



A.D.M College For Women (Autonomous)

Affiliated to Bharathidasan University
Nationally Accredited with 'A' Grade by NAAC (Cycle- III)
Nagapattinam - 611 001
Tamil Nadu.



COLLEGE COMMITTEE

Objectives:

College Committee is to oversee the Academic and Administrative Affairs of the Institution and make recommendations to the Principal about academic programme and strategic priorities.

Operating Authorities:

Committee Members, Office Superintendent, Vice Principal, Principal and Secretary.

Constitution:

- President, Vice President, Secretary
- Eight Members from the Management nominated by the Chairman
Principal : Ex-Officio
- Staff Representative: 2 senior most staff nominated by the Chairman
University Representative (nominated by the University)
- Non – Teaching Staff : Office Superintendent

Procedures:

- The College Committee is the apex body constituted to monitor all the Administrative, Academic Research and Extension activities of the College.
- The College Committee shall make regulations, rules, provide guidance, manage and control the functioning of the Institution as per the provisions of the TN Private Colleges Act, Rules and Regulations.

COLLEGE COMMITTEE MEMBERS

S.No	Committee Members	Category
1.	Dr. A.D. Jegadheeswar, M.B.B.S.,	President
2.	Thiru. N. Kathiresan Prabhu, B.E.,	Secretary
3.	Tmt. R. Subashini	Member
4.	Thiru. J. Ganesh, B.E.,	Member
5.	Thiru. K. Jeyaprakash, B.Sc. (Agri).,	Member
6.	Thiru K. Ajay, M.B.A.,	Member
7.	Thiru. V. Sadagoban, F.C.A.,	Member
8.	Thiru. R. Jeevanantham, B.A.,	Member
9.	Dr. S. Rajendran, M.B.B.S.,	Member
10.	Mr. V. Murugan, M.Com., M.Ed., M.Phil.,	Member
11.	Dr. R. Anbuselvi, M.Sc., M.Phil., Ph.D., Principal i/c	Ex-Officio
12.	Dr. A. Sivakamasundari, M.A., M.Phil., Ph.D., Former Principal	Advisor
13.	Mrs. V. Kannaki, M.A., M.Phil., Head / Associate Professor in English	Staff Representative
14.	Dr. N. Sampathlakshmi, M.Com., M.Phil., Ph.D., Head & Associate Professor in Commerce	Staff Representative
15.	Dr.S.Sivaramakrishnan, Professor and Head Department of BioTechnology Bharathidasan University, Trichy.	University Representative
16.	Mrs. P. Shanthi, B.A., Superintendent , Office.	Administrative Staff






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GOVERNING BODY

Objectives:

To administer, manage and govern all the academic, administrative and other activities of the Institution.

Operational Authorities:

All members of the Governing Body as per the constitution below Principal and Secretary.

Number	Category	Nature
5 members	Management	Trust or Management as per the constitution or Management byelaws, with the Chairman or President / Director as the Chairperson.
2 members	Teachers of the College	Nominated by the Principal based on seniority.
1 member	Educationist or Industrialist	Nominated by the Management
1 member	UGC nominee	Nominated by the UGC
1 member	State Government Nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education / State Council of Higher Education.
1 member	University Nominee	Nominated by the University.
1 member	Principal of College	Ex-Officio.

Functions:

- To fix the fees and other charges payable by the students on the recommendations of the Academic Council.
- Institute Scholarship, Fellowship, Studentship, Medals, Prizes and Certificates on the recommendations of the Academic Council
- To approve the institution for new programme/ courses of study leading to degrees or diplomas.
- To review the performance of all other functions and form Committees/ Sub-Committees as may be necessary and deemed fit for the development of the college.

Term :



Two years, except for the UGC nominee whose term will be a full six years.

Meeting :

At least twice a year.

