



Criterion 6- Governance, Leadership and Management

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/ development plan etc



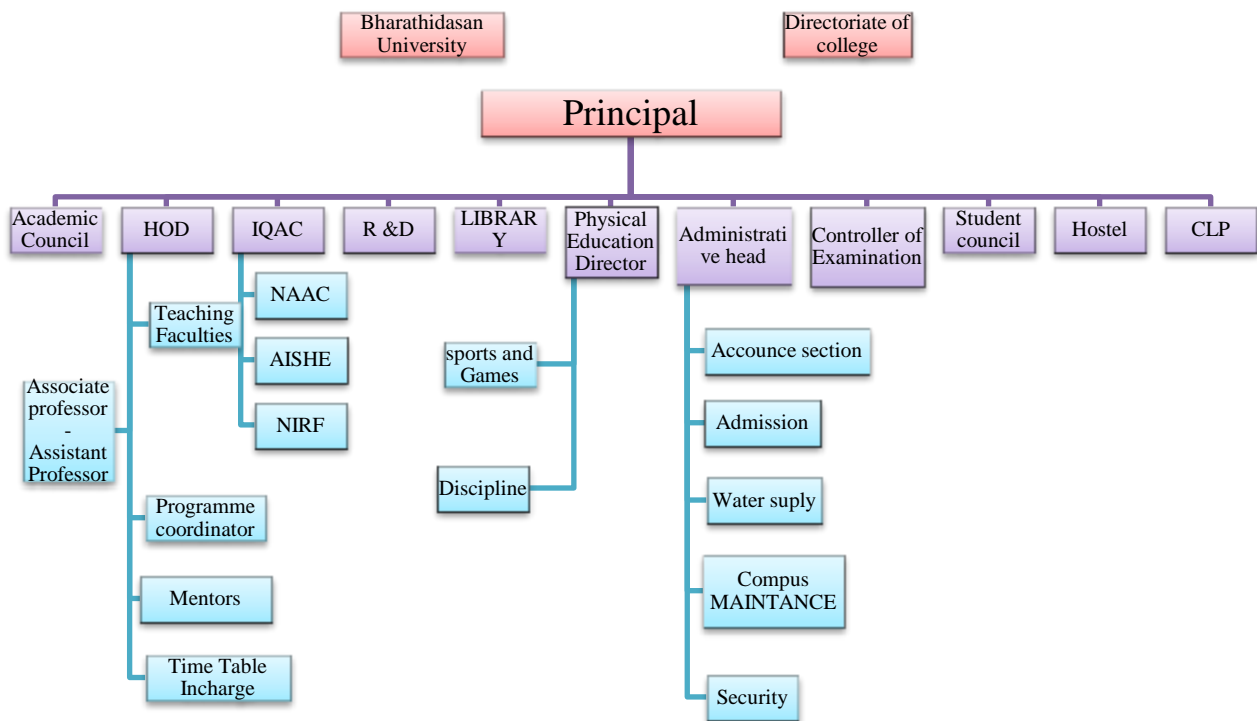
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6.2.1. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ respective/development plan etc

ORGANIZATION STRUCTURE



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PRINCIPAL,
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Government Arts College for Women
Mayiladuthurai-609 001
D.O. Code No. CI 206



6.2.1.

I. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

II. The functioning of the institutional bodies is effective and efficient as visible through deployment of institutional Strategic/ perspective/development plan etc.

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6.2.1. I. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body:

The Principal is the supreme Head of the entire college and the college functions under the governance of the Principal who acts upon the recommendations or resolutions taken by the college council. The Principal is to carry out the instructions directed from the Director of Collegiate Education and from the Department of Higher Education.

Administrative setup:

The Administrative setup of the college meets all the current requirements of the stakeholders as well as the Directorate of Collegiate Education, Chennai. The Principal is vested with the day-to-day running of the college. He has team of Departmental Heads, the IQAC Coordinator and the Bursar to assist him in the discharge of the work. The Principal acts according to the resolutions taken by the college council. The college council comprises the Principal and Heads of all the departments. Periodical council meeting is convened to discuss on various issues and implement the decisions for the welfare of the college.

