



A.D.M. COLLEGE FOR WOMEN

(Autonomous)

Affiliated to Bharathidasan University

(Nationally Accredited with "A" Grade by NAAC – 4th Cycle)

NAGAPATTINAM 611 001.

**MINUTES OF THE SEVENTEENTH MEETING OF THE GOVERNING BODY OF A.D.M.
COLLEGE FOR WOMEN (AUTONOMOUS), NAGAPATTINAM HELD AT A.D.M. COLLEGE,
NAGAPATTINAM ON 26.07.2023 AT 11.00 A.M**

**Thiru.N.Kathiresan Prabhu, B.E., President / Secretary over the meeting. Then on his behalf,
Thiru.K.Jeyaprakash, Member welcomed the members to the meeting.**

Res.No	Subject	Resolution
1/2023	To read and record the notice of the meeting.	Read and Recorded
2/2023	To confirm the minutes of the last meeting	Read and confirmed
3/2023	To record the leave of absence.	Leave of absence is granted to Dr.A.D.Jegadheeswar,
4/2023	To review the action taken on earlier resolution.	Reviewed.
5/2023	To consider and approve the recommendations of the Academic Council for implementing the structured syllabi for <ul style="list-style-type: none">UG & B.Voc Programme for 2023 – 2026 Batch, PG Programme for 2023 – 2025 Batch and M.Phil Programmes for 2023-2024 Batch.Value Added Courses for UG & PGExtra Credit Courses (UG)	The Governing Body resolved to approve the recommendations of the Academic Council for implementing the structured syllabi for <ul style="list-style-type: none">UG & B.Voc Programme for 2023 – 2026 Batch, PG Programme for 2023 – 2025 Batch and M.Phil Programmes for 2023-2024 Batch.



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	<ul style="list-style-type: none">• Add on Courses (UG)• Self paced learning / MOOC / SWAYAM Courses.	<ul style="list-style-type: none">• Value Added Courses for UG & PG• Extra Credit Courses (UG)• Add on Courses (UG) <p>Self paced learning / MOOC / SWAYAM Courses.</p> <p>The Governing Body further resolved to request the Principal to:</p> <ol style="list-style-type: none">a) Explore the possibilities of entering into MOU with best Institution for English Communication Skill Development.b) Explore the possibilities of organizing Heritage visit / walk taking the students to the Heritage sites in and around Nagapattinam by the Department of History and publish articles in the journals / Newspapers. <p>Further resolved to approve the suggestions made by Dr.N.Dhanarajan, Regional Joint Director of Collegiate Education, Thanjavur as follows:</p> <ol style="list-style-type: none">a) The Principal may contact the Bharathidasan University regarding the Diploma / Certificate courses offered and explore the possibilities of starting such courses in the college by getting the necessary approvals.
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		b) Principal is requested to review the activities of all the departments in rotation and advised to prepare an action plan for each department, based on their academic calendar.
6/2023	<p>To consider and approve the recommendations of the Academic Council for the following</p> <ul style="list-style-type: none"> • Steps taken by PG and Research departments for promoting Research • Steps taken towards Start ups / Incubation Centers • Steps taken towards the better performance of Internal Quality Assurance Cell (IQAC) 	<p>The Governing Body resolved to approve the recommendations of the Academic Council.</p> <p>The Governing Body suggested that the IQAC team as well as the Heads of various Departments may visit PSGR Krishnammal College, Coimbatore on updating of quality assessment procedure and norms and also improvement of Science Laboratories and other facilities etc.,</p>
7/2023	<p>To approve and ratify the results of November 2021, April 2022, November 2022 and April 2023.</p>	<p>The Governing Body resolved to approve and ratify the results of November 2021, April 2022, November 2022 and April 2023.</p> <p>The Governing Body noted the results obtained and felt that the results to be improved in UG courses.</p>
8/2023	<p>To consider and approve the recommendation of Finance Committee</p>	<p>The Governing Body resolved to approve the recommendation of Finance Committee and advised Principal to approach the concerned authorities, regarding the release of autonomous</p>



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		grant, which was not sanctioned since 2020.
9/2023	To critically review the performance of the B.Voc Degree Programmes and consider the need for the closure of any programmes and approve the same.	<p>The Governing Body reviewed the performance of the B.Voc Degree Programmes.</p> <p>The Governing Body resolved to convert the B.Voc Courses as per norms into S.F Courses offering Degree/ Diploma / Certificate courses and admitting students by giving wide publicity through News papers / Media explaining the importance for their career development.</p>
10/2023	To approve and ratify the promotion of faculty members (CAS) as per the details to be placed on the table by the Principal In charge.	The Governing Body resolved to approve and ratify the promotion of faculty members (CAS) as per the details placed on the table by the Principal.
11/2023	To approve and ratify the strategy and norms for career promotion of the faculty members in compliance with the guidelines of UGC and University.	The Governing Body resolved to approve the following strategy and norms for future career promotion (CAS) of the faculty members, in the interest of providing efficient higher education to the students as well as future career development of the concerned teachers and of the College Development in the sphere of higher academic knowledge and excellence , and also in compliance with the guidelines issued by the UGC and University as prescribed in Table No.1 of G.O Ms. No. 5, Higher Education (H1) Department, dated: 11.01.2021.



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		<p>A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria :</p> <p>Teaching – Learning and Evaluation : The Commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counseling and mentoring, additional teaching to support the college/ university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university / college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.</p> <p>Personal Development Related to Teaching and Research Activities: Attending orientation / refresher / methodology courses, development of e-contents and MOOC's, organizing seminar / conference / workshop /</p>
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		<p>presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.</p> <p>Involvement of teachers in the students related activities should be more effective and varied from ONE LEVEL TO THE OTHER.</p> <p>An individual faculty should enhance her career ability by undertaking various activities given in the assessment criteria(Appendix Table 1 – S.No. 2 (a) to (g) - G.No.5, dated : 11.01.2021).</p> <p>(Example: If she gives her performance in the students related activities for the first level, she must prove her ability in research activities in the next level).</p> <p>Assessment Process</p> <p>The following three – step process is recommended for carrying out assessment for promotion under the CAS at all levels:</p> <p>Step 1 : The college / university teachers shall submit to college / university an annual self – appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5(except 3A,3B) of Appendix. The report should be submitted at the end of every academic</p>
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		<p>year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD / Teacher - in-charge etc. The submission should be through the Head of the Department (HOD) / teacher - in-charge.</p> <p>Step 2 : After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.</p> <p>Step 3 : CAS Promotion shall be granted as mentioned in Clauses 6.4 of G.O. No.5 Page 37 to 39.</p> <p>The individual API proforma duty filled along with all enclosures will only be verified by the college and placed before the Screening - Cum - Evaluation (Ref. para 5.1 X B.D and F as the case may be as per G.O.(Ms) No.5.Hr.Edn(H1) dept, dated 11.01.2021.p.2S) / Selection Committee for assessment.</p> <p>The Applicants of Library Information and Science / Physical Education may refer to Appendix- II, Table - 4/5 of UGC Regulations 2018, No. F.1-2/2017(EC/PS), dated 18th July 2018 (available in the UGC / DCE website) and G.O.(Ms).No.5, Hr.Edn(H1) Dept, dated</p>
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		11.01.2021 for weight age and API Scores.
12/2023	Any other subject with the approval of the chair.	Nil

The meeting concluded with the Vote of thanks by the Principal.

SECRETARY, GOVERNING BODY