

**DHARMAPURAM GNANAMBIGAI GOVT. ARTS COLLEGE (W),
MAYILADUTHURAI – 609 001.**



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Room

Date : 18.06.2015

Chair : Principal

Members Present: Executive Members, IQAC Members, Student Representative.

1. Academic calendar of events were prepared and copies of event to submit all the departments, cells and committees. The conveners of cells and the heads of the departments were informed to follow the calendar of events while implementing the activities.
2. The Induction programme for the newly admitted Students, 18th June 2015 were conducted by IQAC. Principal, Executive members and HOD's were participated and explained subject exposes in various field, rules and regulations of college, library & sports facilities guided to our I UG students.
3. The Heads of the various Departments were present a review of the Annual Plans for the year 2014 - 2015 and also present the proposed Annual Plans for the Academic Year 2015 - 2016 on 18 th June 2015.
4. The Executive members expressed the need for quality assurance in Research and Publications.
5. IQAC co-ordinator took the permission of the principal for inviting Dr. S. Sivaraman, HOD of Mathametics, AVC College(A), Mannampandal, as a resource person for FDP of "Teacher Culture" to be conduct on 01.08.2015.

Signature of the IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Room

Date : 12.10.2015

Chair : Principal

Members Present: Executive Members, IQAC Members, Student Representative.

1. In response to the regulation of UGC and NAAC, it is resolved to insist the teaching faculty for the presentation of papers in seminars and conferences.
2. The chief of examination were informed to submit Internal Assessment (IA) Marks of all the subjects through online to the University and the work has been done systematically well in advance by the examination committee.
3. The chief of examination were informed to make necessary preparations for smooth conduct of odd semester. They instructed the clerical staff to prepare an order of invigilation work. All the documents and covers were prepared and kept ready for the smooth conduct of examination.
4. The review of events organized for the benefit of students was presented by IQAC Coordinator.

Signature of the IQAC Coordinator

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of the Meeting**

Venue : Principal Room

Date : 22.01.2016

Chair : Principal

Members Present: Executive Members, IQAC Members, Student Representative.
The meeting began with a short prayer.

1. IQAC coordinator presented the various quality initiatives undertaken to strengthen the internal quality activities.
2. Head of the Departments were informed to prepare course and subject wise result statement so as to analyse the performance of students in university examinations vide letter dated 13.01.2019. The statements of result analysis were discussed in the council meeting held on 16.01.2019. All the departments were suggested to pay more attention to the slow learners and engage special classes for the students of this category.
3. The review of research activities were presented by Convener of Research & Development cell.
4. The cleaning committee for maintaining the clean campus and also discussed for improving canteen facilities.
5. To maintain record of current students and the students from the alumni batch, Faculty details consisting of their name, address, date of joining, qualifications, department, research papers, awards during Naac Peer Team visit.

Signature of the IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Room

Date : 28.03.2016

Chair : Principal

Members Present: Executive Members, IQAC Members, Student Representative.

1. The Nodal officer for MHRD, were requested to complete the data upload work of AISHE on or before 10.04.2016. The work is pursued and executed with in the stipulated period.
2. Various committees are informed to conduct the Five-day- functions with their faculty members for making necessary arrangements for the grand success of the functions. The works of all the committees were found quite satisfactory. The physical director is informed to prepare schedule of sports meet in consultation with physical education committee. The college union is advised to involve the members of student's council to render service on the Five-day- functions.
3. The Committee prepared the schedule to work on NAAC Criteria. Different criterion discussed the progress made in the NAAC process.

The following suggestions have been made by the experts

- Teaching learning must be oriented to attain the attributes of mission and vision of department and college.
- Quality of placement must be improved.
- Members appreciated the efforts taken by the faculties were improve teaching and learning methods. Members also appreciated few faculties for their publication in reputed journals.

Signature of the IQAC Coordinator

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DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE
Internal Quality Assurance Cell

Action Taken Report for the Year 2015-16

Sl.No	Minutes of Meeting	Action taken
1	Confirmed and recorded resolution of last meeting in minutes register.	Circulated a copy of minutes among all the members and the convener of cells, committees and departments.
2	Resolved and prepared strategic academic plan after in depth discussion in the meeting.	Strategic academic plan is designed for the improvement of overall quality. A copy of it, was circulated among the staff concerned and informed them to implement assigned activities.
3	Resolved to prepare calendar of events for the year 2015-16 in accordance with the academic calendar of affiliated university.	Informed the staff concerned to conduct curricular, co- curricular and extension activities as per the provisions made in the calendar of events.
4	Resolved to assign tasks to the staff incharge of cells and committees.	Circular regarding statement of tasks in accordance with strategic academic plan is prepared and sent to the staff for execution.
5	Resolved to upload IA marks to the university before the expiry of last date.	The heads of the departments are informed to conduct tests separately according to the CIA timetable given and asked to prepare new question papers for all subjects for the CIA test.
6	Resolved to insist each staff to present at least two papers in seminars and conferences in every academic year.	All the teaching faculty are informed to present at least two papers in one academic year.
7	Resolved to organize	Dr. S. Sivaraman, is requested to deliver a

	FDP for teaching faculty..	talk entitled “Teacher Culture” on 01/08/2015
8	Preparation for university examinations to be held in November 2015.	Examination committee is given the responsibility of conducting examinations.
9	Resolved to analyse the performance of the students in university examinations.	The Convener, Feedback committee is informed to analyse students performance in the examinations and the Hods are informed to take measures for improvement in the case of slow learners.
10	Resolved to honour and publicise the achievement of rank holders in university examinations held during 2014-15.	It is decided to honour the rank holders on convocation day to be held on 10.04.2016.
11	Resolved to complete the civil repairing and electrical work as per the departments requirements by the end of Feb 2016.	The PWD is requested for the completion of both civil and electrical work at the earliest. Both the works are completed as per our expected date.
12	Resolved to held self financed National level seminar by all the departments.	All the departments conducted self financed National or State level seminar under the aegis of IQAC.
13	Resolved to inform by examination committee to submit IA marks to the university on or before 30 th April 2016.	Pursued and done successfully on time.
14	Resolved to collect and analyze feedback from all the stakeholders.	The Convener, Feedback committee is asked to complete the process and is executed successfully.
15	Resolution is passed to review the annual reports	The college union is informed to complete the process of reviewing at the earliest. The

	and data submitted by Department cells and committees under college union.	union provided data on time and same has been used for Annual Report and for the preparation of AQAR.
16	Resolved to organize college level sports meet and to celebrate Muthamizh vizha, Service Organisation day, Women's Day and Annual Day 2015-16.	The convener of the committees is informed to make necessary arrangements by involving the members of students' council. The sports meet and all the functions were conducted quite successfully.
17	Resolved to enter all the required data to AISHE at the earliest.	The co-ordinator of AISHE were informed to pursue data entry work and do it successfully within the last date.