



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
3rd March 2022 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 communication from NAAC (letter dated 3.3.2022) to organize NAAC sponsored seminar
6. To inform that the College is registering in AISHE portal
7. To insist the SMS coordinators (Student Mentoring System) to conduct FDP on Mentoring Skills.
8. To convey the communication from TANSCHER
9. To Inform about the IAE workshop on curriculum Framework
10. To discuss the UGC Skill Hub - Skill Development Course – Beauty Therapy
11. To motivate the departments to take the students for Industrial visit/ Field Trip/ Educational Tour
12. To conduct Alumni Meeting and PTA Meeting
13. To Celebrate Women's day function
14. To conduct Association Meetings, Various Club/Cell Meeting Part V Meetings

Minutes of the Meeting - 03.03.2022

Res No. 1/2022	Subject:	To read and record the notice of the meeting
	Resolution:	Read and recorded
Res No. 2/2022	Subject:	To confirm the minutes of the previous meeting.
	Resolution:	The minutes of the previous meeting was confirmed.
Res No. 3/2022	Subject:	To record the leave of absence
	Resolution:	All were present.
Res No. 4/2022	Subject:	To review the action taken on previous resolutions
	Resolution:	Action taken on previous resolutions were presented by the IQAC Co-ordinator

- Res No. 5/2022 Subject: To inform about the communication from NAAC (letter dated 3.3.2022) to organize NAAC sponsored seminar
- Resolution: NAAC approved the proposal of IQAC and sanctioned Rs. 30,000 fund to organize one day National Level Virtual Seminar. Resolved to do preliminary work to conduct the Programme.
- Res No. 6/2022 Subject: To inform that the College is registering in AISHE portal
- Resolution: Resolved that IQAC should collect the necessary data from the Departments and Register the College in AISHE portal. IQAC should complete the work within the given time.
- Res No. 7/2022 Subject: To insist the SMS coordinators (Student Mentoring System) to conduct FDP on Mentoring Skills.
- Resolution: Resolved that the SMS coordinators should arrange a program by inviting a Psychiatrist expert on the topic Mentoring Skills in the mid week of March.
- Res No. 8/2022 Subject: To convey the communication from TANSICHE
- Resolution: TANSICHE Sanctioned Rs 10,000 fund to Organize One day International Conference to the Department of English. Resolved that the Department of English should organize an International Conference in the date as mentioned in the proposal to TANSICHE.
- Res No. 9/2022 Subject: To Inform about the IAE workshop on curriculum Framework
- Resolution: Resolved that the IQAC coordinator should register for the IAE workshop along with Principal. The live session of the Programme will be telecasted in AV Hall.
- Res No. 10/2022 Subject: To discuss the UGC Skill Hub - Skill Development Course – Beauty Therapy
- Resolution: Resolved to start the classes for the UGC Skill Hub Course
- Res No. 11/2022 Subject: To motivate the departments to take the students for Industrial visit/ Field Trip/ Educational Tour
- Resolution: Resolved that all the departments should arrange for Field Trip/ Educational Tour/ Industrial Visit to have better Practical Knowledge
- Res No. 12/2022 Subject: To conduct Alumni Meeting and PTA Meeting
- Resolution: Resolved to conduct Common Alumni and PTA meeting within last week of March.
- Res No. 13/2022 Subject: To Celebrate Women’s day function

Resolution: Resolved to conduct various programmes for girl school students.

Res No. 14/2022 Subject: To conduct Association Meetings, Various Club/Cell Meeting Part V Meetings

Resolution: Resolved to conduct Association Meetings, Speakers Forum, Journal Club, Part V, Other Cells/ Clubs Meeting within 30.03.2022. All the meetings should be well recorded.

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. Kaliammal	
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 **3rd March 2022** at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2022 to Res. No. 4/2022 – No Action taken called for.

