



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 /2023/04

22.08.2023

IQAC Meeting -I

As per the IQAC letter Ref. No. IQAC/2023/03 dated 21.08.2023. First IQAC meeting was held on 22.08.2023 at 10.30 in Principal Chamber. The following points were the proposed agenda of the meeting.

Proposed Agenda:

1. To organize a one week “**Student Induction Program**” to all newly admitted I year students.
2. Implementation of New Education Policy 2020 during the academic year 2023-2024.
3. Implementation of various committees under the head of College Development Council.
4. Introduction of more ICT related classes. Encourage to use the Smart Interactive Panels by faculty.
5. Collection of various feedbacks forms from stakeholders.
6. Encouragement of research and paper publications by the teaching faculty.
7. To organize seminar, workshop, and training, for the student’s skill development.
8. Encourage sports and cultural activities within and out-side college.
9. Maintain the discipline of the students strictly.
10. Strong implementation of Mentor –Mentee system.
11. Proper maintenance of faculties register “Attendance and academic register”.
12. Proper maintenance of departmental activities register and student daily classes report.
13. Conduct of regular classes for students as per the UGC regulations.

MINUTES OF THE MEETING

The above points mentioned in the agenda were discussed and the decisions were taken as below.

1. The first IQAC meeting for the academic year 2023-24 was held on 22-08-2023 at 10.30 in the principal’s chamber. Members in IQAC composition were participated in the meeting. Student representatives and industrialist/entrepreneur Thiru. Selvaganapathy Proprietor Sekar Textiles were also present in the meeting.
2. Principal-IQAC Chairperson welcomed all the participants.
3. The proposed agenda were discussed for the improvement of the college.
4. Principal has read the list of committees under the College Development Council and briefly explained the functions.
5. Principal informed that, college re-opens for 2nd year and 3rd year students on 24-08-2023 (Thursday) and for 1st year on 28-08-23 (Monday). Respective departments have to make arrangements for welcoming the 1st year students.

6. As per the UGC norms one week Student Induction Program should be conducted for the 1st year students, which focuses Department, Faculty, Infrastructure facilities, syllabus, scope of course, career guidance and various committees that functioning in the college.
7. It was decided to form ECO Club and PTA. Interested faculties are welcomed to be the Nodal officer for NCC.
8. Pondicherry University implemented National Education Policy 2020 was discussed. Staff and students are requested make aware of NEP 2020. Existing syllabus is continuing for the academic year 2023-2024, till further order.
9. As all the Departments are provided with ICT tools such as LCD Projectors, Smart Interactive panels, all the faculty members are encouraged to use the above facilities by maintaining the log book.
10. It is decided to collect feed back from stakeholders such as Parents, Students, Alumni and Employers through Google form / College website.
11. Faculty Members are encouraged to publish research articles in Journals with high Impact factors.
12. Coordinators are directed to encourage more sports and cultural events for this year.
13. All Hods and faculties were directed strongly to follow the Mentor-Mentee forms; for monitoring the student's attendance (report immediately to Principal and Parents, if any students takes 3 days leave continuously), academic performance, result and their personal information.
14. Faculty members are insisted to maintain Student Attendance cum Academic register and compulsorily need to submit it to IQAC for their CAS. Assistant Professor (Short Term Contract) should submit the above register at the end of every month to the Principal/IQAC.
15. Separate registers will be maintained for,
 - Departmental Activities register (to be maintained by the HOD).
 - Student daily class register (to be maintained by the class representative).
16. It is decided to conduct the centralized Continuous Internal Assessment (CIA) and Model Exams.
17. Movement registers for faculty and students has to be maintained. Faculties and students are asked to wear the ID card daily.
18. HODs were asked to instruct their students should follow strictly the “**dress code, discipline maintenance**”. Also they are not permitted to sit or loiter in the corridors during class hours. And they are strictly prohibited from using cell phones in the college premise. If the students want to leave the campus in case of emergency they will be provided permission slip.
19. HODs are directed to instruct their students to switch-off lights and fans when not in use.
20. HODs, faculties and other non teaching staff were asked to assure the smooth conduct of regular classes for all year students as per the UGC regulations.
21. Principal concluded the meeting with vote of thanks.

Dr. W. V. Balaji,

Principal & IQAC Chairperson



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No. IQAC /2023-24/06

25.04.2024

IQAC Meeting -II

The second IQAC meeting was held on 25.04.2024 at 10.30 in Principal Chamber.

