



**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 /2016/01

05.07.2016

IQAC Meeting -I

As usual schedule, the first IQAC meeting was held on 05.07.2016 at 10.30 in Principal Chamber. College IQAC has decided that the points/suggestion recommended by NAAC peer team during their visit will be discussed in the meeting along with usual annual plan of activities. The following points were the proposed agenda of the meeting and it will be the action plan for the academic year 2016-2017.

Proposed Agenda:

NAAC Peer Team recommended suggestion

1. The academic plan should be prepared at the beginning of the session as per University calendar.
2. There is need to introduce Add-on and Skill Development UGC and MHRD Courses along with regular UG Programmes.
3. Capacity building workshops and Teacher training essential to promote learner centric Initiatives and ICT in the college.
4. Functional Research Committee be constituted to promote and enthuse teachers to take up research projects from various funding agencies with a focus on local needs and demands.
5. Hands on training, project work and field study and industry interface be introduced for professional courses outside the curriculum to make them employable.
6. In the proposed new academic building, provision may be provided for common facilities like, audio visual multimedia room, conference rooms, common computer and instrumentation centres.
7. Hygiene and privacy need be insisted on in a college like this and enough number of washrooms/restrooms with all facilities be provided to address the sensitivities and extending training to rural girls.
8. Fifty percentage of the staff are men including Principal and it is time for this only women's college in the region with 43 year old history at least to have a woman Principal and 100% women teachers.

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9. Feedback on the institution from all the stakeholders revealed that more intensive training for employment, placement activity, mapping of regional resources for employment by way of projects be introduced at once not losing sight of quality.
10. Library as a resource centre is in deplorable condition and it is time to upgrade, modernize and provide facilities with change in timings, system of procuring books and maintenance.
11. Biometric system may be introduced to enhance commitment and identification of teachers with the institute, Mentor-Mentee System for well-being of students be introduced.
12. Sports facilities both indoor and outdoor, gym, appointment of Physical Director, Coaches (women), separate common rooms for students, women teachers and non-teaching women employees, good canteen are requisites.

Usual Action Plan:

13. Status/ Progress of the following three UGC XII Plan schemes-1. Merged Scheme (XII – MER-PY (004)/12), 2 IQAC (XII – IQAC-352/14) and GDA (XII-5-1(004)/13).
14. To strengthen the research and development activities in college.
15. Teachers suggested take up Orientation, Refresher Courses, seminars / workshops to enrich their knowledge and skills according to UGC / CAS norms.
16. Parents of students are requesting college to conduct the PTA meeting.

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. The Calendar committee and academic council is instructed to prepare the college calendar and college annual academic for the academic year 2016-17 as per University calendar.
2. Academic council is asked to analyze the possibility/feasibility for the introduction of Add-on and Skill Development Courses.
3. College academic council is planning to arrange programmes for teachers to promote usage of ICT in the college as Capacity building workshops.
4. Academic council is requested to form Research Committee for the promotion research activities.
5. Programmes to be implemented is to add skills for the professional development and to make them employable.



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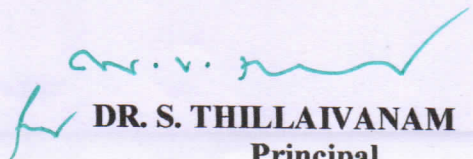
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6. The provision for common facilities like, audio visual multimedia room, conference rooms, common computer and instrumentation centres will be allotted according the available plan of construction.
7. Students will be informed / addressed to maintain the hygienic condition in washrooms/restrooms. College has to inform the directorate of higher and technical Education, to build adequate number of washrooms/restrooms.
8. Request has to be send to the Directorate of Higher and Technical Education Puducherry for arrangement of all faculties as women including principal instead of men.
9. Based on feedback input training must be given for employment.
10. Library resources have to be improved as modernized site.
11. Biometric and Mentor-Mentee System for well-being of teachers and students has to be introduced.
12. Sports facilities are essential and considering girl students.

