



A.D.M. COLLEGE FOR WOMEN (AUTONOMOUS)
(Accredited with 'A' Grade by NAAC 3rd Cycle)
(Affiliated to Bharathidasan University, Tiruchirappalli)
NAGAPATTINAM – 611 001

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on
23rd August 2021 at 10.30 a.m. in A.D.M College premises.**

Agenda

1. To read and record the notice of the meeting
2. To confirm the minutes of the previous meeting.
3. To record the leave of absence
4. To review the action taken on previous resolutions
5. To conduct Speakers Forum/ Journal Club /Mentor Mentee Meeting/ Quiz Programme/ Women Centered Programme
6. To discuss on e- content/ e-modules development
7. To constitute Common Consultancy Centre
8. To discuss on Student Mentor System
9. To review the quality of Online Teaching
10. To conduct Board of Studies Meeting
11. To prepare Department Standard Operating Procedure (SOP)
12. To offer Extra Credit, Value Added and Short Term Certificate Courses
13. To prepare AQAR 2020-21
14. Any Other:-
 - To encourage the staff members to join SWAYAM/MOOC courses
 - To encourage faculty members send application for research funding

Minutes of the Meeting -23.08.2021

Res No. 1/2021	Subject:	To read and record the notice of the meeting
	Resolution:	Read and recorded
Res No. 2/2021	Subject:	To confirm the minutes of the previous meeting.
	Resolution:	The minutes of the previous meeting was confirmed.
Res No. 3/2021	Subject:	To record the leave of absence
	Resolution:	All were present.
Res No. 4/2021	Subject:	To review the action taken on previous resolutions
	Resolution:	Action taken on previous resolutions were presented by the IQAC Co-ordinator

Res No. 5/2021	Subject: To conduct Speakers Forum/ Journal Club /Mentor Mentee Meeting/ Quiz Programme/ Women Centered Programme
	Resolution: Resolved that each department should conduct minimum two activities for the Academic year 2021-22 Odd semester.
Res No. 6/2021	Subject: To discuss on e- content/ e-modules development
	Resolution: Resolved to expedite the preparation e-content/ e- modules.
Res No. 7/2021	Subject: To constitute Common Consultancy Centre
	Resolution: Resolved to constitute Common Consultancy Centre. Heads of the Science departments should take initiative steps to establish the Common consultancy center to promote research culture. It was resolved to seek the guidance of Thiru. Jeevanadham, Member - College committee.
Res No. 8/2021	Subject: To discuss on Student Mentor System
	Resolution: Resolved that the mentor should conduct regular meetings with the mentee students.
Res No. 9/2021	Subject: To review the quality of Online Teaching
	Resolution: Resolved that Academic Standing Committee to check the quality of e-modules/ e-contents recorded by staff members. Study materials posted in College website should be approved by HOD.
Res No. 10/2021	Subject: To conduct Board of Studies Meeting
	Resolution: Resolved that all HODs should take necessary steps to conduct Board of Studies Meeting.
Res No. 11/2021	Subject: To prepare Department Standard Operating Procedure (SOP)
	Resolution: Resolved that all Departments should start preparing SOP and submit the rough draft.
Res No. 12/2021	Subject: To offer Extra Credit, Value Added and Short Term Certificate Courses
	Resolution: Resolved to offer Extra credit course for first year UG students. Further resolved to offer Value Added and Short term Certificate courses for the Final Year UG students.
Res No. 13/2021	Subject: To prepare AQAR 2020-21
	Resolution: Resolved to prepare and submit AQAR 2020-21 within the stipulated time.

Res No. 14/2021 Subject: Any Other:-

To encourage the staff members to join SWAYAM/MOOC courses

To encourage faculty members send application for research funding

Resolution: Resolved that the faculty members should join the SWAYAM/MOOC courses to enhance their subject knowledge. Resolved that Science Department HOD's to motivate the Final year PG students to apply for TNSCST student project. The faculty members should come forward to send proposals for funding agencies.

