



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
13th December 2021 at 10.30 a.m. in A.D.M College premises.**

IQAC convened the meeting with the Criterion Heads to discuss the process of submitting the SSR and DVV reports to NAAC before March 2022. Principal acted as the chair person. Advisor, co-ordinators of NAAC and IQAC were present and extended their suggestions for bringing the report with quality.

Agenda

- 1.To discuss the process of submitting SSR and DVV reports to NAAC.
- 2.To formulate an activity plan and schedules for preparing the documents for QIF(Quality Indicator Framework) by the Criterion Heads.
- 3.To insist the importance of website links to be updated by all the Departments
4. To review the new project proposals sent for funding.
- 5.Any other:-
 - To allot additional duties and responsibilities to self financing staff members
 - To discuss and organize Students Council Meeting

Minutes of the Meeting - 13.12.2021

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 discuss the process of submitting SSR and DVV reports to NAAC.

Resolution: Advisor explained the questionnaire format of DVV in detail and advised the criterion in charge staff to execute the work effectively in collecting, compiling and presenting the data to the NAAC coordinators as per the proposed time schedule fixed in the meeting.

Resolved that Heads in charge of various criterions shall submit their DVV report before 30.12.2021. Review dates are specified below.

Dates for Criteria wise - DVV - **First review** is as follows:

Criteria	Date
	@ 11.30 am to 1.00 pm
Criteria I	20.12.2021
Criteria II	22.12.2021
Criteria III	24.12.2021
Criteria IV	28.12.2021
Criteria V	28.12.2021
Criteria VI	29.12.2021
Criteria VII	30.12.2021

Resolved that Departments Evaluation Report should be submitted to NAAC coordinators on 19th December 2021. A circular should be sent to all departments by the NAAC coordinator.

Res No. 6/2021 **Subject:** To formulate an activity plan and schedules for preparing the documents for QIF(Quality Indicator Framework) by the Criterion Heads.

Resolution: Advisor reminded the members regarding the first review meeting held criterion-wise ,during the month of October 2021-for QIF SSR preparation. She requested them to present their report according to the schedule commencing from 5th to 11th January 2022.

Dates for Criteria wise – QIF – **Second review**

Criteria	Date	Time
Criteria I	05.01.2022	11.30 am to 01.00 pm
Criteria II	06.01.2022	11.30 am to 01.00 pm
Criteria III	07.01.2022	11.30 am to 01.00 pm
Criteria IV	08.01.2022	11.30 am to 01.00 pm
Criteria V	10.01.2022	11.30 am to 01.00 pm
Physical Education & Library	10.01.2022	02.00 pm to 04.00 pm
Criteria VI	11.01.2022	11.30 am to 01.00 pm
Criteria VII	11.01.2022	02.00 pm to 04.00 pm

- Res No. 7/2021 Subject: To insist the importance of website links to be updated by all the Departments
- Resolution: Regarding Website links updates, by all the departments, HODS are communicated already by Principal in the council meeting to improve and upload their department details with the assistance of Mrs.Akilandeswari (in charge for website management). Resolved that IQAC should send circular through principal to all the Departments.
- Further resolved that any doubts related to the report preparation maybe cleared in consultation with Dr.N. Sampathlakshmi, Dr.V.Renuga and Dr.Arulmary Joycee.
- Res No. 8/2021 Subject: To review the new project proposals sent for funding.
- Resolution: Resolved to send new proposals to DST, TNSCST and TANSCH
- Res No. 9/2021 Subject: Any other:-
- To allot additional duties and responsibilities to self financing staff members
 - To discuss and organize Students Council Meeting
- Resolution: • Resolved to allot additional duties and responsibilities to self Financing staff members.
- Resolved to Conduct College Council Election for the Academic year 2021-22

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Advisor	Dr.A.Sivakamasundari (Former Principal)
NAAC Coordinators	Dr.N.Sampath Lakshmi, Associate Professor and HOD of Commerce Dr. V.Renuga, Associate Professor of Commerce
IQAC Coordinator	Dr.R.Manimozhi, Assistant Professor of English
	Criterion I Mrs.S.Malathy
	Curricular Aspects Dr.K.Arul Mari Joycee
	Mrs.P.Kavitha
	Criterion II Dr.Madhuramozhi Govindarajalu
	Teaching – Learning & Evaluation Dr.N.K.Premavathi
	Dr.N.Sarala
	Criterion III Dr.V.Viji
Criterion Heads	Research, Consultancy & Extension Dr.S.Krishnaveni
	Criterion IV Dr.V.Renuga