The following points were the proposed agenda of the meeting.

Proposed Agenda:

1. Implementation of various committees
2. Student Induction Program.
3. Implementation of New Education Policy 2020.
4. ICT related classes.
5. IQAC Submission of AQARs
6. Collection of feedbacks forms from stakeholders.
7. Research activities and paper publications.
8. Organizing seminar, workshop, and training programs.
9. Sports activities
10. Cultural activities
11. Maintenance of the discipline strictly.
12. Mentor –Mentee system.
13. Maintenance of Registers like faculties /registers “Attendance and academic register” and departmental activities register and student daily classes report.
14. Conduct of regular classes for students as per the UGC regulations.
15. Faculty Development Programs/Activities.
16. University Affiliation.
17. Faculty Career Advancement Scheme- Promotion.
18. Placement and Career Guidance Cell (PCGC).
19. NAAC accreditation works.
20. Purchase of lab article/equipments

MINUTES OF THE MEETING

The above points mentioned in the agenda were discussed and the decisions/action were taken as below.

S. No	Proposed Action/programme in Agenda (Topics of discussion)	Action/Steps- Taken/Implemented/status
1.	Implementation of various committees	<ul style="list-style-type: none"> ➤ At the beginning of odd semester, Principal has decided to constitute and implement various committees for the proper execution of all kind of academic and administrative works. ➤ As per the earlier decision, Principal has formed about 54 committees on 11.08.2023. ➤ Duties and responsibility of various committees has been informed to all the

		<p>coordinators and faculties.</p> <ul style="list-style-type: none"> ➤ Coordinators and members of the various committees were executing their duties and responsibilities as per the Principal order.
2.	Introduction of “Student Induction Program”.	<ul style="list-style-type: none"> ➤ As per the UGC guidelines, college council decided to form a separate committee to implement the “Student Induction Program” (SIP) for the all the first year students. ➤ The newly formed SIP committee has organized a one week duration of induction programme for the all the first year students, from 28.08.2023 to 01.09.2023 (5 days). ➤ Coordinator has scheduled the SIP with various sessions to educate the students about the Rules and Regulations of AGCW, Applying in National Scholarship Portal, Anti Ragging Cell, Women Protection Cell, NSS and other various committees/forums. ➤ Principal has appreciated the Coordinator and all the faculties, who have contributed their support during the SIP program. About 406 students of first year UG has benefitted.
3.	Implementation of National Education Policy (NEP-2020) by Pondicherry University:	<ul style="list-style-type: none"> ➤ Pondicherry University has directed to introduce and implement the NEP-2020 from the academic year 2023-24 onwards. ➤ However, the University has constituted Board of Studies (BoS) to various disciplines at the beginning of even semester in the academic year 2023-24. ➤ As per the University communication and direction, College has introduced NEP with new syllabus to all the first year students effectively from even semester. However, all the first year students has studied CBCS syllabus in their first semester (I Sem- CBCS, II to VI Sem – NEP). ➤ Currently pursuing the second and third year students continuing the CBCS pattern/ syllabus as usually in all semesters (I to VI). ➤ IQAC and the college NEP Coordinator were monitoring and updating the status of the effective implementation of the NEP along with the guidelines and the direction of University.
4.	ICT enabled classes	<ul style="list-style-type: none"> ➤ IQAC has taken steps towards the effective usage of ICT tools for the regular class teaching, for the multidimensional learning. ➤ The newly purchased 6 interactive panels were distributed to Computer Science, Commerce, Chemistry, Mathematic, Physics and English

