



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
1st September 2021 at 12.00 pm. 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 monitor and motivate the staff members to use the video capturing room to record and prepare e- modules.
6. To inform the state level workshop on PFMS to be organized on 23rd & 24th September 2021 in our college.
7. To submit Minor/ Major project proposal and Seminar, conference proposal
8. To inform the Faculty Development Programme on “Financial Literacy Programme”
9. To inform the Faculty Development Programme on “PO-CO Mapping” on 18.09.2021 through IQAC
10. To submit AQAR 2020-21
11. To prepare department Academic calendar based on the Academic Calendar circulated by IQAC

Minutes of the Meeting

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| 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 monitor and motivate the staff members to use the video capturing room to record and prepare e- modules. |
| | Resolution: | Resolved that Minimum three modules per week should be contributed by each UG department. Minimum five modules per week should be contributed by each PG department. Faculty members are advised to make refer NPTEL video lectures. |

- Res No. 6/2021 Subject: To inform the state level workshop on PFMS to be organized on 23rd & 24th September 2021 in our college.
 Resolution: Resolved to conduct the Program on 23rd and 24th September 2021. Also resolved that non teaching faculty member should attend the Training Programme.
- Res No. 7/2021 Subject: To submit Minor/ Major project proposal and Seminar, conference proposal
 Resolution: Resolved to submit research proposals to ICSSR/ TNSCST/FIST/DBT STAR on or before 06.09.2021.
- Res No. 8/2021 Subject: To inform the Faculty Development Programme on “Financial Literacy Programme”
 Resolution: All the staff members are requested to attend the **Webinar** on “**Financial Literacy Programme**” organized by the Internal Quality Assurance Cell in collaboration with Securities and Exchange Board (SEBI) on 16.09.2021 from 05.00 p.m. to 6.00 p.m.
- Res No. 9/2021 Subject: To inform the Faculty Development Programme on “PO-CO Mapping” on 18.09.2021 through IQAC
 Resolution: All the staff members are requested to attend the **Faculty Development Programme** on “**OBE – Mapping, Assessment and Attainment**” organized by the Internal Quality Assurance Cell on 18.09.2021 from 10.00 a.m to 01.00 p.m.
- Res No. 10/2021 Subject: To submit AQAR 2020-21
 Resolution: Resolved to submit AQAR within December 2021
- Res No. 11/2021 Subject: To prepare department Academic calendar based on the Academic Calendar circulated by IQAC
 Resolution: HODs are requested to prepare the Department Academic Calendar for the year 2021-22 with reference to the given College Academic Calendar (2021-22). They are asked to submit the same to IQAC through Principal on or before 01.10.2021.

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
IQAC 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

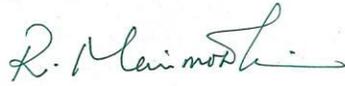
IQAC Department Representatives	Dr.V.Viji, Associate Professor of Economics
	Dr.R.Vanitha, Associate Professor of Mathematics
	Dr.Jannathul Nisha, Assistant Professor of Mathematics
	Dr.N.Prabha, Assistant Professor of Chemistry
	Mrs. G.Anbarasi, Assistant Professor of History
	Dr.Angelina Glorita Parimala, Associate Professor of Zoology
	Mrs.Devika, Assistant Professor of Commerce
	Dr.N.Lavanya, Assistant Professor of Physics
	Dr.J.Sundari, Assistant Professor of Botany
	Mrs.K.Pushpanayaki, Associate Professor of Statistics
	Dr.C.J.Priscilla, Assistant Professor of Tamil
	Mrs. B.Kavitha, HOD & Assistant Professor of BBA
	Ms.M.Bharathi, Assistant Professor of Bio Chemistry
	Mrs.Kavitha, Assistant Professor of Computer Science
	Ms. Jenifer, HOD & Assistant Professor of Geology
	Mrs.J.Suganya, HOD & Assistant Professor of B.Voc Software
	Dr.B.Revathi, HOD & Assistant Professor of B.Voc Marine
Dr.R.Vijayalakshmi, Librarian	
Dr.V.Uma, Physical Director	

