



**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

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on  
3<sup>rd</sup> June 2020 at 10.30 a.m. in A.D.M College premises.**

Dr.R.Anbuselvi, Principal i/c , Chairman IQAC presided over the meeting

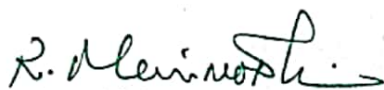
#### Agenda

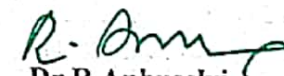
1. To review the Preventive measures for COVID -19 to be followed in the institution
2. To motivate the staff members to attend webinar, online quiz programmes.
3. To discuss the Examination schedule for the Academic year 2019-20 Even Semester
4. To constitute the Admission Committee for the year 2020-21.

#### Minutes of the Meeting

- Res No. 1/2020      Subject:      To read and record the notice of the meeting  
Resolution:      Read and recorded
- Res No. 2/2020      Subject:      To Confirm the minutes of the previous meeting.  
Resolution:      The minutes of the previous meeting was confirmed.
- Res No. 3/2020      Subject:      To record the leave of absence  
Resolution:      The following members were unable to attend the meeting
- Dr.Sabithra/ HOD of BioChemistry
  - Ms. Jenifer, HOD of Geology
  - Mrs.K.Kavitha, HOD of BBA
- Res No. 4/2020      Subject:      To review the action taken on previous resolutions  
Resolution:      Action taken on previous resolutions were presented by the IQAC Co-ordinator
- Res No. 5/2020      Subject:      To review the Preventive measures for COVID -19 to be followed in the institution.  
Resolution:      Resolved to follow the preventive guidelines issued by UGC and State Government.

- Res No. 6/2020      Subject:      To motivate the staff members to attend webinar, online quiz programmes.
- Resolution: Resolved to motivate the Teaching staff and Students to attend the Webinar and Quiz programmes organized through Online mode to enhance their academic skills.
- Res No. 7/2020      Subject:      To discuss the Examination schedule for the Academic year 2019-20 Even Semester.
- Resolution: Resolved to follow the guideline given by the Affiliated University for conducting the Autonomous Examination for the academic year.
- Res No. 8/2020      Subject:      To constitute the Admission Committee for the year 2020-21.
- Resolution: Resolved to constitute Admission Committee as per Tamil Nadu State Government norms for Colleges.

  
Dr.R.Manimozhi  
IQAC Coordinator &  
Vice Principal

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

A.D.M.COLLEGE FOR WOMEN (AUTONOMOUS), NAGAPATTINAM

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 3<sup>rd</sup> June 2020 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2020 to Res. No. 4/2020 – No Action taken called for.

Res No. 5/2020 Subject: To review the Preventive measures for COVID -19 to be followed in the institution.

Resolution: Resolved to follow the preventive guidelines issued by UGC and State Government.

Action Taken:

- UGC and State Government guidelines regarding Preventive measures for COVID -19 was circulated to the Staff members through Whatsapp.
- Flux was kept in the College Entrance displaying the Preventive and safety measures.
- Masks , Thermo guns and Sanitizers available in the college.
- Campus was kept clean. Duty was assigned to Security and for one of the Office Assistance to check the temperature of the person who enters the college campus. Installation of Arokya Settu App in all teaching and Students mobile Phone as directed by DCE, Office, Chennai.

Res No. 6/2020 Subject: To motivate the staff members to attend webinar, online quiz programmes.

Resolution: Resolved to motivate the Teaching staff and Students to attend the Webinar and Quiz programmes organized through Online mode to enhance their academic skills.

Further resolved to suggest the faculty members and PG students to attend the online short term courses offered by MOOCs / SWAYAM and also to encourage the teaching faculty to attend Online Faculty Development Programs .


Action Taken:

- More number of Webinars, Quiz programmes were organized by the departments and detailed report was obtained for the same.
- Faculty members have attended webinars and participated in online quiz programme.
- Students were also encouraged to participate in the online quiz programmes organized by their respective departments as well as by other institutions.
- Exercises, Yoga and Meditation activities for Physical and mental health was organized by the Department of Physical Education.
- Staff and Students registered with online courses through MOOCs / SWAYAM portal.

Res No. 7/2020 Subject: To discuss the Examination schedule for the Academic year 2019-20 Even semester.  
Resolution: Resolved to follow the guideline given by the Affiliated University for conducting the Autonomous Examination for the academic year.  
Action Taken: *UGC guidelines on Examinations and Academic Calendar in view of COVID 19 Pandemic was followed.*

Res No. 8/2020 Subject: To constitute the Admission Committee for the year 2020-21.  
Resolution: Resolved to constitute Admission Committee as per Tamil Nadu State Government norms for Colleges.  
Action Taken: *a. Constitution of Online Admission Committee  
b. Constitution of Liaison Committee  
c. Constitution of Canvassing Committee  
d. Distribution of Brochures  
e. Advertisement in Newspapers/ local TV channels*

  
Dr.R.Manimozhi  
IQAC Coordinator &  
Vice Principal

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