GOVERNING BODY MEMBERS

S.No.	Name	Category
1	Dr. A.D.Jegadheeswar, M.B.,B.S., President	Chairman -Management
2	Thiru. N.Kathiresan Prabhu, B.E.,Secretary	Member-Management
3	Thiru. J.Ganesh, B.E.,	Member-Management
4	Thiru. K.Jeyaprakash, B.Sc.,(Agri),	Member-Management
5	Thiru.K.Ajay, M.B.A.,	Member-Management
6	Dr.K..Rathina Kumar, Registrar, Tamil Nadu Open University, Saidapet, Chennai-15. Cell : 9080831169	Educationalist
7	Prof. Syed Mehartaj Begum, M.A., Ph.D., UGC – Centre for Federal Studies, Jamia Hamdard New Delhi – India. Cell No : 9871037730	UGC Nominee
8	Dr.T.ArivudaiNambi, M.Sc., M.Phil., B.Ed.,PGDCA, Ph.D., Joint Director, Office of Joint Director of Collegiate Education, Thanjavur Region, Rajah Serfoji Government College Campus, Thanjavur – 613 005.	State Government Nominee
9	Dr.L.Ganesan, Professor, Department of Economics, Bharathidasan University, Tiruchirapalli – 24.	University Nominee



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ACADEMIC COUNCIL

Objectives:

Academic Council is the authority competent to recommend approval to all academic matters including framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the University and the Government.

Operating Authorities: Members of the Academic Council, Dean (Academic), Principal

Composition of the Academic Council:

- The Principal (Chairman).
- All the Heads of Departments in the College.
- Four teachers of the College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
- Not less than four experts from outside the College representing areas such as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
- Three nominees of the University.
- A faculty member nominated by the Management who will function as Dean (Academics) (Member Secretary)

Terms : The term of the nominated members shall be two years.

Meetings: The Principal shall convene a meeting of the Academic Council at least once a year.

Functions and Powers:

- To scrutinize and approve the proposals of the Boards of studies of each discipline with or without modification. The proposals may include the courses of study, curriculum, syllabi and modifications, instructional and evaluation arrangements, methods and procedures.
- To make regulations regarding admission of students to different programmes/courses.

- To make regulations for sports, extra – curricular activities, hostels etc.
- To recommend the Governing body for the introduction of new programmes/ courses.
- To recommend the Governing Body for institution scholarship, fellowship, prizesmedals and also to frame regulations for the award of the same.
- To recommend the Governing Body on suggestion(s) pertaining to academic affairs made by it.
- To perform such other functions assigned by the Governing Body from time to time.

Academic Council Members

S.No.	Name	Category
1	Dr.R.Anbuselvi, Principal i/c., Chairman, Academic Council, Cell:9443601993.	Chairman-Academic Council
2	Dr.V.Renuga, Secretary- Academic Council, Associate Professor of Commerce, A.D.M. College for Women (Autonomous) Nagapattinam.	Secretary- Academic Council
3	Thiru.V.K.Viswanathan, (Representing Commerce), Chartered Accountant, 92-A,Sothavani Moola Street, Madurai-625 001. Cell:94434997301	Representing Commerce
4	Dr.A.Sivakamasundari, Principal(Rtd.,) Advisor,ADM College, No.12, Nadar Street, Velippalayam,Nagapattinam-611 001 Cell:9443120606.	Education

5	Thiru.R.Paramanatham, Public Prosecutor Cum Government Pleader, Nagapattinam-District, Nagapattinam Cell:9443417430	Representing Law
6	Dr.A.S.Nageswaran, Professor ,Department of, Director, Council for College and Curriculum Development , Bharathidasan University, Tiruchirapalli-24. Cell:9489250500.	
7	Dr.V.Thirumurugan, Professor,Department of Animal Science, Bharathidasan University, Tiruchirapalli-24. Cell:9443094199.	
8	Dr.V.Vinothkumar, Professor, Department of English, Director IQAC, Bharathidasan University, Tiruchirapalli-24. Cell9894223482.	
9	Dr.P.Malliga, Professor, Department of Marine Biotechnology, Bharathidasan University, Tiruchirapalli-24. Cell:9487549118	
10	Dr.R.SophiaPorchelvi, Controller of Examinations A.D.M. College for Women (Autonomous), Nagapattinam.	

