

**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 : 16.06.2017

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 admission arrangements were delegated to their respective Head of the departments.
3. The Heads of the various Departments were presented a review of the Annual Plans for the year 2017 – 2018.
4. IQAC coordinator discussed the various quality initiatives like group discussion, workshop, seminars and quiz competition undertaken to strengthen the internal quality activities.

A handwritten signature in green ink, appearing to be 'V. Vanitha', is written above the printed name and title of the IQAC Coordinator.

Signature of the IQAC Coordinator

**Dr. V. VANITHA, M.Sc., M.Phil., Ph.D.,**  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the Meeting**

Venue : Principal Room

Date : 20.09.2017

Chair : Principal

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

1. Faculty progresses were reviewed about work progress and syllabus coverage of individual staff.
2. The review of academic audit report of 2016 – 2017 was presented and Chief of examination were 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. They instructed the clerical staff to prepare an order of invigilation work.
4. The reviews of events organized for the benefit of students were 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 : 25.01.2018

Chair : Principal

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

1. Discussed on remedial coaching and peer teaching for slow learners.
2. The review of research activities were presented by Convener of Research & Development cell.
3. The student's feedbacks on teaching was presented by IQAC Coordinator.
4. Planned to submit external funding proposal of RUSA and MGR Centenary funds.

Signature of the IQAC Coordinator

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the Meeting**

Venue : Principal Room  
Date : 05.04.2018  
Chair : Principal

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

1. The Nodal officer for MHRD, was requested to complete the data upload work of AISHE on or before 10.04.2018. 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.
3. Head of the Departments were informed to prepare course and subject wise result statement and the result analysis were discussed in the council meeting held on 28.03.2018. All the departments were suggested to more attention to the slow learners and engage special classes for the students of this category.
4. The chief of examination were 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

### Internal Quality Assurance Cell

#### Action Taken Report for the Year 2017-2018

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 2017-18 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 conferences in every	All the teaching faculty are informed to present at least two papers in one academic year.

	academic year.	
7	Preparation for university examinations to be held in November 2017.	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 students performance in the examinations and the Hods 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 2016-17.	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 Feb. 2018.	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 30 <sup>th</sup> April 2018.	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 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.
15	Resolved to organize college level sports meet and to celebrate Muthamizh vizha, Service Organisation day, Women's Day and Annual Day 2017-18.	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.
16	Resolved to enter all the required data to Aishe and RUSA at the earliest.	The co-ordinators of AISHE and RUSA were informed to pursue data entry work and do it successfully within the last date.