



A.D.M College For Women (Autonomous)

Nationally Accredited with 'A' by NAAC(Cycle-III)

Nagapattinam -611 001

TamilNadu.



Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on 19th July 2021 at 10.30 a.m. in A.D.M College premises.

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 prepare Academic Calendar 2021-22
6. To prepare Workload and Timetable for the Academic Year 2021-22
7. To conduct Board of Studies Meeting
8. To prepare AQAR 2020-21
9. To prepare e-content/ e-modules for the Academic year 2021-22 Odd semester
10. To submit the department activities report 2020-21
11. Any other:-
To prepare report of the Webinars/ Quiz 2020-21 organized by the departments.

Minutes of the Meeting

Res. No. 1/2021	Subject:	To read and record the notice of the meeting
	Resolution:	Read and recorded
Res. No. 2/2021	Subject:	To confirm the minutes of the previous meeting.
	Resolution:	The minutes of the previous meeting was confirmed.
Res. No. 3/2021	Subject:	To record the leave of absence
	Resolution:	All were present.
Res. No. 4/2021	Subject:	To review the action taken on previous resolutions
	Resolution:	Action taken on previous resolutions were presented by the IQAC co-coordinator
Res. No. 5/2021	Subject:	To prepare Academic Calendar 2021-22
	Resolution:	Resolved that Internal Assurance Cell of the College have to prepare the College Academic Calendar 2021-22. The same should be circulated to all departments after getting the approval from Principal.
Res. No. 6/2021	Subject:	To prepare Workload and Timetable for the Academic Year 2021-22
	Resolution:	Resolved to request the Heads of the departments to prepare workload, timetable for 2021-22 odd semester following the guidelines given by UGC / State Government / Affiliated University.
Res. No. 7/2021	Subject:	To conduct Board of Studies Meeting
	Resolution:	Resolved to conduct Board of Studies meeting during the month of August 2021. Hence HODs are requested to prepare the Scheme and structure of the entire syllabus.
Res. No. 8/2021	Subject:	To prepare AQAR 2020-21
	Resolution:	Resolved to constitute a committee for preparing AQAR 2020-21. Further resolved that Advisor and Principal i/c will expedite the work.

Res. No. 9/2021	Subject:	To prepare e-content/ e-modules for the Academic year 2021-22 Odd semester
	Resolution:	<p>Faculty members are asked to complete the uploading work of e- contents/ e- modules/ study material in pdf format in our college website for the academic year 2020-21 even semester on or before 31.07.2021.</p> <p>Further resolved that the faculty members should initiate the preparation of e- contents/ e- modules for the academic year 2021-22 Odd semester.</p>
Res. No.10/2021	Subject:	To submit the department activities report 2020-21
	Resolution:	HODs are asked to submit the department activities report 2020-21 with required supportive documents like invitation, minutes, feedback, resource person details, photos/video, participant list, number of faculty attended to IQAC to prepare AQAR 2020-21.
Res. No. 11/2021	Subject:	Any other:-
		To prepare report of the Webinars/ Quiz 2020-21 organized by the departments.
	Resolution:	HODs are asked to prepare detailed report for the webinars and Online Quiz Programmes with invitation, minutes, feedback, resource person , screen shots/ recorded video, beneficiaries, Google attendanceand send it to the principal e-mail.

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
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
IQAC Department Representatives	Dr.V.Viji, Associate Professor of Economics
	Dr.R.Vanitha, Associate Professor of Mathematics
	Dr.N.Prabha, Assistant Professor of Chemistry
	Dr. G.Anbarasi, Assistant Professor of History
	Dr.AngelinaGloritaParimala, Associate Professor of Zoology
	Mrs.M.Devika, Assistant Professor of Commerce
	Dr.N.Lavanya, Assistant Professor of Physics
	Dr.J.Sundari, Assistant Professor of Botany
	Mrs.K.Pushpanayaki, Associate Professor of Statistics
	Dr.C.J.Priscilla, Assistant Professor of Tamil
	Dr.V.Umamaheshwari, Assistant Professor of English
	Mrs.B.Kavitha, HOD & Assistant Professor of BBA
	Ms.M.Bharathi, Assistant Professor of Bio Chemistry
	Mrs.K.Kavitha, Assistant Professor of Computer Science
Dr.Kaliammal, HOD & Assistant Professor of Geology	

	Dr.J.Suganya, HOD & Assistant Professor of B.Voc Software
	Mrs.B.Revathi, HOD & Assistant Professor of B.Voc Marine
	Dr.R.Vijayalakshmi, Librarian
	Dr.V.Uma, Physical Director

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 19th July 2021 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2021 to Res. No. 4/2021 – No Action taken called for.

- Res. No. 5/2021 Subject: To prepare Academic Calendar 2021-22
- Resolution: Resolved that Internal Assurance Cell of the College have to prepare the College Academic Calendar 2021-22. The same should be circulated to all departments after getting the approval from Principal.
- Action Taken: Rough draft of the college academic calendar 2021-22 was prepared by IQAC and submitted to the Principal i/c on 09.08.2021 for approval.
- Res. No. 6/2021 Subject: To prepare Workload and Timetable for the Academic Year 2021-22
- Resolution: Resolved to request the Heads of the departments to prepare workload, timetable for 2021-22 odd semester following the guidelines given by UGC / State Government / Affiliated University.
- Action Taken: Department wise workload, timetable and academic calendar for 2021-22 odd semester following the guidelines given by UGC / State Government / affiliated University was prepared and submitted to the IQAC
- Res. No. 7/2021 Subject: To conduct Board of Studies Meeting
- Resolution: Resolved to conduct Board of Studies meeting during the month of August 2021. Hence HODs are requested to prepare the Scheme and structure of the entire syllabus.
- Action Taken: The following work is in process:
- Scheme and structure of the Courses is prepared by the BOS Chairman of the respective departments.
 - Curriculum is designed by the departments with OBE elements and PO-CO mapping.

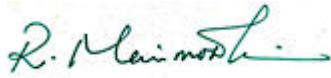
- Res. No. 8/2021 Subject: To prepare AQAR 2020-21
- Resolution: Resolved to constitute a committee for preparing AQAR 2020-21. Further resolved that Advisor and Principal i/c will expedite the work.
- Action Taken: A committee consisting of Criterion Heads and Sub Committee members is constituted to collect data as per the new format by NAAC for preparing AQAR 2020-21
- Res. No. 9/2021 Subject: To prepare e-content/ e-modules for the Academic year 2021-22 Odd semester
- Resolution: Faculty members are asked to complete the uploading work of e- contents/ e- modules/ study material in pdf format in our college website for the academic year 2020-21 even semester on or before 31.07.2021.
- Further resolved that the faculty members should initiate the preparation of e- contents/ e- modules for the academic year 2021-22 Odd semester.
- Action Taken: Faculty members uploaded the e-content and e-module for the academic year 2020-21.
- As instructed by the Principal, the preparation of e-content/ e-module for the academic year 2021-22 is in process.
- Res.No.10/2021 Subject: To submit the department activities report 2020-21
- Resolution: HODs are asked to submit the department activities report 2020-21 with required supportive documents like invitation, minutes, feedback, resource person details, photos/video, participant list, number of faculty attended to IQAC to prepare AQAR 2020-21.
- Action Taken: HODs have prepared the detailed report of their department activities 2020-21 and the same was sent to Principal e-mail.

Res.No.11/2021 Subject: Any other:-

To prepare report of the Webinars/ Quiz 2020-21 organized by the departments.

Resolution: HODs are asked to prepare detailed report for the webinars and Online Quiz Programmes with invitation, minutes, feedback, resource person, screen shots/ recorded video, beneficiaries, Google attendance and send it to the principal e-mail.

Action Taken: Detailed report for the webinars and Online Quiz Programmes with required documents is prepared by the departments and the same was submitted to the Principal.



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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



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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on 23rd August 2021 at 10.30 a.m. in A.D.M College premises.

Agenda

1. To conduct Speakers Forum/ Journal Club /Mentor Mentee Meeting/ Quiz Programme/ Women Centered Programme
2. To discuss on e- content/ e-modules development
3. To constitute Common Consultancy Centre
4. To discuss on Student Mentor System
5. To review the quality of Online Teaching
6. To conduct Board of Studies Meeting
7. To prepare Department Standard Operating Procedure (SOP)
8. To offer Extra Credit, Value Added and Short Term Certificate Courses
9. To prepare AQAR 2020-21
10. Any Other:-
 - To encourage the staff members to join SWAYAM/MOOC courses
 - To encourage faculty members send application for research funding

Minutes of the Meeting

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|----------------|---|
| Res No. 1/2021 | Subject: To read and record the notice of the meeting |
| | Resolution: Read and recorded |
| Res No. 2/2021 | Subject: To confirm the minutes of the previous meeting. |
| | Resolution: The minutes of the previous meeting was confirmed. |
| Res No. 3/2021 | Subject: To record the leave of absence |
| | Resolution: All were present. |
| Res No. 4/2021 | Subject: To review the action taken on previous resolutions |
| | Resolution: Action taken on previous resolutions were presented by the IQAC Co-ordinator |
| Res No. 5/2021 | Subject: To conduct Speakers Forum/ Journal Club /Mentor Mentee Meeting/ Quiz Programme/ Women Centered Programme |
| | Resolution: Resolved that each department should conduct minimum two activities for the Academic year 2021-22 Odd semester. |
| Res No. 6/2021 | Subject: To discuss on e- content/ e-modules development |
| | Resolution: Resolved to expedite the preparation e-content/ e- modules. |
| Res No. 7/2021 | Subject: To constitute Common Consultancy Centre |
| | Resolution: Resolved to constitute Common Consultancy Centre. Heads of the Science departments should take initiative steps to establish the Common consultancy center to promote research culture. It was resolved to seek the guidance of Thiru. Jeevanadham, Member - College committee. |
| Res No. 8/2021 | Subject: To discuss on Student Mentor System |
| | Resolution: Resolved that the mentor should conduct regular meetings with the mentee students. |

Res No. 9/2021	Subject: To review the quality of Online Teaching
	Resolution: Resolved that Academic Standing Committee to check the quality of e-modules/ e-contents recorded by staff members. Study materials posted in College website should be approved by HOD.
Res No. 10/2021	Subject: To conduct Board of Studies Meeting
	Resolution: Resolved that all HODs should take necessary steps to conduct Board of Studies Meeting.
Res No. 11/2021	Subject: To prepare Department Standard Operating Procedure (SOP)
	Resolution: Resolved that all Departments should start preparing SOP and submit the rough draft.
Res No. 12/2021	Subject: To offer Extra Credit, Value Added and Short Term Certificate Courses
	Resolution: Resolved to offer Extra credit course for first year UG students. Further resolved to offer Value Added and Short term Certificate courses for the Final Year UG students.
Res No. 13/2021	Subject: To prepare AQAR 2020-21
	Resolution: Resolved to prepare and submit AQAR 2020-21 within the stipulated time.
Res No. 14/2021	Subject: Any Other:- To encourage the staff members to join SWAYAM/MOOC courses To encourage faculty members send application for research funding
	Resolution: Resolved that the faculty members should join the SWAYAM/MOOC courses to enhance their subject knowledge. Resolved that Science Department HOD's to motivate the Final year PG students to apply for TNSCST student project. The faculty members should come forward to send proposals for funding agencies.