The Functions of Various Bodies:

1. Students' Union, 2. Women Harassment Cell, 3. Grievance Redressal Council, 4. Career Guidance and Placement Cell, 5. Sports Committee, 6. Admission Committee, 7. IPR cell, 8. R&D cell, 9. Anti-Ragging Committee, 10. National Service Scheme, 11. Youth Red Cross Club, 12. Red Ribbon Club, 13. Herbal Garden, 14. Health Club, 15. Internal Complaint Committee, 16. College Council, 17. Fine Arts Committee, 18. Parent-Teachers Association, 19. Alumni Association, 20. Website Maintenance Committee.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules and procedures are guided by the Statutes - Bharathidasan University, the Constitution of the college and the rules of the State Government as amended from time to time in this regard. The service rules are strictly followed by the Principal to give the best to the staff members. In accordance with the promotional policies, the college adhere the UGC regulations 2010, scrutinizing the Appraisal Report of the staff members, the Director will frame the proceedings based on that the Principal will constitute the proceedings and the benefit of career advancement will be given to the staff concerned. The promotional policy for non-teaching staff is as per the norms prescribed by the Director of Collegiate Education, Govt. of Tamilnadu.

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.

Deployment of institutional Strategic/ perspective plan is effectively deployed

The college is a government institution and hence it follows government policies laid down by the Department of Higher Education, Government of Tamil Nadu. Still a perspective plan which takes the following aspects into consideration:

Institutional Strategic Plans:

1. Efficient Teaching erudition procedure
2. Effective Leadership and Participative management
3. Internal Quality Assurance System
4. Ensuring effective governance
5. Grievance Redressal
6. Up gradation of Physical Infrastructure

Strategic Planning

1. Efficient Teaching Learning methodology

- Academic planning and preparation of Academic Calendar
- Preparation of Lesson Plan as per CBCS based on CO & PO mapping
- Constant assessment to measure outcomes
- Use of more practical methods of teaching
- Use of e- learning resources
- Promote research culture & facilities
- Provide mentoring and individual support
- Follow a transparent feedback system
- Performance enhancement through workshops and seminars.
- Implementation of best practices for students
- Evaluation parameters and benchmarking

2. Effective Leadership and Participative management

- Consolidation of Committee List with staff incharge
- Decentralization of the academic, administration and student related authorities & responsibilities
- The reports of the meetings are communicated to the Principal and all the suggestions are consolidated for reference.

3. Internal Quality Assurance System

- All the departments, with the teaching and non-teaching faculty carry out the activities as per the Processes and forms.
- Customer satisfaction by collecting feedbacks from students, parents, alumni and industry and actions are taken to ensure that the college satisfies all its stakeholders.
- Internal Audit report is prepared semester wise to check the effectiveness of the implementation, maintenance and improvement.
- Framing of Quality Policy.

4. Ensuring Effective Governance

- To review the approval of new programs
- To review the examination results of all programs; result analysis and their improvement strategies.
- To approve the up gradation & maintenance of the Infrastructure of the Institute. • To conduct various faculty career advancement programs• To review the Placement activities and R&D programs.
- Reviewing the Performance appraisal of faculty & suggestions given by Faculty for improvements in the college.
- To provide support for conducting Co curricular and Extra-curricular activities
- To review the awards and endowment scholarships for students based on the performance in co-curricular and Extra-curricular activities etc
- Establishing E-Governance
- Leadership development through decentralization
- Code of conduct and implementation.

5. Grievance redressal

The grievance redressal committee functions with the following purposes:

- To make students& staff members aware about their rights.
- To help them in knowing the importance of good health and nutrition through Health Club
- To help them in developing decision making abilities and be self-dependent.
- To help them in raising voice against all kinds of discrimination in a proper manner by empowering their personality.
- The Student Representatives of college Union have the responsibility towards students to be available and listen to student's views and concerns, and actively represent them in an objective manner.

6. Up gradation of Physical Infrastructure

- Infrastructure building development &modification through RUSSA
- Provision of facilities for e-learning
- Safety & Security management
- Water facility
- Hygiene, zero plastic & green campus
- Smart Class rooms, Seminar halls
- Up gradation of Laboratory &equipment
- Library infrastructure up gradation
- Development of sports (indoor/outdoor) facilities
- Plantations



6.2.1. II. The functioning of the institutional bodies is effective and efficient as visible through deployment of institutional Strategic/perspective/development plan etc.

1. Academic Council

The Academic Council of DGGAC serves as an integral part in formulating, pursuing and guiding the overall academic activities of the institution. The main responsibility of the academic council is to encourage congenial learning environment within the campus and implementing all the academic guidelines issued by the university. The council sets the academic calendar of the institution in line with the academic calendar of the university and oversees its implementation along with the smooth functioning of classes, examinations, and all other academic requirements.

