



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

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 23rd December 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 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 review on AQAR Submission
6. To review on e- content study material
7. To Pre Register for NIRF Ranking (2019-20)
8. To review on Short Term Certificate Course.
9. To review on submission of records of Academic work.
10. To review on records of Part V, Club activities, Cell, Department Activities, Magazine, News letter etc.,
11. To discuss on the uploading of minutes of BOS in the college website.
12. To review on registration of MOOC / SWAYAM courses
13. To discuss on R&D related works.
14. To discuss on strengthening of Alumnae details.

Minutes of the Meeting

Res No. 61/2020	Subject: To read and record the notice of the meeting
	Resolution: Read and recorded
Res No. 62/2020	Subject: To confirm the minutes of the previous meeting.
	Resolution: The minutes of the previous meeting was confirmed.
Res No. 63/2020	Subject: To record the leave of absence
	Resolution: The following member is unable to attend the meeting Dr.R.Vanitha, Asso.Prof of Mathematics

Res No. 64/2020	<p>Subject: To review the action taken on previous resolutions</p> <p>Resolution: Action taken on previous resolutions were presented by the IQAC Co ordinator</p>
Res No. 65/2020	<p>Subject: To review on AQAR Submission</p> <p>Resolution: It is resolved to submit AQAR report for the Academic year 2019-20.</p>
Res No. 66/2020	<p>Subject: To review on e- content study material</p> <p>Resolution: It is resolved that e -content study material (odd semester syllabus) should be given for uploading in the college website on or before 15.12.2020. Faculty members should contribute their originally prepared e-module/video lectures to get uploaded in the College You Tube Channel.</p>
Res No. 67/2020	<p>Subject: To Pre Register for NIRF Ranking (2019-20)</p> <p>Resolution: It is resolved that our college should pre register for NIRF ranking and a separate team should work on this.</p>
Res No. 68/2020	<p>Subject: To review on Short Term Certificate Course.</p> <p>Resolution: It is resolved that all departments Heads should get the approval of BOS Committee members for the Short Term certificate Course for Final year UG students during the Academic Year 2020-21</p>
Res No. 69/2020	<p>Subject: To review on submission of records of Academic work.</p> <p>Resolution: It is resolved that Academic Diary, Individual Mark Register and General Mark Register should be updated and submitted to Principal on or before 15.12.2020.</p>
Res No. 70/2020	<p>Subject: To review on records of Part V, Club activities, Cell, Department Activities, Magazine, News letter etc.,</p> <p>Resolution: It is resolved that all departments should maintain the data both softcopy and hardcopy of Part V, Club activities, Cell, Department Activities from the Academic year 2017 and the same should be submitted within this month.</p>
Res No. 71/2020	<p>Subject: To discuss on the uploading of minutes of BOS in the college website.</p> <p>Resolution: It is resolved that BOS meeting minutes from the Academic year 2017 -18 with syllabus, PO, CO should be uploaded in</p>

the college website on or before 24.12.2020.

- Res No. 72/2020 Subject: To review on registration of MOOC / SWAYAM courses
Resolution: It is resolved that MOOC/SWAYAM portal online registration department wise staff name/ Course/ Duration should be given to the IQAC coordinator on or before 15.12.2020. Dr.R. Pricilla , HOD of Physics & SWAYAM coordinator is advised to encourage the staff members to register for courses in MOOC/SWAYAM.
- Res No. 73/2020 Subject: To discuss on R&D related works.
Resolution: It is resolved that all departments should take necessary steps to apply for Partial Financial Assistance to conduct seminar/ workshop to TNSCHE.
- Res No. 74/2020 Subject: To discuss on strengthening of Alumnae details.
Resolution: All Heads are asked to take necessary steps to collect Alumni details and report to the Principal.


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 meeting of the Internal Quality Assurance Cell (IQAC) held on 23rd December 2020 at 10.30 a.m. in A.D.M College premises.


Res. No. 61/ 2020 to Res. No. 64/2020 – No Action taken called for.

