



# A.D.M College For Women (Autonomous)

Nationally Accredited with 'A' by NAAC (Cycle-IV)  
Nagapattinam -611 001  
TamilNadu.



## IQAC MEETING Academic Year 2022-23

S.No	Month	Date
1.	July	28 <sup>th</sup> July 2022
2.	August	26 <sup>th</sup> August 2022
3.	September	24 <sup>th</sup> September 2022
4.	October	25 <sup>th</sup> October 2022
5.	November	16 <sup>th</sup> November 2022
6.	December	17 <sup>th</sup> December 2022
7.	February	22 <sup>nd</sup> February 2023
8.	March	20 <sup>th</sup> March 2023
9.	April	10 <sup>th</sup> April 2023

## **Internal Quality Assurance Cell (IQAC)**

IQAC Chairman conducted the meeting with IQAC Coordinators, Internal Members and IQAC in charge staff of each department on 28<sup>th</sup> 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 – 28.07.2022**

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 TANSCH within 20<sup>th</sup> 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<sup>th</sup> 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.

**The following members were present:**

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.N.Sampathlakshmi , Head & Associate Professor of Commerce
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

S.No.	Department	Name of the HOD & IQAC representative member of the department
1.	History	Dr.G.Anbarasi, Assistant Professor
2.	Economics	Dr.V.Viji, Associate Professor
3.	Mathematics	Dr.R.Vanitha, Associate Professor

4.	Chemistry	Dr.N.Prabha, Assistant Professor
5.	Zoology	Dr.Angelina Glorita Parimala
6.	Commerce (Aided)	Dr.N.K.Premavathy, Associate Professor
7.	Commerce (SF)	Mrs.M.Devika, Assistant Professor
8.	Physics	Dr.N.Lavanya, Assistant Professor
9.	Statistics	Mrs.K.Pushpanayaki, Associate Professor
10.	Tamil	Dr.C.J.Priscilla, Assistant Professor
11.	English	Dr.V.Uma Maheswari, Assistant Professor
12.	BBA	Mrs.B.Tamilmathi, Assistant Professor
13.	Bio-Chemistry	Ms.M.Bharathi, Assistant Professor
14.	Computer Science	Mrs.K.Kavitha, Assistant Professor
15.	Geology	Ms. R.Atchaya, Assistant Professor
16.	Botany	Dr.J.Sundari, Assistant Professor
17.	B.Voc., Software Development	Dr.J.Suganya, Assistant Professor
18.	B.Voc., Marine	Ms.M.Santhiya, Assistant Professor
19.	Library	Dr.R.Vijayalakshmi, Assistant Professor
20.	Physical Education	Dr.V.Uma, Assistant Professor

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



*4<sup>th</sup> 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 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

22.08.2022	Inauguration Programme	Computer Literacy Programme
23.08.2022	Motivational Speech	Fisher'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



## Internal Quality Assurance Cell (IQAC)

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

### **Minutes of the Meeting – 26.08.2022**

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 5 <sup>th</sup> AQAR (2021-22)
	Resolution:	As per the communication and notification received from the office of NAAC: dated 17 <sup>th</sup> 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 (26<sup>th</sup> May 2022) that the **Data Collection year 2021-22 for assessment is from 1<sup>st</sup> June 2021 to 31<sup>st</sup> 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 5<sup>th</sup> AQAR for 2021-22 must be submitted to NAAC, Criterion Heads are requested to complete the data submission on or before 20<sup>th</sup> 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 4<sup>th</sup> Cycle.
- Resolution: Resolved to submit the Data Validation and Verification (DVV) & SSR by 30<sup>th</sup> 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 & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator – IQAC/NAAC	Dr.N.Sampathlakshmi , HOD & Associate Professor of Commerce
Coordinator NAAC	Dr.V.Renuga, Associate Professor of Commerce
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