Members Present:

Category	Name & Designation of the Member
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
External Members	Dr.A.Tamilselvan, Head & Associate Professor of Mathematics, Co-ordinator OBC, Bharathidasan University, Tiruchirappalli.
	Dr.S.Karthik Kumar, Associate Professor of English, Deputy Director - IQAC Annamalai University, Chidambaram.
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
One member from the Management	Thiru.K.Jeyaprakash, College Committee Member
Senior Administrative Officer	Dr.R.Sophia Porchelvi Controller of Examination

	Mrs.P.Shanthi Superintendent
One nominee each from local society, Students and Alumni	Thiru.R.Jeevanantham, ADM College - Committee Member
	Dr.S.Velvizhi, Principal Scientist, Fish for All, MSSRF, Poompuhar
One nominee each from Employers /Industrialists/Stake holders	Er. Balasubramanian, Nagapattinam
	Mrs.PoornimaNatesh, B.Tech.(IT) Graphic Designer, Creative Head-Uma Home Bread, Nagapattinam.
Department	Name of the IQAC representative
Economics	Dr.V.Viji
Mathematics	Dr.R.Vanitha
Mathematics (SF)	Dr.JannathulNisha
Chemistry	Dr.N.Prabha
History	Mrs. G.Anbarasi
Zoology	Dr.AngelinaGloritaParimala
Commerce (SF)	Mrs.Devika
Physics	Dr.N.Lavanya
Botany	Dr.J.Sundari
Statistics	Mrs.K.Pushpanayaki
Tamil	Dr.C.J.Priscilla
English	Dr.V.UmaMaheswari
BBA	Mrs. R.Kavitha
Bio Chemistry	Ms.M.Bharathi
Computer Science	Mrs.K.Kavitha

Geology	Dr.M. Kaliammal
B.Voc Software	Mrs.J.Suganya
B.Voc Marine	Dr.B.Revathi
IQAC Internal member	Dr.P.Jamuna Devi
Library	Dr.R.Vijayalakshmi
Physical Education	Dr.V.Uma

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 23rd August 2021 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2021 to Res. No. 4/2021 – No Action taken called for.

Res No. 5/2021	Subject:	To conduct Speakers Forum/ Journal Club /Mentor Mentee Meeting/ Quiz Programme/ Women Centered Programme
	Resolution:	Resolved that each department should conduct minimum two activities for the Academic year 2021-22 Odd semester.
	Action taken:	<ul style="list-style-type: none">➤ <i>Exnora and Environmental Education Club organized a webinar on “ Organic Farming” on 03.09.2021</i>➤ <i>Departmental Association meetings were conducted by the PG and Research Department of Mathematics and Zoology on 22.09.2021 and 23.09.2021 respectively.</i>➤ <i>On 25.09.2021 PG & Department of Mathematics organized a Women Centered Programme on “ Singapenne”.</i>➤ <i>Department of Statistics organized a webinar on “Applications of Statistics in Real Life” on 30.09.21</i>➤ <i>Women Cell organized a campaign on COVID Vaccination. Nearly 40 staff and students got vaccinated on 30.09.21</i>➤ <i>Quiz club conducted “General Quiz competitions- October 2021” through Google Forms on 07.10.21. Nearly 600 students participated in the Quiz Programme.</i>➤ <i>Legal Aid Cell Services organized Seminar on “Cyber Crime against Women” on 07.10.21</i>

Res No. 6/2021	<p>Subject: To discuss on e- content/ e-modules development</p> <p>Resolution: Resolved to expedite the preparation e-content/ e-modules.</p> <p><i>Action taken:</i> 28 video modules were recorded in the Video Capturing room. Academic Standing Committee scrutinized the content and quality of the videos and 15 video lectures were uploaded in the college You Tube Channel (as on 25.09.2021)</p>
Res No. 7/2021	<p>Subject: To constitute Common Consultancy Centre</p> <p>Resolution: Resolved to constitute Common Consultancy Centre. Heads of the Science departments should take initiative steps to establish the Common consultancy center to promote research culture. It was resolved to seek the guidance of Thiru. Jeevanadham, Member - College committee.</p> <p><i>Action Taken:</i> Heads of the Science departments submitted the plan of work and equipment requirements to the Principal for approval.</p>
Res No. 8/2021	<p>Subject: To discuss on Student Mentor System</p> <p>Resolution: Resolved that the mentor should conduct regular meetings with the mentee students.</p> <p><i>Action taken:</i> A special timetable was prepared to be followed on Saturdays (12.00 to 1.00 pm) for Mentor Mentee meetings.</p> <p><i>Faculty Development Programme on "Dynamics of Students Mentoring" was jointly organized by the Internal Quality Assurance Cell (IQAC) and Student Mentor System (SMS) on 09.10.2021. Dr. V.Suresh, Professor and Head(Rtd), Department of Psychology, Annamalai University, Chidhambaram was the resource person.</i></p>

Res No. 9/2021	<p>Subject: To review the quality of Online Teaching</p> <p>Resolution: Resolved that Academic Standing Committee to check the quality of e-modules/ e-contents recorded by staff members. Study materials posted in College website should be approved by HOD.</p> <p><i>Action taken:</i> Study materials are approved by HODs. The e-content video lectures are posted in college website after the approval of ASC members.</p>
Res No. 10/2021	<p>Subject: To conduct Board of Studies Meeting</p> <p>Resolution: Resolved that all HODs should take necessary steps to conduct Board of Studies Meeting.</p> <p><i>Action taken:</i> All the departments conducted BOS meeting during the month of August and framed new syllabus for the students admitted during the academic year 2021-22 (UG & PG)</p> <p><i>Circular was sent on 24.08.2021. Template for Structure, Scheme and Syllabus was given to all the Departments on 19.08.2021. Syllabus for the Batch 2021-22 (UG & PG) is to be submitted to the IQAC on or before 10.09.2021 after getting the course code from the COE Office.</i></p>
Res No. 11/2021	<p>Subject: To prepare Department Standard Operating Procedure (SOP)</p> <p>Resolution: Resolved that all Departments should start preparing SOP and submit the rough draft.</p> <p><i>Action taken:</i> The preparation of SOP is in process.</p>
Res No. 12/2021	<p>Subject: To offer Extra Credit, Value Added and Short Term Certificate Courses</p>

Resolution: Resolved to offer Extra credit course for first year UG students. Further resolved to offer Value Added and Short term Certificate courses for the Final Year UG students.

Action taken: *As per the resolution syllabus for Extra Credit, Value Added and Short Term Certificate Courses were framed by the departments and the same was placed before BOS meeting and Academic Council for approval.*

A special Timetable was followed on Saturdays to implement the courses.

Res No. 13/2021

Subject: To prepare AQAR 2020-21

Resolution: Resolved to prepare and submit AQAR 2020-21 within the stipulated time.

Action taken *As per the guidance of the Advisor Criterion wise AQAR copy for the following years were given to the Criterion Heads on 24.08.2021.*

- AQAR 2017-18
- AQAR 2018-19
- AQAR 2019-20

Res No. 14/2021

Subject: Any Other:-

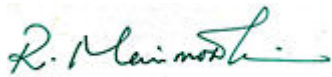
To encourage the staff members to join SWAYAM/MOOC courses

To encourage faculty members send application for research funding

Resolution: Resolved that the faculty members should join the SWAYAM/MOOC courses to enhance their subject knowledge. Resolved that Science Department HOD's to

motivate the Final year PG students to apply for TNSCST student project. The faculty members should come forward to send proposals for funding agencies.

Action taken Science Department HOD's are asked to motivate the Final year PG students to apply for TNSCST student project. 20 TNSCST students project proposals sent by all PG and Science departments 24.09.2021



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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



A.D.M College For Women (Autonomous)

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Nagapattinam - 611 001
Tamil Nadu.



Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on 1st September 2021 at 12.00 pm. in A.D.M College premises.

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 monitor and motivate the staff members to use the video capturing room to record and prepare e- modules.
6. To inform the state level workshop on PFMS to be organized on 23rd & 24th September 2021 in our college.
7. To submit Minor/ Major project proposal and Seminar, conference proposal
8. To inform the Faculty Development Programme on "Financial Literacy Programme"
9. To inform the Faculty Development Programme on "PO-CO Mapping" on 18.09.2021 through IQAC
10. To submit AQAR 2020-21
11. To prepare department Academic calendar based on the Academic Calendar circulated by IQAC

Minutes of the Meeting

Res No. 1/2021	Subject:	To read and record the notice of the meeting
	Resolution:	Read and recorded
Res No. 2/2021	Subject:	To confirm the minutes of the previous meeting.
	Resolution:	The minutes of the previous meeting was confirmed.
Res No. 3/2021	Subject:	To record the leave of absence
	Resolution:	All were present.
Res No. 4/2021	Subject:	To review the action taken on previous resolutions
	Resolution:	Action taken on previous resolutions were presented by the IQAC Co-ordinator
Res No. 5/2021	Subject:	To monitor and motivate the staff members to use the video capturing room to record and prepare e- modules.
	Resolution:	Resolved that Minimum three modules per week should be contributed by each UG department. Minimum five modules per week should be contributed by each PG department. Faculty members are advised to make refer NPTEL video lectures.
Res No. 6/2021	Subject:	To inform the state level workshop on PFMS to be organized on 23 rd & 24 th September 2021 in our college.
	Resolution:	Resolved to conduct the Program on 23 rd and 24 th September 2021. Also resolved that non teaching faculty member should attend the Training Programme.
Res No. 7/2021	Subject:	To submit Minor/ Major project proposal and Seminar, conference proposal
	Resolution:	Resolved to submit research proposals to ICSSR/ TNSCST/FIST/DBT STAR on or before 06.09.2021.
Res No. 8/2021	Subject:	To inform the Faculty Development Programme on “ Financial Literacy Programme”
	Resolution:	All the staff members are requested to attend the Webinar on “ Financial Literacy Programme ” organized by the Internal Quality Assurance Cell in collaboration with Securities and Exchange Board (SEBI) on 16.09.2021 from 05.00 p.m. to 6.00

p.m.