11	Mrs.R.Alamelu, HOD of History	Heads of the Departments
	Dr.S.Rajeswari, HOD of Economics	
	Dr.N.Sarala, HOD of Mathematics	
	Mrs. S. Malathi, HOD of Chemistry	
	Dr. MadhuramozhiGovindarajalu, HOD of Zoology	
	Dr.N.Sampathlakshmi, HOD of Commerce	
	Mrs.R.Priscilla, HOD of Physics	
	Dr.J.Sundari, HOD of Botany	
	Mrs.A.Madheswari, HOD of Statistics	
	Dr.T.Vasugi, HOD of Tamil	
	Mrs.V.Kannaki, HOD of English	
	Mrs.R.Kavitha, HOD of Business Administration	
	Dr.G.Sabithra, HOD of Bio Chemistry	
	Dr.K.Arul Marie Joycee HOD of Computer Science/BCA	
Dr.M.Kaliammal, HOD of Geology		
Mrs.J.Suganya,		

	Assistant Professor of Computer Science, Co-ordinator, B.Voc., Programme Software Development in Multimedia and Animation.	
	Mrs.B.Revathy, Assistant Professor of Zoology, Co-ordinator, B.Voc., Programme Marine Food Processing & Preservation Technology.	
	Dr.V.Uma, Director of Physical Education	
	Dr.R.Vijayalakshmi, College Librarian	
12	1 Dr.R.Krishnaveni, Associate Professor of Commerce	Four Teachers representation (by rotation on seniority):
	2 Dr.R.Manimozhi, Assistant Professor of English	
	3 Dr.R.Latha, Assistant Professor of Commerce	
	4 Dr.N.Lavanya, Assistant Professor of Physics	

R. Anu





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BOARD OF STUDIES

Objectives:

To formulate the syllabi for various courses and reviewing and updating syllabi from time to time. To make suggestions on introducing new courses of study, determining details of continuous assessment, recommending panels of examiners, etc.

Operating Authorities:

Members of the Board of Studies, HOD concerned, Vice Principal and Principal

Composition of the Board of Studies:

- Head of the department concerned (Chairman).
- The entire faculty of each specialization.
- Two experts in the subject from outside the college to be nominated by the Academic Council.
- One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Principal.
- One representative from Industry / Corporate sector / Allied area relating to placement.
- One postgraduate meritorious Alumnus to be nominated by the Principal. The Chairman, Board of Studies, may with the approval of the Principal of the College, Co-opt:

(a) Experts from outside the college whenever special courses of studies are to be formulated.

(b) Other members of staff of the same faculty.

Term: The term of the nominated members shall be two years.

Meeting:

The Principal of the College shall draw the schedule as and when necessary, but at least once a year for meeting of the Board of Studies for different Departments.

Functions:

- The Board of Studies of a department in the College shall
- Prepare syllabi for various courses keeping in view the objectives of the College, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for appointment of Examiner.
- Coordinate research, teaching, extension and other academic activities in the Department.



R. Dhanu

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FINANCE COMMITTEE

Objectives:

The Finance Committee will be the Authority competent to advise the Governing Body on financial matters.

Operating Authorities:

Members of the Finance Committee and Principal.

Composition of Finance Committee:

- The Principal (Chairman).
- One person to be nominated by the Governing Body of the college for a period of two years.
- One senior-most teacher of the college to be nominated in rotation by the Principal for two years.

Functions:

Recommend the Budget estimates / Revised Estimates / Supplementary estimates relating to Income from fees, collected and the grant received / receivable from UGC for the activities under College autonomy.

Procedures:

- Autonomous College should hold a meeting of Finance Committee in the first week of April every year to take stock of the utilization of autonomy grant of the previous year and to discuss the budget of the autonomy grant of the ensuing year. A detailed Blue Print of budget should be duly approved by the Finance Committee in this meeting.
- Only those items which are admissible as per clause 7 of these guidelines should be included. No expenditure other than these items shall be accepted for utilization.
- The Budget so prepared and recommended by the Finance Committee will be submitted to the Governing Body for final approval, before 25th of April every year, which in turn shall be submitted to the concerned Regional Office of the UGC on or before 30th April. In case the meeting of the Governing Body is not held before 30th April due to unavoidable reasons, the Principal in the capacity of Member Secretary of the Governing Body may submit the budget to the concerned Regional Office of the UGC after getting approval from the Chairman of the Governing Body.