



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
7th April 2022 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 conduct Internal Academic Audit
6. To initiate STP - Computer Literacy Programme
7. To initiate Common Skill Improvement Programme (English Communication)
8. To track the current status of DST- FIST 2021 and CURIE 2022 projects.
9. Any other:- To encourage the second year UG students to register in Internship-
AICTE Portal

Minutes of the Meeting - 07.04.2022

Res No. 1/2022	Subject:	To read and record the notice of the meeting
	Resolution:	Read and recorded
Res No. 2/2022	Subject:	To confirm the minutes of the previous meeting.
	Resolution:	The minutes of the previous meeting was confirmed.
Res No. 3/2022	Subject:	To record the leave of absence
	Resolution:	All were present.
Res No. 4/2022	Subject:	To review the action taken on previous resolutions
	Resolution:	Action taken on previous resolutions were presented by the IQAC Co-ordinator
Res No. 5/2022	Subject:	To conduct Internal Academic Audit
	Resolution:	Resolved to conduct Internal Academic Audit before end of April 2022.
Res No. 6/2022	Subject:	To initiate STP - Computer Literacy Programme

- Resolution: It is resolved to conduct a Three day Staff Training Programme in Ms Excel. Department of Computer Science is assigned to give training to the Criterion and sub-Criterion Committee members involved in Criterion Typing/ uploading work to ease the preparation of SSR Rough draft.
- Res No. 7/2022 Subject: To initiate Common Skill Improvement Programme (English Communication)
- Resolution: It is resolved that the Department of English should organize Common Skill Improvement Programme for the selective/enthusiastic first year students. (Maximum 80 students)
- Res No. 8/2022 Subject: To track the current status of DST- FIST 2021 and CURIE 2022 projects.
- Resolution: Resolved that R& D Cell should find the current status of the project sent to DST- FIST and CURIE.
- Res No. 9/2022 Subject: Any Other:
To encourage the second year UG students to register in Internship-AICTE Portal
- Resolution: Resolved that HODs should encourage the students to register for Internship in AICTE portal. They are requested to submit the list of registered students on or before 28.4.2022.

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 Representatives	Dr.V.Viji, Associate Professor of Economics
	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.Kaliammal, HOD & Assistant Professor of Geology
Dr.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 7th April 2022 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2022 to Res. No. 4/2022 – No Action taken called for.

Res No. 5/2022	Subject:	To conduct Internal Academic Audit
	Resolution:	Resolved to conduct Internal Academic Audit before end of April 2022.
	Action Taken:	<i>Checklist for Internal Academic Audit was circulated to all heads on 09.04.2022. Internal Academic Audit was conducted on 26.04.2022.</i>
Res No. 6/2022	Subject:	To initiate STP - Computer Literacy Programme
	Resolution:	It is resolved to conduct a Three days Staff Training Programme in MS Excel. Department of Computer Science is assigned duty to give training to the Criterion and sub-Criterion Committee members involve in Criterion Typing/ uploading to ease the preparation of SSR Rough draft
	Action Taken:	<i>The STP (Staff Training Programme) on “Computer Literacy Programme” was conducted from 07.04.2022 to 09.04.2022 by the faculty members of the department of Computer Science. 20 staff members involved in SSR typing/ documenting work were trained in MS Excel.</i>
Res No. 7/2022	Subject:	To initiate Common Skill Improvement Programme (English Communication)
	Resolution:	It is resolved that the Department of English should organize Common Skill Improvement Programme for the selective/ enthusiastic first year students. (Maximum 80 students)

Action Taken: Staff in charge Mentor Scheme identified the students who are willing to attend the Programmes in Communication Skill Training. List of 80 interested students from first year was prepared for Common Skill Improvement Programme. Staff members of English department adopted 10 students each and started giving training in English Communication.

Res No. 8/2022 Subject: To track the current status of DST- FIST 2021 and CURIE 2022 projects.

Resolution: Resolved that R& D Cell should find the current status of the project sent to DST- FIST and CURIE.

Action Taken: Mail has been sent to the Project Division Head of DST FIST and CURIE.
DST – FIST(sent on November 2021) results has been published in dst.online.gov.in . The project sent is not selected.
DST- CURIE (sent on 10 January 2022) is under process.

Res No. 9/2022 Subject: Any Other:
• To encourage the second year UG students to register in Internship- AICTE Portal
• To conduct Internal Academic Audit

Resolution: • Resolved that HODs should encourage the students to register for Internship in AICTE portal as per the advice given in the programme organized by NAAC on Opportunities AICTE Internship on 06.04.2022. They are requested to submit the list of registered students on or before 28.4.2022.

Action Taken: Registration of Students for Internship is in process.



Dr .R.Manimozhi
IQAC Coordinator &
Vice Principal



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