- Res No. 5/2022 Subject: To inform about the communication from NAAC (letter dated 3.3.2022) to organize NAAC sponsored seminar
- Resolution: NAAC approved the proposal of IQAC and sanctioned Rs. 30,000 fund to organize one day National Level Virtual Seminar. Resolved to do preliminary work to conduct the Programme.
- Action Taken:* *On 30.03.2022, IQAC organized NAAC sponsored National Seminar on “SSR preparation on Assessment and Accreditation under revised NAAC framework and effective DVV Process”. Dr.B.S.Ponnudiraj, Advisor, NAAC inaugurated the programme. Dr.Srinivasaragavan, Controller of Examiners, Bharathidasan University, Dr.S.Alfred Cecil Raj, Controller of Examinations, Dean – IQAC, St.Joseph’s College, Dr.V.Rhymment Uthariaraj, Director, BSA Crescent Institute of Science and Technology, gave invited talks. Dr.E.Ram Ganesh, Professor and Director of Entrepreneurship and Career Development Cell, Bharathidasan University graced the valedictory function. 108 participants from other colleges and 90 participants from our college got benefitted through this seminar.*
- Res No. 6/2022 Subject: To inform that the College is registering in AISHE portal
- Resolution: Resolved that IQAC should collect the necessary data from the Departments and Register the College in AISHE portal. IQAC should complete the work within the given time.
- Action Taken:* *On 05.03.2022, IQAC collected the data and registered ADM College in All India Survey for Higher Education (AISHE) portal. The DCF report (Data Capture Format) is submitted to the Principal*
- Res No. 7/2022 Subject: To insist the SMS coordinators (Student Mentoring System) to conduct FDP on Mentoring Skills.
- Resolution: Resolved that the SMS coordinators should arrange a program by inviting a Psychiatrist expert on the topic Mentoring Skills in the mid week of March.

	<i>Action Taken:</i>	<i>On 12.03.2022 IQAC and Student Mentor System (SMS) jointly organized a Faculty Development Programme on “ Mentoring Role and Skills” Dr.V.Suresh, Professor and Head, Department of Psychology, Annamalai University, Chidambaram was the resource person.</i>
Res No. 8/2022	Subject:	To convey the communication from TANSICHE
	Resolution:	TANSICHE Sanctioned Rs 10,000 fund to Organize One day International Conference to the Department of English. Resolved that the Department of English should organize an International Conference in the date as mentioned in the proposal to TANSICHE.
	<i>Action Taken:</i>	<i>On 25.3.2022, Research Department of English organized TANSICHE sponsored one day International conference on “Disability Studies in Indian English Fiction”. 200 staff and students attended the conference. 60 participants from other college participated in the conference. Dr.R.Baskaran, Derna University, Al Gubba Campus, Libya was the chief guest Dr.R.Shanthi, Associate Professor of English, A.V.V.M Sri Pushpam College (Autonomous) poondi gave an invited talk. Dr.C.Alagan, Head and Asistant Professor of English, Thiru.Vi.Ka. Government Arts College, Dr.S.Karthik Kumar, Associate Professor of English, Annamalai University, Chidambaram graced the occasion in the valedictory program.</i>
Res No. 9/2022	Subject:	To Inform about the IAE workshop on curriculum Framework
	Resolution:	Resolved that the IQAC coordinator should register for the IAE workshop along with Principal. The live session of the Programme will be telecasted in AV Hall.
	<i>Action Taken:</i>	<i>On 21.03.2022 to 22.03.2022 The Principal and IQAC Co-ordinator attended IAE workshop on Curriculum Framework. The HODs and second senior faculty member listened to the Programme arranged in AV Hall.</i>
Res No. 10/2022	Subject:	To discuss the UGC Skill Hub - Skill Development Course – Beauty Therapy
	Resolution:	Resolved to start the classes for the UGC Skill Hub Course
	<i>Action Taken:</i>	<i>Inauguration of UGC sponsored Skill Hub for the Course “Beauty Therapy” Experts from “Naturals” Beauty Clinic were the chief guest. Classes started from 07.03.2022.</i>
Res No. 11/2022	Subject:	To motivate the departments to take the students for Industrial visit/ Field Trip/ Educational Tour

Resolution: Resolved that all the departments should arrange for Field Trip/ Educational Tour/ Industrial Visit to have better Practical Knowledge

Action Taken: *35 Students and 2 Staff Members of the Department of B.Voc Marine went to Educational Tour to M.S.Swaminathan Research Centre, Poompuhar on 07.03.2022.*

11.03.2022 121 Students and 8 staff members of PG & Research department of Mathematics went to Educational tour to “Anna Science Centre – Planetarium”, Tiruchirappalli.

31.03.2022 PG and Research Department of Economics went to Educational Tour to Aringar Anna Sugar factory, Thanjavur. 60 students accompanied by 4 staff members got benefited by this Educational Tour.

30.03.2022 PG and Research Department of Zoology arranged an Educational Tour to Poompuhar. The students studied about various sea creatures and shell collection in the museum at poompahar. 44 students accompanied by 2 staff members went to the Educational Tour.

Res No. 12/2022 Subject: To conduct Alumni Meeting and PTA Meeting

Resolution: Resolved to conduct Common Alumni and PTA meeting within last week of March.

