

**DHARMAPURAM GNANAMBIGAI GOVT. ARTS COLLEGE FOR WOMEN,
MAYILADUTHURAI – 609 001.**



Phone no: 04364 – 223393

Email: dggac@yahoo.co.in

Circular

C.No: D.G.G.A.C/IQAC/2021 – 2022/ 01

Date: 05.08.2021

Time: 11 AM

Venue: Principal Chamber

We are pleased to inform you that there will be an IQAC meeting on 05th August 2021 at 11.00 AM in the Principal Chamber. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures of following agenda.

- Orientation programme for newly admitted Students.
- To Collect data for preparation of AQAR, NIRF, AISHE.
- Institutional Annual Plans 2021– 2022.
- To plan the conduct of COVID 19 awareness programmes.
- To plan the Old Students Association (OSA) registration.
- To conduct Professional Development Programmes for teaching Staff.

Thanking you,

Yours sincerely,

IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Chamber

Date : 05.08.2021

Chair : Principal

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

1. The Orientation programme for the newly admitted Students is to be conducted by IQAC. Principal, Executive members, HOD's and Student club in-charge were participated and explained subject exposes in various field, rules and regulations of college, library & sports facilities guided to our I UG students.
2. Data of AQAR, NIRF, and AISHE for the year 2020-2021 are to be collected for consolidation.
3. The Heads of the various Departments presented a review of the Annual Plans for the year 2021 – 2022.
4. Several awareness programmes such as COVID 19 awareness, Health and hygiene, Blood donation and Tree plantation are to be organised by NSS programme officer.
5. Old Students Association (OSA) registration process were initiated and all the final year students enrolled in the association (OSA).
6. FDP, IPR, national and international seminars were planned to conduct for the year 2021 – 2022.

Signature of the IQAC Coordinator

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Circular

C.No: D.G.G.A.C/IQAC/2021 – 2022/ 02

Date: 22.10.2021

Time: 11 AM

Venue: Principal Chamber

We are pleased to inform you that there will be an IQAC meeting on 22nd October 2021 at 11.00 AM in the Principal Chamber. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures of following agenda.

1. Review of activities of committees and cells by all the departments towards the benefit of students.
2. To review an academic audit report (2021-2022) and submit Internal Assessment (IA) Marks through online mode.
3. To conduct the odd semester examination through offline mode.
4. To review for statement of result analysis.
5. To plan for improving the infrastructure, Library and Web portal of the college.

Thanking you,

Yours sincerely,

IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Chamber

Date : 22.10.2021

Chair : Principal

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

1. The review meeting of the activities of committees and cells organized for the benefit of students was presented by IQAC Coordinator.
2. The review of academic audit report of 2021 – 2022 was presented and Chief of examination was informed to submit Internal Assessment (IA) Marks of all the subjects through online to the University portal.
3. The chief of examination was informed to make necessary preparations for smooth conduct of odd semester examination through offline mode. All the documents and covers were prepared and kept ready for the smooth conduct of examination.
4. Head of the Departments were informed to prepare course and subject wise result statement and the result analysis were discussed in the council meeting. All the departments were suggested to more attention to the slow learners and engage special classes for the students of this category.
5. Discussed the plan for improving the infrastructure, Library and Web portal of the college.

Signature of the IQAC Coordinator

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Circular

C.No: D.G.G.A.C/IQAC/2021 – 2022/ 03

Date: 12.01.2022

Time: 10 AM

Venue: Principal Chamber

We are pleased to inform you that there will be an IQAC meeting on 12th January 2022 at 10.00 AM in the Principal Chamber. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures of following agenda.

1. To plan of students development.
2. To review of faculties research activities.
3. To collection and review of student feedback in the academic year 2021-2022.
4. To plan to Online Annual Alumnae meet.

Thanking you,

Yours sincerely,

IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Chamber
Date : 12.01.2022
Chair : Principal

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

1. To improve the technical skills and ICT for developing computer knowledge of the UG and PG students.
2. It is resolved to motivate the faculty members to publish research papers in peer reviewed journals.
3. The student's feedback on teaching analysis meet was presented by IQAC Coordinator.
4. Online Annual Alumnae meet are planned to conduct.

Signature of the IQAC Coordinator

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Circular

C.No: D.G.G.A.C/IQAC/2021 – 2022/ 04

Date: 29.04.2022

Time: 11 AM

Venue: Principal Chamber

We are pleased to inform you that there will be an IQAC meeting on 29th April 2022 at 11.00 AM in the Principal Chamber. We look forward to your esteemed presence and suggestions for our quality assurance and improvement measures of following agenda.

1. To submit AISHE and NIRF reports.
2. To smooth conduct the college functions and etc.,
3. To plan to conduct Parent-teachers meet.
4. To conduct the End semester examination.

Thanking you,

Yours sincerely,

IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Chamber

Date : 29.04.2022

Chair : Principal

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

1. The Nodal officer for MHRD, were requested to upload with relevant information about the institution for AISHE and NIRF on or before April 2022.
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.
3. Parent – teachers meet is to be organized by all the departments in grand manner.
4. The chief of examination was informed to make necessary preparations for smooth conduct of end semester examination.

Signature of the IQAC Coordinator

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**DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE FOR
WOMEN, MAYILADUTHURAI.**

Internal Quality Assurance Cell

Action Taken Report for the Year 2021-2022

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 2021-2022 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 in charge 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	All the teaching faculties are informed to present at least two papers in one academic year.

	conferences in every academic year.	
7	Preparation for university examinations to be held in November 2021.	Examination committee is given the responsibility of conducting examinations.
8	Resolved to analyse the performance of the students in university examinations.	The Convener, Feedback committee is informed to analyse student's performance in the examinations and the Hod's are informed to take measures for improvement in the case of slow learners.
9	Resolved to honour and publicize the achievement of rank holders in university examinations held during 2021-22.	It is decided to honour the rank holders on college convocation day.
10	Resolved to complete the civil repairing and electrical work as per the departments requirements by the end of March 2022.	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.
11	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 IQAC.
12	Resolved to inform by examination committee to submit IA marks to the university on or before April 2022.	Pursued and done successfully on time.
13	Resolved to collect and analyze feedback from all the stakeholders.	The Convener, Feedback committee is asked to complete the process and is executed successfully.
14	Resolution is passed to	The college union is informed to complete

	review the annual reports and data submitted by Department cells and committees under college union.	the process of reviewing at the earliest. The union provided data on time and same has been used for Annual Report and for the preparation of AQAR.
15	Resolved to enter all the required data to AISHE at the earliest.	The co-ordinators of AISHE and NIRF were informed to pursue data entry work and do it successfully within the last date.

D. Aneghi

Principal

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