



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
4th October 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 inform about the FDP on Students Mentoring
6. To review the special Timetable given on Saturday
7. To submit Academic Diary and Mark Register

Minutes of the Meeting

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 inform about the FDP on Students Mentoring
	Resolution:	All the staff members are requested to attend the Faculty Development Programme on “Dynamics of Students Mentoring” jointly organized by the Internal Quality Assurance Cell (IQAC) and Student Mentor System (SMS) on 09.10.2021 from 10.00 a.m to 01.00 p.m.
Res No. 6/2021	Subject:	To review the special Timetable given on Saturday
	Resolution:	Part V Coordinators and Certificate Course Coordinator are asked to give the Plan of Action/ Schedule to be followed on all Saturdays for the II Year students

Res No. 7/2021	Subject:	To submit Academic Diary and Mark Register
	Resolution:	Resolved to verify the Academic Diary and Mark Registers on 11.11.2021.
Res No. 8/2021	Subject:	To conduct College Council Election
	Resolution:	Resolved to Conduct College Council Election for the Academic year 2021-22 – circular sent on 29.10.2021.

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
IQAC	Dr.N.K.Premavathi, Associate Professor of Commerce
Internal	Dr. N.Sarala, Head i/c & Associate Professor of Mathematics
Members	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	Dr.V.Viji, Associate Professor of Economics
Representatives	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.Revathi, HOD & Assistant Professor of B.Voc Marine
	Dr. Vijayalakshmi, Librarian
	Dr.V.Uma, Physical Director

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 4th October 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 inform about the FDP on Students Mentoring
- Resolution: All the staff members are requested to attend the Faculty Development Programme on “Dynamics of Students Mentoring” jointly organized by the Internal Quality Assurance Cell (IQAC) and Student Mentor System (SMS) on 09.10.2021 from 10.00 a.m to 01.00 p.m.
- Action Taken: FDP Organized by IQAC and SMS Cell. Dr.V Suresh, Head and Professor, Department of Psychology, Annamalai University delivered a Online lecture and interacted with the staff members on the topic "Dynamics of Student Mentoring" on 09.10.2021*
- Res No. 6/2021 Subject: To review the special Timetable given on Saturday
- Resolution: Part V Coordinators and Certificate Course Coordinator are asked to give the Plan of Action/ Schedule to be followed on all Saturdays for the II Year students
- Action Taken: Placement Cell planned to conduct Certificate Course during November .Part V coordinators reported that the Part V Activities will be conducted for the students from 23.10.2021.*
- Res No. 7/2021 Subject: To submit Academic Diary and Mark Register
- Resolution: Resolved to verify the Academic Diary and Mark Registers on 11.11.2021.
- Action Taken: The faculty member submitted the Academic Diary, Mark Register, Lab (Practical) Log Note on 11.11.2021.The same was verified by the IQAC Internal Members.*

S.No	Category	Staff Incharge
1	Department of History, Economics, Tamil, English, BBA, Commerce (Aided & SF), Statistics	Dr.N.K.Premavathy Associate Professor of Commerce Internal Member IQAC

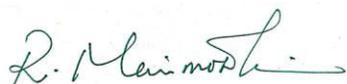
2	<i>Department of Mathematics (Aided &SF), Chemistry, Zoology, Physics, Geology, Computer Science, Botany, Bio Chemistry, B.Voc Marine and Software</i>	<i>Dr.N.Sarala HOD i/c and Associate Professor of Mathematics Internal Member IQAC</i>
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Res No. 8/2021 Subject: To conduct College Council Election

Resolution: Resolved to Conduct College Council Election for the Academic year 2021-22 – circular sent on 29.10.2021.

Action *Election was conducted on 3.12.2021*

Taken:



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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