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 1st **September 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 monitor and motivate the staff members to use the video capturing room to record and prepare e- modules.
	Resolution:	Resolved that Minimum three modules per week should be contributed by each UG department. Minimum five modules per week should be contributed by each PG department. Faculty members are advised to make refer NPTEL video lectures.
	<i>Action Taken:</i>	<i>54 e content study materials up to April 2021 and 113 study materials till September 2021 is uploaded in college website</i>
Res No. 6/2021	Subject:	To inform the state level workshop on PFMS to be organized on 23 rd & 24 th September 2021 in our college.
	Resolution:	Resolved to conduct the Program on 23 rd and 24 th September 2021. Also resolved that non teaching faculty member should attend the Training Programme.
	<i>Action Taken:</i>	<i>IQAC organized a two day State level Workshop on “PFMS with special reference to TSA” was organized in our college. Mr. S.Francis, Senior Accounts Officer, Ministry of Finance, New Delhi and Dr. P.Mehalingam, Nodal Officer, VHN Senth Kumara Nadar College, Virudhunagar were the resource persons. 60 external participants attended the programme.</i>

- Res No. 7/2021 Subject: To submit Minor/ Major project proposal and Seminar, conference proposal
- Resolution: Resolved to submit research proposals to ICSSR/ TNSCST/FIST/DBT STAR on or before 06.09.2021.
- Action Taken: *ICSSR: 4 minor and 1 major project proposal submitted to ICSSR on 10.09.2021. Major project submitted by Dr.V.Viji/ Economics. Minor Projects submitted by Dr.R.Manimozhi/ English, Dr.R.Devi/History, Dr. R.Kasthuri/ Economics.*
- The FIST project 2021 was uploaded in the DST-FIST website on 05.09.2021 at 10.40pm successfully.*
- Res No. 8/2021 Subject: To inform the Faculty Development Programme on “ Financial Literacy Programme”
- Resolution: All the staff members are requested to attend the Webinar on “Financial Literacy Programme” organized by the Internal Quality Assurance Cell in collaboration with Securities and Exchange Board (SEBI) on 16.09.2021 from 05.00 p.m. to 6.00 p.m.
- Action Taken: *IQAC in collaboration with SEBI organized a Webinar on “Financial Literacy Programme” on 16.09.2021 at 05.00 PM through Google meet. The resource person Mr.Mani Ram gave an introduction about Investments and its benefits. Nearly 50 faculty members attended the programme and they got their doubts cleared with investing in mutual funds.*
- Res No. 9/2021 Subject: To inform the Faculty Development Programme on “PO-CO Mapping” on 18.09.2021 through IQAC
- Resolution: All the staff members are requested to attend the Faculty Development Programme on “OBE – Mapping, Assessment and Attainment” organized by the Internal Quality Assurance Cell on 18.09.2021 from 10.00 a.m to 01.00 p.m.
- Action Taken: *Faculty Development Programme on “OBE – Mapping, Assessment and Attainment” was organized by IQAC on 18.09.2021. Dr.V.Vijayakumar, Professor in Computer Science & Controller of Examinations, Sri Ramakrishna College of Arts and Science (Autonomous), Coimbatore was the resource person.*

- Res No. 10/2021 Subject: To submit AQAR 2020-21
- Resolution: Resolved to submit AQAR within December 2021
- Action Taken: Meetings was conducted with criterion Heads to discuss the Collection and consolidation of data. The work is in process.*
- Res No. 11/2021 Subject: To prepare department Academic calendar based on the Academic Calendar circulated by IQAC
- Resolution: HODs are requested to prepare the Department Academic Calendar for the year 2021-22 with reference to the given College Academic Calendar (2021-22). They are asked to submit the same to IQAC through Principal on or before 01.10.2021.
- Action Taken: All the Heads submitted the Department Academic calendar on 01.10.2021.*



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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