2. Internal Quality Assurance Cell

The institute has established IQAC as per National Assessment and Accreditation Council (NAAC) guidelines in 2000. The IQAC is a part of the institution's system and works towards the realization of the goals of quality enhancement and its sustenance. The IQAC ensures the effective implementation of quality initiatives through continuous reviews and periodic meetings. The IQAC works towards attaining excellence in all the academic activities and for continuous improvement in teaching-learning process.

3. Admission Committee

Admission Committee is responsible for assuring compliance with the admission practices and Re-Admission, transfer of students related matters. The Committee scrutinizes the applications to confirm the eligibility. They offer counseling and have to disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. guidelines. The committee scrutinizes the merit list and maintain reservations as directed by the University. Finally, they submit the list of Admissions made by them to the Principal and get approved.

4. Grievance Redressal Committee

DGGAC is committed to provide safe and congenial learning and working environment to the students and staff. In this regard, the Grievance Redressal Committee has been constituted at DGGAC as per the UGC Regulations. The Committee handles day-to-day grievances related to academics and other issues of the students and staff. The committee handles and discharges all the grievances in a fair and impartial manner within the scope of code of conduct set by the College.

5. Anti-Ragging Committee

To ensure completely ragging free environment in the campus and in compliance with the letter from UGC, Anti-Ragging Committee has been constituted. Anti-Ragging Committee is the supervisory and advisory committee which helps in preserving a Culture of Ragging Free Environment in the college Campus.

6. Anti-Sexual Harassment Committee

The Internal Complaint Committee is an educational resource as well as a complaint redressal mechanism for the members of faculty, staff and students of the University. Its mandates are:

1. To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed
2. To advice complainants of means of resolution as specified by the legislation
3. To ensure fair and timely resolution sexual harassment complaints
4. To provide counseling and support service on campus
5. To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment
6. To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment

The committee seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do, then we can create a campus that is free of sexual harassment.

7. Internal Complaints Committee

The ICC was established to help maintain a congenial atmosphere at the Institute, to enable women to pursue their work with dignity and reassurance. The committee has been working to raise awareness on gender equality issues. This Committee functions as required by the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013”. Institute is committed to maintaining a professional learning and working environment for its students, employees, and guests. One of the committee mandate is to prevent gender discrimination and inappropriate sexual conduct. This is best achieved through promoting gender sensitivity and justice amongst all.

8. Examination Committee:

To ensure smooth conduction of the Examination, a committee has been formed and the Chief Examination has been delegated powers to perform the following activities.

1. Identify the number of students taking examination in different courses.
2. Seating arrangement are made for the students as per the examination time table prepared by COE.
3. Invigilators for Exams are allocated for each session of examination.
4. Keeping standby invigilators for each of the sessions.
5. Monitor the conduction of tests as a part of continuous internal evaluation and to send the Internal marks to the University.

9. Time Table Committee

The time table committee configures the time table every Semester and ensures that it is published and made available on prescribed day. It also makes necessary changes in time table in case of clash of subjects opted by students.

The following work are accomplished in the committee with the active participation from all the committee members:

1. Review of Individual department syllabus.
2. Allocation of lab hours
3. Allocation of Part – I & II language hours (Tamil&English)
4. Respective core course and allied hour allocation
5. Submitting the prepared timetable for scrutiny and approval
6. Circulating the timetable to respective departments after approval
7. Displaying on the notice board for student reference
8. Review of the implementation and discuss if any in the timetable

10. Canteen Committee

For the smooth functioning and hygiene in the canteen, a committee has been formed which meets every month to review the functioning of canteen. The Coordinator is empowered to recommend action and review.

11. Hostel Committee

The Hostels and messes shall function under the overall supervision of Chief Warden. The decisions regarding hostels shall be decided by Chief Warden, Dupty Warden and Student representatives and Hostel committee members. The Dupty warden of main hostel has been delegated powers to recommend disciplinary action in consultation with the committee.

12. Career Guidance Cell

The Career Guidance Cell of DGGAC conducts Skill Development programs through the Centers of Excellence established in the Institution, and also invites resource persons to deliver career talks and seminars. This enables our students to excel in recruitment and be placed.

