



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
23rd February 2021 at 10.30 a.m. in A.D.M College premises.**

**Dr.R.Anbuselvi, Principal i/c and Dr.A.Sivakamasundari, Advisor presided over the
meeting**

Agenda

1. To discuss the implementation and utilization of e-learning process.
2. To review the registration for MOOC/SWAYAM online Course by the staff members.
3. To review the action taken by the Chairman BOS of various disciplines for curriculum revision.
4. To review the uploading of e-content in PDF format in the college website.
5. To review the academic diary (both manual and e- academic) for even semester 2020-21.
6. To initiate the distribution of both online and manual feedback form to assess the curriculum and teaching learning process.
7. To discuss and review the Speakers Forum and Journal Club meeting of the departments.
8. To discuss the preparation of department SOP in conducting academic and non academic activities.

Minutes of the Meeting

Res No. 92/2021	Subject: To read and record the notice of the meeting
	Resolution: Read and recorded
Res No.93/2021	Subject: To confirm the minutes of the previous meeting.
	Resolution: The minutes of the previous meeting was confirmed.
Res No. 94/2021	Subject: To record the leave of absence
	Resolution: The following members were unable to attend the meeting Mrs. B.Kavitha, Dept. of BBA Mrs. G.Anbarasi, Dept. of History
Res No. 95/2021	Subject: To review the action taken on previous resolutions
	Resolution: Action taken on previous resolutions were presented by the IQAC coordinator
Res No. 96/2021	Subject: To discuss the implementation and utilization of e-learning resources.

Resolution: We have DELNET, Infflibnet available in our College Library and the college premises is completely wi-fi enabled along with Video Capturing Centre. This is being one of the Quality Assurance given to Teachers to improve their teaching methodology, it is resolved that all staff members should ensure the utilization of Video capturing Centre of our College by prior registration of the date, Staff name & Topic to be presented in the media room to Dr.R.Priscilla, Secretary Academic Standing Council.

Res No. 97/2021 **Subject:** To review the registration for MOOC/SWAYAM online Course by the staff members

Resolution: It is resolved to report the name of staff and students registered in SWAYAM/ MOOC courses with date of registration and exam date. It is informed that the self financing staff members will get incentives if they complete the course as resolved in the College Council Meeting.

Res No. 98/2021 **Subject:** To review the action taken by the Chairman BOS of various disciplines for curriculum revision.

Resolution: It is resolved that the departments who have made revision in the syllabus should get approval from BOS members for the year 2020-21. All departments are asked to submit the list of short term certificate course conducted for Final year UG students with the approval of BOS members within 10th March 2021.

Res No. 99/2021 **Subject:** To review the uploading of e-content in PDF format in the college website.

Resolution: The IQAC coordinators of all the departments are advised to give the data and list of PPT, PDF study materials submitted for uploading in college website and College You Tube Channel till December month.

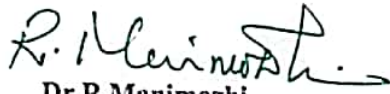
Res No. 100/2021 **Subject:** To review the academic diary (both manual and e-academic) for even semester 2020-21.

Resolution: Academic diary of Odd semester 2020-21 is verified by Principal & IQAC. It is resolved to complete (till date) the Academic Diary of Even semester 2020-21 both manual and web portal within March 10 and the same should be verified by IQAC.