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  Dr.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 **26<sup>th</sup> 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<sup>th</sup> AQAR (2021-22)  
                           Action                *As per the NAAC notification (26<sup>th</sup> May 2022) that the **Data taken:** **Collection year 2021-22 for assessment is from 1<sup>st</sup> June 2021 to 31<sup>st</sup> August 2022 for SSR and DVV purpose, data were collected by the Criterion Heads upto 31<sup>st</sup> August 2022***
- Res No. 6/2022    Subject:        To discuss the submission of DVV  
                           Action                *Under process*  
                           taken:
- Res No. 7/2022    Subject:        To discuss on submission of SSR (2017-22)  
                           Action                *A meeting was conducted by the NAAC coordinators with the taken:* *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

*Circular was sent on 26.08.2022 to all Heads and IQAC*

taken:

*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**

IQAC/NAAC Coordinator



**Dr.V.Renuga**

NAAC Coordinator



**Dr.R.Anbuselvi**

Principal/ IQAC Chairman

## **Internal Quality Assurance Cell (IQAC)**

The Principal and the Advisor conducted general staff meeting on 24<sup>th</sup> September 2022 to discuss the following.

### **Agenda**

- To improve the performance of the staff members and to maintain discipline in the class room.
- To promote research activities among the staff and students
- To discuss Staff role in preparing e-contents

### **Minutes of the Meeting – 24.09.2022**

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 improve the performance of the staff members and to maintain discipline in the class room.
	Resolution:	<ul style="list-style-type: none"><li>• Staff member should not use mobile phone in the class room during class hour and adhere time schedule.</li><li>• Staff members should go for ICT enabled Teaching aids wherever necessary.</li><li>• Staff member should maintain self discipline in the class room.</li><li>• HoDs are requested to monitor the Teaching Methodology of their respective staff member and guide them to improve their performance.</li></ul>

Res No. 6/2022 Subject: To promote research activities among the staff and students  
 Resolution: Staff members those who have completed Ph.D were encouraged to take necessary efforts to get Ph.D research advisorship and also they were asked to publish research articles in UGC care list/ Scopus/ Web of Science journals.

PG Students were motivated to undergo research activities and join Online courses offered by MOOC/SWAYAM/NPTEL platform.

Res No. 7/2022 Subject: To discuss Staff role in preparing e-contents  
 Resolution: Resolved to revamp the preparation of e-modules, Dr.J.Umamaheshwari, Dean of Computer Science was assigned to prepare new schedule for recording e-content lectures for uploading in the college youtube channel.

**The following members were present:**

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.N.Sampathlakshmi, Head & Associate Professor of Commerce
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

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



## **Internal Quality Assurance Cell (IQAC)**

The Principal and the Advisor conducted general staff meeting on 25<sup>th</sup> October 2022 to discuss the following.

### **Agenda**

- To conduct PTA and Alumni meeting
- To verify Academic Diary, Mark Register, Issue of Progress reports
- To prepare Workload and Timetable for Even semester 2022-23
- To conduct IPR workshop
- To conduct SSC (Staff Selection Committee) Coaching – Career and Development Cell
- To review e- content/ video recording
- To Review Research Development

### **Minutes of the Meeting – 25.10.2022**

- |                |   |
|----------------|---|
| Res No. 1/2022 | Subject: To read and record the notice of the meeting<br>Resolution: Read and recorded  |
| Res No. 2/2022 | Subject: To confirm the minutes of the previous meeting.<br>Resolution: The minutes of the previous meeting was confirmed.  |
| Res No. 3/2022 | Subject: To record the leave of absence<br>Resolution: All the Criterion Heads attended the meeting   |
| Res No. 4/2022 | Subject: To review the action taken on previous resolutions<br>Resolution: Action taken on previous resolutions were presented by the IQAC Co-ordinator   |
| Res No. 5/2022 | Subject: To conduct PTA and Alumni meeting<br>Resolution: Resolved to conduct PTA and Alumni meeting for the academic year 2022-23 on or before 30 <sup>th</sup> November 2022  |
| Res No. 6/2022 | Subject: To verify the Academic Diary, Mark Register, Issue of Progress reports<br>Resolution: Resolved to check and verify the updation of Academic Diary, Mark Register before Model Examination. Rank card should be issued to students (up to Midterm marks). |
| Res No. 7/2022 | Subject: To prepare Workload and Timetable for Even semester 2022-  |

