



No. IQAC /2018/01

30.07.2018

IQAC Meeting -I

As usual schedule, annual first IQAC meeting was held on 30.07.2018 at 10.30 AM in Principal Chamber. College IQAC has been decided that the points/suggestion recommended by Academic Administrative Audit (AAA) Committee during their visit (on 28.08.2017) will be discussed in the meeting along with other 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 2018-2019.

Proposed Agenda as Action Plan:

AAA Committee recommended suggestion

1. The result in some of the subjects has to be improved
2. M.Com, M.Sc. (Home Science) and other vocational courses can be started since there is a lot of demand for admission to this institution.
3. The academic flexibility and availability must be given under CBCS for the students to choose a variety of subjects.
4. The Career Guidance and Placement Cell should work in order to improve the placement opportunities.
5. The College should try to mobilize resources through CSR initiatives from ONGC, PPCL and other Industries in Karaikal.
6. Students Evaluation, Grievance and Redressal Mechanism are not functioning.
7. The infrastructure facilities and the Lab facilities are inadequate even for the existing strength of the students.
8. The Bio-metric System for the students and digitalization of attendance, students' performance has to be introduced.
9. The teachers - student's relationship and the over-all performance of the teachers are not satisfactory.
10. Librarian and Physical Director may be appointed
11. Infrastructure and laboratory facilities must be created
12. Student's enrollment must be increased and improved to a target level.
13. Establish collaborative linkage with other institutes and industries for research and teaching.
14. Library may be fully computerized and more research based journals may be procured
15. Establish a close linkage with alumni and parents association.
16. Hostel facilities are to be created and other student support services are to be enhanced.
17. Personality development programmes and Spoken English language training be fully developed.
18. Faculty members may be appointed on full time basis/ regular basis.

19. The infrastructure (Smart class rooms, laboratories and cubicles for the faculties) for students, research scholars and faculties be strengthened.
20. Sufficient Number of computers may be arranged for balancing of student computer ratio.
21. Special coaching classes and improvement tests be arranged for all slow learners.
22. National Conferences, Seminars and Workshops may be organized in each subject.
23. Training and placement should be initiated.
24. The skill development training, communication and placement training are to be given to the students.
25. Some more vocational / job-oriented diploma courses like Sea Food Processing, Food Storage Technology, Tourism, etc. may be started.

Other Action Plan:

26. Inauguration of New Academic Block -Under RUSA scheme.
27. Establishment of Wi-Fi OFC - under RUSA, MHRD, GOI.
28. Visit of Education Secretary – Puducherry.
29. Movement Register for faculty.
30. Awareness on the use of Napkin Vendor and incinerator.
31. Submission of Aadhar card, Aadhar card linked mobile and E-mail ID for AISHE Portal.
32. Plan of submission of application for NIRF Ranking and ATAL ranking.
33. Purchase of new books for the college library.
34. 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.

Discussion over the recommended suggestion given by AAA Committee.

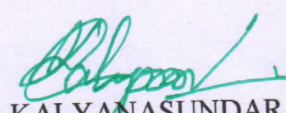
1. **The low result in some of the subjects:** HODs are instructed take serious steps/care to the students to get 100% results.
2. **Start of PG courses M.Com, M.Sc. (Home Science):** As per the recommendation by AAA, college council decided to initiate the establishment of PG departments as M.Com and M.Sc. Home Science and other vocational courses.
3. **Academic flexibility in CBCS:** HODs are requested relook over the academic flexibility in CBCS for the choices of subjects.
4. **Establishment of Career Guidance and Placement Cell:** College decided to strengthen the Career Guidance and Placement Cell.
5. **Fund generation:** Faculties are requested to write the proposal to mobilize resources through CSR initiatives from ONGC, PPCL and other Industries in Karaikal.
6. **Students supportive systems:** Coordinators of Grievance and Redressal committee are requested to arrange awareness programmes.
7. **Establishment of Infrastructure facilities:** HODs are requested are asked to strengthen the Lab facilities.
8. **Bio-metric System for the students:** College council is asked to analyze the possibility introduction of student's digital attendance.
9. **Teachers - Students relationship:** Faculties are instructed should maintain the over-all concern on student's relationship. Should not show any partiality.

10. **Appointment of Librarian and Physical Director:** College council will sent proposal for the vacancy status of Librarian and Physical Director.
11. **Establishment of Infrastructure and laboratory facilities.** Science department HODs are requested to increase the infrastructure facilities at laboratory.
12. **Student's enrollment:** Departments should maintain the students strength in enrollment.
13. **Collaborative work:** Faculties are requested to make collaborative linkage with other institutes and industries for research and teaching.
14. **Digitalization of Library:** College council decided to procure more books and journals for research and development activities and modernization of library.
15. **Strengthen Alumni and Parents Association:** Coordinator of Alumni and Parents Teachers Association should work in collaborative manner.
16. **Hostel facilities:** Hostel facilities will be established as per the requirement.
17. **Skill Development Programmes/ Courses:** Personality development programmes, Spoken English language training and vocational / job-oriented diploma like Sea Food Processing, Food Storage Technology, Tourism programmes will be fully developed.
18. **Appointment of Teaching Faculty:** College council sent a proposal to DHTE on request of teaching faculties either full time basis/ regular basis.
19. **Slow learners:** Faculties were informed to take some special coaching classes and improvement tests are arranged for all slow learners.

