

	<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, The Advisor and NAAC/ IQAC coordinators conducted meeting on 10th April 2023 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 the submission of SSR for the 4th Cycle.
6. To discuss about conduction of Board of Studies for the next Academic year
7. To discuss on Research proposal to DST - FIST 2023
8. Any other: To Verify Academic Diary

Minutes of the Meeting – 10.04.2023

Res No. 1/2023	Subject:	To read and record the notice of the meeting
	Resolution:	Read and recorded
Res No. 2/2023	Subject:	To confirm the minutes of the previous meeting.
	Resolution:	The minutes of the previous meeting was confirmed.
Res No. 3/2023	Subject:	To record the leave of absence
	Resolution:	Nil – (All the Criterion Heads attended the meeting)
Res No. 4/2023	Subject:	To review the action taken on previous resolutions
	Resolution:	Action taken on previous resolutions were presented by the IQAC Co-ordinator
Res No. 5/2023	Subject:	To discuss the submission of SSR for the 4 th Cycle.
	Resolution:	The NAAC Co-ordinators resolved to maintain all records in updated position to face NAAC visit. The criterion Heads are requested to give the data as per new guidelines of NAAC SSR. As

		May 8 th is the last date for uploading SSR, it is resolved that criterion heads and NAAC team should speed up the work so as to submit the SSR in correct time.
Res No. 6/2023	Subject:	To discuss about conduction of Board of Studies for the next Academic year
	Resolution:	Resolved to follow new TANSCHÉ guidelines, UGC and University in preparing syllabus for the academic year 2023-24. Resolved to conduct Heads meeting immediately to inform about the TANSCHÉ guidelines in preparing the course structure and conduct Board of Studies.
Res No. 7/2023	Subject:	To discuss on Research proposal to DST - FIST 2023
	Resolution:	Resolved to apply for DST FIST and TANSCHÉ seminar proposals
Res No. 8/2023	Subject:	Any other: To Verify Academic Diary
	Resolution:	Resolved to verify the Academic Diary and Mark Register of all the faculty members.

The following members were present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator – NAAC/ IQAC	Dr.N.Sampathlakshmi , HOD & Associate Professor of Commerce
	Dr.V.Renuga, Associate Professor of Commerce
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 Mary Joycee, Head & Assistant Professor of Computer Science

Category	Name of the Staff
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 Dr.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 **10th April 2023**.

Res. No. 1/ 2023 to Res. No. 4/2023 – No Action taken called for.

Res No. 5/2023	Subject:	To discuss the submission of SSR for the 4 th Cycle.
	<i>Action taken:</i>	<i>SSR was submitted on 8th May 2023.</i>
Res No. 6/2023	Subject:	To discuss about conduction of Board of Studies for the next Academic year
	<i>Action taken:</i>	<i>Board of studies was conducted by all the departments from 20.04.2023 to 25.04.2023 following TANSCHÉ guidelines, UGC and University pattern. The suggestions of BOS were carried out</i>

		<i>and the corrected syllabus and structure was presented by HODs in Academic Council meeting on 26.06.2023 for approval.</i>
Res No. 7/2023	Subject:	To discuss on Research proposal to DST - FIST 2023
	Action taken:	<i>DST FIST proposal was submitted on 22.04.2023 TANSCHE Seminar/ Conference/ Workshop proposals were sent on 02.06.2023. Mathematics – 1, Physics – 1, Chemistry - 1, Computer Science – 1, Zoology – 1</i>
Res No. 8/2023	Subject:	Any other: To Verify Academic Diary
	Action taken:	<i>Academic Diary of all the staff members are verified and signed by HOD and Principal.</i>



Dr.N.Sampathlakshmi
IQAC/NAAC Coordinator



Dr.V.Renuga
NAAC Coordinator



Dr.R.Anbuselvi
Principal/ IQAC Chairman