



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 External Members of Internal Quality Assurance Cell (IQAC) on 20.03.2021 at 3.00 pm in A.V Room

Dr.R.Anbuselvi, Chairman IQAC & Principal in-charge presided over the meeting.

Agenda

- 1 To read and record the notice of the meeting
- 2 To confirm the minutes of the previous meeting.
- 3 To record the leave of absence
- 4 To review the action taken on previous resolutions.
- 5 To review and seek the opinion of IQAC External Experts to strengthen the performance of the IQAC of the institution
- 6 To discuss and review the Internal IQAC Audit reports of the institution.
- 7 To seek suggestion from the External Members of IQAC related to consultancy.
- 8 To seek the Guidance of the External IQAC members and discuss the methods of undertaking ICT policy audit.
- 9 To discuss on Research Promotion
- 10 Any other subject with the approval of the Chair.

Minutes of the Meeting

- Res No. 121/2021 Subject: To read and record the notice of the meeting
Resolution: Read and recorded
- Res No. 122/2021 Subject: To Confirm the minutes of the previous meeting.
Resolution: The minutes of the previous meeting was confirmed.
- Res No. 123/2021 Subject: To record the leave of absence
Resolution: All the members attended the meeting.

- Res No. 124/2021 Subject: To review the action taken on previous resolutions
Resolution: Action taken on previous resolutions were presented by the IQAC coordinator
- Res No. 125/2021 Subject: To review and seek the opinion of IQAC External Experts to strengthen the performance of the IQAC of the institution
Resolution:
 - Follow UGC norms to appoint members of the IQAC.
 - Department representatives of IQAC should be in service for three more years.
 - All works should be routed through IQAC, as IQAC is the backbone of the college.
 - IQAC should be vigilant and send circular to the Departments to initiate the steps for sending proposals to the funding agencies, to organize Seminar/ Workshop/ Conference, Internship Programmes by giving informations and necessary forms.
 - The functioning of IQAC should be checked by the Principal periodically.
 - Chairman BOS should submit a detailed report to IQAC regarding the percentage of change/Modification made in the syllabus/ Curriculum, New papers included if any.
 - Departments should be encouraged to project their uniqueness to highlight their department to fulfill the NAAC parameters.
 - Practical Components should be included in the Skill based papers.
 - Department of Computer Science should take necessary steps to update their syllabus every year based on the current trend in Programming/ Language/ Software packages. The department can offer Certificate course for Mathematics students in JAVA/Python.
 - Website should be updated with downloadable forms.
 - Students should be made aware of Data Validation & Verification (DVV). Mock (DVV) for students can be arranged.

- Res No. 126/2021 Subject: To discuss and review the Internal IQAC Audit reports of the institution.
- Resolution: Resolved that the Chairman and Coordinator of IQAC should monitor the Action taken for the remarks given in the Audit report. HODs should submit a detailed Action taken report to Principal
- Res No. 127/2021 Subject: To seek suggestion from the External Members of IQAC related to consultancy.
- Resolution: • Extension Activity should be done outside the college. Training for School Teachers can be included in Extension Activity.
- Encourage Staff exchange and student exchange Programs.
- Res No.128/2021 Subject: To seek the Guidance of the External IQAC members and discuss the methods of undertaking ICT policy audit.
- Res No. 129/2021 Subject: To discuss on Research Promotion
- Resolution: • Faculty members should take effort to write and send Projects.
- MOUs' should be active and it can be extended to collaborative level.
- Quality of Publication is more important than the number of Publications. Staff members and Research Scholars should publish their papers in SCI indexed/ Web of Science/ UGC care list/ SCOPUS and Peer reviewed Journals.
- Staff members can take effort to publish papers in collaboration with other University/ College Faculty.
- Students can be encouraged to attend Skill based Short Term Courses in other Universities/ Colleges for extra credits.
- Res No. 130/2021 Subject: Any other subject with the approval of the Chair.
- Resolution: • Multiple copies of Text books can be shifted to Department Library from the College Central Library. Log books should be maintained.
- Staff and students should step in to the Library frequently.
- Students can be entrusted with the responsibilities of Secretary/ Coordinator for Association Activities,

Journal Club Meetings, Speakers Forum, Competitions and all department events.

- Final year UG and PG students can be encouraged to go for Internship training programme to the industries/ institutions/ Colleges. They can be motivated to go for Field Visit/ Industrial Visit to write Mini Projects based on their observations.
- Students Mentor System (SMS) Coordinator should arrange a well trained person/ Counselors/ Psychiatrist for counseling the mentees.
- Alumni Club or Team should be formed with Prominent Alumni to enable them to meet and motivate the present students.
- Back up for CCTV camera Footages should be copied and stored in Hard disk in regular interval.



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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