

	<p align="center">A.D.M. COLLEGE FOR WOMEN (AUTONOMOUS) <i>(Accredited with 'A' Grade by NAAC 3rd Cycle)</i> <i>(Affiliated to Bharathidasan University, Tiruchirappalli)</i> NAGAPATTINAM – 611 001</p>
<p align="center">Internal Quality Assurance Cell (IQAC)</p>	

The Principal and the Advisor conducted general staff meeting on 25th October 2022 to discuss the following.

Agenda

- To conduct PTA and Alumni meeting
- To verify Academic Diary, Mark Register, Issue of Progress reports
- To prepare Workload and Timetable for Even semester 2022-23
- To conduct IPR workshop
- To conduct SSC (Staff Selection Committee) Coaching – Career and Development Cell
- To review e- content/ video recording
- To Review Research Development

Minutes of the Meeting – 25.10.2022

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 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 conduct PTA and Alumni meeting
	Resolution:	Resolved to conduct PTA and Alumni meeting for the academic year 2022-23 on or before 30 th November 2022
Res No. 6/2022	Subject:	To verify the Academic Diary, Mark Register, Issue of Progress reports
	Resolution:	Resolved to check and verify the updation of Academic Diary, Mark Register before Model Examination. Rank card should be issued to students (up to Midterm marks).

Res No. 7/2022	Subject:	To prepare Workload and Timetable for Even semester 2022-23
	Resolution:	Resolved that the HODs should prepare and submit workload and timetable for the Even semester 2022-23.
Res No. 8/2022	Subject:	To conduct IPR workshop
	Resolution:	Resolved that IPR cell should conduct a workshop on Intellectual Property Rights on or before 31.10.2022
Res No. 9/2022	Subject:	SSC Coaching – Career and Development Cell
	Resolution:	Resolved that Career Guidance and Placement Cell should arrange coaching for PG students for the Staff Selection Examination.
Res No. 10/2022	Subject:	To review the progress of e- content
	Resolution:	Resolved that the recording of e-content videos should be recorded as per schedule and the coordinator for e-content development should submit the report every week to the Principal.
Res No. 11/2022	Subject:	To Review Research Development
	Resolution:	Resolved that the staff members (Ph.D qualified) should take steps to apply for getting Guideship and they are asked to publish papers in UGC Care list/ Scopus/ Web of Science/ SCI indexed journals. Further resolved to send proposals for funding agencies other than UGC.

The following members were present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
IQAC Internal Members	Dr.N.K.Premavathi, Associate Professor of Commerce
	Dr. N.Sarala, Head i/c & Associate Professor of Mathematics
	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 Marie Joycee, Head & Assistant Professor of Computer Science

S. No.	Department	Name of the HOD & IQAC representative member of the department
1.	History	Dr.G.Anbarasi, Assistant Professor
2.	Economics	Dr.V.Viji, Associate Professor
3.	Mathematics	Dr.R.Vanitha, Associate Professor
4.	Chemistry	Dr.N.Prabha, Assistant Professor
5.	Zoology	Dr.Angelina Glorita Parimala Associate Professor
6.	Commerce (Aided)	Dr.N.K.Premavathy, Associate Professor
7.	Commerce (SF)	Mrs.M.Devika, Assistant Professor
8.	Physics	Dr.N.Lavanya, Assistant Professor
9.	Statistics	Mrs.K.Pushpanayaki, Associate Professor
10	Tamil	Dr.C.J.Priscilla, Assistant Professor
11	English	Dr.V.Uma Maheswari, Assistant Professor
12	BBA	Mrs.B.Tamilmathi, Assistant Professor
13	Bio-Chemistry	Ms.M.Bharathi, Assistant Professor
14	Computer Science	Mrs.K.Kavitha, Assistant Professor
15	Geology	Ms. R.Atchaya, Assistant Professor
16	Botany	Dr.J.Sundari, Assistant Professor
17	B.Voc., Software Development	Dr.J.Suganya, Assistant Professor
18	B.Voc., Marine	Ms.M.Santhiya, Assistant Professor
19	Library	Dr.R.Vijayalakshmi, Assistant Professor
20	Physical Education	Dr.V.Uma, Assistant Professor

