



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

INTERNAL QUALITY ASSURANCE CELL

ORIENTATION TO ADMINISTRATIVE STAFF – 16.11.2022

Orientation to Administrative Staff was held on 16.11.2022 from 10.45 am to 12.30 pm at Principals Chamber.

Presided by : Dr.R.Anbuselvi, Principal

Presence of : Dr.A.Sivakamasundari, Advisor

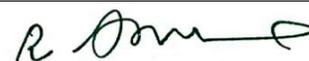
Agenda

1. To review the allocation of previous duty.
2. To re- allocate the duties to the Administrative Staff.
3. To discuss the various functions of Administrative staff.
4. To motivate the Administrative staff to improve the quality of their performance in all aspects.

Minutes of the Meeting

Res No. 1/2022	Subject:	Students related work
	Resolution:	Resolved that the announcements about Fees pending, Scholarships, Certificate/ Mark Sheet/ TC issue etc., should be informed to the students during assembly in the morning by the concerned Office staff, to enable them to complete the work within the prescribed time.
Res No. 2/2022	Subject:	Principal Office work
	Resolution:	It is mandatory to sign the circular or work allotment sent from Principals desk. Query or suggestions can be conveyed to Principal later. Date of completion of pending works should be obtained in written format from the concerned administrative staff and report to Principal by Superintendent for recovery action. This will be followed regularly in upcoming days also.
Res No. 3/2022	Subject:	Leave Rules
	Resolution:	Office staffs are advised to give leave form before taking leave. Uninformed leave, informing through e-mail or whatsapp is not entertained and will be marked as absent in case of not informed.
Res No. 4/2022	Subject:	Work allotment

	Resolution:	It is advised to perform the allotted duties sincerely and effectively. Office work will be given in rotation basis as insisted by JD, Tanjore, so as to make everyone learn the work.
Res No. 5/2022	Subject:	Bank related duties
	Resolution:	It is resolved to prepare the Bank Challan on the same day of money collection. The same should be sent to bank, the next day itself before 10.30 am. Signature should be obtained both in Abstract and DFCR from Superintendent and Principal every day.
Res No. 6/2022	Subject:	Staff attendance Register maintenance
	Resolution:	Resolved to complete the daily attendance of Aided, SF, Management (Teaching and non- Teaching) before 10.30 am. It should be Marked "Absent" for uninformed leave of staff members. CL, OD, Permission files and all type of leave forms should be recorded and filed properly. The same should be submitted on or before the last working day of every month to the Principal.
Res No. 6/2022	Subject:	Acquittance
	Resolution:	Resolved to get signature (for all the months) in Acquittance register from SF, Management staff and submit to Principal on or before the last working day of every month.
Res No. 7/2022	Subject:	Self Appraisal form, Individual File, Original Certificates
	Resolution:	Self Appraisal form should be circulated. All the completed forms should be filed and submitted to Principal on 30.11.2022. Resolved to get Original Degree certificates from all SF and Management Staff and maintain Individual Staff File.
Res No. 8/2022	Subject:	Individual Work Diary
	Resolution:	Individual Work Diary should be updated every day. Resolved to submit the same every Friday to Principal duly signed by Superintendent.
Res No. 9/2022	Subject:	Importance of NAAC/AQAR
	Resolution:	The importance of NAAC Grade, Submission of AQAR/ NIRF for the significant development of College is explained to all the Administrative staff members
Any Other:		The Principal and the Advisor appreciated the service and current efforts taken by the Administrative Staff members and also encouraged them to work more efficiently and fruitfully. Principal and Advisor spoke to all staff members individually and insisted them to complete the pending works as early as possible.



Principal i/c