- Res No. 65/2020 Subject: To review on AQAR Submission
Resolution: It is resolved to submit AQAR report for the Academic year 2019-20.
Action Taken: *AQAR final report is ready and Circulation Agenda is to be circulated.*
Annual Quality Assurance report for the year 2019-2020 was uploaded to UGC on 30.12.2020.
- Res No. 66/2020 Subject: To review on e- content study material
Resolution: It is resolved that e -content study material (odd semester syllabus) should be given for uploading in the college website. Faculty members should contribute their originally prepared e-module/video lectures to get uploaded in the College You Tube Channel.
Action Taken: *75 e- modules were received from the staff members. Few staff members asked some more time to complete the work. Time for submission extended till 31.12.2020.*
- Res No. 67/2020 Subject: To Pre Register for NIRF Ranking (2019-20)
Resolution: It is resolved that our college should pre register for NIRF ranking and a separate team should work on this.
Action Taken: *Dr.Angelina Glorita , Asst. Prof of Zoology is assigned the duty of collecting the information from the departments and office along with the assistance of Dr.Sujatha and Dr.R.L.Poonguzhali , Asst. Prof. of Economics. Also advised Dr.Arul Mary Joyce, HOD of Computer Science to check the consolidated data as per the NIRF format. She is advised to upload the same on or before 5th February 2021.*
- Res No. 68/2020 Subject: To review on Short Term Certificate Course.
Resolution: It is resolved that all departments Heads should get the approval of BOS Committee members for the Short Term certificate Course for Final year UG students during the Academic Year 2020-21
Action Taken: *All Heads have obtained the BOS approval and gave the Title of Short Term Certificate Course to be offered and students name list. Short Term Certificate Course has started for all Final year students.*

- Res No. 69/2020 Subject: To review on submission of records of Academic work.
Resolution: It is resolved that Academic Diary, Individual Mark Register and General Mark Register should be updated and submitted to Principal.
Action Taken: *All staff members submitted the Academic Diary, Individual Mark Register and General Mark Register and the same have been verified by the IQAC coordinator.*
- Res No. 70/2020 Subject: To review on records of Part V, Club activities, Cell, Department Activities, Magazine, News letter etc.,
Resolution: It is resolved that all departments should maintain the data both softcopy and hardcopy of Part V, Club activities, Cell, Department Activities from the Academic year 2017 and the same should be submitted within this month.
Action Taken: *Due to the commencement of the Semester Examination, most of the staff members are involved in online Invigilation, Squad Duty. So the time for submission for Part V, Club and Cell activities is extended to 12.01.2021.
Heads, Coordinators of Association Clubs are advised to submit the details of the Odd semester activities of the Departments for the year 2020-21 to IQAC on or before 31.01.2021.
Department Academic Calendar should be submitted to IQAC on or before 11.01.2021.
It is resolved that all departments should submit the Department profile and staff profile for uploading in college website on or before 12.01.2021
News letter in-charge staff should submit the newsletter rectifying the pending issues on or before 20.01.2021.
As the Magazine work (2019-20) is completed, it should be get printed as early as possible.*
- Res No. 71/2020 Subject: To discuss on the uploading of minutes of BOS in the college website.
Resolution: It is resolved that BOS meeting minutes from the Academic year 2017 -18 with syllabus, PO, CO should be uploaded in the college website on or before 24.12.2020.
Action Taken: *Due to the commencement of the Semester Examination, Heads requested to postpone the submission date. Time extended to complete the work before January 31.01.2021*

- Res No. 72/2020 Subject: To review on registration of MOOC / SWAYAM courses
 Resolution: It is resolved that MOOC/SWAYAM portal online registration department wise staff name/ Course/ Duration should be given to the IQAC coordinator on or before 15.12.2020. Dr.R. Pricilla , HOD of Physics & SWAYAM coordinator is advised to encourage the staff members to register for courses in MOOC/SWAYAM.
- Res No. 73/2020 Action Taken: *All department Heads submitted the details of Staff members attending MOOC/SWAYAM courses.*
 Subject: To discuss on R&D related works.
 Resolution: It is resolved that all departments should take necessary steps to apply for Partial Financial Assistance to conduct seminar/ workshop to TNSCHE.
- Res No. 74/2020 Action Taken: *10 proposals seeking Partial Financial Assistance to conduct seminar/ workshop were sent to TNSCHE on 19.12.2020.*
 Subject: To discuss on strengthening of Alumnae details.
 Resolution: All Heads are asked to take necessary steps to collect Alumni details and report to the Principal.
 Action Taken: *So far 76 out gone students have enrolled their names through online registration and Staff in-charge of Alumni Dr.S.Rajeswari, HOD of Economics, is advised to take necessary steps to register our Alumni Association as per norms and also contact Dr.B.Anand, BARD to allot space for providing details of Alumnae in our website.*


 Dr.R.Manimozhi
 IQAC Coordinator &
 Vice Principal


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