- Res No. 101/2021 Subject: To initiate the distribution of both online and manual feedback form to assess the curriculum and teaching learning process.
- Resolution: Dr.Sujatha and Dr.Devika are deputed to initiate online Student Satisfactory Survey (SSS). It is resolved that the SSS coordinators should upload the online SSS questionnaire in the college website and the feedback report to be handed over to IQAC on or before 10th March 2021. It is resolved to add feedback about Usefulness of Speakers Forum/ Journal Club in the Feedback Form. Mrs. Pushpanayaki and Mrs. Madheswari are deputed to collect Manual feedback. They are advised to issue the Feedback forms to students during Model Exam and handover the reports to Principal within March Last week.
- Res No. 102/2021 Subject: To discuss and review the Speakers Forum and Journal Club meeting of the departments.
- Resolution: Speakers Forum is for I and II year UG students. Journal club is for Final year UG and all PG students. The coordinators are requested to ensure the participation of all the students. It is resolved that all departments should handover the reports of activities conducted by Speakers Forum/ Journal Club (up to January 2021) within March last week. Besides, Department of Tamil and English are advised to identify, motivate and train the students to participate in oratorical and elocution competitions, both in English and Tamil. Resolved that they should conduct programmes related to the same fortnightly. IQAC is advised to send Circular through Principal for immediate effect.
- Res No. 103/2021 Subject: To discuss the preparation of department SOP in conducting academic and non academic activities.
- Resolution: IQAC advised the department to prepare their own SOP which will highlight and enhance the quality of the performance of the respective discipline (curricular, co-curricular and extracurricular activities)
- Res No. 104/2021 Subject: Any Other Points:
1. To record the minutes of IQAC in department also.

Resolution:

2. To discuss on MOU, Consultancy and Linkages
3. External Audit
1. It is resolved that the Department IQAC Coordinators should maintain the IQAC minutes of meeting with action taken.
2. It is advised that the Placement Cell along with Department of Mathematics & English to put MOU with District Employment Office.
3. It is conveyed that there will be External Audit in the month of March and the departments are asked to prepare and arrange the files Criterion wise. IQAC coordinators are advised to give the checklist.


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 23rd February 2021 at 10.30 a.m. in A.D.M College premises.

Res. No. 92/ 2021 to Res. No. 95/2021 – No Action taken called for.

Res No. 96/2021 Subject: To discuss the implementation and utilization of e-learning resources.

Resolution: We have DELNET, Inlibnet available in our College Library and the college premises is completely wi-fi enabled along with Video Capturing Centre. This is being one of the Quality Assurance given to Teachers to improve their teaching methodology, it is resolved that all staff members should ensure the utilization of Video capturing Centre of our College by prior registration of the date, Staff name & Topic to be presented in the media room to Dr.R.Priscilla, Secretary- Academic Standing Council.

Action Taken: *Dr.R.Priscilla, Secretary - Academic Standing Council sent circular to all departments to get their convenient dates for the utilization of video capturing centre to develop e-modules. Staff members have registered their names for their presentation between 23.03.2021 to 31.03.2021*

Res No. 97/2021 Subject: To review the registration for MOOC/SWAYAM online Course by the staff members

Resolution: It is resolved to report the name of staff and students registered in SWAYAM/ MOOC courses with date of registration and exam date. It is informed that the self financing staff members will get incentives if they complete the course as resolved in the College Council Meeting.

Action Taken: *53 staff members (30 aided and 23 Self financing) registered for SWAYAM/MOOC courses. Staff members are going to attend examination in the last week of March.*

Res No. 98/2021 Subject: To review the action taken by the Chairman BOS of various disciplines for curriculum revision.

Resolution: It is resolved that the departments who have made revision in the syllabus should get approval from BOS members for the year 2020-21. All departments are asked to submit the list of short term certificate course conducted for Final year UG students with the approval of BOS members within 10th March 2021.

Action
Taken:

Chairman – BOS of the departments have obtained the approval for the Syllabus from the members of BOS for the Academic Year 2020-21. The following Short term Certificate Course is offered to the final year students

Department	Short term Certificate course
History	Tour Operation and Tourist Guide
Economics	Basics of Economics
Maths	SPSS package
Chemistry	Business Technology for Chemists
Zoology	Fish Keeping and Aquarium Maintenance
Commerce & BBA	e-banking & Disaster Management
Biochemistry	Laboratory Safety Rules
Computer Science	Office Automation
Physics	Computer Hardware and Laptop Servicing
Tamil	Library Science
English	English for Competitive Examinations

Res No. 99/2021

Subject: To review the uploading of e-content in PDF format in the college website.

Resolution: The IQAC coordinators of all the departments are advised to give the data and list of PPT, PDF study materials submitted for uploading in college website and College You Tube Channel till December month.

Action Taken: Mrs. Akilandeswari, Director software is maintaining the records of e- contents, e-modules uploaded in College You tube Channel and College website.