- Resolution: Resolved that the HODs should prepare and submit workload and timetable for the Even semester 2022-23.
- Res No. 8/2022 Subject: To conduct IPR workshop
- Resolution: Resolved that IPR cell should conduct a workshop on Intellectual Property Rights on or before 31.10.2022
- Res No. 9/2022 Subject: SSC Coaching – Career and Development Cell
- Resolution: Resolved that Career Guidance and Placement Cell should arrange coaching for PG students for the Staff Selection Examination.
- Res No. 10/2022 Subject: To review the progress of e- content
- Resolution: Resolved that the recording of e-content videos should be recorded as per schedule and the coordinator for e-content development should submit the report every week to the Principal.
- Res No. 11/2022 Subject: To Review Research Development
- Resolution: Resolved that the staff members (Ph.D qualified) should take steps to apply for getting Guideship and they are asked to publish papers in UGC Care list/ Scopus/ Web of Science/ SCI indexed journals.
- Further resolved to send proposals for funding agencies other than UGC.

**The following members were present:**

Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator - IQAC	Dr.R.Manimozhi, Assistant Professor of English
IQAC Internal	Dr.N.K.Premavathi, Associate Professor of Commerce

Members	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

S. No.	Department	Name of the HOD & IQAC representative member of the department
1.	History	Dr.G.Anbarasi, Assistant Professor
2.	Economics	Dr.V.Viji, Associate Professor
3.	Mathematics	Dr.R.Vanitha, Associate Professor
4.	Chemistry	Dr.N.Prabha, Assistant Professor
5.	Zoology	Dr.Angelina Glorita Parimala Associate Professor
6.	Commerce (Aided)	Dr.N.K.Premavathy, Associate Professor
7.	Commerce (SF)	Mrs.M.Devika, Assistant Professor
8.	Physics	Dr.N.Lavanya, Assistant Professor
9.	Statistics	Mrs.K.Pushpanayaki, Associate Professor

10.	Tamil	Dr.C.J.Priscilla, Assistant Professor
11.	English	Dr.V.Uma Maheswari, Assistant Professor
12.	BBA	Mrs.B.Tamilmathi, Assistant Professor
13.	Bio-Chemistry	Ms.M.Bharathi, Assistant Professor
14.	Computer Science	Mrs.K.Kavitha, Assistant Professor
15.	Geology	Ms. R.Atchaya, Assistant Professor
16.	Botany	Dr.J.Sundari, Assistant Professor
17.	B.Voc., Software Development	Dr.J.Suganya, Assistant Professor
18.	B.Voc., Marine	Ms.M.Santhiya, Assistant Professor
19.	Library	Dr.R.Vijayalakshmi, Assistant Professor
20.	Physical Education	Dr.V.Uma, Assistant Professor

**Action taken** for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on **25<sup>th</sup> October 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 PTA and Alumni meeting
	<i>Action taken:</i>	<i>Parent Teacher Association meeting for the academic year 2022-23 was conducted by all the departments on 29.10.2022 and 05.11.2022. Parents were invited by the Heads of the departments to discuss the performance of their children. Parents met the Heads of the departments, class in-charge staff</i>

