



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
19th January 2021 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 discuss progress of Research and Development activities
2. To discuss on quality submission of FIST DST project proposal
3. To discuss on Student Mentoring System
4. To review on SWAYAM online Courses.
5. To review Placement Cell activities for Final year students
6. To discuss on submission of NIRF reports
7. To discuss on Competitive Examination Coaching for students.
8. To review Feedback Collection
9. To review activities of Quiz Club, Youth development Programme, Alumni Association programmes
10. To review activities of Journal Club & Speakers Forum
11. To discuss Language lab activities
12. To review on issuing Progress reports to students.
13. To review on Part V activities

Minutes of the Meeting

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| Res No. 75/2021 | Subject: | To read and record the notice of the meeting |
| | Resolution: | Read and recorded |
| Res No. 76/2021 | Subject: | To Confirm the minutes of the previous meeting. |
| | Resolution: | The minutes of the previous meeting was confirmed. |
| Res No. 77/2021 | Subject: | To record the leave of absence |
| | Resolution: | All the members attended the meeting. |
| Res No. 78/2021 | Subject: | To review the action taken on previous resolutions |
| | Resolution: | Action taken on previous resolutions were presented by the IQAC coordinator |

Res No. 79/2021	Subject: To discuss progress of Research and Development activities
	Resolution: It is resolved to prepare proposals for FIST (DST), STAR college proposal, Women Skill Development proposal in advance and form a separate Team to work on these proposals.
Res No. 80/2021	Subject: To discuss on quality submission of FIST DST project proposal
	Resolution: It is resolved to bring an expert on preparing FIST proposal. IQAC has to arrange a Faculty development program on "Awareness on Research funding".
Res No. 81/2021	Subject: To discuss on Student Mentoring System
	Resolution: It is resolved that all staff members should have interaction and personal care with the mentee students. The same has to be recorded and submitted to the Mentor Committee before 31.01.2021. It is resolved to arrange a Workshop to train the mentors.
Res No. 82/2021	Subject: To review on SWAYAM online Courses.
	Resolution: It is resolved to encourage all staff members and PG students to register themselves for SWAYAM online courses.
Res No. 83/2021	Subject: To discuss on submission of NIRF reports
	Resolution: Since the NIRF portal is opened, It is resolved to speed up the data collection work for applying NIRF.
Res No. 84/2021	Subject: To review Placement Cell activities for Final year students
	Resolution: It is resolved to direct Dr.N.Lavanya, Placement Cell coordinator to arrange for Campus drive for final year students and also to motivate the students and make them aware about employability skills before February 2021.
Res No. 85/2021	Subject: To discuss on Competitive Examination Coaching for students.
	Resolution: It is resolved that Mrs. Hameetha Begum, Competitive Examination Cell coordinator should arrange programmes/ Coaching classes on NET/SET/Group Examinations before 31.1.2021
Res No. 86/2021	Subject: To review Feedback Collection
	Resolution: It is resolved that all departments should collect feedback from students (both online and hard copy) during this month.
Res No. 87/2021	Subject: To review activities of Quiz Club, Youth development Programme, Alumni Association programmes
	Resolution: It is resolved that all the departments should conduct programmes on behalf of Quiz Club, Youth development

- Programme, Alumni Association for this Academic year before February 2021.
- Res No. 88/2021 Subject: To review activities of Journal Club & Speakers Forum
Resolution: It is resolved that all the department coordinators of Journal club and Speakers Forum to conduct programmes and report the activities to IQAC before January 2021.
- Res No. 89/2021 Subject: To discuss Language lab activities
Resolution: Resolved that Mrs. V.Kannaki, HOD of English is requested to prepare the schedule for the optimum utilization of Language lab.
- Res No. 90/2021 Subject: To review on issuing Progress reports to students.
Resolution: It is resolved that all Tutors should complete and issue rank cards to their wards. Students should return the rank cards to Tutors duly signed from parents. All Heads are requested to verify their department Tutors register.
- Res No. 91/2021 Subject: To review on Part V activities
Resolution: It is resolved that the coordinators of Part V should finalize the name list of students and to arrange programmes during January and February 2021.


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 19th January 2021 at 10.30 a.m. in A.D.M College premises.


Res. No. 75/ 2020 to Res. No. 78/2020 – No Action taken called for.