		<p>departments.</p> <ul style="list-style-type: none"> ➤ Few LCD projectors were repaired and reinstalled to the respective departments by the Store Keeper and the College IQAC. ➤ IQAC were requested to HoDs and all the faculties to apply ICT tools more in NEP Syllabus. ➤ Students may also use that interactive panel for their class seminar presentation under the supervision of subject teacher. ➤ Interactive panels were used widely by the teachers for their regular classes. Teachers as well as the students were benefiting by the usage of interactive panels. ➤ Science students are visualizing all kinds of subject related videos.
5.	Submission of AQARs	<ul style="list-style-type: none"> ➤ The AQAR for the period of 2015-16 to 2019-20 submitted by the College IQAC, has been approved the NAAC- Bangalore. ➤ Principal appreciated the College IQAC team, College NAAC team, departmental coordinator, HoDs and all the faculties for the successful submission of the AQARs. ➤ Further, Principal requested IQAC coordinator and all the faculties to submit the data pertain for period of 2020-21 to 2023-24 as early as possible for the preparation of AQARs.
6.	Collection of feedbacks forms from stakeholders.	<ul style="list-style-type: none"> ➤ College IQAC and College NAAC team has collected feed backs from various stakeholders like Students, teachers, Parents, Alumni and Employers. ➤ Collected feed backs have been uploaded in the NAAC portal. ➤ Feed backs have been placed in the College Development Committee. Faculties were discussed the analytical report of the feedbacks. ➤ Principal requested faculties take the serious concern about the issues noticed and presented by the various stakeholders. ➤ IQAC coordinator has assured the college IQAC will take necessary steps towards the feedback analytical report.
7.	Research activities and collaboration:	<ul style="list-style-type: none"> ➤ Faculties acted as external examiner for the Ph. D thesis evaluation and viva –voce proceedings. ➤ Faculties were doing collaborative research works with various institutions from nationally and internationally. ➤ Faculties were actively published good number

		<p>of research articles/book chapters in the reputed journals.</p> <ul style="list-style-type: none"> ➤ College has reached the citation -2136 and h-index24 and i10 index-51 since 2019.
8	Organizing seminar, workshop, and training programs	<ul style="list-style-type: none"> ➤ College has organized the following programs with the direction of IQAC. ➤ College IQAC and all the other main departments have organized many programs during the year for the benefit of students community.
9.	Sports Activities & Physical Education Department Development.	<ul style="list-style-type: none"> ➤ Few sports equipments have been purchased with worth of Rs.50552.00 ➤ Students are shown interest in various sports activities and bagged the following prizes. <ol style="list-style-type: none"> 1. College has organized Inter Collegiate KHO-KHO (WOMEN) tournament on 04.12.2023 and 05.12.2023. Totally Nine teams were participated form Pondicherry ,Karaikal and Mahe regions .Our students were participated and got 2nd Prize. 2. College won the 1nd prize and brought laurel to our college, in the Inter collegiate Volleyball tournament conducted by Rajiv Gandhi Institute of Veterinary Education and Research (RIVER), Puducherry. 3. College won the 3rd prize in the Inter collegiate Kabaddi tournament conducted by MIT, Kalitheerthal kupam, Pondicherry. 4. Our student R.Sowmiya from history department got 2nd prize and K.Jothika from commerce department got 3rd prize in the Inter collegiate Mini marathon organized by Pondicherry University under the Agies of VIKSIT BHARATH @2047 on 20.12.2023. 5. Students won 1st price and receive 5000 cash award and also got 3rd prize and receive 2000 cash award in the Inter Collegiate Beach Volleyball and Beach Kabaddi tournament conducted by Karaikal district Administration.
10.	Cultural Activities	<ul style="list-style-type: none"> ➤ College students have received many prize, awards. Details please kindly refer the college annual report.
11.	Discipline Maintenance	<ul style="list-style-type: none"> ➤ Principal has request all the head of the department regarding the strict maintenance of discipline in side college premises.
12.	Mentor –Mentee system	<ul style="list-style-type: none"> ➤ College IQAC requested all the Mentor has to complete their mentees forms. ➤ Faculties were maintaining the Mentor – Mentee forms.

13.	Maintenance of Registers like faculties /registers “Attendance and academic register” and departmental activities register and student daily classes report.	<ul style="list-style-type: none"> ➤ Principal requested all the faculties to maintain the following registers/ documents strictly. <ol style="list-style-type: none"> 1. Students attendance 2. Student Attendance cum Academic register (Faculties Green Register) 3. Departmental Activities register (to be maintained by the HOD). 4. Student daily class registers (to be maintained by the class representative). ➤ Faculties and students were maintaining the all kind of registers.
14	Conduct of regular classes for students as per the UGC regulations	<ul style="list-style-type: none"> ➤ HoDs were prepared time table for the Classes as per the NEP and CBCS Syllabus pattern. ➤ Parallel move of NEP and CBCS among students was quite confusion. ➤ However the issues were brought in the notice of council and to the NEP coordinator. The issues over the paper and workload distribution have been resolved. ➤ Department faculties were managing the extra hours to complete the syllabus, where faculties are shortage for certain papers. ➤ Faculty shortages in many departments have been informed to the director, DHTE, Puducherry. ➤ Director assured that filling of all the vacancies exist in various departments.
15	Faculty Development Programs/Activities	<ul style="list-style-type: none"> ➤ College IQAC organized a Faculty Development Programme entitled “NAAC Accreditation” conducted on 24 & 25-07-2023 for the teaching and non teaching staff. ➤ Associate Professor T. Kanagavel, and Associate Professor K. Shanthi of Department of Commerce was awarded with Ph. D degree from Pondicherry University. ➤ Mrs. K. Gomathy, Asst Prof. (STC) Dept. of English, was awarded Ph. D from Pondicherry University this year. ➤ Faculties were completed their refresher courses. ➤ Faculties were participated workshop/training /conference/seminar organized by various institutions.
16.	University Affiliation Work:	<ul style="list-style-type: none"> ➤ As per the University communication dated 15.09.2023 Ref. No. PU/AW- CDC/2023-24, College- University Affiliation Committee has taken steps along with College IQAC and applied for the provisional affiliation to certain