Members Present:

Category	Name & Designation of the Member	Signature
External Members	Dr.A.Tamilselvan, Head & Associate Professor of Mathematics, Co-ordinator OBC, Bharathidasan University, Tiruchirappalli.	
	Dr.S.Karthik Kumar, Associate Professor of English, Deputy Director - IQAC Annamalai University, Chidambaram.	
Internal Members	Dr.N.K.Premavathi, Associate Professor of Commerce	
	Dr. N.Sarala, Head i/c & Associate Professor of Mathematics	
	Mrs.R.Alamelu, Head & Associate Professor of History	
	Dr.S.Rajeswari, Head & Associate Professor of Economics	
	Dr.P.Jamuna Devi, Assistant Professor of Mathematics	
	Dr.K.Arul Mary Joycee Head & Assistant Professor of Computer Science	
One member from the Management	Thiru.K.Jeyaprakash, College Committee Member	

Senior Administrative Officer	Dr.R.Sophia Porchelvi Controller of Examination	
	Mrs.P.Shanthi Superintendent	
One nominee each from local society, Students and Alumni	Thiru.R.Jeevanantham, ADM College - Committee Member	
	Dr.S.Velvizhi, Principal Scientist, Fish for All, MSSRF, Poompuhar	
One nominee each from Employers /Industrialists/Stakeholders	Er. Balasubramanian, Nagapattinam	
	Mrs.Poornima Natesh, B.Tech.(IT) Graphic Designer, Creative Head-Uma Home Bread, Nagapattinam.	
Department	Name of the IQAC representative	Signature of IQAC representative
Economics	Dr. V. Viji	
Mathematics	Dr.R.Vanitha	
Mathematics (SF)	Dr.Jannathul Nisha	
Chemistry	Dr.N.Prabha	
History	Mrs. G.Anbarasi	
Zoology	Dr.Angelina Glorita Parimala	
Commerce (SF)	Mrs.Devika	
Physics	Dr.N.Lavanya	
Botany	Dr.J.Sundari	
Statistics	Mrs.K.Pushpanayaki	
Tamil	Dr.C.J.Priscilla	
English	Dr.V.Uma Maheswari	
BBA	Mrs. R.Kavitha	
Bio Chemistry	Ms.M.Bharathi	
Computer Science	Mrs.S.Kavitha	
Geology	Dr.M. Kaliasammal	
B.Voc Software	Mrs.J.Suganya	
B.Voc Marine	Dr.B.Revathi	
IQAC Internal member	Dr.P.Jamuna Devi	
Library	Dr.R.Vijayalakshmi	
Physical Education	Dr. V.Uma	

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on **23rd August 2021** at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2021 to Res. No. 4/2021 – No Action taken called for.

Res No. 5/2021 Subject: To conduct Speakers Forum/ Journal Club /Mentor Mentee Meeting/ Quiz Programme/ Women Centered Programme

Resolution: Resolved that each department should conduct minimum two activities for the Academic year 2021-22 Odd semester.

Action taken:

- *Exnora and Environmental Education Club organized a webinar on “ Organic Farming” on 03.09.2021*
- *Departmental Association meetings were conducted by the PG and Research Department of Mathematics and Zoology on 22.09.2021 and 23.09.2021 respectively.*
- *On 25.09.2021 PG & Department of Mathematics organized a Women Centered Programme on “ Singapenne”.*
- *Department of Statistics organized a webinar on “Applications of Statistics in Real Life” on 30.09.21*
- *Women Cell organized a campaign on COVID Vaccination. Nearly 40 staff and students got vaccinated on 30.09.21*
- *Quiz club conducted “General Quiz competitions- October 2021” through Google Forms on 07.10.21. Nearly 600 students participated in the Quiz Programme.*
- *Legal Aid Cell Services organized Seminar on “Cyber Crime against Women” on 07.10.21*

Res No. 6/2021 Subject: To discuss on e- content/ e-modules development

Resolution: Resolved to expedite the preparation e-content/ e- modules.

