



**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  
16<sup>th</sup> October 2020 at 12.00 noon in A.D.M College premises.**

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

**Agenda**


1. To discuss on the submission of AQAR
2. To conduct Online programs for students on prevention and safety measures on COVID
3. To conduct Orientation Programme for first year students
4. To record the Student Satisfactory Survey & Teachers Feedback on Curriculum
5. To discuss the feasibility of sending research proposals for various funding agencies other than UGC.
6. To prepare College Calendar for the academic year 2020-21
7. To discuss the steps taken to improve the eco friendly and clean campus.

**Minutes of the Meeting**

- Res No. 39/2020    Subject:    To read and record the notice of the meeting  
Resolution: Read and recorded
- Res No. 40/2020    Subject:    To Confirm the minutes of the previous meeting.  
Resolution: The minutes of the previous meeting was confirmed.
- Res No. 41/2020    Subject:    To record the leave of absence  
Resolution: The following members were unable to attend the meeting
- Mrs. K.Pushpanayaki, Asso. Prof. of Statistics
  - Dr.V.Viji, Asso. Prof of Economics
  - G.Anbarasi, Asst. Prof. Of History
  - Dr.C.J.Priscilla, Asst. Prof of Tamil
  - Mrs.Jenefer, HOD of Geology
- Res No. 42/2020    Subject:    To review the action taken on previous resolutions  
Resolution: Action taken on previous resolutions were presented by the  
IQAC Co ordinator

- Res No. 43/2020      Subject:      To discuss on the submission of AQAR  
Resolution: It is resolved to convene a separate meeting with the  
Criterion Heads to discuss on the preparation and  
submission of AQAR.
- Res No. 44/2020      Subject:      To conduct Online programs for students on prevention and  
safety measures on COVID 19  
Resolution: It is resolved that Quiz club and Physical Education  
Department should take necessary steps to organize  
awareness programs on COVID 19
- Res No.45/2020      Subject :      To conduct Orientation Programme for first year students  
Resolution: It is resolved that all Heads should organize Orientation  
Programme for first Year students within this month.
- Res No. 46/2020      Subject:      To record the Student Satisfactory Survey & Teachers  
Feedback on Curriculum  
Resolution: HODs' are requested to submit the consolidated report of the  
students satisfactory survey on online class and e-content .  
Class in-charge staff members should send the e- content  
feedback form to the students to collect their opinion on the  
conduct of online classes.
- Res No. 47/2020      Subject:      To discuss the feasibility of sending research proposals for  
various funding agencies other than UGC.  
Resolution: To motivate the staff to apply for Young Scientist  
Fellowship announced by TANSICHE.
- Res No. 48/2020      Subject:      To prepare College Calendar for the academic year 2020-21  
Resolution: It is resolved that Department of Commerce should  
undertake this work.
- Res No. 49/2020      Subject:      To discuss the steps taken to improve the eco friendly and  
clean campus.  
Resolution: It is resolved to constitute Green Clean Campus Committee.
- Res No. 50/2020      Subject:      To conduct Internal Academic Audit  
Resolution: It is resolved to conduct Internal Academic Audit for the  
year 2019-20 and for the current Academic yaer 2020-21  
(upto September 2020).

  
**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 on the meeting of the Internal Quality Assurance Cell (IQAC) held on 16<sup>th</sup> October 2020 at 12.00 noon in A.D.M College premises.

Res. No. 39/ 2020 to Res. No. 42/2020 – No Action taken called for.

- Res No. 43/2020    Subject:    To discuss on the submission of AQAR
- Resolution: It is resolved to convene a separate meeting with the Criterion Heads to discuss on the preparation and submission of AQAR.
- Action taken:    On 20.10.2020&22.10.2020 Dr.A.Sivakamasundari , Advisor, met the Criterion Heads regarding AQAR preparation and shared her valuable suggestions. Criterion Heads are asked to submit the report for AQAR preparation.  
Work done on Criterion I, II & VII reports were discussed. Review meeting was conducted by the Advisor for Criterion I, V,VI and the Criterion Heads are asked to bring the report on 21.10.2020.  
Except Criterion V &VI other criterions are submitted for corrections.  
HOD's are asked to submit the Journal club activities register to the IQAC for AQAR preparation.
- Res No. 44/2020    Subject:    To conduct Online programs for students on prevention and safety measures on COVID 19
- Resolution: It is resolved that Quiz club and Physical Education Department should take necessary steps to organize awareness programs on COVID 19
- Action Taken:    E-quiz on Covid 19 was organized by the Quiz Club for the I & II Year UG students through online mode. The Coordinators Dr.R.Vanitha, Associate Professor of Mathematics and Dr.T.Devika, Assistant Professor of English arranged this programme for the benefit of the students on 21.10.2020.  
An awareness programme on Yoga and Health was organised for the first year UG students of Physics on 21.10.2020 and on 22.10.2020 for the students of History , Economics and Tamil. Dr.V.Uma, Physical Director, gave a special lecture to the students through Google meet.



- Res No. 45/2020      Subject :      To conduct Orientation Programme for first year students  
Resolution:      It is resolved that all Heads should organize Orientation Programme for first Year students within this month.  
Action Taken :      *On 16.10.2020 all departments conducted Orientation Programme for first year students through Google Platform to make them aware of the Academic activities, Curriculum, Teaching Learning Evaluation process, various facilities and clubs, infrastructure etc.,*
- Res No. 46/2020      Subject:      To record the Student Satisfactory Survey & Teachers Feedback on Curriculum  
Resolution:      HODs' are requested to submit the consolidated report of the students satisfactory survey on online class and e-content. Class in-charge staff members should send the e- content feedback form to the students to collect their opinion on the conduct of online classes before 08.10.2020.  
Action taken :      *All the Department Heads submitted the report to the Principal.*
- Res No. 47/2020      Subject:      To discuss the feasibility of sending research proposals for various funding agencies other than UGC.  
Resolution:      To motivate the staff to apply for Young Scientist Fellowship announced by TANSICHE.  
Action taken:      *The faculty members have to carry out the research work in other States for a period of 2-6 months. Due to Lock down and high COVID 19 testing formalities in other States, Staff members did not apply for Young Scientist Fellowship scheme.*
- Res No. 48/2020      Subject:      To prepare College Calendar for the academic year 2020-21  
Resolution:      It is resolved that Department of Commerce should undertake this work.  
Action taken:      *Department of Commerce was assigned the duty to complete the preparation work of the College Calendar for the academic year 2020-21 and requested to submit the same for printing on or before 30.10.2020.*
- Res No. 49/2020      Subject:      To discuss the steps taken to improve the eco friendly and clean campus.  
Resolution:      It is resolved to constitute Green Clean Campus Committee.  
Action taken:      *Dr.J.Sundari, HOD of Botany and Dr.V.Uma, Physical Director are deputed to start the work of Green Clean Campus.*

Res No. 50/2020

Subject: To conduct Internal Academic Audit

Resolution: It is resolved to conduct Internal Academic Audit for the year 2019-20 and for the current Academic year 2020-21 (upto September 2020).

Action taken: *The Internal Academic Audit was done from 14.10.2020 to 16.10.2020.*

*Checklist was prepared and circulated to all departments. The department should arrange the files with the checklist provided accordingly.*

*Internal Academic Audit members are asked to follow the guidelines based on AQAR format for Academic Audit and submit the report on or before 19.10.2020.*

  
Dr.R.Manimozhi  
IQAC Coordinator &  
Vice Principal

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