



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) held on
27th July 2020 at 10.30 a.m. in A.D.M College premises.**

Dr.R.Anbuselvi, Principal i/c , Chairman IQAC presided over the meeting

Agenda


1. To prepare workload, timetable, department academic calendar for the academic year 2020-21
2. To develop e-content / e-modules for online classes and upload in the college website.
3. To review the activities for the month of June 2020
4. To review the Individual academic activities of the faculty members during the pandemic period
5. To approve the establishment of Academic Standing Committee for e-content development.
6. To convey the re-opening of College / Online classes.

Minutes of the Meeting

- Res No. 9/2020 Subject: To read and record the notice of the meeting
Resolution: Read and recorded
- Res No. 10/2020 Subject: To Confirm the minutes of the previous meeting.
Resolution: The minutes of the previous meeting was confirmed.
- Res No. 11/2020 Subject: To record the leave of absence
Resolution: The following members were unable to attend the meeting
- Dr.Sabithra/ HOD of BioChemistry
 - Ms. Jenifer, HOD of Geology
 - Mrs.K.Kavitha, HOD of BBA
- Res No. 12/2020 Subject: To review the action taken on previous resolutions
Resolution: Action taken on previous resolutions were presented by the IQAC Co ordinator

- Res No. 13/2020 Subject: To prepare workload, timetable, department academic calendar for the academic year 2020-21
- Resolution: Resolved to request the Heads of the departments to prepare workload, timetable and academic calendar for 2020-21 even semester following the guidelines given by UGC / State Government / affiliated University.
- Res No. 14/2020 Subject: To develop e-content / e-modules for online classes and upload in the college website.
- Resolution: Resolved to request the faculty members to develop e-contents / e-modules / video lectures.
- Res No. 15/2020 Subject: To review the activities for the month of June 2020 of the Placement Cell, NSS, NCC, Other Clubs and Cells are requested to submit the report in the form of PDF on or before 20.07.2020
- Resolution: Resolved to request the coordinators to submit a detailed report in the form of PDF document along with photo, screen shot, video regarding their activities for the month of June 2020 to the college mail and to IQAC.
- Res No. 16/2020 Subject: To review the Individual academic activities of the faculty members during the pandemic period up to June 2020.
- Resolution: Resolved to request the faculty members to submit their academic activities to IQAC with all evidences up to June 2020
- Res No. 17/2020 Subject: To approve the establishment of Academic Standing Committee for e-content development.
- Resolution: Resolved to approve the constitution of Academic Standing Committee for identifying the standard of the e-contents developed by the faculty members.
- Res No. 18/2020 Subject: To convey the re-opening of College / Online classes.
- Resolution: Resolved to convey the reopening date of the college and online classes should be started to the II & III UG and II PG students from 03.08.2020


Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal


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

A.D.M.COLLEGE FOR WOMEN (AUTONOMOUS), NAGAPATTINAM

Action Taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 27th July 2020 at 10.30 a.m. in A.D.M College premises.

Res No. 9/2020 to 12/2020 no action called for.

Res No. 13/2020 **Subject:** To prepare workload, timetable, department academic calendar for the academic year 2020-21

Resolution: Resolved to request the Heads of the departments to prepare workload, timetable and academic calendar for 2020-21 even semester following the guidelines given by UGC / State Government / affiliated University.

Action Taken: *Department wise workload, timetable and academic calendar for 2020-21 even semester following the guidelines given by UGC / State Government / affiliated University was prepared and submitted to the IQAC.*

Res No. 14/2020 **Subject:** To develop e-content / e-modules for online classes and upload in the college website.

Resolution: Resolved to request the faculty members to develop e-contents / e-modules / video lectures.

Action Taken: *Faculty members prepared the study material in PDF format and video lectures were prepared and uploaded in the college YouTube channel for students' reference.*


Res No. 15/2020 **Subject:** To review the activities for the month of June 2020 of the Placement Cell, NSS, NCC, Other Clubs and Cells.

Resolution: Resolved to request the co-ordinators to submit a detailed report in the form of PDF document along with photo, screen shot, video regarding their activities for the month of June 2020 to the college mail and to IQAC.

Action Taken: *The co-ordinators submitted a detailed report in the form of PDF document along with photo, screen shot, video regarding their activities for the month of June 2020 to the college mail and to IQAC.*

- Res No. 16/2020 Subject: To review the Individual academic activities of the faculty members during the pandemic period up to June 2020.
- Resolution: Resolved to request the faculty members to submit their academic activities to IQAC with all evidences up to June 2020
- Action Taken: *Individual academic activities of the faculty members were submitted to the Principal.*
- Res No. 17/2020 Subject: To approve the establishment of Academic Standing Committee for e-content development.
- Resolution: Resolved to approve the constitution of Academic Standing Committee for identifying the standard of the e-contents developed by the faculty members.
- Action Taken: *Academic Standing Committee was constituted. Guidelines / functions / composition of members were formed.*
- Res No. 18/2020 Subject: To convey the re-opening of College / Online classes.
- Resolution: Resolved to convey the reopening date of the college and online classes should be started to the II & III UG and II PG students from 03.08.2020
- Action Taken: *Online classes were started as per the schedule and HOD's monitored and submitted the report to the Principal every week.*


Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal


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