



**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 /2017/01**

**21.08.2017**

**IQAC Meeting -I**

As usual schedule, the first IQAC meeting was held on 21.08.2017 at 3.30 PM in Principal Chamber. The following points were the proposed agenda of the meeting and it will be the action plan for the academic year 2017-2018.

**Proposed Agenda as Action Plan:**

1. The visit of Academic & Adm. Audit Committee (6 Nos.) on 29.08.2017 in our college.
2. Orientation programmes regarding the CBCS implementation on 30" August 2017 at Tagore Arts College, Puducherry.
3. Fresher's Day is to be celebrated in all departments uniformly on the same day.
4. Any leave applied should be intimated on time.
5. The following Committee to be formed: Purchase Committee, Women's Cell, College Development Committee, Discipline Committee, Students Advisory Committee,
6. Register maintenance.
7. Students Attendance 75%.
8. Students ID card.
9. Proposal for college infrastructure development.
10. Chief superintendant of examination, selection for the forth coming November/December University examination 2017.
11. Conduct of regular classes; internal, external and model examinations; awareness programmes, skill development training, workshop, seminar and conference for the students.

**MINUTES OF THE MEETING**

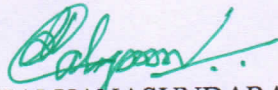
The above points mentioned in the agenda were discussed and the proposed decisions will be implemented as action taken, as mentioned below.

1. **The visit of Academic & Adm. Audit Committee:** The visit is scheduled on 29.08.2017 All HODs of the departments were instructed to prepare Departmental profile, publication, departmental activities for departmental presentation.
2. **CBCS implementation:** All the HODs have been instructed to participate in the Orientation programmes regarding the CBCS implementation on 30" August 2017 at Tagore Arts College, Puducherry. HOD's are requested to prepare points to be discussed in the orientation.
3. **Fresher's Day celebration:** It should be celebrated on a single day uniformly by all departments. Science departments will celebrate in their respective rooms/labs. Arts Departments will celebrate in the Conference Hall.



4. **Leave intimation:** Any leave applied should be intimated on time. It has been advised not to take leave during the visit of the committee and all staff should be on time.
5. **Committee to be formation:** Interested faculties will be the member of the following committees Purchase Committee, Women's Cell, College Development Committee, Discipline Committee, Students Advisory Committee,
6. **Register maintenance:** All departments should maintain Event's Register, students participation Register, Stock Register etc.,
7. **Students Attendance 75%:** The HODSs are asked to be very strict with regard to the students' attendance. Students, whose attendance is less than 60%, should not be allowed to sit for the examinations. Those who have earned attendance above 60% and below 75% are required to produce necessary certificates and should pay the condemnation fees.
8. **Students ID card.** Photos for issuing I.D. Card will be taken for the FIRST year students and staff (who do not possess an I.D. Card) during the first week of November 2017.
9. **Proposal for college infrastructure development:** To improve the infrastructure facilities, college have to send the proposal to DHTE- Puducherry.
10. **Chief superintendant for Nov/Dec University examination 2017:** HODs are requested to take in charge for the forth coming University examination 2017.
11. **Conduct of regular Events:** Faculties are requested ensure regular conduct of classes; internal, external and model examinations; awareness programmes, skill development training, workshop, seminar, conference and Parents Teachers Meeting for the students.



  
(Dr .A. KALYANASUNDARAM)  
PRINCIPAL( i/c)

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No. IQAC /2017/02

30.04.2018

**IQAC Meeting -II**

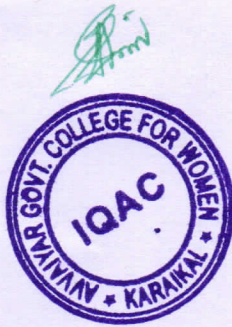
As usual schedule second IQAC meeting was held on 30.04.2018 at 10.30 in Principal Chamber. The following action was taken towards the proposed action during the first IQAC meeting held on 21.08.2017.

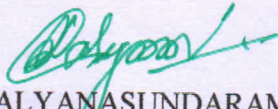
**Action Taken Report 2017-2018**

S. No	Proposed Action/programme in Agenda (Topics of discussion )	Action/Steps- Taken/Implemented/status
01	<b>The visit of Academic &amp; Adm. Audit (AAA) Committee</b>	The Academic & Adm. Audit (AAA) Committee visit and programme completed successfully on 29.08.2017. HODs presented their departments activities. Principal thanked all the HODs and supporting staff. College is expecting valuable suggestion/recommendation from AAA committee.
02	<b>CBCS implementation:</b>	All the HODs have been participated in the Orientation programmes regarding the CBCS implementation on 30 <sup>th</sup> August 2017 at Tagore Arts College, Puducherry. HODs were actively discussed in the orientation.
03	<b>Fresher's Day celebration:</b>	As per the direction, all the departments were celebrated their first students fresher's day. This time programme went on well without disturbances.
04	<b>Leave intimation:</b>	Faculties were following proper leave form and informing well in advance/ on time.
05	<b>Committee to be formation:</b>	The following committees Purchase Committee, Women's Cell, College Development Committee, Discipline Committee, and Student's Advisory Committee were formed and all member in the committee executing their task well.
06	<b>Register maintenance:</b>	Departments were maintaining Event's Register, students' participation Register and Stock Register. HODs are requested to monitor the register.



07	<b>Students Attendance 75%:</b>	The HODSs were following very strict on the students' attendance. Students, whose attendance was less than 60%, should not allow for the examinations. Those who have earned attendance above 60% and below 75% were produced necessary certificates and paid condemnation fees.
08	<b>Students ID card.</b>	Photos were taken for students and faculty. The I.D. Card will be issued. All are wearing the ID card on daily.
09	<b>Proposal for college infrastructure development:</b>	Proposal for the improvement of college infrastructure facilities had been sent to DHTE-Puducherry.
10	<b>Chief superintendant for Nov/Dec University examination 2017:</b>	The Department of Commerce was accepted the responsibility of conducting University Examinations for the Semester scheduled during November/December 2017.
11	<b>Conduct of regular Events:</b>	HODs and other teaching faculties were maintaining/following / conducting regular conduct of classes; internal, external and model examinations; awareness programmes, skill development training, workshop, seminar, conference and Parents Teachers Meeting for the students.



  
 (Dr .A. KALYANASUNDARAM)  
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