



## A.D.M. COLLEGE FOR WOMEN (AUTONOMOUS)

(Accredited with 'A' Grade by NAAC in 4<sup>th</sup> Cycle)  
(Affiliated to Bharathidasan University, Tiruchirappalli)

**NAGAPATTINAM – 611 001**

### Internal Quality Assurance Cell (IQAC)

IQAC Chairman & Principal Dr.R.Anbuselvi, IQAC Coordinator Dr.V.Renuga conducted meeting with HODs and Criterion Heads on 13.12.2023 to discuss the following subjects.

#### Agenda

1. Preparation and submission of AQAR 2022-23
2. New deputation for NAAC cycle 5 data collection
- 3.** To organize FDP for e content preparation and Professional English
- 4.** Promotion of research
- 5.** Participate in NIRF ranking 2024.
- 6.** To conduct Board of Studies Meeting for 2023-24 batch

### Minutes of the Meeting – 13.12.2023

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:	Dr.G.Anbarasi, Mrs.M.Prabavathy were absent.
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:	Preparation and submission of AQAR 2022-23
	Resolution:	Resolved to submit AQAR 22-23 on or before 31.12.2023
Res No. 6/2023	Subject:	New deputation for NAAC cycle 5 data collection
	Resolution:	Mrs.R.Alamelu, HOD of History is deputed as Additional coordinator – Academic and Dr.P.Jamuna Devi as Additional Coordinator- Technical. The updated new member list for Criteria 1 to 7 has been circulated.

Res No. 7/2023	Subject:	To organize FDP for e content preparation and Professional English
	Resolution:	It is resolved to organize two faculty development programme on “Professional English” and “e-content preparation” during January 2024 as per the suggestion given by College Committee members.
Res No. 8/2023	Subject:	Promotion of research
	Resolution:	It is resolved to apply for proposals called by DST. Programmes under DBT Star has to be organized by the departments as per the action plan.
Res No. 9/2023	Subject:	Participate in NIRF ranking 2024.
	Resolution:	It is resolved to submit college data to NIRF ranking on time.
Res No. 10/2023	Subject:	To conduct Board of Studies Meeting for 2023-24 batch
	Resolution:	It is resolved to conduct BOS meeting for Science departments as practical components and life science were included in syllabus after the approval of DBT Star college scheme.

**Action taken for the Meeting conducted on 13.12.2023**

Res No. 5/2023	Subject:	Preparation and submission of AQAR 2022-23
	Action taken:	Part – A, Write-up part has been completed. Part B view file documents is being prepared. The last date for submission is extended by NAAC to February 29, 2024. The completed AQAR 22-23 file will be updated on or before 15 <sup>th</sup> February 2024.
Res No. 6/2023	Subject:	New deputation for NAAC cycle 5 data collection
	Action taken:	The new list of members for NAAC cycle 5 has been informed.
Res No. 7/2023	Subject:	To organize FDP for e content preparation and Professional English
	Action taken:	18.01.2024 - IQAC organized Faculty Development Programme on “ Professional English- Tutoring Techniques and Communication skills”.  19.01.2024 & 20.01.2024 – DBT STAR college scheme organized Faculty Development Programme- “ Workshop on e-content development for Educators” .

Res No. 8/2023	Subject:	Promotion of research
	Action taken:	<p>DST curie project proposal is being prepared by Research and Development Cell. It will be submitted on 15<sup>th</sup> February 2024.</p> <p>Seminar under DBT was organized by Department of Computer Science on the topic AI with Bio Informatics on 3.1.2024</p> <p>FDP on “Research – submission of articles to Journals, Patent filing” is planned on 03.02.2024.</p>
Res No. 9/2023	Subject:	Participate in NIRF ranking 2024.
	Action taken:	NIRF 23-24 submitted on 11.01.2024
Res No. 9/2023	Subject:	To conduct Board of Studies Meeting for 2023-24 batch
	Action taken:	Board of studies meeting were conducted by Science departments on 18.12.2023 to 20.12.2023.



IQAC Coordinator



Principal

Members present:

**A.D.M College for Women (Autonomous) Nagapattinam**

**13.12.2023**

The following members have been deputed as Criterion In-Charge for the NAAC – 5<sup>th</sup> Cycle.

	Name of the Faculty	Signature
IQAC Co-ordinator	Dr.V.Renuga	V. Renuga 13/12/23
Additional Co-ordinator - Academic	Mrs. R.Alamelu	R. Alamelu 13/12/23
Additional Co-ordinator - Technical	Dr.P.Jamuna Devi	P. Jamuna Devi
Members of IQAC	Dr.N.Sarala	N. Sarala 13/12/23
	Dr.S.Rajeswari	S. Rajeswari
	Dr.K.Arul Marie Joycee	K. Arul Marie Joycee 14/12/23
	Dr.R.Manimozhi	R. Manimozhi
AQAR consolidation and Uploading work	Dr.P.Jamuna Devi	P. Jamuna Devi
	Ms.S.Kamali B.E	S. Kamali B.E
Criteria I	Dr.R.Manimozhi	R. Manimozhi
	Mrs.P.Kavitha	P. Kavitha
Criteria II	Dr.N.Lavanya	N. Lavanya 14/12/23
	Dr.V.Umamaheswari	V. Umamaheswari 13/12/23
Criteria III	Dr.R.Vanitha	R. Vanitha 13/12/23
	Dr.V.Viji	V. Viji
Criteria IV	Dr.R.Latha	R. Latha
	Dr.R.Vijayalakshmi	R. Vijayalakshmi
Criteria V	Dr.S.Rajeswari	S. Rajeswari
	Dr.J.Bhuvana	J. Bhuvana 14/12/23
Criteria VI	Dr.G.Anbarasi	G. Anbarasi
	Mrs.M.Prabavathy	M. Prabavathy
Criteria VII	Dr.C.J.Priscilla	C. J. Priscilla
	Dr.T.Devika	T. Devika

V. Renuga  
Coordinator 13/12/23

R. Alamelu  
Principal 13.12.23