Internal Quality Assurance Cell (IQAC)

The Principal and the Advisor conducted general staff meeting on 24th September 2022 to discuss the following.

Agenda

➢ To improve the performance of the staff members
➢ To promote research activities among the staff and students
➢ To discuss Staff role in preparing e-contents

Minutes of the Meeting – 24.09.2022

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: Nil – (All the Criterion Heads attended the meeting)

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 improve the performance of the staff members and to maintain discipline in the class room.

Resolution:
- Staff member should not use mobile phone in the class room during class hour and adhere time schedule.
- Staff members should go for ICT enabled Teaching aids wherever necessary.
- HoDs are requested to monitor the Teaching Methodology of their respective staff member and guide them to improve their performance.

Res No. 6/2022   Subject: To promote research activities among the staff and students

                                Resolution: Staff members those who have completed Ph.D were encouraged to take necessary efforts to get Ph.D research advisorship and also they were asked to publish research articles in UGC care list/ Scopus/ Web of Science journals.

                                                  PG Students were motivated to undergo research activities and join Online courses offered by MOOC/SWAYAM/NPTEL platform.

Res No. 7/2022   Subject: To discuss Staff role in preparing e-contents

                                  Resolution: Resolved to revamp the preparation of e-modules, Dr.J.Umamaheshwari, Dean of Computer Science was assigned to prepare new schedule for recording e-content lectures for uploading in the college youtube channel.

The following members were present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.N.Sampathlakshmi, Head & Associate Professor of Commerce
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 Marie Joycee, Head & Assistant Professor of Computer Science

S.No.	Department	Name of the HOD & IQAC representative member of the department
1.	History	Dr.G.Anbarasi, Assistant Professor
2.	Economics	Dr.V.Viji, Associate Professor
3.	Mathematics	Dr.R.Vanitha, Associate Professor
4.	Chemistry	Dr.N.Prabha, Assistant Professor

5.	Zoology	Dr.Angelina Glorita Parimala
6.	Commerce (Aided)	Dr.N.K.Premavathy, Associate Professor
7.	Commerce (SF)	Mrs.M.Devika, Assistant Professor
8.	Physics	Dr.N.Lavanya, Assistant Professor
9.	Statistics	Mrs.K.Pushpanayaki, Associate Professor
10.	Tamil	Dr.C.J.Priscilla, Assistant Professor
11.	English	Dr.V.Uma Maheswari, Assistant Professor
12.	BBA	Mrs.B.Tamilmathi, Assistant Professor
13.	Bio-Chemistry	Ms.M.Bharathi, Assistant Professor
14.	Computer Science	Mrs.K.Kavitha, Assistant Professor
15.	Geology	Ms. R.Atchaya, Assistant Professor
16.	Botany	Dr.J.Sundari, Assistant Professor
17.	B.Voc., Software Development	Dr.J.Suganya, Assistant Professor
18.	B.Voc., Marine	Ms.M.Santhiya, Assistant Professor
19.	Library	Dr.R.Vijayalakshmi, Assistant Professor
20.	Physical Education	Dr.V.Uma, Assistant Professor

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on **24th September 2022** at 11.30 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 improve the performance of the staff members and to maintain discipline in the class room.

Action taken: *As insisted in the meeting, the guidelines given by the Principal is followed by the staff members to maintain self discipline and class room decorum.*

Res No. 6/2022   Subject: To promote research activities among the staff and students

Action taken: *Staff members those who have completed Ph.D were asked to submit the efforts taken by them for research advisorship to the Principal and they have given the reply to the Principal on 11.10.2022*

The concerned staff members have published 5 papers in Scopus indexed journals and UGC care list and they enhance themselves to make them eligible for applying guideship as per the University norms.

Res No. 7/2022   Subject: To discuss Staff role in preparing e-contents

Action taken: *As per the new time schedule, 24 video modules were recorded in the month of September 2022 and it was monitored by Dr.J.Umamaheshwari, Dean of Computer Science.*

Dr.N.Sampathlakshmi
IQAC/NAAC Coordinator

Dr.V.Renuga
NAAC Coordinator

Dr.R.Anbuselvi
Principal/ IQAC Chairman