Infrastructure & Learning Resources Dr.R.Latha
Criterion V Dr.T.Vasugi
Student Support & Progression Mrs.S.Rajeswari

Criterion VI Mrs.R.Alamelu
Governance, Leadership & Management Dr.S.Angelina Glorita Parimala
Criterion VII Dr.R.Krishnaveni
Innovations & Best Practices Dr.C.J.Pricilla

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

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 13th December 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 discuss the process of submitting SSR and DVV reports to NAAC.

Resolution: Advisor explained the questionnaire format of DVV in detail and advised the criterion in charge staff to execute the work effectively in collecting, compiling and presenting the data to the NAAC coordinators as per the proposed time schedule fixed in the meeting.

Resolved that Heads in charge of various criterions shall submit their DVV report before 30.12.2021. Review dates are specified below.

Dates for Criteria wise - DVV - **First review** is as follows:

Criteria	Date
	@ 11.30 am to 1.00 pm
Criteria I	20.12.2021
Criteria II	22.12.2021
Criteria III	24.12.2021
Criteria IV	28.12.2021
Criteria V	28.12.2021
Criteria VI	29.12.2021
Criteria VII	30.12.2021

Resolved that Departments Evaluation Report should be submitted to NAAC coordinators on 19th December 2021. A circular should be sent to all departments by the NAAC coordinator.

Action Taken: NAAC coordinators sent circular to submit the department evaluation report and the Head of the departments submitted the same.

As per the schedule meetings regarding DVV process were conducted and the Criterion Heads were advised to expedite the documentation process before next review.

Res No. 6/2021 Subject: To formulate an activity plan and schedules for preparing the documents for QIF (Quality Indicator Framework) by the Criterion Heads.

Resolution: Advisor reminded the members regarding the first review meeting held criterion-wise, during the month of October 2021-for QIF SSR preparation. She requested them to present their report according to the schedule commencing from 5th to 11th January 2022.

Dates for Criteria wise – QIF – Second review

Criteria	Date	Time
Criteria I	05.01.2022	11.30 am to 01.00 pm
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Criteria VI	11.01.2022	11.30 am to 01.00 pm
Criteria VII	11.01.2022	02.00 pm to 04.00 pm

Action Taken: Meetings were conducted as per the schedule. Criterion Heads presented the QIF report and Advisor advised to improve the report based on the existing activities.

Res No. 7/2021 Subject: To insist the importance of website links to be updated by all the Departments

Resolution: Regarding Website links updates, by all the departments, HODS are communicated already by Principal in the council meeting to improve and upload their department details with the assistance of Mrs.Akilandeswari (in charge for website management). Resolved that IQAC should send circular through principal to all the Departments.Further resolved that any doubts related to the report preparation maybe cleared in consultation with Dr.Sampathlakshmi, Dr.V.Renuga and Dr.Arulmary Joyce.

Action Taken: *Work is under process. Steps have been taken to modernize and renovate the college website*

Res No. 8/2021 Subject: To review the new project proposals sent for funding.

Resolution: Resolved to send new proposals to DST, TNSCST and TANSICHE

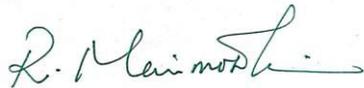
Action Taken: *Circular was sent to prepare proposals for DST, TNSCST, TANSICHE*
IQAC submitted two proposal to TNSCST to DIT Scheme on 29.12.2021
The college submitted DST – CURIE proposal on 10.01.2022. 17 proposals were sent to TANSICHE for seeking Partial Financial Assistance to Organize Conference / Seminar / Workshop on 25.01.2022

Res No. 9/2021 Subject: Any other:-

- To allot additional duties and responsibilities to self financing staff members
- To discuss and organize Students Council Election

Resolution: • Resolved to allot additional duties and responsibilities to self Financing staff members. Resolved to organize students Council Election before last week of December.

Action Taken: *Computer Science Staff members were assigned the work to assist NAAC, IQAC and Autonomous coordinators. Student Council Election was conducted on 3.12.2021 to elect the Office Bearers for the Academic year 2021-22.*



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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