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on **25th October 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 PTA and Alumni meeting
	Action taken:	<i>Parent Teacher Association meeting for the academic year 2022-23 was conducted by all the departments on 29.10.2022 and 05.11.2022. Parents were invited by the Heads of the departments to discuss the performance of their children. Parents met the Heads of the departments, class in-charge staff and the faculty members of their wards and enquired the academic performance in their studies and other co-curricular activities. Feedback forms were given to the parents to obtain their opinion regarding the various aspects of the college. 204 Parents attended the meeting and they have given their opinion about the academic activities. The PTA Secretary and Treasurer submitted the consolidated report of meeting to the Principal.</i>
Res No. 6/2022	Subject:	To verify the Academic Diary, Mark Register, Issue of Progress reports
	Action taken:	<i>The internal members of IQAC verified the updated Academic Diary and Mark Registers. The same was approved with Principal signature.</i>
Res No. 7/2022	Subject:	To prepare Workload and Timetable for Even semester 2022-23
	Action taken:	<i>HoDs submitted the Workload and Timetable for the Even Semester 2022-23, it was verified and checked by the Workload Scrutiny Committee on 15.11.2022.</i>
Res No. 8/2022	Subject:	To conduct IPR workshop
	Action taken:	<i>Internal Quality Assurance Cell (IQAC) and Intellectual Property Rights (IPR) Cell jointly organized State Level Workshop on “Patent Drafting and Filing” on 29.10.2022. This workshop has focused on the significance, procedures, drafting and filing for Patent. Dr. Sharana Gouda, Assistant Controller of Patents was the chief guest. Dr.V.Manickam, Trinity Patent Solutions, Assistant Professor of Electronics, St.Joseph’s College, Tiruchirapalli and Dr.Mary Magayarkarasi, IP Consultant, Bangalore Bio Innovation Centre (BBC), Bangalore were the key speakers. 16 participants from various colleges and 36 participants from ADM College participated in the workshop.</i>
Res No. 9/2022	Subject:	Staff Selection Coaching(SSC) Coaching – Career and Development Cell

	Action taken:	<i>Career Guidance and Placement Cell – Competitive Examination Coaching Centre in collaboration with District Employment Office , Nagapattinam. The coaching classes were conducted every Saturday from 08.10.2022. The classes were handled by 3 resource persons Mr.Vigneshwaran, Mr.S.K.Sundar and Mr.Kutty Appan on the topics Mathematics Tools, Current affairs, Maths Tricks, General Knowledge and Skills. 114 students were benefitted by this coaching class.</i>
Res No. 10/2022	Subject:	To review the progress of e- content
	Action taken:	<i>136 e modules were recorded in the Video Capturing Centre of the College. 40 Videos were scrutinized by the ASC (Academic Standing Committee) and uploaded in College You Tube Channel.</i>
Res No. 11/2022	Subject:	To Review Research Development
	Action taken:	<p><i>On 17.11.2022 Principal and Advisor conducted R&D meeting with all Research guides, Ph.D holders and Staff members without Ph.D degree. Research guides were advised to register candidates for vacant places. Ph.D holders should take efforts to publish papers to become eligible to apply for research supervisor. Circular sent on 24.11.2022 - Bimonthly report should be submitted regarding the progress in research work.</i></p> <p><i>On 24.11.2022 circular was sent to motivate the staff members those who have not registered for Ph.D to appear for Ph.D Entrance Examination to get qualified – Bimonthly report should be submitted regarding the progress in Registering Ph.D Degree.</i></p> <p><i>The project proposal sent to DST- FIST 2022 “PG college Level A” was shortlisted by DST and the Principal investigator Dr.R.Anbuselvi, Principal presented the College proposal on 31.10.2022 at Calicut, Kerala.</i></p> <p><i>The proposals of two research students Ms.Gayathri and Ms.Nafaha, Department of Mathematics was short listed and the students attended interview at Bharathidasan University, Tiruchirappalli.</i></p>



Dr.N.Sampathlakshmi
IQAC/NAAC Coordinator



Dr.V.Renuga
NAAC Coordinator



Dr.R.Anbuselvi
Principal/ IQAC Chairman