- Res No. 9/2021 Subject: To inform the Faculty Development Programme on “PO-CO Mapping” on 18.09.2021 through IQAC
- Resolution: All the staff members are requested to attend the **Faculty Development Programme** on “**OBE – Mapping, Assessment and Attainment**” organized by the Internal Quality Assurance Cell on 18.09.2021 from 10.00 a.m to 01.00 p.m.
- Res No. 10/2021 Subject: To submit AQAR 2020-21
- Resolution: Resolved to submit AQAR within December 2021
- Res No. 11/2021 Subject: To prepare department Academic calendar based on the Academic Calendar circulated by IQAC
- Resolution: HODs are requested to prepare the Department Academic Calendar for the year 2021-22 with reference to the given College Academic Calendar (2021-22). They are asked to submit the same to IQAC through Principal on or before 01.10.2021.

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
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
IQAC Department Representatives	Dr.V.Viji, Associate Professor of Economics
	Dr.R.Vanitha, Associate Professor of Mathematics
	Dr.Jannathul Nisha, Assistant Professor of Mathematics
	Dr.N.Prabha, Assistant Professor of Chemistry
	Mrs. G.Anbarasi, Assistant Professor of History
	Dr.Angelina Glorita Parimala, Associate Professor of Zoology
	Mrs.Devika, Assistant Professor of Commerce
	Dr.N.Lavanya, Assistant Professor of Physics
	Dr.J.Sundari, Assistant Professor of Botany
	Mrs.K.Pushpanayaki, Associate Professor of Statistics
	Dr.C.J.Priscilla, Assistant Professor of Tamil
	Mrs. B.Kavitha, HOD & Assistant Professor of BBA
	Ms.M.Bharathi, Assistant Professor of Bio Chemistry
	Mrs.Kavitha, Assistant Professor of Computer Science
	Ms. Jenifer, HOD & Assistant Professor of Geology
	Mrs.J.Suganya, HOD & Assistant Professor of B.Voc Software
Dr.B.Revathi, HOD & Assistant Professor of B.Voc Marine	
Dr.R.Vijayalakshmi, Librarian	
Dr.V.Uma, Physical Director	

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 1st September 2021 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2021 to Res. No. 4/2021 – No Action taken called for.

- Subject:** To monitor and motivate the staff members to use the video capturing room to record and prepare e- modules.
- Resolution:** Resolved that Minimum three modules per week should be contributed by each UG department. Minimum five modules per week should be contributed by each PG department. Faculty members are advised to make refer NPTEL video lectures.
- Action Taken:** 54 e content study materials up to April 2021 and 113 study materials till September 2021 is uploaded in college website
- Subject:** To inform the state level workshop on PFMS to be organized on 23rd & 24th September 2021 in our college.
- Resolution:** Resolved to conduct the Program on 23rd and 24th September 2021. Also resolved that non teaching faculty member should attend the Training Programme.
- Action Taken:** IQAC organized a two day State level Workshop on “PFMS with special reference to TSA” was organized in our college. Mr. S.Francis, Senior Accounts Officer, Ministry of Finance, New Delhi and Dr. P.Mehalingam, Nodal Officer, VHN Senthikumara Nadar College, Virudhunagar were the resource persons. 60 external participants attended the programme
- Subject:** To submit Minor/ Major project proposal and Seminar, conference proposal

Resolution: Resolved to submit research proposals to ICSSR/ TNSCST/FIST/DBT STAR on or before 06.09.2021.

Action Taken: **ICSSR:** 4 minor and 1 major project proposal submitted to ICSSR on 10.09.2021. Major project submitted by Dr.V.Viji/ Economics. Minor Projects submitted by Dr.R.Manimozhi/ English, Dr.R.Devi/History, Dr. R.Kasthuri/ Economics.

The FIST project 2021 was uploaded in the DST-FIST website on 05.09.2021 at 10.40pm successfully.

Subject: To inform the Faculty Development Programme on “ Financial Literacy Programme”

Resolution: All the staff members are requested to attend the Webinar on “Financial Literacy Programme” organized by the Internal Quality Assurance Cell in collaboration with Securities and Exchange Board (SEBI) on 16.09.2021 from 05.00 p.m. to 6.00 p.m.

Action Taken: IQAC in collaboration with SEBI organized a Webinar on “Financial Literacy Programme” on 16.09.2021 at 05.00 PM through Google meet. The resource person Mr.Mani Ram gave an introduction about Investments and its benefits. Nearly 50 faculty members attended the programme and they got their doubts cleared with investing in mutual funds.

Subject: To inform the Faculty Development Programme on “PO-CO Mapping” on 18.09.2021 through IQAC

Resolution: All the staff members are requested to attend the Faculty Development Programme on “OBE – Mapping, Assessment and Attainment” organized by the Internal Quality Assurance Cell on 18.09.2021 from 10.00 a.m to 01.00 p.m.

Action Taken: Faculty Development Programme on “OBE – Mapping, Assessment and Attainment” was organized by IQAC on 18.09.2021. Dr.V.Vijayakumar, Professor in Computer Science & Controller of Examinations, Sri Ramakrishna College of Arts and Science (Autonomous), Coimbatore was the resource person.

Subject: To submit AQAR 2020-21

Resolution: Resolved to submit AQAR within December 2021

Action Taken: Meetings was conducted with criterion Heads to discuss the Collection and consolidation of data. The work is in process.

Subject: To prepare department Academic calendar based on the Academic Calendar circulated by IQAC

Resolution: HODs are requested to prepare the Department Academic Calendar for the year 2021-22 with reference to the given College Academic Calendar (2021-22). They are asked to submit the same to IQAC through Principal on or before 01.10.2021.

Action Taken: All the Heads submitted the Department Academic calendar on 01.10.2021.



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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



A.D.M College For Women (Autonomous)

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Nagapattinam - 611 001
Tamil Nadu.



**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on
4th October 2021 at 10.30 a.m. in A.D.M College premises.**

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 inform about the FDP on Students Mentoring
6. To review the special Timetable given on Saturday
7. To submit Academic Diary and Mark Register

Minutes of the Meeting

- Res No. 1/2021 Subject: To read and record the notice of the meeting
 Resolution: Read and recorded
- Res No. 2/2021 Subject: To confirm the minutes of the previous meeting.
 Resolution: The minutes of the previous meeting was confirmed.
- Res No. 3/2021 Subject: To record the leave of absence
 Resolution: All were present.
- Res No. 4/2021 Subject: To review the action taken on previous resolutions
 Resolution: Action taken on previous resolutions were presented by the IQAC Co-ordinator
- Res No. 5/2021 Subject: To inform about the FDP on Students Mentoring
 Resolution: All the staff members are requested to attend the Faculty Development Programme on “Dynamics of Students Mentoring” jointly organized by the Internal Quality Assurance Cell (IQAC) and Student Mentor System (SMS) on 09.10.2021 from 10.00 a.m to 01.00 p.m.
- Res No. 6/2021 Subject: To review the special Timetable given on Saturday
 Resolution: Part V Coordinators and Certificate Course Coordinator are asked to give the Plan of Action/ Schedule to be followed on all Saturdays for the II Year students
- Res No. 7/2021 Subject: To submit Academic Diary and Mark Register
 Resolution: Resolved to verify the Academic Diary and Mark Registers on 11.11.2021.
- Res No. 8/2021 Subject: To conduct College Council Election
 Resolution: Resolved to Conduct College Council Election for the Academic year 2021-22 – circular sent on 29.10.2021.

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
IQAC	Dr.N.K.Premavathi, Associate Professor of Commerce
Internal	Dr. N.Sarala, Head i/c & Associate Professor of Mathematics
Members	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
IQAC Department	Dr.V.Viji, Associate Professor of Economics
Representatives	Dr.R.Vanitha, Associate Professor of Mathematics
	Dr.Jannathul Nisha, Assistant Professor of Mathematics
	Dr.N.Prabha, Assistant Professor of Chemistry
	Mrs. G.Anbarasi, Assistant Professor of History
	Dr.Angelina Glorita Parimala, Associate Professor of Zoology
	Mrs.Devika, Assistant Professor of Commerce
	Dr.N.Lavanya, Assistant Professor of Physics
	Dr.J.Sundari, Assistant Professor of Botany
	Mrs.K.Pushpanayaki, Associate Professor of Statistics
	Dr.C.J.Priscilla, Assistant Professor of Tamil
	Mrs. B.Kavitha, HOD & Assistant Professor of BBA
	Ms.M.Bharathi, Assistant Professor of Bio Chemistry
	Mrs.K.Kavitha, Assistant Professor of Computer Science
	Ms. Jenifer, HOD & Assistant Professor of Geology
	Mrs.J.Suganya, HOD & Assistant Professor of B.Voc Software
	Dr.Revathi, HOD & Assistant Professor of B.Voc Marine
	Dr.Vijayalakshmi, Librarian

Dr.V.Uma, Physical Director

S.No	Category	Staff Incharge
1	Department of History, Economics, Tamil, English, BBA, Commerce (Aided & SF), Statistics	Dr.N.K.Premavathy Associate Professor of Commerce Internal Member IQAC
2	Department of Mathematics (Aided &SF), Chemistry, Zoology, Physics, Geology, Computer Science, Botany, Bio Chemistry, B.Voc Marine and Software	Dr.N.Sarala HOD i/c and Associate Professor of Mathematics Internal Member IQAC

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 4th October 2021 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2021 to Res. No. 4/2021 – No Action taken called for.

- Res No. 5/2021 Subject: To inform about the FDP on Students Mentoring
- Resolution: All the staff members are requested to attend the Faculty Development Programme on “Dynamics of Students Mentoring” jointly organized by the Internal Quality Assurance Cell (IQAC) and Student Mentor System (SMS) on 09.10.2021 from 10.00 a.m to 01.00 p.m.
- Action Taken: FDP Organized by IQAC and SMS Cell. Dr.V Suresh, Head and Professor, Department of Psychology, Annamalai University delivered a Online lecture and interacted with the staff members on the topic “Dynamics of Student Mentoring” on 09.10.2021
- Res No. 6/2021 Subject: To review the special Timetable given on Saturday
- Resolution: Part V Coordinators and Certificate Course Coordinator are asked to give the Plan of Action/ Schedule to be followed on all Saturdays for the II Year students
- Action Taken: Placement Cell planned to conduct Certificate Course during November .Part V coordinators reported that the Part V Activities will be conducted for the students from 23.10.2021.
- Res No. 7/2021 Subject: To submit Academic Diary and Mark Register
- Resolution: Resolved to verify the Academic Diary and Mark Registers on 11.11.2021.
- Action Taken: The faculty member submitted the Academic Diary, Mark Register, Lab (Practical) Log Note on 11.11.2021.The same was verified by the IQAC Internal Members.
- Resolution: Resolved to Conduct College Council Election for the Academic year 2021-22 – circular sent on 29.10.2021.
- Res No. 8/2021 Action Taken: Election was conducted on 3.12.2021



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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



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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on 8th November 2021 at 10.30 a.m. in A.D.M College premises.

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 submit the percentage of Changes in the syllabus
6. To inform the special time table to conduct Extra Credit, Value added, Mentor Mentee meeting and other coaching classes.