Usual Action Plan:

13. Status/ Progress of the settlement of following three UGC XII Plan schemes-1. Merged Scheme (XII – MER-PY (004)/12), 2 IQAC (XII – IQAC-352/14) and GDA (XII-5-1(004)/13).
14. Faculties are requested to achieve high pass percentage.
15. Teachers are welcomed to take up Orientation, Refresher Courses, seminars / workshops to enrich their knowledge and skills.
16. The Parents Teachers Association of our college is planning to conduct will conduct Parents Teachers meeting every semester to give counseling to weak students in the presence of their parents.




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No. IQAC /2017/02

31.03.2017

IQAC Meeting -II

As usual schedule second IQAC meeting was held on 31.03.2017 at 10.30 in Principal Chamber. The following action was taken towards the proposed action during the first IQAC meeting held on 05.07.2016.

Action Taken Report 2016-2017

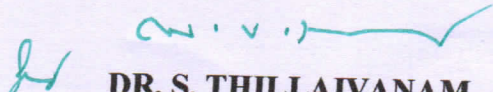
S. No	Proposed Action/programme in Agenda (Topics of discussion)	Action/Steps- Taken/Implemented/status
01	The Calendar committee and academic council is instructed to prepare the college calendar and college annual academic plan for the academic year 2016-17 as per University calendar.	Calendar and annual academic plan was prepared and circulated to students.
02	Academic council is asked to analyze the possibility/feasibility for the introduction of Add-on and Skill Development Courses.	Add on and Skill development courses will be introduced after getting proper permission from DHTE and Pondicherry University.
03	College academic council is planning to arrange programmes for teachers to promote usage of ICT in the college as Capacity building workshops.	Programmes were arranged for the ICT usage in regular classes. All teaching faculties are started ICT tools in classes.
04	Academic council is requested to form Research Committee for the promotion research activities.	Research Committee is formed for the promotion research activities.
05	Programmes to be implemented is to add skills for the professional development and to make them employable.	Training and workshops have been conducted for student's professional skill development.


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06	The provision for common facilities like, audio visual multimedia room, conference rooms, common computer and instrumentation centres will be allotted according the available plan of construction.	Suggested IT/ICT infrastructure facilities is planned to install in the new academic building.
07	Students will be informed / addressed to maintain the hygienic condition in washrooms/restrooms. College has to inform the directorate of higher and technical Education, to build adequate number of washrooms/restrooms.	Request for additional washroom have been sent to DHTE, Pondicherry. Sanitary and hygienic maintenance in rest rooms/washrooms advises are imposed through Discipline committee.
08	Request has to be sent to the Directorate of Higher and Technical Education Puducherry for arrangement of all faculties as women including principal instead of men.	Request for the appointment of maximum women teaching faculties including principal, have been sent to DHTE, Pondicherry.
09	Based on feedback input training must be given for employment.	Various programmes have been conducted in order to enhance the
10	Library resources have to be improved as modernized site.	The proposal to purchase the books for library have been sent to DHTE for the approval.
11	Biometric and Mentor-Mentee System for well-being of teachers and students has to be introduced.	The installation of Biometric system is requested to the DHTE. Mentor- Mentee will be introduced shortly after consultancies with University official.
12	Sports facilities are essential and considering girl students.	Equipments, other gym facilities will be arranged after the getting financial concurrence from the DHTE, Pondicherry.
13	Status/ Progress of the following three UGC XII Plan schemes-1. Merged Scheme (XII – MER-PY (004)/12), 2 IQAC (XII – IQAC-	Principal requested coordinator of the XII Plan to complete the scheduled programmes under various sub schemes. The UGC XII Schemes will be closed after getting settlement of few bills.

	352/14) and GDA (XII-5-1(004)/13).	
14	Faculties are requested to achieve high pass percentage.	Certain departments were achieved high pass percentage while compare the other departments.
15	Teachers are welcomed to take up Orientation, Refresher Courses, seminars / workshops to enrich their knowledge and skills.	Teaching faculties were attended Orientation, Refresher Courses, Seminars as per the Principal approval.
16	The Parents Teachers Association (PTA) of our college is planning to conduct will conduct Parents Teachers meeting every semester to give counselling to weak students in the presence of their parents.	As per the decision PTA has been conducted meeting every semester.




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