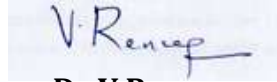
		<p><i>and the faculty members of their wards and enquired the academic performance in their studies and other co-curricular activities. Feedback forms were given to the parents to obtain their opinion regarding the various aspects of the college. 204 Parents attended the meeting and they have given their opinion about the academic activities.</i></p> <p><i>The PTA Secretary and Treasurer submitted the consolidated report of meeting to the Principal.</i></p>
Res No. 6/2022	Subject:	To verify the Academic Diary, Mark Register, Issue of Progress reports
	Action taken:	<i>The internal members of IQAC verified the updated Academic Diary and Mark Registers. The same was approved with Principal signature.</i>
Res No. 7/2022	Subject:	To prepare Workload and Timetable for Even semester 2022-23
	Action taken:	<i>HoDs submitted the Workload and Timetable for the Even Semester 2022-23, it was verified and checked by the Workload Scrutiny Committee on 15.11.2022.</i>
Res No. 8/2022	Subject:	To conduct IPR workshop
	Action taken:	<i>Internal Quality Assurance Cell (IQAC) and Intellectual Property Rights (IPR) Cell jointly organized State Level Workshop on “<b>Patent Drafting and Filing</b>” on 29.10.2022. This workshop has focused on the significance, procedures, drafting and filing for Patent. Dr. Sharana Gouda, Assistant Controller of Patents was the chief guest. Dr.V.Manickam, Trinity Patent Solutions, Assistant Professor of Electronics, St.Joseph’s College, Tiruchirapalli and Dr.Mary Magayarkarasi, IP Consultant, Bangalore Bio Innovation Centre (BBC), Bangalore were the key speakers. 16 participants from various colleges and 36 participants from ADM College participated in the workshop.</i>
Res No. 9/2022	Subject:	Staff Selection Coaching(SSC) Coaching – Career and

		Development Cell
	<i>Action taken:</i>	<i>Career Guidance and Placement Cell – Competitive Examination Coaching Centre in collaboration with District Employment Office , Nagapattinam. The coaching classes were conducted every Saturday from 08.10.2022.The classes were handled by 3 resource persons Mr.Vigneshwaran, Mr.S.K.Sundar and Mr.Kutty Appan on the topics Mathematics Tools, Current affairs, Maths Tricks, General Knowledge and Skills. 114 students were benefitted by this coaching class.</i>
Res No. 10/2022	<i>Subject:</i>	To review the progress of e- content
	<i>Action taken:</i>	<i>136 e modules were recorded in the Video Capturing Centre of the College. 40 Videos were scrutinized by the ASC (Academic Standing Committee) and uploaded in College You Tube Channel.</i>
Res No. 11/2022	<i>Subject:</i>	To Review Research Development
	<i>Action taken:</i>	<i>On 17.11.2022 Principal and Advisor conducted R&amp;D meeting with all Research guides, Ph.D holders and Staff members without Ph.D degree.Research guides were advised to register candidates for vacant places. Ph.D holders should take efforts to publish papers to become eligible to apply for research supervisor. Circular sent on 24.11.2022 - Bimonthly report should be submitted regarding the progress in research work.</i>  <i>On 24.11.2022 circular was sent to motivate the staff members those who have not registered for Ph.D to appear for Ph.D Entrance Examination to get qualified – Bimonthly report should be submitted regarding the progress in Registering Ph.D Degree.</i>  <i>The project proposal sent to DST- FIST 2022 “PG college Level A” was shortlisted by DST and the Principal investigator</i>

		<p><i>Dr.R.Anbuselvi, Principal presented the College proposal on 31.10.2022 at Calicut, Kerala.</i></p> <p><i>The proposals of two research students Ms.Gayathri and Ms.Nafaha, Department of Mathematics was short listed and the students attended interview at Bharathidasan University, Tiruchirappalli.</i></p>
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**Dr.N.Sampathlakshmi**  
IQAC/NAAC Coordinator



**Dr.V.Renuga**  
NAAC Coordinator



**Dr.R.Anbuselvi**  
Principal/ IQAC Chairman

## INTERNAL QUALITY ASSURANCE CELL

### Orientation to administrative staff - 16.11.2022

Orientation to Administrative Staff was held on 16.11.2022 from 10.45 am to 12.30 pm at Principals Chamber.