Minutes of the Meeting

- Res No. 1/2021 Subject: To read and record the notice of the meeting
- Resolution: Read and recorded
- Res No. 2/2021 Subject: To confirm the minutes of the previous meeting.
- Resolution: The minutes of the previous meeting was confirmed.
- Res No. 3/2021 Subject: To record the leave of absence
- Resolution: All were present.
- Res No. 4/2021 Subject: To review the action taken on previous resolutions
- Resolution: Action taken on previous resolutions were presented by the IQAC Co-ordinator
- Res No. 5/2021 Subject: To submit the percentage of Changes in the syllabus
- Resolution: Chairman Board of Studies are asked to submit the percentage of Change/ Modification made in the syllabus for the academic year 2019-20 to 2021-22 on or before 10.11.2021
- Res No. 6/2021 Subject: To inform the special time table to conduct Extra Credit, Value added, Mentor Mentee meeting and other coaching classes.
- Resolution: Resolved to put a Common special Time Table and circulate to all departments

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
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
IQAC Department Representatives	Dr.V.Viji, Associate Professor of Economics
	Dr.R.Vanitha, Associate Professor of Mathematics
	Dr.Jannathul Nisha, Assistant Professor of Mathematics
	Dr.N.Prabha, Assistant Professor of Chemistry
	Mrs. G.Anbarasi, Assistant Professor of History
	Dr.Angelina Glorita Parimala, Associate Professor of Zoology
	Mrs.Devika, Assistant Professor of Commerce
	Dr.N.Lavanya, Assistant Professor of Physics
	Dr.J.Sundari, Assistant Professor of Botany
	Mrs.K.Pushpanayaki, Associate Professor of Statistics
	Dr.C.J.Priscilla, Assistant Professor of Tamil
	Mrs. B.Kavitha, HOD & Assistant Professor of BBA
	Ms.M.Bharathi, Assistant Professor of Bio Chemistry
	Mrs.Kavitha, Assistant Professor of Computer Science
	Ms. Jenifer, HOD & Assistant Professor of Geology
	Mrs.J.Suganya, HOD & Assistant Professor of B.Voc Software
	Dr.Revathi, HOD & Assistant Professor of B.Voc Marine
Dr.Vijayalakshmi, Librarian	
Dr.V.Uma, Physical Director	

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 8th November 2021 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2021 to Res. No. 4/2021 – No Action taken called for.

	Subject:	To submit the percentage of Changes in the syllabus
Res No. 5/2021	Resolution:	Chairman Board of Studies are asked to submit the percentage of Change/ Modification made in the syllabus for the academic year 2019-20 to 2021-22 on or before 10.11.2021
	Action Taken:	All the Department Heads submitted the percentage of Changes in syllabus to Principal.
Res No. 6/2021	Subject:	To inform the special time table to conduct Extra Credit, Value added, Mentor Mentee meeting and other coaching classes.
	Resolution:	Resolved to put a Common special Time Table and circulate to all departments
	Action Taken:	Circular was sent on 08.11.2021
		Staff In-charge of Extra Credit Course, Value Added Course and Short Term Certificate course are asked to maintain the required evidences such as Log note (Students Attendance, syllabus, Staff In charge, Content Delivered, Mark Register with Signature of HOD/Principal, Two Geo Tagged Photos for evidence

SATURDAY SPECIAL TIME TABLE

Year \ Hour	10.00 A.M - 12.00 P.M	12.00 - 01.00 P.M	02.00 P.M - 04.00 P.M
I Year	Extra credit Course	Mentor- Mentee Meeting	Part V - Activities
II Year	Part V - Activities / Certificate Course	Mentor- Mentee Meeting	Remedial Coaching - Slow Learners and Advanced Learners Coaching (In respective Department)
III Year	Value Added Course/ Short Term Certificate course	Mentor - Mentee Meeting	Remedial Coaching - Slow Learners (In Department) Advanced Learners Coaching- English Language Lab / Competitive Examination Coaching Center / Library
PG	SET/NET Coaching	Project discussion	Online Courses- MOOC / SWAYAM/ NPTEL (Browsing center - Library)



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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



A.D.M College For Women (Autonomous)

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Nagapattinam - 611 001
Tamil Nadu.



Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on 13th December 2021 at 10.30 a.m. in A.D.M College premises.

IQAC convened the meeting with the Criterion Heads to discuss the process of submitting the SSR and DVV reports to NAAC before March 2022. Principal acted as the Chair Person. Advisor, Co-ordinators of NAAC and IQAC were present and extended their suggestions for bringing the report with quality.

Agenda

- To discuss the process of submitting SSR and DVV reports to NAAC.
2. To formulate an activity plan and schedules for preparing the documents for QIF(Quality Indicator Framework) by the Criterion Heads.
3. To insist the importance of website links to be updated by all the Departments
4. To review the new project proposals sent for funding.
5. Any other:-
 - To allot additional duties and responsibilities to self-financing staff members
 - To discuss and organize Students Council Meeting

Criteria	Date
	@ 11.30 am to 1.00 pm
Criteria I	20.12.2021
Criteria II	22.12.2021
Criteria III	24.12.2021
Criteria IV	28.12.2021
Criteria V	28.12.2021
Criteria VI	29.12.2021
Criteria VII	30.12.2021

Resolution: Advisor explained the questionnaire format of DVV in detail and advised the criterion in charge staff to execute the work effectively in collecting, compiling and presenting the data to the NAAC coordinators as per the proposed time schedule fixed in the meeting.

Resolved that Heads in charge of various criterions shall submit their DVV report before 30.12.2021. Review dates are specified below.

Dates for Criteria wise - DVV - First review is as follows:

Criteria	Date
	@ 11.30 am to 1.00 pm
Criteria I	20.12.2021
Criteria II	22.12.2021
Criteria III	24.12.2021
Criteria IV	28.12.2021

Criteria V	28.12.2021
Criteria VI	29.12.2021
Criteria VII	30.12.2021

Resolved that Departments Evaluation Report should be submitted to NAAC coordinators on 19th December 2021. A circular should be sent to all departments by the NAAC coordinator.

Res No. 6/2021

Subject: To formulate an activity plan and schedules for preparing the documents for QIF (Quality Indicator Framework) by the Criterion Heads.

Resolution: Advisor reminded the members regarding the first review meeting held criterion-wise ,during the month of October 2021-for QIF SSR preparation. She requested them to present their report according to the schedule commencing from 5th to 11th January 2022.

Dates for Criteria wise – QIF – Second review

Criteria	Date	Time
Criteria I	05.01.2022	11.30 am to 01.00 pm
Criteria II	06.01.2022	11.30 am to 01.00 pm
Criteria III	07.01.2022	11.30 am to 01.00 pm
Criteria IV	08.01.2022	11.30 am to 01.00 pm
Criteria V	10.01.2022	11.30 am to 01.00 pm
Physical Education & Library	10.01.2022	02.00 pm to 04.00 pm
Criteria VI	11.01.2022	11.30 am to 01.00 pm
Criteria VII	11.01.2022	02.00 pm to 04.00 pm

To insist the importance of website links to be updated by all

Res No. 7/2021

Subject: the Departments

Resolution: Regarding Website links updates, by all the departments, HODS are communicated already by Principal in the council meeting to improve and upload their department details with the assistance of Mrs.Akilandeswari (in charge for website management).

Resolved that IQAC should send circular through principal to all the Departments.

Further resolved that any doubts related to the report preparation maybe cleared in consultation with Dr.N. Sampathlakshmi, Dr.V.Renuga and Dr.Arulmary Joycee.

Res No. 8/2021

Subject: To review the new project proposals sent for funding.

Resolution: Resolved to send new proposals to DST, TNSCST and TANSCH

Res No. 9/2021

Subject: Any other:-

- To allot additional duties and responsibilities to self financing staff members
 - To discuss and organize Students Council Meeting
- Resolution:**
- Resolved to allot additional duties and responsibilities to self Financing staff members.
 - Resolved to Conduct College Council Election for the Academic year 2021-22

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Advisor	Dr.A.Sivakamasundari (Former Principal)
NAAC Coordinators	Dr.N.Sampath Lakshmi, Associate Professor and HOD of Commerce Dr. V.Renuga, Associate Professor of Commerce
IQAC Coordinator	Dr.R.Manimozhi, Assistant Professor of English
Criterion Heads	Criterion I Mrs.S.Malathy
	Curricular Aspects Dr.K.Arul Mari Joycee
	Criterion II Mrs.P.Kavitha Dr.Madhuramozhi Govindarajalu
	Teaching – Learning & Evaluation Dr.N.K.Premavathi Dr.N.Sarala
	Criterion III Dr.V.Viji
	Research, Consultancy & Extension Dr.S.Krishnaveni
	Criterion IV Dr.V.Renuga
	Infrastructure & Learning Resources Dr.R.Latha
	Criterion V Dr.T.Vasugi
	Student Support & Progression Mrs.S.Rajeswari

Criterion VI Mrs.R.Alamelu

Governance,
Leadership &
Management Dr.S.Angelina Glorita Parimala

Criterion VII Dr.R.Krishnaveni

Innovations &
Best Practices
Dr.C.J.Pricilla

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 Marie Joycee, Head & Assistant Professor
of Computer Science

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 13th December 2021 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2021 to Res. No. 4/2021 – No Action taken called for.

Res No. 5/2021 Subject: To discuss the process of submitting SSR and DVV reports to NAAC.

Resolution: Advisor explained the questionnaire format of DVV in detail and advised the criterion in charge staff to execute the work effectively in collecting, compiling and presenting the data to the NAAC coordinators as per the proposed time schedule fixed in the meeting.

Resolved that Heads in charge of various criterions shall submit their DVV report before 30.12.2021. Review dates are specified below.

Dates for Criteria wise - DVV - **First review** is as follows:

Criteria	Date
	@ 11.30 am to 1.00 pm
Criteria I	20.12.2021
Criteria II	22.12.2021
Criteria III	24.12.2021
Criteria IV	28.12.2021
Criteria V	28.12.2021
Criteria VI	29.12.2021
Criteria VII	30.12.2021

Resolved that Departments Evaluation Report should be submitted to NAAC coordinators on 19th December 2021. A circular should be sent to all departments by the NAAC coordinator.

Action Taken:

NAAC coordinators sent circular to submit the department evaluation report and the Head of the departments submitted the same. As per the schedule meetings regarding DVV process were conducted and the Criterion Heads were advised to expedite the documentation process before next review.

Subject: To formulate an activity plan and schedules for preparing the documents for QIF (Quality Indicator Framework) by the Criterion Heads.

Resolution: Advisor reminded the members regarding the first review meeting held criterion-wise, during the month of October 2021-for QIF SSR preparation. She requested them to present their report according to the schedule commencing from 5th to 11th January 2022.