- The cell actively promotes the student to participate UPSC and TNPSC Examinations
- Conducts aptitude tests
- Organises career talks and seminars with the help of experts
- Updates the students with information regarding higher studies, admission procedures, etc

13. Disciplinary Committee

Education should bring in moral-ethical values to learners and every institution should strive hard to bring in the core human values in the process of learning. The College Discipline Committee is constituted for the maintenance of discipline in the college and ensures that students follow the rules and remain orderly and peaceful in the pursuit of educational objectives in the college. The Committee aims to create a safe and motivating environment in the college and to bring professionalism among students by the inculcation of best practices.

14. Library Advisory Committee

Libraries play an important role in any Institution. As gateways to knowledge and culture a library offers immense opportunities for learning and helps to shape the new ideas and perspectives that are essential to a creative and innovative society. The library has to cater to the needs of students, research scholars and faculty members. A wide range of fields are represented in books, stock with prime thrust for meeting the needs of all Stakeholders. The Library Advisory Committee is constituted to superintend the Process of the Library and act as a channel of communication between the library and its users.

15. Fine Arts Committee

The Fine Arts committee at DGGAC has an objective to provide a platform for students to exhibit and develop their talents. The Committee works at identifying the inherent talents and nurture them through cultural events and competitions to exhibit them. The Fine Arts committee plans, executes and organizes events to promote holistic development and to imbibe in students the essential life skills and enrich their campus experience. The Fine Arts Association conducts Various competitions namely Dance Events, Music Events, Tamil Drama ,English Drama, Literary Events, Quiz, Painting Events, Mehanthi and Hair Style, floral arrangements etc., Committee also provides big platforms for signature talents and to inculcate leadership skills of taking initiatives, and to develop organizing skill to reach out to the society through creative expression.

Activities of Fine Arts Association:

To excel as a culturally proficient institution to provide equal platforms for both the interested and talented students in Music, Songs, Dance and Drama, so that they grow in confidence through igniting their creativity and originality and evolve into better thinking and creative beings.

16. Sports Committee

Sports and games are an essential part of an individual's life, contributing to enhancing the quality of life. Understanding the importance of sports, DGGAC promotes sports activities and ensures students' active participation. The Department of Physical Education aspires to inculcate qualities such as sportsmanship, team spirit and bonding in students. The Sports Committee conducts Badminton, Football, Basketball, Volleyball, Table Tennis, Carrom, and many more events on the campus. The Sports Committee promotes women's empowerment through exclusive sports.

17. Alumni Committee

Alumni serve many valuable roles in building and growing an institution's brand. Creating an engaged, supportive alumni network is crucial to an institution's success. Alumni Association creates and maintains a life-long connection between alumni and alma mater. The Alumni Association works to connect alumni, support students and build an unforgettable Institute experience through a diversity of events and services. In DGGAC, Short term courses are conducted under OSA.

18. Maintenance of Physical and Academic facilities :

DGGA College has well defined procedures to ensure optimal allocation and utilization of the available financial resources for the maintenance of different physical facilities existing in the college and in the departments. The department heads ensure that the respective facilities are maintained and the financial resources received are optimally utilized for the benefit of the students. Suitable budget is allocated every year for the maintenance of various facilities. In addition to this, there is dedicated staff that includes a Caretaker, Lab Assistants and Computer in-charges for the maintenance and upkeep of the classrooms, laboratories and ICT facility in the college. The college adheres to the provisions and regulations provided in Financial Rules issued by the Govt. of TN for the expenditure and utilization of financial resources.

19. Maintenance of the Laboratories:

- (i) Utilization of lab space for regular classes is proposed by Teacher in Charges in consultation with faculty members of the Department and the Time-Table Committee.
- (ii) Equipments purchased at different times are recorded in a specified register, maintained by the departments. New instruments are purchased from time to time as per the requirement of a lab following the provisions provided in Financial Rules.

- (iii) Some Equipments are purchased in multiple numbers in order to provide hands on experience to the maximum number of students.
- (iv) Instruction manuals and Standard Operating Procedures (SOPs) for proper use of laboratory equipment are provided to the students and are also displayed in the laboratories. The departments also trains the lab staff to provide them hands-on training related to the operation of equipments, preparation of chemicals, record maintenance and safety disposal methods.
- (v) The lab staff and the teachers in the concerned departments ensure that the students follow the Good Lab Practices (GLP) and defined protocols to dispose of the different kinds of waste for their own safety and also maintenance of the lab.
- (vi) The equipment that require regular servicing are maintained by the Lab staff. If the equipments is declared unserviceable, it is written off and then disposed of with the due permissions.
- (vii) Safety measures and important instructions pertaining to the use of equipment inside the laboratories are displayed. Fire extinguishers are placed outside laboratories for emergencies.