**Presided by : Dr.R.Anbuselvi, Principal**

**Presence of : Dr.A.Sivakamasundari, Advisor**

#### Agenda

1. To review the allocation of previous duty.
2. To re- allocate the duties to the Administrative Staff.
3. To discuss the various functions of Administrative staff.
4. To motivate the Administrative staff to improve the quality of their performance in all aspects.

#### Minutes of the Meeting

Res No. 1/2022	Subject:	Students related work
	Resolution:	Resolved that the announcements about Fees pending, Scholarships, Certificate/ Mark Sheet/ TC issue etc., should be informed to the students during assembly in the morning by the concerned Office staff, to enable them to complete the work within the prescribed time.
Res No. 2/2022	Subject:	Principal Office work
	Resolution:	It is mandatory to sign the circular or work allotment sent from Principals desk. Query or suggestions can be conveyed to Principal later. Date of completion of pending works should be obtained in written format from the concerned administrative staff and report to Principal by Superintendent for recovery action. This will be followed regularly in upcoming days also.
Res No. 3/2022	Subject:	Leave Rules
	Resolution:	Office staffs are advised to give leave form before taking leave. Uninformed leave, informing through e-mail or whatsapp is not

		entertained and will be marked as absent in case of not informed.
Res No. 4/2022	Subject:	Work allotment
	Resolution:	It is advised to perform the allotted duties sincerely and effectively. Office work will be given in rotation basis as insisted by JD, Tanjore, so as to make everyone learn the work.
Res No. 5/2022	Subject:	Bank related duties
	Resolution:	It is resolved to prepare the Bank Challan on the same day of money collection. The same should be sent to bank, the next day itself before 10.30 am. Signature should be obtained both in Abstract and DFCR from Superintendent and Principal every day.
Res No. 6/2022	Subject:	Staff attendance Register maintenance
	Resolution:	Resolved to complete the daily attendance of Aided, SF, Management (Teaching and non- Teaching) before 10.30 am. It should be Marked "Absent" for uninformed leave of staff members. CL, OD, Permission files and all type of leave forms should be recorded and filed properly. The same should be submitted on or before the last working day of every month to the Principal.
Res No. 6/2022	Subject:	Acquittance
	Resolution:	Resolved to get signature (for all the months) in Acquittance register from SF, Management staff and submit to Principal on or before the last working day of every month.
Res No. 7/2022	Subject:	Self Appraisal form, Individual File, Original Certificates
	Resolution:	Self Appraisal form should be circulated. All the completed forms should be filed and submitted to Principal on 30.11.2022. Resolved to get Original Degree certificates from all SF and Management Staff and maintain Individual Staff File.
Res No. 8/2022	Subject:	Individual Work Diary
	Resolution:	Individual Work Diary should be updated every day. Resolved to

		submit the same every Friday to Principal duly signed by Superintendent.
Res No. 9/2022	Subject:	Importance of NAAC/AQAR
	Resolution:	The importance of NAAC Grade, Submission of AQAR/ NIRF for the significant development of College is explained to all the Administrative staff members
Any Other:	The Principal and the Advisor appreciated the service and current efforts taken by the Administrative Staff members and also encouraged them to work more efficiently and fruitfully. Principal and Advisor spoke to all staff members individually and insisted them to complete the pending works as early as possible.	



**Principal i/c**

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on  
17<sup>th</sup> December 2022 at 2.00 pm in AV Hall.**

**Agenda**

1. To read and record the notice of the meeting
2. To confirm the minutes of the previous meeting.
3. To record the leave of absence
4. To review the action taken on previous resolutions
5. To review the activities of IQAC

**Minutes of the Meeting - 17.12.2022**

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 review the activities of IQAC
	Resolution:	<ul style="list-style-type: none"><li>➤ The composition of IQAC to be made in conformity with NAAC guidelines</li><li>➤ The abstract of the data/ evidences to be made visible at a glance</li><li>➤ List of publication to be classified category wise (UGC care/ WOS/ SCI etc.,)</li><li>➤ The IQAC should come out along with a long term vision document (Strategic plan)</li></ul>