Dates for Criteria wise – QIF – Second review

Criteria	Date	Time
Criteria I	05.01.2022	11.30 am to 01.00 pm
Criteria II	06.01.2022	11.30 am to 01.00 pm
Criteria III	07.01.2022	11.30 am to 01.00 pm
Criteria IV	08.01.2022	11.30 am to 01.00 pm
Criteria V	10.01.2022	11.30 am to 01.00 pm
Physical Education & Library	10.01.2022	02.00 pm to 04.00 pm
Criteria VI	11.01.2022	11.30 am to 01.00 pm
Criteria VII	11.01.2022	02.00 pm to 04.00 pm

Action Taken: Meetings were conducted as per the schedule. Criterion Heads presented the QIF report and Advisor advised to improve the report based on the existing activities.

Res No. 7/2021 Subject: To insist the importance of website links to be updated by all the Departments

Resolution: Regarding Website links updates, by all the departments, HODS are communicated already by Principal in the council meeting to improve and upload their department details with the assistance of Mrs.Akilandeswari (in charge for website management).

Resolved that IQAC should send circular through principal to all the Departments.Further resolved that any doubts related to the report preparation maybe cleared in consultation with Dr.Sampathlakshmi, Dr.V.Renuga and Dr.Arul mary Joycee.

Action Work is under process.

Taken: Steps have been taken to modernize and renovate the college website

Res No. 8/2021 *Subject:* To review the new project proposals sent for funding.

Resolution: Resolved to send new proposals to DST, TNSCST and TANSCHÉ

Action Taken: Circular was sent to prepare proposals for DST, TNSCST, TANSCHÉ

IQAC submitted two proposal to TNSCST to DIT Scheme on 29.12.2021

The college submitted DST – CURIE proposal on 10.01.2022.

17 proposals were sent to TANSCHÉ for seeking Partial Financial Assistance to Organize Conference / Seminar / Workshop on 25.01.2022

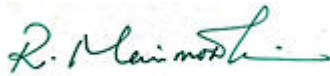
Res No. 9/2021 *Subject:* Any other:-

- To allot additional duties and responsibilities to self-financing staff members
- To discuss and organize Students Council Election

Resolution: Resolved to allot additional duties and responsibilities to self-Financing staff members. Resolved to organize students Council Election before last week of December.

Action Taken: Computer Science Staff members were assigned the work to assist NAAC, IQAC and Autonomous coordinators.

Student Council Election was conducted on 3.12.2021to elect the Office Bearers for the Academic year 2021-22.



Dr.R.Manimozhi
IQAC Coordinator &
Vice Principal



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



A.D.M College For Women (Autonomous)

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**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on
3rd January 2022 at 10.30 a.m. in A.D.M College premises.**

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 upload AQAR 2020-21
6. To discuss on DST - CURIE 2021 proposal and TANSCHER proposal
7. To review NIRF and AISHE registration
8. To review the conduct of Association meetings, various Cells and Club meetings.

Minutes of the Meeting

- Res No. 1/2022 Subject: To read and record the notice of the meeting
Resolution: Read and recorded
- Res No. 2/2022 Subject: To confirm the minutes of the previous meeting.
Resolution: The minutes of the previous meeting was confirmed.
- Res No. 3/2022 Subject: To record the leave of absence
Resolution: All were present.
- Res No. 4/2022 Subject: To review the action taken on previous resolutions
Resolution: Action taken on previous resolutions were presented by the IQAC
Co-ordinator
- Res No. 5/2022 Subject: To upload AQAR 2020-21
Resolution: Resolved to upload AQAR 2020-21 on or before 31.01.2022.
- Res No. 6/2022 Subject: To discuss on DST - CURIE 2021 proposal and TANSICHE proposal
Resolution: Resolved to submit CURIE 2021 on or before 10.01.2022.
HODs are asked to submit the proposals on or before 10.01.2022 for
partial financial assistance from TANSICHE to organize Seminar/
Conference/ Workshop.
- Res No. 7/2022 Subject: To review NIRF and AISHE registration
Resolution: Resolved to Register the college in AISHE on or before 28.02.2022
and to participate in India Rankings 2022 (NIRF 2021-22)
- Res No. 8/2022 Subject: To review the conduct of Association meetings, various Cells and
Club meetings.
Resolution: Resolved that all clubs and Cells should conduct regular meetings
and also to record the programme.

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
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
IQAC Department Representatives	Dr.V.Viji, Associate Professor of Economics
	Dr.R.Vanitha, Associate Professor of Mathematics
	Dr.Jannathul Nisha, Assistant Professor of Mathematics
	Dr.N.Prabha, Assistant Professor of Chemistry
	Mrs. G.Anbarasi, Assistant Professor of History
	Dr.Angelina Glorita Parimala, Associate Professor of Zoology
	Mrs.Devika, Assistant Professor of Commerce
	Dr.N.Lavanya, Assistant Professor of Physics
	Dr.J.Sundari, Assistant Professor of Botany
	Mrs.K.Pushpanayaki, Associate Professor of Statistics
	Dr.C.J.Priscilla, Assistant Professor of Tamil
	Mrs. B.Kavitha, HOD & Assistant Professor of BBA
	Ms.M.Bharathi, Assistant Professor of Bio Chemistry
	Mrs.Kavitha, Assistant Professor of Computer Science
	Dr.Kaliammal, HOD & Assistant Professor of Geology
	Mrs.J.Suganya, HOD & Assistant Professor of B.Voc Software
Dr.Revathi, HOD & Assistant Professor of B.Voc Marine	
Dr.Vijayalakshmi, Librarian	
Dr.V.Uma, Physical Director	

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 3rd January 2022 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2022 to Res. No. 4/2022 – No Action taken called for.

- Res No. 5/2022 Subject: To upload AQAR 2020-21
- Resolution: Resolved to upload AQAR 2020-21 on or before 31.01.2022.
- Action Taken: AQAR 2020-21 was uploaded to NAAC on 28.01.2022
- Res No. 6/2022 Subject: To discuss on DST - CURIE 2021 proposal and TANSICHE proposal
- Resolution: Resolved to submit CURIE 2021 on or before 10.01.2022.
HODs are asked to submit the proposals on or before 10.01.2022 for partial financial assistance from TANSICHE to organize Seminar/ Conference/ Workshop.
- Action Taken: DST- CURIE 2021 was uploaded on 10.01.2022
On 24.01.2022, 17 proposals were sent to TANSICHE for partial financial assistance for organizing Seminar/ Conference/ Workshop (Mathematics – 2, English – 3, Economics – 3, Physics – 2, History – 1, Tamil – 1, Chemistry – 1, Zoology – 1, Botany – 1, Computer Science – 1, Physical Education – 1)
Circular regarding publication of Research papers in TANSICHE Journals was sent on 29.01.2022 to all the Heads of the departments
- Res No. 7/2022 Subject: To review NIRF and AISHE registration
- Resolution: Resolved to Register the college in AISHE on or before 28.02.2022 and to participate in India Rankings 2022 (NIRF 2021-22)
- Action Taken: NIRF – Data Capturing System (DCS) submitted on 07.02.2022
AISHE – Data collection work is in process.

Res No. 8/2022 Subject: To review the conduct of Association meetings, various Cells and Club meetings.

Resolution: Resolved that all clubs and Cells should conduct regular meetings and also to record the programme.

Action Taken: 03.01.2022 to 05.01.2022 - Certificate Courses – Students Skill Initiative Programme (SSIP) for the Second year students
On 05.01.2022, PG & Research Department of Economics organized a Women Centered Programme 2021-22 on the topic “Contributions of Women Nobel Laureates in Economics” on 5.1.2022. Our college Alumni, Dr.S.Selvi, Assistant Professor, A.V.C College, Mayiladuthurai was the resource person.
On 06.01.2022, Green Clean Campus Club conducted Essay Competition on “Clean India Movement 2.0” along with Nagapattinam Municipality. 24 Students participated.
On 27.01.2022, Department of Tamil organized a webinar on “Valluvathai Valviyalaaki Uyaruvom” through Google meet. Kabilar Awardee, Professor, Dr.Lalitha Sundaram, President, Thiruvalluvar Thirukkural Tamil Mandram, World Thirukkural Centre, Chennai was the Resource Person.
Placement Cell organized a campus drive with Simho HR Service Private Limited, Chennai for the Final year students 2021 – 2022 on 27.01.2022. 150 students were selected.
Good Hands Facility Management Service India Private Limited, Chennai conducted a campus drive for the year 2021 – 2022 on 28.01.2022. Nearly 200 students are selected.



Dr .R.Manimozhi
IQAC Coordinator &
Vice Principal



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



A.D.M College For Women (Autonomous)

Nationally Accredited with 'A' by NAAC (Cycle- III)

Nagapattinam - 611 001
Tamil Nadu.



**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on
21st February 2022 at 10.30 a.m. in A.D.M College premises.**

AGENDA

1. To discuss the registration for MOOC and SWAYAM for Teachers and PG/Research Students.
2. To discuss the establishment of consultancy centre by the Science Department.
3. To discuss the implementation of Value Added certificate courses for the final year Students.
4. To finalize the introduction of Skill Initiative Hub by the institution and the Department of Commerce and BBA through MoU with BFSI.
5. To discuss the feasibility of applying to Patent Rights.
6. To insist all the Science Departments to apply for STAR college proposal.
7. To know and discuss the progress of E-Content development in all the departments
8. To encourage the departments to submit students Research Projects.

Minutes of the Meeting

NAAC coordinators Dr. N.Sampathlakshmi & Dr.V.Renuga organized the programme along with Advisor Dr. A. Sivakamasundari, IQAC coordinators and all the class incharge staff members attended the meeting to discuss the important points related to quality enhancement in teaching learning, certificate courses, establishment of consultancy centre, research promotion and conduct of extension activities .

1. Advisor requested the faculty to register for MOOC and Swayam courses and also to motivate the post Graduate and Research students to register themselves for certification for getting extra credit.

Resolved that all the departments should submit the list to IQAC through the Principal on or before 15.03.2022.

2. Establishment of consultancy centre, Resolved that the following Departments are advised to start the work immediately.

a. **Chemistry** : 1. To organize a Workshop to train the faculty and students for preparing sanitizer, bleaching powder, shampoo etc.

3. To take necessary steps to utilize the UV spectra meter for the benefit of research students immediately.

b. **Zoology** : To keep an aquarium in the Zoology Lab and give training to the SHG/ Women folk.

c. **Physics** : To establish 'Crystal Growth Centre' for assisting the research students.

d. **Computer Science** : To advise the departments to undertake job works/project works in the lab.

e. **Commerce** : To advise the departments to have consultancy centre related to IT.

4. Implementation of Value Added and Certificate Course

Resolved that all the departments are requested to keep the record of evidence related to the value added certificate courses provided to the final year students with extra credit.

