



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

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on  
8<sup>th</sup> November 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 submit the percentage of Changes in the syllabus
6. To inform the special time table to conduct Extra Credit, Value added, Mentor Mentee meeting and other coaching classes.

**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 submit the percentage of Changes in the syllabus
	Resolution:	Chairman Board of Studies are asked to submit the percentage of Change/ Modification made in the syllabus for the academic year 2019-20 to 2021-22 on or before 10.11.2021
Res No. 6/2021	Subject:	To inform the special time table to conduct Extra Credit, Value added, Mentor Mentee meeting and other coaching classes.
	Resolution:	Resolved to put a Common special Time Table and circulate to all departments

**Members Present:**

<b>Category</b>	<b>Name &amp; Designation</b>
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.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 **8<sup>th</sup> November 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.**

	Subject:	To submit the percentage of Changes in the syllabus
Res No. 5/2021	Resolution:	Chairman Board of Studies are asked to submit the percentage of Change/ Modification made in the syllabus for the academic year 2019-20 to 2021-22 on or before 10.11.2021
	Action Taken:	<i>All the Department Heads submitted the percentage of Changes in syllabus to Principal.</i>

Res No. 6/2021    Subject:    To inform the special time table to conduct Extra Credit, Value added, Mentor Mentee meeting and other coaching classes.  
 Resolution:    Resolved to put a Common special Time Table and circulate to all departments

Action    Circular was sent on 08.11.2021  
 Taken:    Staff In-charge of Extra Credit Course, Value Added Course and Short Term Certificate course are asked to maintain the required evidences such as Log note (Students Attendance, syllabus, Staff In charge, Content Delivered, Mark Register with Signature of HOD/Principal, Two Geo Tagged Photos for evidence

**SATURDAY SPECIAL TIME TABLE**

<i>Time</i> <i>Year</i>	<b>10.00 A.M - 12.00 P.M</b>	<b>12.00 – 01.00 P.M</b>	<b>02.00 P.M - 04.00 P.M</b>
<i>I Year</i>	<i>Extra credit Course</i>	<i>Mentor-Mentee Meeting</i>	<i>Part V - Activities</i>
<i>II Year</i>	<i>Part V - Activities / Certificate Course</i>	<i>Mentor-Mentee Meeting</i>	<i>Remedial Coaching – Slow Learners and Advanced Learners Coaching (In respective Department)</i>
<i>III Year</i>	<i>Value Added Course/ Short Term Certificate course</i>	<i>Mentor - Mentee Meeting</i>	<i>Remedial Coaching – Slow Learners (In Department)</i>  <i>Advanced Learners Coaching- English Language Lab / Competitive Examination Coaching Center / Library</i>
<i>PG</i>	<i>SET/NET Coaching</i>	<i>Project discussion</i>	<i>Online Courses- MOOC / SWAYAM/ NPTEL (Browsing center – Library)</i>



**Dr.R.Manimozhi**  
**IQAC Coordinator &**  
**Vice Principal**



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