



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Chamber

Date : 06.08.2020

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 Orientation programme for the newly admitted Students was 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 presented a review of the Annual Plans for the year 2020 – 2021.
4. Several awareness programmes such as COVID 19 awareness, Health and hygiene, Blood donation and Tree plantation was organised by NSS programme officer.
5. The Heads of the various Departments were Plan to conduct national and international seminars for the year 2020 – 2021.

Signature of the IQAC Coordinator

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DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE

FOR WOMEN, MAYILADUTHURAI – 609 001.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Chamber

Date : 13.10.2020

Chair : Principal

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

1. The review of academic audit report of 2020 – 2021 was presented and Chief of examination was informed to submit Internal Assessment (IA) Marks of all the subjects through online to the University portal.
2. The chief of examination was informed to make necessary preparations for smooth conduct of odd semester examination through online mode. All the documents and covers were prepared and kept ready for the smooth conduct of examination.
3. The review of events organized for the benefit of students was presented by IQAC Coordinator.
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.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Chamber

Date : 04.01.2021

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 was presented by IQAC Coordinator.
4. Faculty members improved their proficiency by taking up SWAYM, MOOC courses, attending FDP, workshops and seminars.

Signature of the IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Venue : Principal Chamber

Date : 07.04.2021

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 14.04.2021.
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. It is resolved to celebrate important days in grand manner.
4. The chief of examination was informed to make necessary preparations for smooth conduct of on – line end semester examination.

Signature of the IQAC Coordinator

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Internal Quality Assurance Cell
Action Taken Report for the Year 2020-2021

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 2020-2021 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	The heads of the departments are informed to conduct tests separately according to the CIA timetable given and

	date.	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 faculties are informed to present at least two papers in one academic year.
7	Preparation for university examinations to be held in November 2020.	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 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 2020-21.	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. 2021.	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 20 th April 2021.	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 and data submitted by Department cells and committees under college union.	The college union is informed to complete 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-coordinators of AISHE and NIRF were informed to pursue data entry work and do it successfully within the last date.



Signature of the IQAC Coordinator



Principal

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