progression

Criterion 6:

- Planning academic related new programmes for every year to the first years
- Apart from FDP ,Department can plan & organise Professional Development programmes for Teaching Faculty & Non- Teaching staffs
- Bank loans for staff through college
- Group insurance to the Faculty for the benefit of the family members

Criterion 7:

- Under Gender Equity Program we can organise Transgender Programme
- External Audit – Green, solar, waste water and e-waste to be done periodically
- Celebration of important days to be done more effective

3. Suggestions by Chairperson

- All the MOU's will be under in one control. One common phone numbers will be given for all the enquiries relating to academic matters of all departments
- Planning to go for MOU with IQAC cluster for add-on course
- Odd Semester Reports to be submitted within one week.
- Purchase of Feedback software to be checked by Dr.B.Hema & Mrs.L.M.Santhi
- College calendar for the next academic year will be ready by June. Apart from college calendar the department has to maintain department calendar with the inclusion of their department activities
- SSS Form with add-on Questions to be done by Mrs.S.Ammani and Dr.B.Hema
- CEP Conducted for the 1st and 2nd years can be included in criterion 2
- National Important day's celebration will be taken care by IQAC.

4. Based on the year theme all the Activities are conducted from next academic year.
-

Kumararani Meena Muthiah College of Arts & Science

Internal Quality Assurance Cell

Steering Committee Meeting - 23.04.2022 @ 12PM

Members of the Committee Present:

Chairperson: Dr.P.T.Vijayshree

IQAC Director: Dr.B.Hema

Operations Head: Mrs.L.M.Santhi

Administrative coordinator Mrs. S. Ammani

Mrs. Revathi chitra

Dr. Sangamitra

Mrs. Nirmala

Mrs. Sumathi

Mrs. Atthiya Beevi

Dr. Sumathi

Mrs. Geetha

Mrs. Meera Devi

Mrs Shiney

Mrs. Nagarani

Agenda

Framing of Timetable Committee

Curriculum Enrichment

Preparation of Academic Calendar

Collaborative Research work

New Programmes under Cr3

Vision & Mission – Change to be prepared

Self appraisal & Cr6 revamping

Plan of area of activities for next academic year

Five day PDP by IQAC



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Minutes of the Meeting

1. New folder of the department .activities for the year 2020-21 from departments to be shared to Principal IQAC Mail-id
2. New Areas for each criterion to be submitted by criterion in charge on 30th June 2022.
3. Weekly one day each criterion in charge should report to IQAC for organising data

Criterion 1	Tuesday
Criterion 2 & 4	Thursday
Criterion 3	Monday
Criterion 5	Wednesday
Criterion 6 & 7	Friday

4. Time Table Committee Members: Mrs.S.Ammani, Mrs.L.M.Santhi., Dr.R.S.Ramya, Dr.B.Hema, Dr.Algammai.M.,Ms. V.Deepa., Mr.Anand
1 hr for PT., 1 hr for Library and 1 Tech. Hr to be allotted for each class
5. Mrs.Revathi Chitra & Dr.Sangamithra should note down the happening of technical hour by the departments and also to coordinate for the First day of PDP on curriculum aspects.
6. All the Resources in the college to be effectively utilized. The ICT classes can be handled in GF computer session during the free lab hours. The projector in ECS & English can be borrowed for the classes and the same to be returned to the respective departments.
7. Calendar Committee in charge – Mrs.S.Ammani & Mrs. Anita Vinothraj
CIA Exam Dates, Events allocation for the departments to be included in the calendar. IQAC should ensure that all the things are happening on schedule date.
8. Dean of Academics to check the syllabus completion. Plan for syllabus completion by conducting special classes or after 2pm .Extension of syllabus completion should not be done at any cost.
9. Certificate course and VTC to be completed at the beginning of the year
10. Collaborative research activities can be done at intradepartmental level or with other universities.
11. Ms.AathiyaBeevi has submitted new activities on Extension that can be implemented in next academic year.
12. Restructuring of vision of the college to be done
13. Self appraisal form to be prepared by IQAC
14. Website committee: Mrs.L.M.Santhi., Mrs.S.Meena & Mrs. S.Sowmya. revamping of website to be done
15. Fresh committee to be prepared and uploaded in website



Kumararani Meena Muthiah College of Arts & Science

Internal Quality Assurance Cell

Steering Committee Meeting - 13.06.2022

Members of the Committee Present:

Chairperson : Dr.P.T.Vijayshree

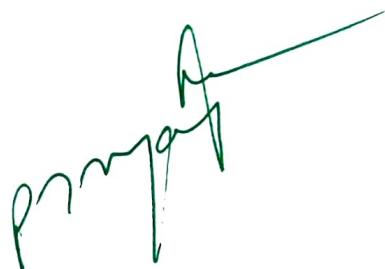
IQAC Director : Dr.B.Hema

Operations Head : Mrs.L.M.Santhi

Steering committee members & IQAC members

Agenda

1. Change of vision and mission
2. Formation of new committee from 22-23



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Minutes of the Meeting

1. Mission to be changed with proper framework and the objective to be stated clearly
2. IQAC office to be opened twice a week and the hours to be informed
3. Feedback and MOU committees to be framed
4. Ms.Ammani to monitor and report the work of the committees
5. Documentation format for 2022-23 to be followed
6. Incharge Mrs:
Ammani – NEP , certificate course and VTC ,
Dr.Ramya.- MOU, Collaborations , Dr.Hema – ED Cell/IIC
7. GCR for 22-23 to be created and all the assignment and materials to be posted
8. IQAC will inform the important days to the departments
9. E- Magazine and Department magazinewill be followed instead of Abhilekha
10. Revathichitra, Sangamitra and Sowmiya will be incharge of Feedback committee.
11. Committee should conduct meeting and report to IQAC



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