		<p>UG Courses for the academic year 2024-25.</p> <ul style="list-style-type: none"> ➤ University has issued orders on 06.02.2024. Regarding Continuation of Provisional Affiliation (2023-24) for the existing 6 UG courses (B. Sc, Chemistry, Computer Science, B.A English, History, B.Com and B.Com (Corporate secretary ship). ➤ College has permanent affiliation for the existing 4 UG courses (B. Sc Mathematics, Physics, Botany, Home science) for the period of 2022-27.
17.	Faculty Career Advancement Scheme- Promotion:	<ul style="list-style-type: none"> ➤ College IQAC has processed CAS files of 2018 batch faculties (03 members) and submitted to Principal for further process. ➤ About Nine Faculties of 2013 batch has been granted the first level promotion of i.e AGP From Rs. 6000-7000 on 22.11.2023 by Govt. of Puducherry.
18.	Placement and Career Guidance Cell (PCGC):	<ul style="list-style-type: none"> ➤ Faculties from department of Chemistry have given Career Guidance speech to students of NIT Puducherry. ➤ Skills Da, in collaboration with Nasscom Foundation and DXC, provided training to final year students in accordance with competency standards developed by the IT-ITeS sector and approved by the government. For B.Sc. Computer science students, the training focused on the topic of Internet of Things, while B.Com and B.C.S students received training on Financial Fraud Investigation. The 10 days training program was inaugurated on October 11 2023. Successfully assessment cleared students were awarded the certificate on February 19, 2024. ➤ PCGC organized IOT (Internet of Things) in October, November 2023 and January 2024 on selected dates. Successfully assessment cleared students were received certificates on January 18, 2024. Certificates were issued and uploaded on the Skills DA portal. ➤ Placement drive was organized for all the Skills Da trained students at Women's Engineering College, Lawspet, Puducherry on January 31, 2024. About 62 students from B.Com, BCS, and 33 from Computer Science participated. Out of the participants, 61 students were selected by various companies, and 34 of our students have received their offer letters.

19.	NAAC accreditation works:	<ul style="list-style-type: none"> ➤ IQAC and College NAAC team have been uploaded the 2015-16 to 2019-20 five years of AQARs to NAAC online portal. ➤ There are some minor clarifications; quires have been asked by the NAAC Bangalore. College NAAC team replied and waiting for the final approval. ➤ Meanwhile, IQAC has collecting data for the remaining years AQAR (2021-22 to 2022-23)
20.	Purchase of lab article/equipments:	<ul style="list-style-type: none"> ➤ Lab article/equipments with worth of Rs. 478123 has been purchased and distributed to various departments. ➤ Principal requested to condemn the old and un repairable lab equipments/instruments from the laboratory. ➤ HoDs were asked to submit their departmental request for the purchase of lab articles.
21.	Formation of Eco Club, NCC and PTA	<ul style="list-style-type: none"> ➤ College Development Council has requested faculties to form the forum like Eco Club, and NCC. ➤ Similarly the CDC informed to all that faculties opinion over the reconstitution of Parent Teacher Association (PTA). ➤ Mean while, Department of Science and Technology, Puducherry has established A Meri-Life forum with the mission of sustainable development environment free from all kind of pollution. Since the college has Meri-Life forum having the vision and mission of Eco Club, college council decided to continue the Meri- LIFE. ➤ Regarding the NCC, College council expected that any of one lady teachers must be care taker for the NCC. Unfortunately none of the women teacher came forward to be the care take for NCC.

Dr. W. V. Balaji,
Principal & IQAC Chairperson