5. Introduction of Skill Initiative Hub in the Institution.

a) Resolved that staff incharge of the establishment of Skill Initiative Hub should maintain log book and the progress report periodically and submit the same to the principal.(Dr.Sophia Porchelvi, COE and her team)

b) Resolved that necessary steps shall be taken by Department of commerce and BBA to have MOU with BFSI and Dr.R.Jamunadevi shall act as coordinator for implementing this programme.

6. Advisor advised the research guides of Science departments to prepare standard research projects to apply for patent rights and also advise them to apply for Star College Proposal.

7. Progress of e-content department:

Resolved that ASC of e-content developments should closely follow the preparation of e-module and arrange for uploading the same. Department wise weekly report should be submitted to the management.

8. Students Research Project:

Advisor advised the research departments to submit students research projects each per annum on or before 31st March of every year.

9. Performance of Women Cell and Entrepreneur Development cell:

Resolved that Coordinators of these two cells. Dr.V.Viji and Dr. P. Rajeswari are advised to improve the activities by conducting minimum 3 programmes for the benefit of the students on or before 15.03.2022.

10. Establishment of Smart class room:

As a part of infrastructure development and improvement in teaching learning technology resolved that principal may request the management to establish smart class room (Minimum 3).

11. Uploading the minutes in the website:

Advisor advised the coordinator of IQAC to update and upload the Meeting minutes upto Dec.2021 immediately.

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
NAAC Coordinators	Dr.N.Sampath Lakshmi, Associate Professor and HOD of Commerce
	Dr. V.Renuga, Associate Professor of Commerce
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
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
IQAC Department Representatives	Dr.V.Viji, Associate Professor of Economics
	Dr.R.Vanitha, Associate Professor of Mathematics
	Dr.N.Prabha, Assistant Professor of Chemistry
	Dr. G.Anbarasi, Assistant Professor of History
	Dr.Angelina Glorita Parimala, Associate Professor of Zoology
	Mrs.M.Devika, Assistant Professor of Commerce
	Dr.N.Lavanya, Assistant Professor of Physics
	Dr.J.Sundari, Assistant Professor of Botany
	Mrs.K.Pushpanayaki, Associate Professor of Statistics
	Dr.C.J.Priscilla, Assistant Professor of Tamil
	Dr.V.Umamaheshwari, Assistant Professor of English
	Mrs. B.Kavitha, HOD & Assistant Professor of BBA
	Ms.M.Bharathi, Assistant Professor of Bio Chemistry
	Mrs.K.Kavitha, Assistant Professor of Computer Science

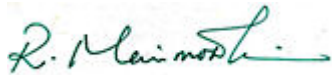
	Dr.M.Kaliammal, HOD & Assistant Professor of Geology
	Dr.J.Suganya, HOD & Assistant Professor of B.Voc Software
	Mrs.B.Revathi, HOD & Assistant Professor of B.Voc Marine
	Dr.R.Vijayalakshmi, Librarian
	Dr.V.Uma, Physical Director

Action Taken of the Meeting held on 21.02.2022

1. The Examination for SWAYAM/ MOOC course is on 27th March 2022. After the examinations, students and staff members can register for the course for the next session (May to July 2022)
2. Department of Chemistry organized a Workshop to train the faculty and students for preparing sanitizer, bleaching powder, shampoo on 13.04.2022
3. All the departments are having the record of evidence related to the value added certificate courses provided to the final year students with extra credit.
4. The Course “Beauty Therapy” is being conducted by the Skill Initiative Hub in the Institution. The records are maintained.
5. Through R&D Cell Proposals are sent to DST CURIE, TANSCHÉ and TNSCST. IQAC sent proposals to NAAC Office Bangalore to organize a seminar. DBT- STAR college proposal is not called for yet.
 - Department of English is sanctioned Rs 10000 to organize International Conference by TANSCHÉ. The International Conference was successfully organized on 25.03.2022.
 - The proposal sent by IQAC is approved by NAAC Office Bangalore to conduct Virtual National Seminar with financial Assistance Rs 30000. The National Seminar on “SSR preparation for Assessment and Accreditation under NAAC revised framework and effective DVV process” was organized on 30.03.2022.
6. 31 e- content were uploaded from(December 2022 to till date). The same has been checked by ASC.
7. Preparation of Students Research Project is in process.
8. Entrepreneur Development Cell of ADM College and “ Mahalir Thittam” of Tamil Nadu state Government together organized “ College Bazaar” 30.03.2022 to

01.04.2022. Handmade and organic products were sold in the Bazaar. Department of B.Voc Marine displayed and sold fish by products in the Bazaar.

9. Principal requested the Management in the College Committee meeting to establish 3 more Smart class room as a part of Infrastructure Development.
10. Uploading the meeting minutes in the website is in process



Dr .R.Manimozhi
IQAC Coordinator &
Vice Principal



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



A.D.M College For Women (Autonomous)

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Nagapattinam - 611 001
Tamil Nadu.



Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on

3rd March 2022 at 10.30 a.m. in A.D.M College premises.

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 inform about the communication from NAAC (letter dated 3.3.2022) to organize NAAC sponsored seminar
6. To inform that the College is registering in AISHE portal
7. To insist the SMS coordinators (Student Mentoring System) to conduct FDP on Mentoring Skills.
8. To convey the communication from TANSICHE
9. To Inform about the IAE workshop on curriculum Framework
10. To discuss the UGC Skill Hub - Skill Development Course – Beauty Therapy
11. To motivate the departments to take the students for Industrial visit/ Field Trip/ Educational Tour
12. To conduct Alumni Meeting and PTA Meeting
13. To Celebrate Women's day function
14. To conduct Association Meetings, Various Club/Cell Meeting Part V Meetings

**Action taken for the Minutes of the meeting of the Internal Quality Assurance
Cell (IQAC) held on 3rd March 2022 at 10.30 a.m. in A.D.M College premises.**

Res. No. 1/ 2022 to Res. No. 4/2022 – No Action taken called for.

Res No. 5/2022	Subject:	To inform about the communication from NAAC (letter dated 3.3.2022) to organize NAAC sponsored seminar
	Resolution:	NAAC approved the proposal of IQAC and sanctioned Rs. 30,000 fund to organize one day National Level Virtual Seminar. Resolved to do preliminary work to conduct the Programme.
	<i>Action Taken:</i>	On 30.03.2022, IQAC organized NAAC sponsored National Seminar on “SSR preparation on Assessment and Accreditation under revised NAAC framework and effective DVV Process”. Dr.B.S.Ponnudiraj, Advisor, NAAC inaugurated the programme. Dr.Srinivasaragavan, Controller of Examiners, Bharathidasan University, Dr.S.Alfred Cecil Raj, Controller of Examinations, Dean – IQAC, St.Joseph’s College, Dr.V.Rhymment Uthariaraj, Director, BSA Crescent Institute of Science and Technology, gave invited talks. Dr.E.Ram Ganesh, Professor and Director of Entrepreneurship and Career Development Cell, Bharathidasan University graced the valedictory function. 108 participants from other colleges and 90 participants from our college got benefitted through this seminar.
Res No. 6/2022	Subject:	To inform that the College is registering in AISHE portal
	Resolution:	Resolved that IQAC should collect the necessary data from the Departments and Register the College in AISHE portal. IQAC should complete the work within the given time.
	<i>Action Taken</i>	On 05.03.2022, IQAC collected the data and registered ADM College in All India Survey for Higher Education (AISHE) portal. The DCF report (Data Capture Format) is submitted to the Principal

- Res No. 7/2022 Subject: To insist the SMS coordinators (Student Mentoring System) to conduct FDP on Mentoring Skills.
- Resolution: Resolved that the SMS coordinators should arrange a program by inviting a Psychiatrist expert on the topic Mentoring Skills in the mid-week of March.
- Action Taken:* On 12.03.2022 IQAC and Student Mentor System (SMS) jointly organized a Faculty Development Programme on “ Mentoring Role and Skills” Dr.V.Suresh, Professor and Head, Department of Psychology, Annamalai University, Chidambaram was the resource person.
- Res No. 8/2022 Subject: To convey the communication from TANSICHE
- Resolution: TANSICHE Sanctioned Rs 10,000 fund to Organize One day International Conference to the Department of English. Resolved that the Department of English should organize an International Conference in the date as mentioned in the proposal to TANSICHE.
- Action Taken:* On 25.3.2022, Research Department of English organized TANSICHE sponsored one day International conference on “Disability Studies in Indian English Fiction”. 200 staff and students attended the conference. 60 participants from other college participated in the conference. Dr.R.Baskaran, Derna University, Al Gubba Campus, Libya was the chief guest Dr.R.Shanthi, Associate Professor of English, A.V.V.M Sri Pushpam College (Autonomous) poondi gave an invited talk. Dr.C.Alagan, Head and Asistant Professor of English, Thiru.Vi.Ka. Government Arts College, Dr.S.Karthik Kumar, Associate Professor of English, Annamalai University, Chidambaram graced the occasion in the valedictory program.

- Res No. 9/2022 Subject: To Inform about the IAE workshop on curriculum Framework
- Resolution: Resolved that the IQAC coordinator should register for the IAE workshop along with Principal. The live session of the Programme will be telecasted in AV Hall.
- Action Taken:* On 21.03.2022 to 22.03.2022 The Principal and IQAC Co-ordinator attended IAE workshop on Curriculum Framework. The HODs and second senior faculty member listened to the Programme arranged in AV Hall.
- Res No. 10/2022 Subject: To discuss the UGC Skill Hub - Skill Development Course – Beauty Therapy
- Resolution: Resolved to start the classes for the UGC Skill Hub Course
- Action Taken:* Inauguration of UGC sponsored Skill Hub for the Course “Beauty Therapy” Experts from “Naturals” Beauty Clinic were the chief guest. Classes started from 07.03.2022.
- Res No. 11/2022 Subject: To motivate the departments to take the students for Industrial visit/ Field Trip/ Educational Tour
- Resolution: Resolved that all the departments should arrange for Field Trip/ Educational Tour/ Industrial Visit to have better Practical Knowledge
- Action Taken:* 35 Students and 2 Staff Members of the Department of B.Voc Marine went to Educational Tour to M.S.Swaminathan Research Centre, Poompuhar on 07.03.2022.
- 11.03.2022 121 Students and 8 staff members of PG & Research department of Mathematics went to Educational tour to “Anna Science Centre – Planetarium”, Tiruchirappalli.
- 31.03.2022 PG and Research Department of Economics went to Educational Tour to Aringar Anna Sugar factory, Thanjavur. 60

students accompanied by 4 staff members got benefited by this Educational Tour.

30.03.2022 PG and Research Department of Zoology arranged an Educational Tour to Poompuhar. The students studied about various sea creatures and shell collection in the museum at poompahar. 44 students accompanied by 2 staff members went to the Educational Tour.