20. Maintenance of Library Facilities:

- (i) Procedures and policies for maintaining and utilizing the library resources are under the purview of the Library Committee. Meetings are held regularly to implement new rules and regulations and the same is notified to all the Departments and other users of the facility by notices.
- (ii) The books are issued to the students and the faculty members against their identity card and proper record is maintained by the Library Staff.
- (iii) To ensure the return of books, 'No Dues' from the library is mandatory for the students before appearing in final semester exam.
- (iv) For the purchase of new books, journals etc. funds are annually allocated to the Library and all the departments of the college. The Head of the departments approves for the purchase of new books with the consultation of other faculty members. Weeding out of old books, titles etc. is done from time to time under the purview of the Library Committee.
- (v) The footfall of the students and faculty in the library is maintained on a daily basis through an entry register maintained by the Library Staff.
- (vi) Library at DGGA College has access to over -----e-books, and ----- E-journals through NLIST. The login details and password to access the e-resources have been provided to the faculty members of the college.

21. Maintenance of Sports Facilities:

- (i) For the maintenance of the sports facility, there is a Sports Committee that looks into the purchase of sports kits and also augmentation and maintenance of the existing sports facilities.
- (ii) Purchase and policies related to sports are taken up by the Sports committee of the College. Notices regarding the purchases related to sports, sports events are displayed on the college noticeboard.

- (iii) Proper registers related to stocks of sports kits, issue and return of the sports kits etc. are maintained and reviewed from time to time by the Committee.
- (iv) Students are allowed to use the sports ground for training purposes and conduct of sports events with prior permission from the physical Director.
- (v) There is a dedicated Sports Room to keep the sports kits, trophies and other records related to the sports.
- (vi) Basic first aid facilities are available and accessible in the sports room for the students and faculty in case of minor injuries caused during the conduct of sport events.

22. Maintenance of ICT Facilities:

- (i) DGGGA College has an ICT Committee that is responsible for maintaining the ICT facility in the College. All purchases and maintenance of ICT facilities are recommended by the ICT Committee.
- (ii) The maintenance and servicing of the LCD Projectors and other ICT facilities is regularly carried out by the ICT Committee.
- (iii) All the ICT equipments are password protected and are used only for academic purposes. Software outside the course curriculum is not allowed to be downloaded. Computers are shut down after use.
- (iv) In the time of the pandemic to support online teaching, the ICT committee of the college provided individual login ID and passwords to all the faculty members and students for easy access to platforms.

23. Maintenance of Classrooms and Seminar Rooms:

- (i) At the beginning of every semester the Time table committee ensures that the allocation and optimal utilization of all the classrooms are done. The classrooms are allocated based on the sizes of different classes.
- (ii) The final year classrooms are furnished with LCD projectors that are maintained by the ICT facility of the college.
- (iii) Proper instructions are displayed outside classrooms to maintain silence in the corridors and to avoid loitering. Electrical equipment like fans and lights are switched off after use and classrooms/labs are locked in the evening. Students are oriented to take care of the college property.
- (iv) The PWD plays an active role to maintain the infrastructure of the college including classrooms. At the departmental level, Heads submit their requirements regarding classroom furniture or any other facility to PWD incharge in the college and are then consolidated recommending to the Principal.
- (v) Beyond the subcommittees, the college has appointed day & night watchman for the maintenance of essential facilities and assets in the college. The college has also a AVE incharge for the maintenance of audiovisual systems for events/performances etc.
- (vi) Regular cleaning and sanitization of the classrooms are done by people hired on contractual basis through the incharge for sanitation. The college has appointed for maintaining cleanliness in the campus.

24. Maintenance of Other Physical Facilities:

Garden: The Garden and Sustainable Development Committee is responsible for maintenance of gardens and a Botanical Garden in the campus. The tree census and numbering of the trees in the campus is done from time to time. The botanical garden is also maintained by dedicated staff for academic purposes.

Canteen: The college canteen of DGGAC caters hygienic food to staff and students. The food menu, rates and maintenance of the canteen are looked after by the Canteen Committee. Adherence to norms for cleanliness, quality and hygiene of food is also monitored by the Canteen Committee.