Action Taken: *On 09.03.2022, Parents Teachers Association and Alumnae Association Meeting was conducted in AV Room. More than 60 Parents and 40 Attended.*

On 26.03.2022, PG and Research Department of Commerce conducted Alumni Meet – “Re Union 1985 – 88 Batch”. 25 Alumnae participated in this programme.

Res No. 13/2022 Subject: To Celebrate Women’s day function

Resolution: Resolved to conduct various programmes for girl school students.

Action Taken: *On 10.03.2022, On account of Women’s day celebration, competitions were conducted for School Students.*

➤ *Dep. of Mathematics – International School Maths Quiz Competition*

➤ *Dept. of Economics Quiz Current trends in Indian Economy*

➤ *Dept. of Chemistry – Chemistry Exhibition and Chem Puzzles*

- Department of Tamil – Folk Song Competition
- Department of History – Quiz Competition and Exhibition
- Department of English – Essay Competition
- Department of B.B.A – Management Quiz Contest & Management Games
- Department of Commerce – 1. Wealth from waste
2. Advertisement Design
3. Brain teasers
- Department of Computer Science – Exhibition & Connection
- Department of Library – Book Review & Drawing
- Department of B.Voc Software – Rangoli Competition
- Department of Geology – Exhibition & Geology Hunt.

Res No. 14/2022	Subject:	To conduct Association Meetings, Various Club/Cell Meeting Part V Meetings
	Resolution:	Resolved to conduct Association Meetings, Speakers Forum, Journal Club, Part V, Other Cells/ Clubs Meeting within 30.03.2022. All the meetings should be well recorded.
	Action Taken:	<p><i>On 23.03.2022, NSS organized one day seminar on “Journey of Women Martyrs” on account of the celebration of Martyr’s Day. Mrs.R.Alamelu, Head and Associate Professor of History gave a special speech to the NSS Volunteers.</i></p> <p><i>On 23.03.2022, PG and Research Department of Commerce conducted Speakers Forum. 10 students of III B.Com participated and presented their ideas on recent trends in Commerce through Power Point Presentation.</i></p> <p><i>On 24.03.2022, Department of Geology, Chemistry and Physics jointly organized public Interaction Programme on “Ground Water Resources in and around Nagapattinam”. Mr.J.Sivaram Krishnan, Scientist – B, Central Ground Water Board, Ministry of Jal Shakti, Government of India, Chennai was the resource person.</i></p> <p><i>On 25.03.2022, PG and Research Department of Zoology organized Youth Development Programme on the topic “Battle of Life and how to fight it” Dr.Girija Bashyam Rtd. Head and Associate Professor of Zoology, A.D.M.College for Women (Autonomous), Nagapattinam gave a special speech to the students.</i></p> <p><i>On 26.03.2022, Competitive Examinations Coaching Centre of ADMC organized a Training Programme on “Tips and Tricks of Group II and Group II A Examinations.” Mr.V.Neelamegham, Head</i></p>

Master, Government Higher Secondary School, Azhiyur, Mr.S.Karthik, Superintendent, District Treasury and Dr.N.Sivakumar, Competitive Examinations Co-ordinator, Government Higher Secondary School, Azhiyur gave training to the final year UG and PG students. 90 students got benefited through this coaching.

On 26.03.2022, PG and Research Department of Mathematics conducted Speakers Forum and Journal club meeting. 6 students from III B.Sc Mathematics presented and shared the Mathematical ideas in the Speakers Forum. 7 students from I M.Sc Mathematics gave ppt presentation on Mathematical Journals.

On 26.03.2022, Department of B.Voc Software Development in Multimedia and Animation organized a workshop on “3D Animation – MAYA”. Mr.Kalaiselvan, Assistant Professor, Software Development and Animation, Periyar Maniyammai Institute of Science and Technology, Thanjavur was the Resource Person.

29.03.2022 PG and Research Department of Zoology organized the Association Meeting. Dr.K.Iyyappan, Scientist, Rajiv Gandhi Center for Aquaculture, Sirkali gave a special lecture on the topic, “Diversified Aquaculture and Employment Opportunities for Biology Students”.

30.03.2022 to 01.04.2022 - Entrepreneur Development Cell of ADM College and “Mahalir Thittam” of Tamil Nadu state Government together organized a “ College Bazaar” .Handmade and organic products were sold in the Bazaar. Department of B.Voc Marine displayed and sold fish by products in the Bazaar.

Dr .R.Manimozhi
IQAC Coordinator &
Vice Principal

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