Other Action Plan:

20. **Inauguration of New Academic Block -Under RUSA Scheme:** Committee will be formed to the inauguration of New Academic Block.
21. **Establishment of Wi-Fi OFC:** As per the proposal the internet facilities will be arranged.
22. **Visit of Education Secretary – Puducherry:** The programme will be scheduled as per the permission.
23. **Movement Register for faculty:** Faculties are expected to follow the movement register.
24. **Function of Napkin Vendor and incinerator:** Faculties were asked to make the students aware of the use of Napkin Vendor and incinerator.
25. **AISHE Portal updation:** Faculties were informed to submit the Aadhar card, Aadhar card linked mobile and E-mail ID for AISHE Portal.
26. **NIRF and ATAL ranking:** College Development Council decided to submit the application for NIRF Ranking and ATAL ranking.
27. **Purchase of new books:** The new proposal has been sent to the DHTE for purchase of new books for the college library.
28. **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.




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

Government of Puducherry

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No. IQAC /2019/02

30.04.2019

IQAC Meeting -II

As usual schedule second IQAC meeting was held on 30.04.2019 at 10.30 in Principal Chamber. The following action was taken towards the proposed action during the first IQAC meeting held on 30.07.2018.

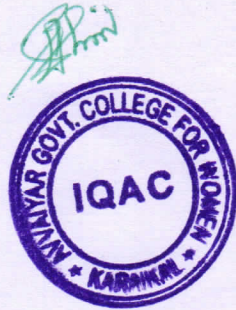
Action Taken Report 2018-2019

S. No	Proposed Action/programme in Agenda (Topics of discussion)	Action/Steps- Taken/Implemented/status
AAA Committee recommended suggestion		
01	The low result in some of the subjects	Steps have been taken to improve results of students in some subjects by remedial classes and regular tests
02	Start of PG courses M.Com, M.Sc. (Home Science)	P.G Courses like M.Com is already in the AAGAS College and M.Sc. (Home Science) is planning to start from the Academic year (2020-21) at AGCW or at the proposed P.G. Centre, Karaikal.
03	Academic flexibility in CBCS	Academic flexibility can be given depending upon the availability of faculty strength.
04	Establishment of Career Guidance and Placement Cell	College Established the Career Guidance and Placement Cell and coordinators have arranged programmes. Placement online examinations have been conducted for various private companies.
05	Fund generation	ONGC already provided assistance to AGCW under CSR and also in regular communication to provide resources or facilities depending upon the need of the institute. Department Faculties have been sent the proposal to ONGC and PPCL under CSR scheme.
06	Students supportive systems	Coordinators of Grievance and Redressal committee are requested to arrange awareness programmes. Committee for the Grievance and Redressal Mechanism and Tutor Ward system have been functioning.

07	Establishment of Infrastructure facilities	Student-friendly E- corner with internet facility has been established with 43 computers by MPLAD fund. HODs were given proposal to strengthen the Lab facilities and the same has been sent to the approval. Computer facility has been established for differently-abled students.
08	Bio-metric System for the students:	College council was reported that the installation of Biometric system in all class rooms is quite difficult and decided that it will be installed after getting sufficient fund from the funding agency. Steps have been taken under CMIS for uploading attendance.
09	Teachers - Students relationship:	It was observed that the faculties and student's relationship were cordial and students were free from the issues of partiality.
10	Appointment of Librarian and Physical Director:	Proposals have been sent to DHTE for the appointment of Librarian and Physical Director.
11	Establishment of Infrastructure and laboratory facilities.	Regarding to this, the primary level budget was prepared and has been sent to the DHTE for further approval. Request has been sent to PWD, Karaikal for the rectification of dampness in the floor of e-corner. Girls Toilet is under construction by MPLAD fund. RO water purification system has been established by MPLAD fund.
12	Student's enrolment:	Student's enrolment has been continuously increased from past few years.
13	Collaborative work:	Faculties were made some contact to establish the collaborative linkage with other institutes and industries for research and teaching.
14	Digitalization of Library:	Under the XII plan college has purchased around 588 numbers of books, with cost of Rs. 209016/-, for research and development activities and modernization of library.
15	Strengthen Alumni and Parents Association:	Coordinators have taken steps and arranged Alumni Association and Parents

		Teachers Association meeting. Regular PTMs were held from past months.
16	Hostel facilities:	Various students are residing in Government Hostels outside college.
17	Skill Development Programmes/ Courses:	All the departments were conducted many workshops, skill development programmes for the benefit of students.
18	Appointment of Teaching Faculty:	Proposals have been sent to DHTE for the appointment of Faculty Members and newly recruited faculties by UPSC have joined in various departments.
19	Slow learners:	Faculties were encouraging the slow learners through special coaching classes. Remedial classes have been organised for slow learner students.
Other Action Plan		
20	Inauguration of New Academic Block - Under RUSA Scheme:	Committee will be formed to the inauguration of New Academic Block. This was considered under the laboratory establishment. The New Academic Block inaugurated on 19.01.2019
21	Establishment of Wi-Fi OFC:	Government of India has sanctioned grant of Rs. 5.48/- lakhs for the Wi-Fi internet facility at high speed 40 mbps within the college campus.
22	Visit of Education Secretary - Puducherry:	Education Secretary visited on 28.10.2018
23	Movement Register for faculty:	Faculties were following the movement register.
24	Function of Napkin Vendor and incinerator:	Faculties were asked to do demo the functioning system of Napkin Vendor and Incinerator.
25	AISHE Portal updation:	Faculties details of Aadhar card, Aadhar card linked mobile and E-mail ID uploaded in AISHE Portal.
26	NIRF and ATAL ranking:	The application for NIRF and ATAL ranking has been submitted.
27	Purchase of new books:	

		Remedial classes have been organised for slow learners.
28	Conduct of regular events:	<p>Numerous conferences and workshops have been organised by various departments of the institute.</p> <p>1. Swachh Bharat Rally on 25th of September 2018. About 400 students were participated.</p> <p>2. Women's Day, organized by PTA and celebrated on 28.03.19 and women achievers were honoured with Avvaiyar awards.</p>



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