



**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 /2020/01

30.07.2020

IQAC Meeting -I

As usual schedule, annual first IQAC meeting was held on 30.07.2020 at 10.30 AM through the online app Google meet. College IQAC has kept the following points as agenda for the meeting and the minutes of the meeting were made from discussion. The prevailing pandemic condition due to the Corona virus spreading has taken into the consideration in the meeting. The proposed following points were the agenda of the meeting and it will be the action plan for the academic year 2020-2021.

Proposed Agenda as Action Plan:

1. Mode of Teaching
2. Conduct of regular online classes
3. Students attendance
4. Subject study materials
5. Syllabus coverage and completion
6. Internal valuation
7. Online Orientation/Refresher course
8. Online conference/seminar/workshop/training
9. NAAC accreditation works
10. Research activities and contribution
11. Sports activities
12. **UGC XII Plan Scheme settlements:** The letter No. F. No. IQAC-352/14 dated 02.03.2020 requested to submit the final audited statement, Utilization Certificate and final technical report about the following three UGC XII Plan schemes-1. Merged Scheme (XII – MER-PY (004)/12), 2 IQAC (XII – IQAC-352/14) and 3.GDA (XII-5-1(004)/13).

MINUTES OF THE MEETING

The above points mentioned in the agenda were discussed and noted in minutes. The proposed decisions will be implemented as action taken during the academic year (2020-2021), as mentioned below.

1. **Mode of Teaching:** Teachers reported that, they were struggling to handle the classes. Sudden changes of class room- chalk and talk teaching to online mode. The Director, Directorate of Higher and Technical Education (DHTE), of Puducherry has been informed that “All the teaching faculties, has to continue their classes through Google Class Room app or Google Meet app”. Teachers shall also be permitted to use voice added PPT presentation, Class recorded as videos *etc.,.*
2. **Conduct of regular online classes:** Teachers are requested to follow the preplanned and approved time table, providing limited intervals and consider the situation (single android mobile, data utilization, signal availability, strain –cum- stress over the continues usage of mobiles) of students. Faculties were requested academic council about the issues faced by them during the online class.
3. **Students attendance:** Teachers were reported that the student’s poor performance in attendance. It has been decided that, whatever the situation, teachers are requested to take daily and class wise attendance.
4. **Subject study materials:** Academic Council has decided that, teachers have to forward the study material for the completed topic/portion on syllabus to students as soon as. The materials may be like PPTs or PDF notes, Printed notes, Hand written notes.
5. **Syllabus coverage and completion:** It has been noted that, teachers were suffering to complete the syllabus in time. Teachers were disturbed because of poor interest & non cooperation of students in online classes. Teachers were unable to monitor all students on laptop screen during the online class.
6. **Internal valuation:** Principal directed all the teachers, as per the usual schedule to prepare internal evaluation, like assignment, internal exams through online.
7. **Online Orientation/Refresher course.** Teachers are asked to attend the online Orientation/ Refresher courses, based on the necessity of the teachers CAS assessment period. However the absentee teacher’s class hours should be managed later days by arranging themselves as by special class.
8. **Online conference/seminar/workshop/training:** All the teachers are expected to attend the online conference, seminar, workshop and training in order to improve the skill /knowledge/research and development activities.
9. **NAAC accreditation works:** Though the situation is unpredictable for the normal daily routine duties to execute the NAAC work, however all the teaching faculties are expected to process and complete their departmental data related to NAAC accreditation work.

- 10. Research activities and contribution:** Faculties are requested continue their research works and paper publications. College IQAC is encouraging and requesting all the faculties to write many project proposal to the various funding agencies.
- 11. Sports activities:** Principal and council members requested the college physical director the development of infra structure facility at physical education room by purchasing the sports equipments.
- 12. UGC XII Plan Scheme settlements:** Principal directed the College UGC Cell Coordinator, to make arrangement to settle the unsettled three UGC XII plan Schemes.

(Dr .W.V. BALAJI)
PRINCIPAL (i/c)



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No. IQAC /2021/02

08.04.2021

IQAC Meeting -II

As usual schedule second IQAC meeting was held on 08.04.2021 at 10.30 in Principal Chamber. The following action was taken towards the proposed action during the first IQAC meeting held on 30.07.2020.

Action Taken Report 2020-2021

S. No	Proposed Action/programme in Agenda (Topics of discussion)	Action/Steps- Taken/Implemented/status
1.	Mode of Teaching:	<ul style="list-style-type: none">➤ All the teachers were undergone training and equipped themselves in the changes of class room- chalk & talk teaching method to online mode.➤ Most of the teachers were actively taken the classes through Google Class Room app or Google Meet app.➤ Some of the teachers were delivered their classes by voice added PPT presentation and Class recorded as videos.
2.	Conduct of regular online classes:	<ul style="list-style-type: none">➤ Teachers were followed the pre-planned & approved time table.➤ Students were allowed break during classes, considered their situation (single android mobile, data utilization, signal availability, strain –cum- stress over the continues usage of mobiles) of students.➤ Faculties were informed the academic council about the issues/short comes faced by them conducted the online class.
3.	Students attendance:	<ul style="list-style-type: none">➤ Teachers were reported that the student's attendance was poor during afternoon classes.➤ Due to various constrains, few students unable to put full presence for the classes.
4.	Subject Study Materials:	<ul style="list-style-type: none">➤ Study materials like PPTs or PDF notes, Printed notes, Hand written notes were disbursed to the respective class and it was monitored by the department HODs.

5	Syllabus coverage and completion:	Syllabus coverage and completion: It has been noted that, teachers were suffering to complete the syllabus in time. Teachers were disturbed because of poor interest & in cooperation by students on online classes. Teachers were unable to monitor all students on laptop screen during the online class.
6	Internal valuation:	Internal valuation: Principal directed all the teachers, as per the usual schedule to prepare internal evaluation, like assignment, internal exams through online.
7	Online Orientation/Refresher course.	Teachers were asked to attend the online Orientation/ Refresher courses, based on the necessity of the teachers CAS assessment period. However the absentee teacher's class hours should be managed later days by arranging themselves as by special class.
8	Online conference/seminar/workshop/training:	All the teachers are expected to attend the online conference, seminar, workshop and training in order to improve the skill /knowledge/research and development activities.
9	NAAC Accreditation works:	HODS of various departments have been reported that teaching faculties of the department helped to compile data related to NAAC accreditation work.
10.	Research activities and contribution:	Many of the faculties from various departments published many research papers. Some the faculties has submitted the project proposal. Two faculties from commerce department have received their Ph. D degree.
11.	Sports activities	College council members requested Principal to

		purchase few sports equipments for the physical education department. Physical director taken steps for the purchase of equipments worth of Rs. 25109/-
12	UGC XII Plan Scheme settlements:	UGC Cell Coordinator has been settled the IQAC-352/14 (under the UGC XII plan Scheme) report, account details and audited utilization certificate to UGC Hyderabad. The remaining two schemes 1. Merged Scheme (XII – MER-PY (004)/12) and 2.GDA (XII-5-1(004)/13) are under the process, Principal requested previous UGC Cell Coordinator (who was transferred Tagore Arts and Science College, Pondicherry), details regarding the pending two schemes.

(Dr .W.V. BALAJI)
PRINCIPAL (i/c)