



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) on
19th July 2021 at 10.30 a.m. in A.D.M College premises.**

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 prepare Academic Calendar 2021-22
6. To prepare Workload and Timetable for the Academic Year 2021-22
7. To conduct Board of Studies Meeting
8. To prepare AQAR 2020-21
9. To prepare e-content/ e-modules for the Academic year 2021-22 Odd semester
10. To submit the department activities report 2020-21
11. Any other:-

To prepare report of the Webinars/ Quiz 2020-21 organized by the departments.

Minutes of the Meeting

Res. No. 1/2021	Subject:	To read and record the notice of the meeting
	Resolution:	Read and recorded
Res. No. 2/2021	Subject:	To confirm the minutes of the previous meeting.
	Resolution:	The minutes of the previous meeting was confirmed.
Res. No. 3/2021	Subject:	To record the leave of absence
	Resolution:	All were present.
Res. No. 4/2021	Subject:	To review the action taken on previous resolutions
	Resolution:	Action taken on previous resolutions were presented by the IQAC co-coordinator
Res. No. 5/2021	Subject:	To prepare Academic Calendar 2021-22
	Resolution:	Resolved that Internal Assurance Cell of the College have to prepare the College Academic Calendar 2021-22. The same should be circulated to all departments after getting the approval from Principal.

- Res. No. 6/2021 Subject: To prepare Workload and Timetable for the Academic Year 2021-22
- Resolution: Resolved to request the Heads of the departments to prepare workload, timetable for 2021-22 odd semester following the guidelines given by UGC / State Government / Affiliated University.
- Res. No. 7/2021 Subject: To conduct Board of Studies Meeting
- Resolution: Resolved to conduct Board of Studies meeting during the month of August 2021. Hence HODs are requested to prepare the Scheme and structure of the entire syllabus.
- Res. No. 8/2021 Subject: To prepare AQAR 2020-21
- Resolution: Resolved to constitute a committee for preparing AQAR 2020-21. Further resolved that Advisor and Principal i/c will expedite the work.
- Res. No. 9/2021 Subject: To prepare e-content/ e-modules for the Academic year 2021-22 Odd semester
- Resolution: Faculty members are asked to complete the uploading work of e-contents/ e- modules/ study material in pdf format in our college website for the academic year 2020-21 even semester on or before 31.07.2021.
- Further resolved that the faculty members should initiate the preparation of e- contents/ e- modules for the academic year 2021-22 Odd semester.
- Res. No. 10/2021 Subject: To submit the department activities report 2020-21
- Resolution: HODs are asked to submit the department activities report 2020-21 with required supportive documents like invitation, minutes, feedback, resource person details, photos/video, participant list, number of faculty attended to IQAC to prepare AQAR 2020-21.
- Res. No. 11/2021 Subject: Any other:-
To prepare report of the Webinars/ Quiz 2020-21 organized by the departments.
- Resolution: HODs are asked to prepare detailed report for the webinars and Online Quiz Programmes with invitation, minutes, feedback, resource person , screen shots/ recorded video, beneficiaries, Google attendance and send it to the principal e-mail.

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
IQAC	Dr.N.K.Premavathi, Associate Professor of Commerce
Internal	Dr. N.Sarala, Head i/c & Associate Professor of Mathematics
Members	Mrs.R.Alamelu, Head & Associate Professor of History
	Dr.S.Rajeswari, Head & Associate Professor of Economics
	Dr.P.Jamuna Devi, Assistant Professor of Mathematics
	Dr.K.Arul Mary Joycee, Head & Assistant Professor of Computer Science
IQAC Department	Dr.V.Viji, Associate Professor of Economics
Representatives	Dr.R.Vanitha, Associate Professor of Mathematics
	Dr.Jannathul Nisha, Assistant Professor of Mathematics
	Dr.N.Prabha, Assistant Professor of Chemistry
	Mrs. G.Anbarasi, Assistant Professor of History
	Dr.Angelina Glorita Parimala, Associate Professor of Zoology
	Mrs.Devika, Assistant Professor of Commerce
	Dr.N.Lavanya, Assistant Professor of Physics
	Dr.J.Sundari, Assistant Professor of Botany
	Mrs.K.Pushpanayaki, Associate Professor of Statistics
	Dr.C.J.Priscilla, Assistant Professor of Tamil
	Mrs. B.Kavitha, HOD & Assistant Professor of BBA
	Ms.M.Bharathi, Assistant Professor of Bio Chemistry
	Mrs.Kavitha, Assistant Professor of Computer Science
	Ms.Jenefer, HOD & Assistant Professor of Geology
	Mrs.J.Suganya, HOD & Assistant Professor of B.Voc Software
	Dr.B.Revathi, HOD & Assistant Professor of B.Voc Marine
	Dr.R.Vijayalakshmi, Librarian
	Dr.V.Uma, Physical Director