Mode	Number	Date
You Tube	74 e- modules	Till 29.01.2021
College website	59 e- contents, study material	Till 02.03.2021

Res No. 100/2021

Subject: To review the academic diary (both manual and e-academic) for even semester 2020-21.

Resolution: Academic diary of Odd semester 2020-21 is verified by Principal & IQAC. It is resolved to complete (till date) the Academic Diary of Even semester 2020-21 both manual and web portal within March 10 and the same should be verified by IQAC.

Action Taken: Faculty members are maintaining Academic Diary both Manual and e- Academic Diary. It is verified and signed by the IQAC coordinator and Principal.

Res No. 101/2021 Subject: To initiate the distribution of both online and manual feedback form to assess the curriculum and teaching learning process.

Resolution: Dr.P.Sujatha and Dr.T.Devika are deputed to initiate online Student Satisfactory Survey (SSS). It is resolved that the SSS coordinators should upload the online SSS questionnaire in the college website and the feedback report to be handed over to IQAC on or before 10th March 2021. It is resolved to add feedback about Usefulness of Speakers Forum/ Journal Club in the Feedback Form.

Mrs. K.Pushpanayaki and Mrs. A.Madheswari are deputed to collect Manual feedback. They are advised to issue the Feedback forms to students during Model Exam and handover the reports to Principal within March Last week.

Action taken: *Feedback forms were distributed on 16.03.2021 to the Departments for obtaining Feedback from the students. Student Satisfactory Survey (SSS) questionnaire was uploaded in the College website on 18.03.2021.*

Res No. 102/2021 Subject: To discuss and review the Speakers Forum and Journal Club meeting of the departments.

Resolution: Speakers Forum is for I and II year UG students. Journal club is for Final year UG and all PG students. The coordinators are requested to ensure the participation of all the students. It is resolved that all departments should handover the reports of activities conducted by Speakers Forum/ Journal Club (up to January 2021) within March last week. Besides, Department of Tamil and English are advised to identify, motivate and train the students to participate in Essay, slogan writing and elocution competitions, both in English and Tamil. Resolved that they should conduct programmes related to the same fortnightly. IQAC is advised to send Circular through Principal for immediate effect.

Action taken: *Speakers Forum and Journal Club meetings were conducted by all the Departments. IQAC sent the Circular on 10.03.2021 to the Department of English and Tamil for motivating the students to participate in Essay and Elocution competitions.*

Department	Date	Competition
English	12.03.2021	Merits and Demerits of Online classes – Essay Writing
	13.03.2021	Clean India – Slogan Competition
	15.03.2021	If I were the Prime Minister of India-

		<i>Oratorical Contest</i>
	<i>17.03.2021</i>	<i>The Poet You admired – Oratorical</i>
<i>Tamil</i>	<i>08.03.2021</i>	<i>Poem writing (Kavithai), Traditional Rangoli competition</i>
	<i>18.03.2021</i>	<i>Thirukkural Recitation , Quiz on Elakkiyam</i>

Res No. 103/2021 Subject: To discuss the preparation of department SOP in conducting academic and non academic activities.

Resolution: IQAC advised the department to prepare their own SOP which will highlight and enhance the quality of the performance of the respective discipline (curricular, co-curricular and extracurricular activities)

Action taken: *In process.*

Res No. 104/2021 Subject: Any Other Points:


- To record the minutes of IQAC in department also.
- To discuss on MOU, Consultancy and Linkages
- External Audit

Resolution:

- It is resolved that the Department IQAC Coordinators should maintain the IQAC minutes of meeting with action taken.
- It is advised that the Placement Cell along with Department of Mathematics & English to put MOU with District Employment Office.
- It is conveyed that there will be External Audit in the month of March and the departments are asked to prepare and arrange the files Criterion wise. IQAC coordinators are advised to give the checklist.
- *IQAC meeting minutes note is maintained in the department.*
- *Steps taken to sign MOU with District Employment and Industrial Linkage with Vedhaa Ayaththa Adaiyagam (VAA), Vedharanyam, Central Government Project .*
- *External Academic Audit is scheduled on 20.03.2021 and 27.03.2021. The Departments are asked to prepare the records, documents, evidences as per the Checklist given by IQAC.*

Action Taken:


Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal


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