Action taken: *28 video modules were recorded in the Video Capturing room. Academic Standing Committee scrutinized the content and quality of the videos and 15 video lectures were uploaded in the college You Tube Channel (as on 25.09.2021)*

Res No. 7/2021 Subject: To constitute Common Consultancy Centre

Resolution: Resolved to constitute Common Consultancy Centre. Heads of the Science departments should take initiative steps to establish the Common consultancy center to promote research culture. It was resolved to seek the guidance of Thiru. Jeevanadham, Member - College committee.

Action Taken: *Heads of the Science departments submitted the plan of work and equipment requirements to the Principal for approval.*

Res No. 8/2021	Subject: To discuss on Student Mentor System
	Resolution: Resolved that the mentor should conduct regular meetings with the mentee students.
	Action taken: <i>A special timetable was prepared to be followed on Saturdays (12.00 to 1.00 pm) for Mentor Mentee meetings.</i>
	<i>Faculty Development Programme on “Dynamics of Students Mentoring” was jointly organized by the Internal Quality Assurance Cell (IQAC) and Student Mentor System (SMS) on 09.10.2021. Dr. V.Suresh, Professor and Head(Rtd), Department of Psychology, Annamalai University, Chidhambaram was the resource person.</i>
Res No. 9/2021	Subject: To review the quality of Online Teaching
	Resolution: Resolved that Academic Standing Committee to check the quality of e-modules/ e-contents recorded by staff members. Study materials posted in College website should be approved by HOD.
	Action taken: <i>Study materials are approved by HODs. The e-content video lectures are posted in college website after the approval of ASC members.</i>
Res No. 10/2021	Subject: To conduct Board of Studies Meeting
	Resolution: Resolved that all HODs should take necessary steps to conduct Board of Studies Meeting.
	Action taken: <i>All the departments conducted BOS meeting during the month of August and framed new syllabus for the students admitted during the academic year 2021-22 (UG & PG) Circular was sent on 24.08.2021. Template for Structure, Scheme and Syllabus was given to all the Departments on 19.08.2021. Syllabus for the Batch 2021-22 (UG & PG) is to be submitted to the IQAC on or before 10.09.2021 after getting the course code from the COE Office.</i>
Res No. 11/2021	Subject: To prepare Department Standard Operating Procedure (SOP)
	Resolution: Resolved that all Departments should start preparing SOP and submit the rough draft.
	Action taken: <i>The preparation of SOP is in process.</i>
Res No. 12/2021	Subject: To offer Extra Credit, Value Added and Short Term Certificate Courses
	Resolution: Resolved to offer Extra credit course for first year UG students. Further resolved to offer Value Added and Short term Certificate courses for the Final Year UG students.

Action taken: As per the resolution syllabus for Extra Credit, Value Added and Short Term Certificate Courses were framed by the departments and the same was placed before BOS meeting and Academic Council for approval.
A special Timetable was followed on Saturdays to implement the courses.

Res No. 13/2021 Subject: To prepare AQAR 2020-21

Resolution: Resolved to prepare and submit AQAR 2020-21 within the stipulated time.

Action taken As per the guidance of the Advisor Criterion wise AQAR copy for the following years were given to the Criterion Heads on 24.08.2021.

- AQAR 2017-18
- AQAR 2018-19
- AQAR 2019-20

Res No. 14/2021 Subject: Any Other:-

To encourage the staff members to join SWAYAM/MOOC courses
To encourage faculty members send application for research funding

Resolution: Resolved that the faculty members should join the SWAYAM/MOOC courses to enhance their subject knowledge. Resolved that Science Department HOD's to motivate the Final year PG students to apply for TNSCST student project. The faculty members should come forward to send proposals for funding agencies.

Action taken Science Department HOD's are asked to motivate the Final year PG students to apply for TNSCST student project. 20 TNSCST students project proposals sent by all PG and Science departments 24.09.2021

Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal

Dr.R.Anbuselvi
Chairman- IQAC
Principal i/c