Washrooms: Cleanliness/sanitation of the washrooms is maintained by service providers hired. There are sanitary pads vending machines in the girls' common room and in the washroom. The dustbins for waste collection are placed at all strategic points. The waste collected from different areas of the campus like labs, canteen, hostels and washrooms are segregated and then accordingly disposed of. The biodegradable waste is collected and segregated for composting. During the time of pandemic sanitizers have been installed at strategic locations in the premises and the labs are being regularly sanitized immediately after conduct of practical and students use.

Hostel: The college has a hostel for girls which offer housing options for outstation students. The hostels are managed by a committee that comprises the principal as the Chairperson, warden, few other faculty members and student representatives. The Hostel committee also gets the rules and regulations that govern the hostel residents in the application for hostel. The committee decides and makes recommendations on admission to Hostels, discipline of resident students and maintenance and development of Hostel facilities. In addition to the committee, the maintenance of accounts and routine activities are supervised by the Hostel Junior Assistants.



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25. PTA Meetings

In our College, the Parents Teachers Association meeting was held at 30.05.2022. The students and their parents of both Under Graduate and Post Graduate class attended the meeting. The following guidelines were given to the parents they were the significance of the uniform, maintaining the punctuality to the arrival to college and their health. Much emphasis was given to the arrival of the students to the college. The teachers also put forward their valuable advise to the parents to take care about their wards health and food. The percentage of pass, the examination fees, the necessity of remittance in appropriate time, and the demerits of non- remittance of exam fees were vividly explained to the parents. The parents were also requested to meet the teaching staffs in periodical gap to enquire about their ward's education, progress and activities in the campus. The staffs convey the message that the inevitability of the parents participation in the development of the institution.

Along with teaching and learning the subjects which are closely related with the day today life were explained they are Rights of Women, Soft skill value Education, Employment opportunity, Equality of Sex. The students commute form the rural areas, in order to educate them the voters awareness, National Social Service, Social Welfare Association are functioned in this college. The Parents were well informed about this activities of the college. The needs of Post Graduate degree, Research and Vocational Education were emphasised.

Counselling was given to the parents of poor performed students whose family environment and their personal problem were causes for the poor output and their Psychological ill health. The meeting encouraged the students to take active participation in the Employment Training Programmes.



26. OSA Meetings

OLD STUDENTS ASSOCIATION

2017-2018

For the academic year 2017-18, OSA took active part in celebrating the Golden Jubilee Year (1967-2017) of the college. The OSA Committee members and the office bearers are Dr.S.G Rukmani i/c Principal, Dr.K. Ponni, Associate and Head of English Department, Mrs.A. Seethalakshmi, Associate professor of Mrs.N. Seetha, Assistant professor of English, Dr.S. Anuradha, Assistant Professor of History as Secretary and Dr.S. Sumathi, Assistant Professor of Tamil as Treasurer. From the OSA account, the college and the OSA council given salaries Rs. 4,59,939/- to one office assistant, one typist , one day and night watchman, four office clerks and two Guest Lecturers. 02.02.2018, OSA has celebrated its Golden Jubilee Alumni meeting in a grand manner.

OLD STUDENTS ASSOCIATION

2018-2019

For the academic year 2018-2019, the OSA committee members and the office bearers are Dr.S.G.Rukmani i/c Principal, Dr.K. Ponni, Associate and Head of English Department, Mrs.A. Seethalakshmi, Associate Professor of English, Mrs.K. Mangaiyarkarasi, Associate Professor of Computer Science, Mrs.N. Seetha, Assistant Professor of English, Mrs.S.Sumathi, Assistant Professor of Tamil as Secretary and Dr.S. Anuradha, Assistant Professor of History as Treasurer. From the OSA account, the college and the OSA council given salaries Rs. 3,47,491/- to one office assistant, one Typist, one day and night watchman, Four Laboratory Assistant and two Guest lecturers.

OLD STUDENTS ASSOCIATION

2019-2020

For the academic year 2019-2020, the OSA committee members and the office bearers are Dr.T. Aravazhi Principal, Dr.K. Ponni, Associate and Head of English Department, Mrs.A. Seethalakshmi, Associate Professor of English, Mrs.K. Mangaiyarkarasi, Associate Professor of Computer Science, Mrs.N. Seetha, Assistant Professor of English, Mrs.E. Elavarasi, Assistant Professor of Maths as Secretary and Dr.S. Anuradha, Assistant Professor of History as Treasurer. From the OSA account, the college and the OSA council given salaries Rs.5,86,025/- watchman, System Assistant, Health Worker, Laboratory Assistant -5, Guest lecturer -4, internet charges.