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on **19th July 2021** at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2021 to Res. No. 4/2021 – No Action taken called for.

Res. No. 5/2021 Subject: To prepare Academic Calendar 2021-22

Resolution: Resolved that Internal Assurance Cell of the College have to prepare the College Academic Calendar 2021-22. The same should be circulated to all departments after getting the approval from Principal.

Action Taken: Rough draft of the college academic calendar 2021-22 was prepared by IQAC and submitted to the Principal i/c on 09.08.2021 for approval.

Res. No. 6/2021 Subject: To prepare Workload and Timetable for the Academic Year 2021-22

Resolution: Resolved to request the Heads of the departments to prepare workload, timetable for 2021-22 odd semester following the guidelines given by UGC / State Government / Affiliated University.

Action Taken: Department wise workload, timetable and academic calendar for 2021-22 odd semester following the guidelines given by UGC / State Government / affiliated University was prepared and submitted to the IQAC

Res. No. 7/2021 Subject: To conduct Board of Studies Meeting

Resolution: Resolved to conduct Board of Studies meeting during the month of August 2021. Hence HODs are requested to prepare the Scheme and structure of the entire syllabus.

Action Taken: The following work is in process:

- Scheme and structure of the Courses is prepared by the BOS Chairman of the respective departments.
- Curriculum is designed by the departments with OBE elements and PO-CO mapping.

Res. No. 8/2021 Subject: To prepare AQAR 2020-21

Resolution: Resolved to constitute a committee for preparing AQAR 2020-21. Further resolved that Advisor and Principal i/c will expedite the work.

Action Taken: A committee consisting of Criterion Heads and Sub Committee members is constituted to collect data as per the new format by NAAC for preparing AQAR 2020-21

Res. No. 9/2021 Subject: To prepare e-content/ e-modules for the Academic year 2021-22 Odd semester

Resolution: Faculty members are asked to complete the uploading work of e- contents/ e- modules/ study material in pdf format in our college website for the academic year 2020-21 even semester on or before 31.07.2021. Further resolved that the faculty members should initiate the preparation of e- contents/ e- modules for the academic year 2021-22 Odd semester.

Action Taken: Faculty members uploaded the e-content and e-module for the academic year 2020-21.

As instructed by the Principal, the preparation of e-content/ e-module for the academic year 2021-22 is in process.

Res.No. 10/2021 Subject: To submit the department activities report 2020-21

Resolution: HODs are asked to submit the department activities report 2020-21 with required supportive documents like invitation, minutes, feedback, resource person details, photos/video, participant list, number of faculty attended to IQAC to prepare AQAR 2020-21.

Action Taken: HODs have prepared the detailed report of their department activities 2020-21 and the same was sent to Principal e-mail.

Res.No. 11/2021 Subject: Any other:-

To prepare report of the Webinars/ Quiz 2020-21 organized by the departments.

Resolution: HODs are asked to prepare detailed report for the webinars and Online Quiz Programmes with invitation, minutes, feedback, resource person, screen shots/ recorded video, beneficiaries, Google attendance and send it to the principal e-mail.

Action Taken: Detailed report for the webinars and Online Quiz Programmes with required documents is prepared by the departments and the same was submitted to the Principal.



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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