



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 November 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 upload study material.
2. To discuss on AQAR submission
3. To discuss on Consultancy services.
4. To review and discuss the performance on Alumni Association, Women Cell, EDC
5. To discuss on Student Scholarships.
6. To discuss on Inter Departmental and Industrial link.

Minutes of the Meeting

- Res No. 51/2020 Subject: To read and record the notice of the meeting
Resolution: Read and recorded
- Res No. 52/2020 Subject: To Confirm the minutes of the previous meeting.
Resolution: The minutes of the previous meeting was confirmed.
- Res No.53/2020 Subject: To record the leave of absence
Resolution: The following members were unable to attend the meeting
- Dr.K.Pushpanayaki, Asso. Prof. of Statistics
 - Dr. R.Vanitha, Asso Prof of Mathematics
 - Dr.C.J.Priscilla, asst Prof of Tamil
 - Mrs. Jenefer, HOD of Geology
- Res No. 54/2020 Subject: To review the action taken on previous resolutions
Resolution: Action taken on previous resolutions were presented by the IQAC Coordinator and resolved to have follow up action for the pending activities.
- Res No. 55/2020 Subject: To upload study material.
Resolution: It is resolved that all staff members should prepare the soft copy of study materials and the same should be uploaded in College website before the semester examinations (on or before 20.11.2020)

- Res No. 56/2020 Subject: To discuss on AQAR submission
Resolution: It is resolved to prepare the rough draft of AQAR.
It is resolved to concentrate on improvement of certain areas
recommended by NAAC peer team.
- Res No. 57/2020 Subject: To discuss on Consultancy services.
Resolution: It is resolved that a common consultancy Centre for Science
departments should be constituted for Science Departments.
- Res No. 58/2020 Subject: To review and discuss the performance on Alumni
Association, Women Cell, EDC
Resolution: It is resolved that departments should take necessary action
to collect the reputed Alumni and report the details to the
Principal.
The coordinators of Women cell and Entrepreneur
Development cell are advised to organize Women oriented
Skill based training programme during the month of
February/ March 2021.
- Res No. 59/2020 Subject: To discuss on Student Scholarships.
Resolution: HOD's are advised to insist the faculty members to take
necessary efforts to convey the details of Scholarship
schemes to the students and assist them to apply for the
same.
- Res No. 60/2020 Subject: To discuss on Inter Departmental and Industrial link.
Resolution: Heads are advised to strengthen the Inter Departmental and
Industrial link to send the students for Internship Training.
Heads are requested to give their Department future activity
plan for the growth of their departments.


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 November 2020 at 10.30 a.m. in A.D.M College premises.

Res. No. 51/ 2020 to Res. No. 54/2020 – No Action taken called for.

Res No. 55/2020 Subject: To upload study material.

Resolution: It is resolved that all staff members should prepare the soft copy of study materials and the same should be uploaded in College website before the semester examinations (on or before 20.11.2020)

Action Taken: *Mrs. Akilandeswari, Director Software is deputed for uploading study materials in the College Website. 49 e-modules are uploaded in college You tube Channel till date.*

Res No. 56/2020 Subject: To discuss on AQAR submission

Resolution: It is resolved to prepare the rough draft of AQAR.

It is resolved to concentrate on improvement of certain areas recommended by NAAC peer team.

Action Taken: *Rough draft of AQAR is prepared, as per the detailed discussion with the Advisor of the college. Criterion wise reports are handed over to the Principal. Principal has directed the Department of English to do final correction.*

Res No. 57/2020 Subject: To discuss on Consultancy services.

Resolution: It is resolved that a common consultancy Centre for Science departments should be constituted for Science Departments.

Action Taken: *The same agenda is discussed in meeting of Research and Development cell and the Proposal to constitute common Consultancy service has been received from Dr.Madhuramozhi Govindarajulu, HOD of Zoology. It is also resolved to follow the steps taken by the authorities to implement the same during this academic year (2020-21) itself.*

Res No. 58/2020 Subject: To review and discuss the performance on Alumni Association, Women Cell, EDC

Resolution: It is resolved that departments should take necessary action to collect the reputed Alumni and report the details to the Principal.

The coordinators of Women cell and Entrepreneur Development cell are advised to organize Women oriented Skill based training programme during the month of February/ March 2021.

Action *Departments initiated to create Whatsapp group for Alumni.*

Taken: *It is planned to conduct Alumni Association Meeting during February 2021.*

Res No. 59/2020

Subject: To discuss on Student Scholarships.

Resolution: HOD's are advised to insist the faculty members to take necessary efforts to convey the details of Scholarship schemes to the students and assist them to apply for the same

Action *Students are informed through Whatsapp group about the Scholarship availabilities. Search Committee has been formed. Mrs. Prabavathy, Asst.Prof of Mathematics is deputed to give information about student Scholarship other than UGC.*

Taken:

Res No. 60/2020

Subject: To discuss on Inter Departmental and Industrial link.


Resolution: Heads are advised to strengthen the Inter Departmental and Industrial link to send the students for Internship Training.

Heads are requested to give their Department future activity plan for the growth of their departments.

Action *Under process*

Taken:


Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal


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