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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

Dr. V. VANITHA, M.Sc.,M.Phil.,Ph.D., Assistant Professor & HEAD Department of Zoglogy Dharmapuram Gnanambigai Govt. Arts College (W) Mayiladuthurai - 609 001. e.mail: vanithabaskar@rediffmail.com



Phone no: 04364 – 223393 Email: dggac@yahoo.co.in

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	Circulated a copy of minutes among all
	recorded resolution of	the members and the convener of cells, committees and departments.
	last meeting in	1
	minutes register.	
2	Resolved and	Strategic academic plan is designed for the
	prepared strategic	improvement of overall quality. A copy of
	academic plan after in	it, was circulated among the staff
	depth discussion in	concerned and informed them to implement
	the meeting.	assigned activities.
3	Resolved to prepare	Informed the staff concerned to conduct
	calendar of events for the	curricular, co- curricular and extension
	year 2015-16 in	activities as per the provisions made in the
	accordance with the	calendar of events.
	academic calendar of	
	affiliated university.	
4	Resolved to assign tasks to	Circular regarding statement of tasks in accordance with strategic academic plan is
	the staff incharge of cells	prepared and sent to the staff for execution.
-	and committees.	
5	Resolved to upload IA	The heads of the departments are informed
	marks to the university	to conduct tests separately according to the
	before the expiry of last	CIA timetable given and asked to prepare
	date.	new question papers for all subjects for the CIA test.
6	Resolved to insist each	
		All the teaching faculty are informed to
	staff to present at least two papers in seminars and	present at least two papers in one academic year.
	conferences in every	academic year.
	academic year.	
7	Resolved to organize	Dr. S. Sivaraman, is requested to deliver a
/	Resolved to organize	Di. S. Sivaraman, is requested to deriver a

examinations to be held in November 2015. 9 Resolved to analyse the performance of the students in university examinations. 10 Resolved to honour and publicise the achievement of rank holders in university examinations held during 2014-15. 11 Resolved to complete the civil repairing and electrical work as per the departments by the end of Feb 2016. 12 Resolved to held self financed National level seminar by all the departments. 13 Resolved to inform by examination committee to submit IA marks to the university on or before 30th April 2016. 14 Resolved to collect and analyze feedback from all the stakeholders. 15 Resolved to collect and analyze feedback from all the stakeholders. 16 Convener, Feedback committee in informed to take measures for improvement in the case of slow learners. 18 It is decided to honour the rank holders or convocation day to be held on 10.04.2016. 19 The PWD is requested for the completion of both civil and electrical work at the earliest. Both the works are completed a per our expected date. 19 Pursued and done successfully on time.		FDP for teaching	talk entitled "Teacher Culture" on
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15 Resolution is passed to The college union is informed to complet		the stakeholders.	executed successfully.
	15	Resolution is passed to	The college union is informed to complete
review the annual reports the process of reviewing at the earliest. The		review the annual reports	the process of reviewing at the earliest. The

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