



**INTERNAL QUALITY ASSURANCE CELL  
AVVAIYAR GOVERNMENT COLLEGE FOR WOMEN**

Government of Puducherry

(NAAC Accredited with 'B' Grade & Included under 2(f) and 12(B) of UGC Act  
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**No. IQAC /2015/01**

**02.07.2015**

**IQAC Meeting -I**

As per schedule first IQAC meeting was held on 02.07.2015 at 10.30 in Principal Chamber. The following points were proposed as agenda of the meeting for the academic year 2015-2016.

**Proposed Agenda:**

1. To prepare Academic plan and Academic Calendar.
2. To speed up the NAAC accreditation work. College is expecting the peer team visit on January 2016.
3. To upgrade the laboratories with modern equipments.
4. To enable all the classrooms with online projector for ICT based teaching facilities. Provision of internet facility to Staff & Students.
5. Strengthen the book facility in college library.
6. Settlement of UGC XII Plan- General Development Assistance (GDA) A/C details to UGC.
7. To strengthen the research and development activities in college.
8. Teachers suggested to take up Orientation, Refresher Courses, seminars / workshops to enrich their knowledge and skills according to UGC / CAS norms

**MINUTES OF THE MEETING**

The above points mentioned in the agenda were discussed and the proposed decisions will be implemented as action taken, as mentioned below.

1. Committee coordinators are requested to prepare and submit the Academic plan and College Calendar for the academic year.
2. College council decided to speed up the current NAAC accreditation work for the first cycle of accreditation. IQAC is directed to split up of the work as per criteria and the faculties expected to work as per the direction of IQAC Coordinator. HOD's are requested to provide adequate data/ supporting documents for the preparation of SSR.
3. Departments were asked to upgrade the laboratories with modern equipments. HOD's are requested give of the proposal of request of instruments with justification.
4. It has been decided that all departments should engage the projector for the regular class teaching in order to promote ICT based classes. IQAC is requested the college office to provide the internet and printer for the departments for speed of the NAAC accreditation work and preparation of other report.
5. HODs are requested to prepare the list books required immediately for the students.

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6. Principal and college IQAC requested the UGC coordinator to complete the UGC XII Plan (GDA).
7. Faculties were encouraged to get minor or major projects to enrich the research activities in college.
8. Teaching faculties are motivated to participate in the Orientation, Refresher Courses, to enrich their knowledge and skills.



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**Principal**

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**No. IQAC /2015/02**

**08.01.2016**

**IQAC Meeting -II**

As per schedule second IQAC meeting was held on 08.01.2016 at 10.30 in Principal's Chamber. The following action was taken towards the proposed action during the first IQAC meeting held on 02.07.2015.

**Action Taken Report 2015-2016**

S. No	Proposed Action/programme in Agenda (Topics of discussion )	Action/Steps- Taken/Implemented/status
01	To prepare Academic plan and Academic Calendar	Committee coordinators prepared (10.07.2015) Academic plan and College Calendar and submitted to the College council (statutory Body) for approval.
02	To speed up the NAAC accreditation work. College is expecting the peer team visit on January 2016.	Various committees have been formed (on 06.07.2015) to speed up the NAAC accreditation work for the forthcoming Peer team visit. SSR preparation is under the process.
03	To upgrade the laboratories with modern equipments.	All the Departments of Studies of the College have well equipped laboratories to conduct the practical as per the syllabus approved by the Board of Studies of the University. New equipment's are purchased as per the requirements. Consumables (Chemical, Glassware etc.) are procured during the academic year under the supervision of purchase committee.
04	To enable all the classrooms with over head projector with internet facilities and enhancement ICT based classes. Establishment of internet connectivity to the academic and administrative wing.	All the departments are provided with ICT enabled classrooms for the effective delivery of lectures (The College has 19 LCD projectors and 4 interactive boards in various departments for the delivery of lectures to the students). All the Departments are provided with Laser Printers for the preparation of course materials and other reports. Internet provisions are provided in ICT enabled classrooms, laboratories, library, UGC-Network resource centres, individual faculty members, UGC unit, office of the principal, college office and conference hall with desktop PCs. Therefore, the information access is not a problematic one to anybody in the college campus, including the researchers.



05	Strengthen the book facility in college library.	Books (preferably new and revised editions) are added during the year. About 510 number of books with the worth of Rs 1,62,230 were purchased and added in library.
06	Settlement of UGC XII Plan-General Development Assistance (GDA) A/C details to UGC.	The bills related the scheme were collected and processed for principal approval. Bill was segregated according to the subhead of the scheme.
07	To strengthen the research and development activities in college	<b>Dr.Kamachi</b> , Asst. Professor in English Working in UGC –Minor Research Project, the Scheme is entitled “ Socio-Economic Factors in English Language teaching in Female Students with Reference to Students of Karaikal.
		<b>Dr.Kamini</b> , Asst. Professor in English Working in UGC –Minor Research Project, the Scheme is entitled “Transforming Lives: E-learning ELT with Reference to Students of Karaikal (UGC –Minor Research Project).
08	Teachers suggested taking up Orientation, Refresher Courses, seminars / workshops to enrich their knowledge and skills according to UGC / CAS norms	Faculties were attended seminar, workshops. Orientation Prog. Refresher Course etc., as per their CAS need.



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**Principal**

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