



**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
E. mail: agcwiqac@gmail.com KARAIKAL, U.T. of PUDUCHERRY – 609 602 Website:
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No. IQAC /2021/01

22.07.2021

IQAC Meeting -I

As usual schedule, annual first IQAC meeting was held on 22.07.2021 at 10.30 AM in Principal chamber. College IQAC has been kept the following points as agenda for the meeting and the minutes of the meeting were made from discussion. The proposed following points were the agenda of the meeting and it will be the action plan for the academic year 2021-2022.

Proposed Agenda as Action Plan:

1. Conduct of regular classes
2. University Affiliation work
3. Mentor- Mendee
4. Faculty CAS- Promotion
5. Students Fee –Online Payment
6. Library utilization
7. Student study tour
8. Organizing conference/seminar
9. NAAC accreditation works
10. Research activities and contribution
11. Sports activities
12. Purchase of lab article/equipments
13. **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) and 2.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 (2021-2022), as mentioned below.

1. **Conduct of regular classes:** Teachers are requested to follow the approved time table for the regular classes in odd & even semester. HODs are requested to manage the free hours properly.
2. **University Affiliation Work:** Principal and council members have requested office staff to take necessary steps for usual university affiliation work.
3. **Mentor- Mendee:** HODs and faculties were informed that to continue and maintain the Mentor- Mendee forms, in order to maintain the students complete data.
4. **Faculty Career Advancement Scheme- Promotion:** Principal and IQAC coordinator has instructed the eligible faculties, to submit their promotion proposal/application-under CAS to the IQAC.
5. **Students Fee –Online Payment:** HODs and all the mentor has instructed how to guide the student regarding online fee payment.
6. **Library utilization:** Principal informed to all the teachers, to encourage the student's proper usage of the Library resources for their studies and career development.
7. **Student study tour.** HODs are asked to follow the norms for students study tour.
8. **Organizing conference/seminar:** All HODs and faculties from various committees have asked to organize seminar/ workshop and conference for the benefit of the students.
9. **NAAC accreditation works:** HODs and all the teaching and non teaching staff are requested to prepare and compile the data regarding the AQAR for the NAAC accreditation.
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. Faculties are informed to add our college name in all the publications.
11. **Sports activities:** Physical director were requested to purchase few sports equipments.
12. **Purchase of lab article/equipments:** HODs were requested to purchase required lab article/ equipments, under the strengthening the science laboratory.
13. **UGC XII Plan Scheme settlements:** Principal directed the College UGC Cell Coordinator, to speed up the completion of the unsettled two UGC XII plan Schemes.

(Dr .T. Kanagavel)
PRINCIPAL (i/c)



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No. IQAC /2022/02

12.05.2022

IQAC Meeting -II

As usual schedule second IQAC meeting was held on 12.05.2022 at 10.30 in Principal Chamber. The following action was taken towards the proposed action during the first IQAC meeting held on 22.07.2021.

Action Taken Report 2021-2022

S. No	Proposed Action/programme in Agenda (Topics of discussion)	Action/Steps- Taken/Implemented/status
1.	Conduct of regular classes:	<ul style="list-style-type: none">➤ All the teachers followed the regular and approved timetable for the smooth conduct of regular classes.➤ Faculty members are requested to notify their HODs about leave details to facilitate class rescheduling and ensure uninterrupted academic activities.➤ Mentors must check the free hours well in advance and permit students to utilize those hours for college library facilities
2.	University Affiliation Work:	<ul style="list-style-type: none">➤ The faculties and office staff from the Principal's office have taken necessary steps for affiliation of the UG programme with Pondicherry University.➤ The college has received provisional affiliation for the following courses B.com (Corporate Secretaryship)- 60 Seats and B.Com General - 128 Seats. As per the letter PU/AW-3/KCWV/2021-22/368 dated 08.04.2022
3.	Mentor- Mendee:	<ul style="list-style-type: none">➤ Maintenance of the Mentor-Mentee form is mandatory for all degree students.➤ IQAC noticed that the Mentor-Mentee forms

		<p>of certain departments were incomplete.</p> <ul style="list-style-type: none"> ➤ All HODs are assured that the Mentor-Mentee forms will be properly completed. ➤ Mentor-Mentee forms should not be missed at any stage. Students must use the original forms, not photocopies.
4.	Faculty Career Advancement Scheme- Promotion:	<ul style="list-style-type: none"> ➤ Faculties who have completed their assessment period for promotion have submitted their proposals/applications to the College IQAC for processing. ➤ The Principal has constituted a Screening-cum-Evaluation Committee to process the faculty-submitted CAS (Career Advancement Scheme) application files. ➤ The Screening-cum-Evaluation Committee has scrutinized the files and informed the concerned faculties about the necessary corrections.
5	Students Fee –Online Payment:	<ul style="list-style-type: none"> ➤ Students were properly trained to pay their tuition fees online. ➤ These online payment facilities have facilitated an easy and disturbance-free fee collection process.
6	Library utilization:	<ul style="list-style-type: none"> ➤ Students and faculty members have shown interest in visiting and benefiting from the library resources. ➤ Students and faculty members requested the Principal to arrange for computer facilities to access e-resources.
7	Student study tour.	<ul style="list-style-type: none"> ➤ Heads of Departments (HODs) and Mentors have followed the rules and regulations regarding the study tour arrangements. ➤ According to instructions, parents have

		submitted declarations regarding their wards' study tour program
8	Organizing conference/seminar:	<ul style="list-style-type: none"> ➤ Heads of Departments (HODs) and faculties were organized conference/ seminar and workshop etc., as per the IQAC instructions and under the name of the IQAC. ➤ IQAC hereby assures the implementation of quality measures for the conduct of programs on campus.
9	NAAC accreditation works:	<ul style="list-style-type: none"> ➤ Heads of Departments (HODs) and concerned faculty members are working towards collecting and processing data for the Annual Quality Assurance Report (AQAR). ➤ The College NAAC Committee is preparing the Annual Quality Assurance Reports (AQAR) for the academic years 2016-2017 to 2019-2020.
10.	Research activities and contribution:	<ul style="list-style-type: none"> ➤ Faculty members constantly work on publishing quality research articles, books, and book chapters. ➤ Nearly all the publications received good citations, enhancing the college's reputation and contributing to a strong h-index. ➤ However, to elevate research to the next level, faculty members require research guideship/mentorship or supervisorship for the admission of Ph.D. research scholars. ➤ The College Research Committee is working towards securing Ph.D. guideship approval for faculty members.
11.	Sports activities:	<ul style="list-style-type: none"> ➤ As per the request of the Principal and HODs, the Physical Director purchased equipment worth Rs. 61,600./- under government

		<p>sanctioned grant.</p> <p>➤ The newly purchased equipment is widely used by students during the college's annual sports day festivities.</p>
12	Purchase of lab article/equipments:	<p>➤ Pursuant to the Principal and HODs' request, the College Store procured laboratory equipment worth Rs. 31,586, utilizing funds from the government-sanctioned grant.</p> <p>➤ The newly purchased equipment is widely used by students during their practical classes.</p>
13	UGC XII Plan Scheme settlements:	<p>➤ The UGC Cell Coordinator has taken initiatives to compile accounts for the following two schemes:</p> <ol style="list-style-type: none"> 1. Merged Scheme (XII – MER-PY (004)/12) 2. General Development Assistance (GDA) Scheme (XII-5-1(004)/13). <p>➤ The account details have been submitted to the auditor for verification of the utilization statement of the grant.</p>

(Dr .T.Kanagavel)
PRINCIPAL (i/c)