Res No. 12/2022 Subject: To conduct Alumni Meeting and PTA Meeting

Resolution: Resolved to conduct Common Alumni and PTA meeting within last week of March.

Action Taken: On 09.03.2022, Parents Teachers Association and Alumnae Association Meeting was conducted in AV Room. More than 60 Parents and 40 Attended.

On 26.03.2022, PG and Research Department of Commerce conducted Alumni Meet – “Re Union 1985 – 88 Batch”. 25 Alumnae participated in this programme.

Res No. 13/2022 Subject: To Celebrate Women’s day function

Resolution: Resolved to conduct various programmes for girl school students.

Action Taken: On 10.03.2022, On account of Women’s day celebration, competitions were conducted for School Students.

- Department of Mathematics – International School Maths Quiz Competition
- Department of Economics Quiz Current trends in Indian Economy
- Department of Chemistry – Chemistry Exhibition and Chem Puzzles
- Department of Tamil – Folk Song Competition

- Department of History – Quiz Competition and Exhibition
- Department of English – Essay Competition
- Department of B.B.A – Management Quiz Contest & Management Games
- Department of Commerce – 1. Wealth from waste
2. Advertisement Design
3. Brain teasers
- Department of Computer Science – Exhibition & Connection
- Department of Library – Book Review & Drawing
- Department of B.Voc Software – Rangoli Competition
- Department of Geology – Exhibition & Geology Hunt.

Res No. 14/2022	<p>Subject: To conduct Association Meetings, Various Club/Cell Meeting Part V Meetings</p> <p>Resolution: Resolved to conduct Association Meetings, Speakers Forum, Journal Club, Part V, Other Cells/ Clubs Meeting within 30.03.2022. All the meetings should be well recorded.</p> <p>Action Taken: On 23.03.2022, NSS organized one day seminar on “Journey of Women Martyrs” on account of the celebration of Martyr’s Day. Mrs.R.Alamelu, Head and Associate Professor of History gave a special speech to the NSS Volunteers.</p> <p>On 23.03.2022, PG and Research Department of Commerce conducted Speakers Forum. 10 students of III B.Com participated and presented their ideas on recent trends in Commerce through Power Point Presentation.</p> <p>On 24.03.2022, Department of Geology, Chemistry and Physics jointly organized public Interaction Programme on “Ground Water Resources in and around Nagapattinam”. Mr.J.Sivaram Krishnan, Scientist – B, Central Ground Water Board, Ministry of Jal Shakti, Government of India, Chennai was the resource</p>
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person.

On 25.03.2022, PG and Research Department of Zoology organized Youth Development Programme on the topic “Battle of Life and how to fight it” Dr.Girija Bashyam Rtd. Head and Associate Professor of Zoology, A.D.M.College for Women (Autonomous), Nagapattinam gave a special speech to the students.

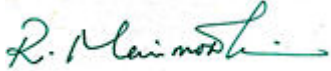
On 26.03.2022, Competitive Examinations Coaching Centre of ADMC organized a Training Programme on “Tips and Tricks of Group II and Group II A Examinations.” Mr.V.Neelamegham, Head Master, Government Higher Secondary School, Azhiyur, Mr.S.Karthik, Superintendent, District Treasury and Dr.N.Sivakumar, Competitive Examinations Co-ordinator, Government Higher Secondary School, Azhiyur gave training to the final year UG and PG students. 90 students got benefited through this coaching.

On 26.03.2022, PG and Research Department of Mathematics conducted Speakers Forum and Journal club meeting. 6 students from III B.Sc Mathematics presented and shared the Mathematical ideas in the Speakers Forum. 7 students from I M.Sc Mathematics gave ppt presentation on Mathematical Journals.

On 26.03.2022, Department of B.Voc Software Development in Multimedia and Animation organized a workshop on “3D Animation – MAYA”. Mr.Kalaiselvan, Assistant Professor, Software Development and Animation, Periyar Maniyammai Institute of Science and Technology, Thanjavur was the Resource Person.

29.03.2022 PG and Research Department of Zoology organized the Association Meeting. Dr.K.Iyyappan, Scientist, Rajiv Gandhi Center for Aquaculture, Sirkali gave a special lecture on the topic, "Diversified Aquaculture and Employment Opportunities for Biology Students".

30.03.2022 to 01.04.2022 - Entrepreneur Development Cell of ADM College and "Mahalir Thittam" of Tamil Nadu state Government together organized a " College Bazaar" .Handmade and organic products were sold in the Bazaar. Department of B.Voc Marine displayed and sold fish by products in the Bazaar.



Dr .R.Manimozhi
IQAC Coordinator &
Vice Principal



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



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Nagapattinam - 611 001

Tamil Nadu.



Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on

7th April 2022 at 10.30 a.m. in A.D.M College premises.

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 conduct Internal Academic Audit
6. To initiate STP - Computer Literacy Programme
7. To initiate Common Skill Improvement Programme (English Communication)
8. To track the current status of DST- FIST 2021 and CURIE 2022 projects.
9. Any other:- To encourage the second year UG students to register in Internship-
AICTE Portal

MINUTES OF THE MEETING

- Res No. 1/2022 Subject: To read and record the notice of the meeting
- Resolution: Read and recorded
- Res No. 2/2022 Subject: To confirm the minutes of the previous meeting.
- Resolution: The minutes of the previous meeting was confirmed.
- Res No. 3/2022 Subject: To record the leave of absence
- Resolution: All were present.
- Res No. 4/2022 Subject: To review the action taken on previous resolutions
- Resolution: Action taken on previous resolutions were presented by the IQAC Co-ordinator
- Res No. 5/2022 Subject: To conduct Internal Academic Audit
- Resolution: Resolved to conduct Internal Academic Audit before end of April 2022.
- Res No. 6/2022 Subject: To initiate STP - Computer Literacy Programme
- Resolution: It is resolved to conduct a Three day Staff Training Programme in Ms Excel. Department of Computer Science is assigned to give training to the Criterion and sub-Criterion Committee members involved in Criterion Typing/ uploading work to ease the preparation of SSR Rough draft.
- Res No. 7/2022 Subject: To initiate Common Skill Improvement Programme (English Communication)
- Resolution: It is resolved that the Department of English should organize Common Skill Improvement Programme for the selective/

enthusiastic first year students. (Maximum 80 students)

- Res No. 8/2022 Subject: To track the current status of DST- FIST 2021 and CURIE 2022 projects.
- Resolution: Resolved that R& D Cell should find the current status of the project sent to DST- FIST and CURIE.
- Res No. 9/2022 Subject: Any Other:
- To encourage the second year UG students to register in Internship- AICTE Portal
- Resolution: Resolved that HODs should encourage the students to register for Internship in AICTE portal. They are requested to submit the list of registered students on or before 28.4.2022.

Members Present:

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
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
IQAC Department Representatives	Dr.V.Viji, Associate Professor of Economics
	Dr.R.Vanitha, Associate Professor of Mathematics
	Dr.Jannathul Nisha, Assistant Professor of Mathematics
	Dr.N.Prabha, Assistant Professor of Chemistry
	Mrs. G.Anbarasi, Assistant Professor of History
	Dr.Angelina Glorita Parimala, Associate Professor of Zoology
	Mrs.Devika, Assistant Professor of Commerce
	Dr.N.Lavanya, Assistant Professor of Physics
	Dr.J.Sundari, Assistant Professor of Botany
	Mrs.K.Pushpanayaki, Associate Professor of Statistics
	Dr.C.J.Priscilla, Assistant Professor of Tamil
	Mrs. B.Kavitha, HOD & Assistant Professor of BBA
	Ms.M.Bharathi, Assistant Professor of Bio Chemistry
	Mrs.Kavitha, Assistant Professor of Computer Science
	Dr.M.Kaliammal, HOD & Assistant Professor of Geology
	Dr.J.Suganya, HOD & Assistant Professor of B.Voc Software
Dr.B.Revathi, HOD & Assistant Professor of B.Voc Marine	
Dr.R.Vijayalakshmi, Librarian	
Dr.V.Uma, Physical Director	

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 7th April 2022 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2022 to Res. No. 4/2022 – No Action taken called for.

Res No. 5/2022	Subject:	To conduct Internal Academic Audit
	Resolution:	Resolved to conduct Internal Academic Audit before end of April 2022.
	<i>Action Taken:</i>	Checklist for Internal Academic Audit was circulated to all heads on 09.04.2022. Internal Academic Audit was conducted on 26.04.2022.
Res No. 6/2022	Subject:	To initiate STP - Computer Literacy Programme
	Resolution:	It is resolved to conduct a Three days Staff Training Programme in MS Excel. Department of Computer Science is assigned duty to give training to the Criterion and sub-Criterion Committee members involve in Criterion Typing/ uploading to ease the preparation of SSR Rough draft
	<i>Action Taken:</i>	The STP (Staff Training Programme) on “Computer Literacy Programme” was conducted from 07.04.2022 to 09.04.2022 by the faculty members of the department of Computer Science. 20 staff members involved in SSR typing/ documenting work were trained in MS Excel.
Res No. 7/2022	Subject:	To initiate Common Skill Improvement Programme (English Communication)
	Resolution:	It is resolved that the Department of English should organize Common Skill Improvement Programme for the selective/ enthusiastic first year students. (Maximum 80 students)
	<i>Action Taken:</i>	Staff in charge Mentor Scheme identified the students who are willing to attend the Programmes in Communication Skill Training. List of 80 interested students from first year was prepared for Common Skill Improvement Programme. Staff members of English department adopted 10 students each and started giving training in English Communication.

Res No. 8/2022 Subject: To track the current status of DST- FIST 2021 and CURIE 2022 projects.

Resolution: Resolved that R& D Cell should find the current status of the project sent to DST- FIST and CURIE.

Action Taken: Mail has been sent to the Project Division Head of DST FIST and CURIE.

DST – FIST(sent on November 2021) results has been published in dst.online.gov.in . The project sent is not selected.


DST- CURIE (sent on 10 January 2022) is under process.

Res No. 9/2022 Subject: Any Other:

- To encourage the second year UG students to register in Internship- AICTE Portal
- To conduct Internal Academic Audit

Resolution: • Resolved that HODs should encourage the students to register for Internship in AICTE portal as per the advice given in the programme organized by NAAC on Opportunities AICTE Internship on 06.04.2022. They are requested to submit the list of registered students on or before 28.4.2022.

Action Taken: Registration of Students for Internship is in process.



Dr .R.Manimozhi
IQAC Coordinator &
Vice Principal



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



A.D.M College For Women (Autonomous)

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Tamil Nadu.



Internal Quality Assurance Cell (IQAC)

IQAC Chairman conducted the meeting with IQAC Coordinators, Internal Members and IQAC in charge staff of each department on 28th July 2022 to discuss the following subjects.