OLD STUDENTS ASSOCIATION

2020-2021

TheOldStudents Association has been actively involved to form an everlasting relationship between the Institution and the Students. Dr.D.Aravazhi, Principal was the Chairman, Mrs.R.Seethalatchmi, Assistant Professor of English was the Secretary of the Old Students Association and Dr.S.Kowsalya was the treasurer of the association. Old Student Association has been active in providing a platform for all the Alumni to interact during the Alumni meetings. Suggestions are invited from the Alumni to improve the curriculum and teaching learning process. Some Alumnae were appointed as Four Lecturers,Four Lab Assistants,One Store keeper, One Sweeper, One Typist, one night Watchman. A sum of RS.5,05,500 (Rupees Five Lakhs, Five Thousand and five Hundred only) has been spent towards salary of the lecturers and lab assistants appointed under OSA.

OLD STUDENTS ASSOCIATION

2021-2022

TheOldStudents Association has been actively involved to form an everlasting relationship between the Institution and the Students. Dr.D.Aravazhi, Principal was the Chairman, Mrs.R.Seethalatchmi, Assistant Professor of English was the Secretary of the Old Students Association and Dr.S.Kowsalya was the treasurer of the association. Old Student Association has been active in providing a platform for all the Alumni to interact during the Alumni meetings. Suggestions are invited from the Alumni to improve the curriculum and teaching learning process. Some Alumnae were appointed as Four Lecturers,Four Lab Assistants,One Store keeper, One Sweeper, One Typist, one night Watchman. A sum of RS.663500 (Rupees SixLakhs, sixty three thousand and five Hundred only) has been spent towards salary of the lecturers and lab assistants appointed under OSA.



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6.2.2. III. MINUTES OF THE COUNCIL MEETING 2018-2022



Academic Year : 2018 - 2019

6.1.1.7. MINUTES OF THE COUNCIL MEETING

Date : 21-06-2018

Venue : Principal Chamber

The council meeting was held on 21-06-2018 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Last date for sale of PG application forms 06-07-2018
Date of Admission for PG courses : 19-07-2018
Date for Union Election to be conducted 25-07-2018
- 2) Submission of the claim form for Salary of GL for the month of April 2016
- 3) Submission of the Income and Expenditure statement of OSA & PTA.
- 4) The schedule for Routine Supervision duties of the College is as follows :

DAY	SHIFT - I	SHIFT - II
MONDAY	HISTORY	ENGLISH
TUESDAY	CHEMISTRY	ECONOMICS
WEDNESDAY	ZOOLOGY	MATHEMATICS
THURSDAY	PHYSICS	COMPUTER SCIENCE
FRIDAY	TAMIL	BIO-CHEMISTRY
SATURDAY	LIBRARIAN	LIBRARIAN

- 5) Submission of Bio-data and copies of certificates of GL by HOD.



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MINUTES OF THE COUNCIL MEETING

Date:12-07-2018 Venue:Principal Chamber

The council meeting was held on 12-07-2018 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Admission for PG-science will be on 19-07-2018
- 2) UG admission for Increased seats will be on 17-07-2018
- 3) Veranda admission for UG will be on 24-07-2018
- 4) Veranda admission for PG will be on 03-08-2018
- 5) Admission committee members for PG admission are as follows:

S.No.	Name of the Staff	Department
1.	Dr. S.G. Ruckmani	English, Computer science, Zoology and Chemistry
2.	Dr. K. Ponni	History, Tamil, Biochemistry
3.	Mrs. V.S. Vijayalakshmi	Economics, Physics and Mathematics




PRINCIPAL,
Dharmapuram Gnanambigai
Government Arts College for Women
Mayiladuthurai-609 001
D.O. Code No. CI 206



**DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001**

MINUTES OF THE COUNCIL MEETING

Date:20-08-2018

Venue:Principal Chamber

The council meeting was held on 20-08-2018 at 12.30 p.m.

The following points were discussed and decisions were taken.

- 1) II CIA of first semester of this academic year should be conducted for 2 hours to both the shifts. Other classes will be conducted as per time table.
- 2) Welcome party for first UG and PG will be held on 31-08-2018.
- 3) Rs.10,000 /- from OSA fund can be utilized towards the expenses spent for attending UGC (Income and Expenditure) meeting of the academic year 2017-18, conducted in Hyderabad.
- 4) Union inauguration function will be conducted before 03-09-2018.
- 5) Fine arts competition will be conducted from 25-09-2018 to 28-09-2018.