**Members Present:**

<b>Category</b>	<b>Name &amp; Designation of the Member</b>
<b>Chairman - IQAC</b>	Dr.R.Anbuselvi, Principal i/c
<b>Coordinator - IQAC</b>	Dr.R.Manimozhi, Assistant Professor of English
<b>External Members</b>	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.
<b>Internal Members</b>	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
<b>One member from the Management</b>	Thiru.K.Jeyaprakash, College Committee Member

<b>Senior Administrative Officer</b>	Dr.R.Sophia Porchelvi Controller of Examination
	Mrs.P.Shanthi Superintendent
<b>One nominee each from local society, Students and Alumni</b>	Thiru.R.Jeevanantham, ADM College - Committee Member
	Dr.S.Velvizhi, Principal Scientist, Fish for All, MSSRF, Poompuhar
<b>One nominee each from Employers /Industrialists/Stake holders</b>	Er. Balasubramanian, Nagapattinam
	Mrs.Poornima Natesh, B.Tech.(IT) Graphic Designer, Creative Head-Uma Home Bread, Nagapattinam.
<b>Department</b>	<b>Name of the IQAC representative</b>
<b>Economics</b>	Dr.V.Viji
<b>Mathematics</b>	Dr.R.Vanitha
<b>Chemistry</b>	Dr.N.Prabha
<b>History</b>	Dr. G.Anbarasi
<b>Zoology</b>	Dr.S.Angelina Glorita Parimala
<b>Commerce (SF)</b>	Mrs.M.Devika
<b>Physics</b>	Dr.N.Lavanya
<b>Botany</b>	Dr.J.Sundari
<b>Statistics</b>	Mrs.K.Pushpanayaki

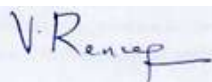
<b>Tamil</b>	Dr.C.J.Priscilla
<b>English</b>	Dr.V.Uma Maheswari
<b>BBA</b>	Mrs. M.Tamilmathi
<b>Bio Chemistry</b>	Ms.M.Bharathi
<b>Computer Science</b>	Mrs.S.Kavitha
<b>Geology</b>	Ms.R.Akshaya
<b>B.Voc Software</b>	Mrs.J.Suganya
<b>B.Voc Marine</b>	Ms. V.,Santhiya
<b>IQAC Internal member</b>	Dr.P.Jamuna Devi
<b>Library</b>	Dr.R.Vijayalakshmi
<b>Physical Education</b>	Dr.V.Uma

### **External Audit (17.12.2022) Suggestions / Comments**

#### **Action Taken Report**

<b>S.No</b>	<b>Suggestions / Comments</b>	<b>Action Taken</b>
<b>1</b>	Composition should be revised including industry / student representation / stake holders / employer	The composition will be revised with representation from Industry/ Students/ Stake Holder/ Employer in the ensuing College Committee Meeting
<b>2</b>	Abstract for all data and chart/ flux board can be displayed for composition / activities	Abstract for all data included. Chart/ flux board will be displayed in future.

3	List of publication should be classified (UGC / Scopus)	Publication list classified under UGC/SCOPUS
4	Long term vision of IQAC should be framed	Long term vision of IQAC will be framed and the same will be placed before College Committee for approval.



**Dr.V.Renuga**  
**IQAC Coordinator**



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

**Internal Quality Assurance Cell (IQAC)**  
**General staff meeting on 22<sup>nd</sup> February 2023**

**Agenda**

- Self Appraisal Evaluation for the last five years

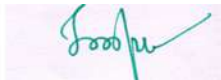
**Minutes of the meeting**

On 22.02.2023, Dr.R.Anbuselvi , Principal & IQAC Chairman, Dr. N.Sampathlakshmi, Dr.V.Renuga, NAAC coordinators conducted the general staff meeting with all the Staff members in the Aided Section.