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 fulfill the Internal Academic Audit suggestions and comments.
6. To strengthen the Research.
7. To review the ranking position in NIRF
8. To organize Student Induction Programme (SIP) for the freshers.
9. Any other: To follow special day order on Saturdays

Minutes of the Meeting

- | | | |
|----------------|-------------|---|
| Res No. 1/2022 | Subject: | To read and record the notice of the meeting |
| | Resolution: | Read and recorded |
| Res No. 2/2022 | Subject: | To confirm the minutes of the previous meeting. |
| | Resolution: | The minutes of the previous meeting was confirmed. |
| Res No. 3/2022 | Subject: | To record the leave of absence |
| | Resolution: | IQAC internal members and Department representatives attended the meeting. |
| Res No. 4/2022 | Subject: | To review the action taken on previous resolutions |
| | Resolution: | Action taken on previous resolutions were presented by the IQAC Co-ordinator |
| Res No. 5/2022 | Subject: | To fulfill the Internal Academic Audit suggestions and comments. |
| | Resolution: | Heads of the departments are asked to fulfill the comments and suggestions given in the Internal Academic Audit report immediately and submit the Action Taken report to IQAC through Principal by first week of August 2022. |
| Res No. 6/2022 | Subject: | To strengthen the Research. |
| | Resolution: | Advised to find out the funding agency for grants to organize Seminar, Conference, Workshop and for Major and Minor research projects. |
| | | Departments are asked to apply for Partial Financial Assistance to conduct Seminar / Conference / Workshop to TANSICHE |

within 20th August 2022. Faculty members are motivated to write proposals for funding agencies. Research proposals should be prepared in advance.

The faculty members are advised to publish papers in reputed peer reviewed / UGC care list journals. It was informed that seed money will be provided to the staff members in the Self Financing section for publishing papers in UGC care list journals.

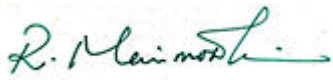
Existing research supervisor are asked to enroll research scholars for Ph.D. programme and those who have not applied for guide ship should take necessary steps immediately.

Self Financing staff members are also insisted to register for Ph.D. They are encouraged to enroll for Entrance Examination conducted by the University on 28.8.2022.

Res No. 7/2022	Subject:	To review the ranking position in NIRF
	Resolution:	Principal reviewed the broad parameter wise score in NIRF ranking of our college . Teaching and Learning - 46.9 / 100, Research 3.8 / 100, Graduation - 64.9 / 100, OI - 52.82 / 100, Perception - 5.01 / 100. Principal insisted to take effort for quality publication and IPR, as NIRF is an important component to get high score in NAAC 4 th Cycle.
Res No. 8/2022	Subject:	To organize Student Induction Programme (SIP) for the freshers.
	Resolution:	Resolved to organize Student Induction Programme (SIP) from 22.08.2022 to 27.08.2022. Dr.R.Vanitha, Mrs.P.Kavitha and Mrs.P.Hameetha Begum are the Co-ordinators for the SIP.

Res No. 9/2022 Subject: Any Other: To follow special day order on Saturdays.

Resolution: Resolved to conduct classes on Saturdays. Saturday special day order should be followed to conduct Extra Credit/ Value added/ Short Term certificate courses/ Part V/ Mentor Mentee meeting.



Dr. R.Manimozhi
IQAC Co-ordinator



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

The following members were present:

S.No.	Department	Name of the HOD & IQAC representative member of the department
1.	History	Dr.G.Anbarasi
2.	Economics	Dr.V.Viji
3.	Mathematics	Dr.R.Vanitha
4.	Chemistry	Dr.N.Prabha
5.	Zoology	Dr.Angelina Glorita Parimala
6.	Commerce (Aided)	Dr.N.K.Premavathy
7.	Commerce (SF)	Mrs.Devika
8.	Physics	Dr.N.Lavanya
9.	Statistics	Mrs.K.Pushpanayaki
10.	Tamil	Dr.C.J.Priscilla
11.	English	Dr.V.Uma Maheswari
12.	BBA	Mrs.B.Tamilmathi
13.	Bio-Chemistry	Ms.M.Bharathi
14.	Computer Science	Mrs.K.Kavitha
15.	Geology	Ms. Atchaya
16.	Botany	Dr.J.Sundari
17.	B.Voc., Software Development	Dr.J.Suganya
18.	B.Voc., Marine	Ms.Santhiya
19.	Library	Dr.R.Vijayalakshmi
20.	Physical Education	Dr.V.Uma

22.08.2022	Inauguration Programme	Computer Literacy Programme
23.08.2022	Motivational Speech by Mrs.Kritanya Balakrishnan	Fresher's Talent Expo
24.08.2022	General Programme – Mentor – Mentee Programme	Sports and Games
25.08.2022	Department wise Motivational Speech	Yoga Programme
26.08.2022 & 27.08.2022	Bridge Course	Valediction of SIP

Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 28th July 2022 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2022 to Res. No. 4/2022 – No Action taken called for.

Res No. 5/2022 Subject: To fulfill the Internal Academic Audit suggestions and comments.

 Action taken: Action taken report was collected from all the departments.

Res No. 6/2022 Subject: To strengthen the Research.

 Action taken: On 18.08.2022, 12 Proposals were sent by the college seeking Partial Financial Assistance for conducting Seminar (5), Conference (5) and Workshop (2).

 The College submitted DST – FIST PG College proposal Level A to Ministry of Science and Technology seeking Financial Assistance to develop infrastructure on 10.08.2022 worth Rs.1,55,88,504 (waiting for result)

 On 16.08.2022 , Project was submitted on “Commercial cultivation of Traditional Paddy variety Poongar and Thanga Samba in Orathur Rural Area for Sustainable Livelihood Development in Nagapattinam District, Tamil Nadu, Southern India” under SEED division of STI Hub for SC Community to Ministry of Science and Technology Government of India seeking Rs.2,57,15,144 (waiting for result)

 Four proposals were sent by the PG Students to TNSCST on 29.08.2022

Res No. 7/2022 Subject: To review the ranking position in NIRF

 Action Principal insisted to take effort for quality publication and IPR,

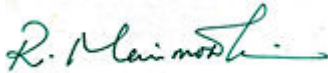
taken: as NIRF is an important component to get high score in NAAC 4th Cycle. Steps taken by Computer Science department to register Patents. 9 Patents have been filed in Indian Patent Office and will be published in the month of September 2022 possibly.

Res No. 8/2022 Subject: To organize Student Induction Programme (SIP) for the freshers.

Action taken: SIP conducted for one week from 22.08.2022 to 27.08.2022

Res No. 9/2022 Subject: Any Other: To follow special day order on Saturdays.

Action taken: Special Time table was followed on Saturdays to conduct Extra Credit Course, Value Added Course, Mentor Mentee Meeting, Advanced Learners Coaching, Part V activities etc.,



Dr. R. Manimozhi
IQAC Co-ordinator



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



A.D.M College For Women (Autonomous)

Nationally Accredited with 'A' by NAAC (Cycle- III)

Nagapattinam - 611 001
Tamil Nadu.



Internal Quality Assurance Cell (IQAC)

The Principal, The Advisor and NAAC/ IQAC coordinators conducted meeting on 26th August 2022 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 on submission of 5th AQAR (2021-22)
6. To discuss the submission of DVV/SSR for the 4th Cycle.
7. Any other: To review the documentation process of IQAC

Minutes of the Meeting

- Res No. 1/2022 Subject: To read and record the notice of the meeting
- Resolution: Read and recorded
- Res No. 2/2022 Subject: To confirm the minutes of the previous meeting.
- Resolution: The minutes of the previous meeting was confirmed.
- Res No. 3/2022 Subject: To record the leave of absence
- Resolution: Nil – (All the Criterion Heads attended the meeting)
- Res No. 4/2022 Subject: To review the action taken on previous resolutions
- Resolution: Action taken on previous resolutions were presented by the IQAC Co-ordinator
- Res No. 5/2022 Subject: To discuss on submission of 5th AQAR (2021-22)
- Resolution: As per the communication and notification received from the office of NAAC: dated 17th August 2022, Principal and Advisor informed the coordinators and staff that the college should submit the online report within three months resuming the normal academic activities as per the Government/ University notification.

Also informed about the NAAC notification (26th May 2022) that the **Data Collection year 2021-22 for assessment is from 1st June 2021 to 31st August 2022** for SSR and DVV purpose.

NAAC coordinators informed that the progress of collecting data for DVV and SSR is still under process and Criterion Heads are submitting the report as per the given format.

Hence resolved that 5th AQAR for 2021-22 must be submitted to NAAC, Criterion Heads are requested to complete the data submission on or before 20th September 2022. It is decided to submit the AQAR to NAAC on or before 30.09.2021 (tentatively).

- Res No. 6/2022 Subject: To discuss the submission of DVV/SSR for the 4th Cycle.
- Resolution: Resolved to submit the Data Validation and Verification (DVV) & SSR by 30th September 2022. Advisor advised to steer up the work to complete the work in stipulated time as she has to submit the progress report to College Committee. Otherwise, the Criterion Heads are requested to give the reason for not completing the work in writing to the Secretary, College Committee through the Principal in charge.
- Res No. 7/2022 Subject: Any other: To review the documentation process of IQAC
- Resolution: IQAC coordinators are advised to collect the data from IQAC incharge staff of each department as per the sample format given by the department of Commerce. The documentation work should be completed and submitted to the Principal on or before 02.09.2022.

The following members were present:

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 Mrs.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

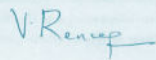
Action taken for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 26th August 2022 at 10.30 a.m. in A.D.M College premises.

Res. No. 1/ 2022 to Res. No. 4/2022 – No Action taken called for.

Res No. 5/2022	Subject:	To discuss on submission of 5 th AQAR (2021-22)
	Action taken:	As per the NAAC notification (26 th May 2022) that the Data Collection year 2021-22 for assessment is from 1st June 2021 to 31st August 2022 for SSR and DVV purpose, data were collected by the Criterion Heads upto 31 st August 2022
Res No. 6/2022	Subject:	To discuss the submission of DVV
	Action taken:	Under process
Res No. 7/2022	Subject:	To discuss on submission of SSR (2017-22)
	Action taken:	A meeting was conducted by the NAAC coordinators with the Criterion heads on 29.09.2022 to collect and provide the pending data immediately. Further date extension was given till 03.10.2022 as per the criterion heads request.
Res No. 8/2022	Subject:	Any other: To review the documentation process of IQAC
	Action taken:	Circular was sent on 26.08.2022 to all Heads and IQAC representative members to submit the reports of their respective Department Activities from the Academic year 2017-18 to 2021-22 to IQAC through on or before 02.09.2022. Placement Cell and Part V Coordinators are requested to submit the five year activity report to IQAC.



Dr.N.Sampathlakshmi
Co-ordinator NAAC



Dr.V.Renuga
Co-ordinator NAAC



Dr. R.Manimozhi
Co-ordinator IQAC



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