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| Res No. 79/2021 | <p>Subject: To discuss Research and Development activities</p> <p>Resolution: It is resolved to prepare proposals for FIST (DST), STAR college proposal, Women Skill Development proposal in advance and to form a separate Team to work on these proposals.</p> <p>Action taken: <i>R&D meeting has been conducted on 04.01.2021 & 29.01.2021 to discuss on the follow up actions on previous meetings. All Science departments are asked to get ready in advance for sending FIST, STAR and various other project proposals from SERB (MATRIX), SERB Translation award etc.</i></p> <p><i>10 proposal from Department of Mathematics, Physics, Chemistry has been submitted to TNSCST -Student Project. (List enclosed in R&D file)</i></p> |
| Res No. 80/2021 | <p>Subject: To discuss on quality submission of FIST DST project proposal</p> <p>Resolution: It is resolved to bring an expert on preparing FIST proposal. IQAC has to arrange a Faculty development program on "Awareness on Research funding".</p> <p>Action taken: <i>It is planned to conduct FDP on 04.02.2021 on "Awareness on Research Funding" . Dr. P.Mariappan, Head & Asst Prof. of Zoology, FIST Principal Investigator, Raja Serfoji Government college, Tanjore will share his experience and guide the faculty members in preparing the proposals under various schemes.</i></p> |
| Res No. 81/2021 | <p>Subject: To discuss on Student Mentoring System</p> <p>Resolution: It is resolved that all staff members should have interaction and personal care with the mentee students. The same has to be recorded and submitted to the Mentor Committee before 31.01.2021. It is resolved to arrange a Workshop to train the mentors.</p> <p>Action taken: <i>Mentor Mentee meeting was convened on 05.01.2021. On 08.01.2021 Mentors met the mentees through online mode. On 23.01.2021, a workshop has been conducted for the Mentors. Dr.Immanuel Das, JADE Training Resources, Bangalore was the Resource person.</i></p> |

Res No. 82/2021	Subject:	To review on SWAYAM online Courses.
	Resolution:	It is resolved to encourage all staff members and PG students to register themselves for SWAYAM online courses.
	Action taken:	<i>40 staff members have registered in SWAYAM – Online course through MOOC/NPTEL/CEC platform</i>
Res No. 83/2021	Subject:	To discuss on submission of NIRF reports
	Resolution:	Since the NIRF portal is opened, It is resolved to speed up the data collection work for applying NIRF.
	Action taken:	<i>Dr. Angelina Glorita Parimala, Asst. Prof. of Zoology and Dr. Arul Mary Joyce, HOD of computer Science are working on it as per the advice from the Advisor and Principal.</i>
Res No. 84/2021	Subject:	To review Placement Cell activities for Final year students
	Resolution:	It is resolved to direct Dr.N.Lavanya, Placement Cell coordinator to arrange for Campus drive for final year students and also to motivate the students and make them aware about employability skills before February 2021.
	Action taken:	<i>Campus Drives conducted through Placement Cell (Details enclosed.)</i>
Res No. 85/2021	Subject:	To discuss on Competitive Examination Coaching for students.
	Resolution:	It is resolved that Mrs. Hameetha Begum, Competitive Examination Cell coordinator should arrange programmes/ Coaching classes on NET/SET/Group Examinations before 31.1.2021
	Action taken:	<i>Competitive Examination Coaching Cell conducted an awareness programme on "Competitive Examinations" on 27th January 2021. Mr.A.Aravind B.E., B.L., Shankar IAS Academy was the resource person. He clearly explained the opportunities and ways to clear competitive examinations. A Whats app group was created with more than 200 students, and the coordinators are posting updates about Competitive Examinations. A proposal has been submitted for approval to College committee for bringing Trainers to train the students from Shankar IAS Academy.</i>
Res No. 86/2021	Subject:	To review Feedback Collection

- Resolution: It is resolved that all departments should collect feedback from students (both online and hard copy) during this month.
- Action taken: *This agenda is postponed to March. Feedback will be collected from students during Model exam.*
- Res No. 87/2021 Subject: To review activities of Quiz Club, Youth development Programme, Alumni Association programmes
- Resolution: It is resolved that all the departments should conduct programmes on behalf of Quiz Club, Youth development Programme, Alumni Association for this Academic year before February 2021.
- Action taken: *Youth development programs and Alumni Association programs are scheduled in February month.*
- Res No. 88/2021 Subject: To review activities of Journal Club & Speakers Forum
- Resolution: It is resolved that all the department coordinators of Journal club and Speakers Forum to conduct programmes and report the activities to IQAC before January 2021.
- Action taken: *All the Departments conducted Journal club and Speakers Forum in the month of January.*
- Res No. 89/2021 Subject: To discuss Language lab activities
- Resolution: Resolved that Mrs. V.Kannaki, HOD of English is requested to prepare the schedule for the optimum utilization of Language lab.
- Action taken: *Letter has been sent to Head of the department of English in this regard and the action taken is in progress.*
- Res No. 90/2021 Subject: To review on issuing Progress reports to students.
- Resolution: It is resolved that all Tutors should complete and issue rank cards to their wards. Students should return the rank cards to Tutors duly signed from parents. All Heads are requested to verify their department Tutors register.
- Action taken: *Rank card is issued to all the students. Tutor register is maintained in all the departments.*
- Res No. 91/2021 Subject: To review on Part V activities
- Resolution: It is resolved that the coordinators of Part V should finalize the name list of students and to arrange programmes during January and February 2021.
- Action taken: *The name list of students has been finalized and tentative dates for conducting programmes on Part V is fixed.*


Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal


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