NAAC coordinators insisted all the staff members to fill the Self Appraisal form and to enclose the supportive documents. The Self Appraisal form was given to all the faculty members during the meeting. The filled in forms should be submitted on or before 28.02.2023.

**Action Taken**

All the staff members from Aided Section submitted the Self Appraisal form on 28.02.2023. IQAC obtained the staff – self appraisal report from all the faculty members of Aided section of the college and submitted the forms to the Principal. . The main objective is to assess the improvement in the teaching ability, teachers' participation in research promotion, Innovative Teaching Methodology, publication in Books and Journals, contribution in college administration and enrichment of the college and guideship status. On 15.03.2023 , their reports are analyzed and the inference arrived from their answers were recorded.



**Dr.N.Sampathlakshmi & Dr.V.Renuga**

IQAC/NAAC Coordinators



**Dr.R.Anbuselvi**

Principal/ IQAC Chairman

**Action taken** for the Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on **22<sup>nd</sup> February 2023**

All the faculty members submitted the Self appraisal form along with the evidences and supportive documents.

## **Internal Quality Assurance Cell (IQAC)**

### **NAAC meeting on 20<sup>th</sup> March 2023**

#### **Agenda**

- Allocation of work – DVV & SSR
- Uploading the evidences for DVV and SSR submission to the office of NAAC
- Inform HOD regarding the staff working in NAAC Office

Dr.A.Sivakamasundari, Advisor along with IQAC & NAAC Coordinators, Dr. N.Sampathlakshmi & Dr.V.Renuga, conducted the meeting with the following members on 20.03.2023.

S.No	Name
1	Dr.N.Sarala, HOD of Mathematics
2	Dr.S.Rajeswari, HOD of Economics
3	Dr.K.Arul Marie Joycee Assistant Professor of Computer Science
4	Dr.P.Sujatha, Assistant Professor of Economics
5	Dr.P.Jamuna Devi Assistant Professor of Mathematics
6	Mrs. G.Lokeshwari Assistant Professor of Computer Science
7	Mrs.K.Devi Assistant Professor of Computer Science
8	Mrs. C.Geetha Assistant Professor of Computer Science

## **Minutes of the Meeting - 20.03.2023**

- Res No. 1/2023    Subject:    Allocation of Work – DVV & SSR
- Resolution: It is resolved that the following faculty members are in charge to upload the evidences for DVV process. The Principal issued the Order copy on 18.03.2023.
- They are asked to complete the maximum work before 14<sup>th</sup> April 2023.
- Criteria 1, 2, 3, 5 – Dr.K.Arul Marie Joycee
- Alignment work – Dr.P.Sujatha
- Criteria 4 & Alignment work for other Criteria– Mrs. G.Lokeshwari
- Criteria 6,7 – Dr.P.Jamuna Devi
- Alignment work - Mrs. K.Devi & Mrs. C.Geetha
- Res No. 2/2023    Subject:    Uploading the evidences for DVV and SSR submission
- Resolution: It is resolved that the team should report at 9.30 a.m to the NAAC Office and give their fullest cooperation in submitting DVV and SSR.
- Mrs. K.Devi and Mrs. C.Geetha should report at 2.30 pm.
- Res No. 3/2023    Subject:    Inform HOD for Alternate arrangements for the staff working in NAAC Office
- Resolution: Dr.N.Sarala , HOD of Mathematics & Dr.S. Rajeswari, HOD of Economics are requested to take necessary arrangements for the staff members working in NAAC Office and to work in NAAC Office along with NAAC Coordinators for the period from 18.03.2023 to 30.05.2023. (Approximately two months).
- Dr.S.Rajeswari, HOD of Economics and Incharge for conducting Model Examinations is requested not to allot Examination Invigilation duties for the members working in NAAC Office during Model and Semester Examinations.



