



**A.D.M. COLLEGE FOR WOMEN (AUTONOMOUS)**  
(Accredited with 'A' Grade by NAAC 3<sup>rd</sup> Cycle)  
(Affiliated to Bharathidasan University, Tiruchirappalli)  
NAGAPATTINAM – 611 001

## **Internal Quality Assurance Cell (IQAC)**

The Principal, The Advisor and NAAC/ IQAC coordinators conducted meeting on 26<sup>th</sup> August 2022 with the Criterion Heads and senior staff members to discuss the following.

### **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 discuss on submission of 5<sup>th</sup> AQAR (2021-22)
6. To discuss the submission of DVV/SSR for the 4<sup>th</sup> Cycle.
7. Any other: To review the documentation process of IQAC

### **Minutes of the Meeting – 26.08.2022**

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:	Nil – (All the Criterion Heads attended the meeting)
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 discuss on submission of 5 <sup>th</sup> AQAR (2021-22)
	Resolution:	As per the communication and notification received from the office of NAAC: dated 17 <sup>th</sup> August 2022, Principal and Advisor informed the coordinators and staff that the college should submit the online report within three months resuming the normal academic activities as per the Government/ University notification.

Also informed about the NAAC notification (26<sup>th</sup> May 2022) that

the **Data Collection year 2021-22 for assessment is from 1<sup>st</sup> June 2021 to 31<sup>st</sup> August 2022** for SSR and DVV purpose.

NAAC coordinators informed that the progress of collecting data for DVV and SSR is still under process and Criterion Heads are submitting the report as per the given format.

Hence resolved that 5<sup>th</sup> AQAR for 2021-22 must be submitted to NAAC, Criterion Heads are requested to complete the data submission on or before 20<sup>th</sup> September 2022. It is decided to submit the AQAR to NAAC on or before 30.09.2021 (tentatively).

Res No. 6/2022      Subject:      To discuss the submission of DVV/SSR for the 4<sup>th</sup> Cycle.  
Resolution:      Resolved to submit the Data Validation and Verification (DVV) & SSR by 30<sup>th</sup> September 2022. Advisor advised to steer up the work to complete the work in stipulated time as she has to submit the progress report to College Committee. Otherwise, the Criterion Heads are requested to give the reason for not completing the work in writing to the Secretary, College Committee through the Principal in charge.

Res No. 7/2022      Subject:      Any other: To review the documentation process of IQAC  
Resolution:      IQAC coordinators are advised to collect the data from IQAC incharge staff of each department as per the sample format given by the department of Commerce. The documentation work should be completed and submitted to the Principal on or before 02.09.2022.

**The following members were present:**

<b>Category</b>	<b>Name of the Staff</b>
Criterion I Curricular Aspects	Mrs.S.Malathy Mrs.P.Kavitha
Criterion II Teaching – Learning & Evaluation	Dr.N.K.Premavathi Dr.N.Sarala
Criterion III Research, Consultancy & Extension	Dr.V.Viji Dr.S.Krishnaveni
Criterion IV Infrastructure & Learning Resources	Dr.V.Renuga
Criterion V Student Support & Progression	Dr.T.Vasugi Mrs.S.Rajeswari

Criterion VI  
Governance, Leadership & Management

Mrs.R.Alamelu  
Dr.S.Angelina Glorita Parimala

Criterion VII  
Innovations & Best Practices

Dr.R.Krishnaveni  
Dr.C.J.Pricilla

IQAC Internal Member

Dr.P.Jamuna Devi

**Action taken** for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on **26<sup>th</sup> August 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 discuss on submission of 5<sup>th</sup> AQAR (2021-22)
- Action taken: As per the NAAC notification (26<sup>th</sup> May 2022) that the **Data Collection year 2021-22 for assessment is from 1<sup>st</sup> June 2021 to 31<sup>st</sup> August 2022 for SSR and DVV purpose, data were collected by the Criterion Heads upto 31<sup>st</sup> August 2022***
- Res No. 6/2022      Subject:            To discuss the submission of DVV
- Action taken: Under process*
- Res No. 7/2022      Subject:            To discuss on submission of SSR (2017-22)
- Action taken: A meeting was conducted by the NAAC coordinators with the Criterion heads on 29.09.2022 to collect and provide the pending data immediately. Further date extension was given till 03.10.2022 as per the criterion heads request.*
- Res No. 8/2022      Subject:            Any other: To review the documentation process of IQAC
- Action taken: Circular was sent on 26.08.2022 to all Heads and IQAC representative members to submit the reports of their respective Department Activities from the Academic year 2017-18 to 2021-22 to IQAC through on or before 02.09.2022. Placement Cell and Part V Coordinators are requested to submit the five year activity report to IQAC.*



Dr.N.Sampathlakshmi  
Co-ordinator NAAC

Dr.V.Renuga  
Co-ordinator NAAC



Dr. R. Manimozhi  
Co-ordinator IQAC



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

