



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
21st February 2022 at 10.30 a.m. in A.D.M College premises.**

AGENDA

1. To discuss the registration for MOOC and SWAYAM for Teachers and PG/Research Students.
2. To discuss the establishment of consultancy centre by the Science Department.
3. To discuss the implementation of Value Added certificate courses for the final year Students.
4. To finalize the introduction of Skill Initiative Hub by the institution and the Department of Commerce and BBA through MoU with BFSI.
5. To discuss the feasibility of applying to Patent Rights.
6. To insist all the Science Departments to apply for STAR college proposal.
7. To know and discuss the progress of E-Content development in all the departments
8. To encourage the departments to submit students Research Projects.

Minutes of the Meeting held on 21.02.2022

NAAC coordinators Dr. N.Sampathlakshmi & Dr.V.Renuga organized the programme along with Advisor Dr. A. Sivakamasundari, IQAC coordinators and all the class incharge staff members attended the meeting to discuss the important points related to quality enhancement in teaching learning, certificate courses, establishment of consultancy centre, research promotion and conduct of extension activities .

1. Advisor requested the faculty to register for MOOC and Swayam courses and also to motivate the post Graduate and Research students to register themselves for certification for getting extra credit.

Resolved that all the departments should submit the list to IQAC through the Principal on or before 15.03.2022.

2. Establishment of consultancy centre, Resolved that the following Departments are advised to start the work immediately.
 - a. **Chemistry** : 1. To organize a Workshop to train the faculty and students for preparing sanitizer, bleaching powder, shampoo etc.

2. To take necessary steps to utilize the UV spectra meter for the benefit of research students immediately.

- b. **Zoology** : To keep an aquarium in the Zoology Lab and give training to the SHG/ Women folk.
- c. **Physics** : To establish 'Crystal Growth Centre' for assisting the research students.
- d. **Computer Science** : To advise the departments to undertake job works/project works in the lab.
- e. **Commerce** : To advise the departments to have consultancy centre related to IT.

3. Implementation of Value Added and Certificate Course

Resolved that all the departments are requested to keep the record of evidence related to the value added certificate courses provided to the final year students with extra credit.

4. Introduction of Skill Initiative Hub in the Institution.

- a) Resolved that staff incharge of the establishment of Skill Initiative Hub should maintain log book and the progress report periodically and submit the same to the principal.(Dr.Sophia Porchelvi, COE and her team)
- b) Resolved that necessary steps shall be taken by Department of commerce and BBA to have MOU with BFSI and Dr.R.Jamunadevi shall act as coordinator for implementing this programme.

5. Advisor advised the research guides of Science departments to prepare standard research projects to apply for patent rights and also advise them to apply for Star College Proposal.

6. Progress of e-content department:

Resolved that ASC of e-content developments should closely follow the preparation of e-module and arrange for uploading the same. Department wise weekly report should be submitted to the management.

7. Students Research Project:

Advisor advised the research departments to submit students research projects each per annum on or before 31st March of every year.

8. Performance of Women Cell and Entrepreneur Development cell:

Resolved that Coordinators of these two cells. Dr.V.Viji and Dr. P. Rajeswari are advised to improve the activities by conducting minimum 3 programmes for the benefit of the students on or before 15.03.2022.

9. Establishment of Smart class room:

As a part of infrastructure development and improvement in teaching learning technology resolved that principal may request the management to establish smart class room (Minimum 3).

10. Uploading the minutes in the website:

Advisor advised the coordinator of IQAC to update and upload the Meeting minutes upto Dec.2021 immediately.

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 Joyce, 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
Dr.M. Kaliasammal, HOD & Assistant Professor of Geology
Dr.J.Suganya, HOD & Assistant Professor of B.Voc Software
Dr.Revathi, HOD & Assistant Professor of B.Voc Marine
Dr.Vijayalakshmi, Librarian
Dr.V.Uma, Physical Director

Action Taken of the Meeting held on 21.02.2022

1. The Examination for SWAYAM/ MOOC course is on 27th March 2022. After the examinations, students and staff members can register for the course for the next session (May to July 2022)
2. Department of Chemistry organized a Workshop to train the faculty and students for preparing sanitizer, bleaching powder, shampoo on 13.04.2022
3. All the departments are having the record of evidence related to the value added certificate courses provided to the final year students with extra credit.
4. The Course “Beauty Therapy” is being conducted by the Skill Initiative Hub in the Institution. The records are maintained.
5. Through R&D Cell Proposals are sent to DST CURIE, TANSICHE and TNSCST. IQAC sent proposals to NAAC Office Bangalore to organize a seminar. DBT- STAR college proposal is not called for yet.
 - Department of English is sanctioned Rs 10000 to organize International Conference by TANSICHE. The International Conference was successfully organized on 25.03.2022.
 - The proposal sent by IQAC is approved by NAAC Office Bangalore to conduct Virtual National Seminar with financial Assistance Rs 30000. The National Seminar on “SSR preparation for Assessment and Accreditation under NAAC revised framework and effective DVV process” was organized on 30.03.2022.
6. 31 e- content were uploaded from(December 2022 to till date). The same has been checked by ASC.
7. Preparation of Students Research Project is in process.
8. Entrepreneur Development Cell of ADM College and “ Mahalir Thittam” of Tamil Nadu state Government together organized “ College Bazaar” 30.03.2022 to 01.04.2022.

Handmade and organic products were sold in the Bazaar. Department of B.Voc Marine displayed and sold fish by products in the Bazaar.

9. Principal requested the Management in the College Committee meeting to establish 3 more Smart class room as a part of Infrastructure Development.
10. Uploading the meeting minutes in the website is in process



Dr .R.Manimozhi
IQAC Coordinator &
Vice Principal



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