## **Internal Quality Assurance Cell (IQAC)**

The Principal, The Advisor and NAAC/ IQAC coordinators conducted meeting on 10<sup>th</sup> April 2023 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 the submission of SSR for the 4<sup>th</sup> Cycle.
6. To discuss about conduction of Board of Studies for the next Academic year
7. To discuss on Research proposal to DST - FIST 2023
8. Any other: To Verify Academic Diary

### **Minutes of the Meeting – 10.04.2023**

Res No. 1/2023	Subject:	To read and record the notice of the meeting
	Resolution:	Read and recorded
Res No. 2/2023	Subject:	To confirm the minutes of the previous meeting.
	Resolution:	The minutes of the previous meeting was confirmed.
Res No. 3/2023	Subject:	To record the leave of absence
	Resolution:	Nil – (All the Criterion Heads attended the meeting)
Res No. 4/2023	Subject:	To review the action taken on previous resolutions
	Resolution:	Action taken on previous resolutions were presented by the IQAC Co-ordinator
Res No. 5/2023	Subject:	To discuss the submission of SSR for the 4 <sup>th</sup> Cycle.
	Resolution:	The NAAC Co-ordinators resolved to maintain all records in updated position to face NAAC visit. The criterion Heads are requested to give the data as per new guidelines of NAAC SSR. As May 8 <sup>th</sup> is the last date for uploading SSR, it is resolved that criterion heads and NAAC team should speed up the work so as to submit the SSR in correct time.
Res No. 6/2023	Subject:	To discuss about conduction of Board of Studies for the next Academic year

Resolution: Resolved to follow new TANSCHÉ guidelines, UGC and University in preparing syllabus for the academic year 2023-24. Resolved to conduct Heads meeting immediately to inform about the TANSCHÉ guidelines in preparing the course structure and conduct Board of Studies.

Res No. 7/2023 Subject: To discuss on Research proposal to DST - FIST 2023

Resolution: Resolved to apply for DST FIST and TANSCHÉ seminar proposals

Res No. 8/2023 Subject: Any other: To Verify Academic Diary

Resolution: Resolved to verify the Academic Diary and Mark Register of all the faculty members.

**The following members were present:**

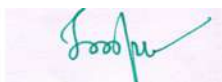
Category	Name & Designation
Chairman - IQAC	Dr.R.Anbuselvi, Principal i/c
Coordinator – NAAC/ IQAC	Dr.N.Sampathlakshmi , HOD & Associate Professor of Commerce
	Dr.V.Renuga, Associate Professor of Commerce
IQAC Internal Members	Dr.N.K.Premavathi, Associate Professor of Commerce
	Dr. N.Sarala, Head i/c & 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

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  Dr.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 **10<sup>th</sup> April 2023**.

**Res. No. 1/ 2023 to Res. No. 4/2023 – No Action taken called for.**

Res No. 5/2023	Subject:	To discuss the submission of SSR for the 4 <sup>th</sup> Cycle.
	Action taken:	SSR was submitted on 8 <sup>th</sup> May 2023.
Res No. 6/2023	Subject:	To discuss about conduction of Board of Studies for the next Academic year
	Action taken:	Board of studies was conducted by all the departments from 20.04.2023 to 25.04.2023 following TANSCHÉ guidelines, UGC and University pattern. The suggestions of BOS were carried out and the corrected syllabus and structure was presented by HODs in Academic Council meeting on 26.06.2023 for approval.
Res No. 7/2023	Subject:	To discuss on Research proposal to DST - FIST 2023
	Action taken:	DST FIST proposal was submitted on 22.04.2023 TANSCHÉ Seminar/ Conference/ Workshop proposals were sent on 02.06.2023. Mathematics – 1, Physics – 1, Chemistry - 1, Computer Science – 1, Zoology – 1
Res No. 8/2023	Subject:	Any other: To Verify Academic Diary
	Action taken:	Academic Diary of all the staff members are verified and signed by HOD and Principal.



Dr.N.Sampathlakshmi

**Co-ordinator IQAC / NAAC**



Dr.V.Renuga

**Co-ordinator NAAC**



Dr.R.Anbuselvi

**Chairman- IQAC**

**Principal i/c**