



**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 /2019/01

25.07.2019

IQAC Meeting -I

As usual schedule, annual first IQAC meeting was held on 25.07.2019 at 10.30 AM in Principal Chamber. College IQAC has been decided that certain points were given by the higher education secretary as suggestion/recommendation that (major points) 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 2019-2020.

Proposed Agenda as Action Plan:

1. Updation of syllabus.
2. Mentoring –System.
3. Compulsory Library hours.
4. Commitment of the Institutions to the community service.
5. Establish collaborative linkages with other institutes for teaching and research.
6. Alternate sources of energy.
7. AMC facility for all instruments.
8. Programmes / Training under “Earn while you learn”.
9. Establishment of various clubs.
10. To start English Language Training (ELT) Centre.
11. To get “College / Institution of Potential for Excellence”.
12. To promote Fit India campaign

Other Action Plan:

13. **UGC XII Plan Scheme settlements:** The letter F. No. 3-1/2017 (Settlement/UGC-SERO) dated 22.05.2019 and the letter F.No. IQAC-352/14 dated 31.12.2019, requested to submit the final audited report about 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. **Conduct of Regular Events:**

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PRINCIPAL
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Karaikal

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. **Updation of syllabus:** As per Board of Studies every five year once Syllabi up gradation/ revision will be carried over.
2. **Mentoring –System:** Mentoring system is operating in our college in a very good manner. However there should be specific format is need, to collect and process the students' particulars.
3. **Compulsory Library hours:** HODs are suggesting that, the free hours will be converted timing as library hours. Further Principal suggested the HODs are requested to ask permission to the Librarian before sent the students to the library. Consider the space constrain.
4. **Commitment of the Institutions to the community service:** Staff and students are asked to make a visit to the Old Age Home, Orphanage especially on special occasion and distribute old clothes, stationery, sweets etc. Tree plantation can also be done.
5. **Establish collaborative linkages with other institutes for teaching and research:** Faculties are very much interested to launch the collaborative work for teaching and research.
6. **Alternate sources of energy:** College is planning to arrange UPS facilities with the aid of the Solar & Wind Energy as the alternative energy resources.
7. **AMC facility for all instruments:** HODs are asked to provide the details of the instruments that are need for the Annual Maintenance Charge. Including the computers.
8. **Programmes / Training under “Earn while you Learn”:** College council will discuss and then take necessary steps.
9. **Establishment of various clubs:** College Development Council will form the Health Club, Fine Arts Club, Literary Club, Subject Association for the benefit of the students.
10. **To start English Language Training (ELT) Centre:** College academic council will take necessary steps to start ELT
11. **To get “College / Institution of Potential for Excellence”:** College is now focussing to get A grade from existing B grade.
12. **To promote Fit India campaign:** Faculties and students are asked to participate the such Fit India programmes.

Other Action Plan:

13. **UGC XII Plan Scheme settlements:** The college council requested College UGC coordinator to take steps to complete the pending works towards the submission of audited statements over the three UGC XII plan Schemes.
14. **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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No. IQAC /2020/02

30.04.2020

IQAC Meeting -II

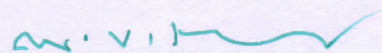
As usual schedule second IQAC meeting was held on 30.04.2020 at 10.30 in Principal Chamber. The following action was taken towards the proposed action during the first IQAC meeting held on 25.07.2019.

Action Taken Report 2019-2020

S. No	Proposed Action/programme in Agenda (Topics of discussion)	Action/Steps- Taken/Implemented/status
Higher Edu. Secretary's recommended suggestion		
1.	Updation of syllabus:	This is the affiliated college, moreover the updation and revision will be allowed once in five years. Suggestion related to the updation, addition of certificate courses and other components informed the Board of Studies, constituted by the Pondicherry University.
2.	Mentoring –System:	Functioning Mentor system. College IQAC is preparing template to frame the specific format for the students' particulars.
3.	Compulsory Library hours:	HODs were following the library hours.
4.	Commitment of the Institutions to the community service:	Staff and NSS students were taking community service, to educate, to aware of career guidance and job opportunities to the village students.
5.	Establish collaborative linkages with other institutes for teaching and research:	Faculties were made collaborative work in research with the other institution.
6.	Alternate sources of energy:	College is planning to arrange UPS facilities with the aid of the Solar & Wind Energy as the alternative energy resources.
7.	AMC facility for all instruments:	College Council has sent the proposal to DHTE for seeking approval for AMC against the departmental instruments.
8.	Programmes / Training under "Earn while you Learn":	Placement and Career Guidance Cell has taken necessary steps for the concept of 'Earn while you learn'.
9.	Establishment of various clubs:	College Development Council formed Health Club, Fine Arts Club,

		Literary Club, and Subject Association for the benefit of the students.
10.	To start English Language Training (ELT) Centre:	College academic council along with department of English took necessary steps and started ELT in college.
11.	To get "College / Institution of Potential for Excellence":	College is now focussing to get A grade from existing B grade. Colleges with A grade are eligible for the Institution for Potential for Excellence.
12.	To promote Fit India campaign:	Fit India programme has been organized on 29.8.2019.
Other Action Plan		
13.	UGC XII Plan Scheme settlements:	Coordinator has collected various reports related to the sub components of three UGC XII Plan scheme. Preparation technical report is under the process.
28	Conduct of regular events:	Numerous conferences and workshops have been organised by various departments of the institute.




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