F. Suresh
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DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001

MINUTES OF THE COUNCIL MEETING

Date:17-09-2018

Venue:Principal Chamber

The council meeting was held on 17-09-2018 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Photos for convocation application should be scanned. Scanned photo will be attached with the application and send it to the university on or before 20-09-2018.
- 2) As Economics HOD Mrs.Manjula got transfer , HOD of History Mrs.V.S.Vijayalakshmi will take in-charge of Economics department in addition.
- 3) College union inauguration will be held on 26-09-2018. Thiru.R.K. Bharathimohan M.P accepted to preside over the function, Thiru. V. Radhakrishnan MLA of Mayiladuthurai accepted to lead the function and Thiru. V.G.K. Senthilnathen (Chairman of Co-operative Bank) accepted to greet the gathering.
- 4) As the amount for college magazine for the last academic year was failed to utilize, the same amount will be utilized this year with the permission from DCE.




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MINUTES OF THE COUNCIL MEETING

Date:24-09-2018

Venue:Principal Chamber

The council meeting was held on 24-09-2018 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) .Dr.Rajesh Assistant Professor of Botany , is appointed as Nodal officer of our college for MHRD programme.
- 2) Dr.K.Sankar Ganesh , Assistant Professor of Botany will be in-charge for NIRF of our college.
- 3) Dr.S.Indiradevi , of Economics Department will be in- charge for Women Harassment Cell.
- 4) The amount for Non - plan maintenance for all the departments will be distributed as follows:

Department	Amount for Books(Rs)	Amount for Equipments(Rs)	Maintenance (Rs)
Tamil	10,000	-	2,000
English	15,000	-	2,000
History	10,000	-	2,000
Economics	10,000	-	2,000
Mathematics	10,000	-	2,000
Physics	10,000	35,000	2,500
Zoology	15,000	50,000	2,500
Computer Science	15,000	20,000	2,500
Chemistry	15,000	40,000	2,500
Bio Chemistry	10,000	45,000	2,500
Botany	5,000	10,000	2,500
Library	25,000	-	2,000
Total	1,50,000	2,00,000	27,000

- 5) As per the instruction of Directorate of Collegiate Education, Internal Complaints committee is formed as follows:

S.No.	Name , Designation and Department	Position
1	Mrs. A. Seethalakshmi Associate Professor of English	Co-ordinator
2	Dr. A. Malarvizhi Assistant Professor of Bio-Chemistry	Member
3	Dr. M. Rajesh Assistant Professor of Botany	Member
4	Mr. R. Subramanian Advocate	Member
5	Ms.K.Subhalakshmi College Union President	Member

- 6) The amount distributed to Zoology department for Equipments from Non-Plan maintenance was not sufficient. So, an amount of Rs. 10,000/- was given from Computer Science to Zoology. It is decided that this amount can be returned to Computer Science department in the next academic year by Zoology department.



S. Suresh
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**DHARMAPURAM GNANAMBIGAI GOVT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001**

MINUTES OF THE COUNCIL MEETING

Date: 03-12-2018

Venue:Principal Chamber

The council meeting was held on 03-12-2018 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Bharathidasan University Exams are postponed due to the Kaja cyclone. As I and II UG Students are having Exams till 21-12-2018, their classes are cancelled. It is decided that III UG and PG students will be having classes from 1.00p.m to 5.00p.m .
- 2) College will work on shift system from 26-12-2018.



F. George
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DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001

MINUTES OF THE COUNCIL MEETING

Date: 13-12-2018

Venue:Principal Chamber

The council meeting was held on 13-12-2018 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Fine arts Competitions will be held from 07-01-2019 to 10-01-2019.
- 2) Pongal festival will be celebrated on 11-01-2019.
- 3) All Departments can arrange for Association meeting, Conferences and Workshops according to their convenience.
- 4) Dr. D. Benny Anburaj is appointed as in-charge for the activities of Public Finance Management system of MHRD of our College.
- 5) Dr. S. Uma, HOD of Mathematics is invited as Chief Guest for Republic Day 2019 celebrations as per Seniority basis.
- 6) Dr. S. Chezhan, Deputed from Annamalai University is appointed as HOD of Economic Department, in the Even semester of 2018-2019 based on Seniority.



S. Uma
PRINCIPAL,
Dharmapuram Gnanambigai
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DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001

MINUTES OF THE COUNCIL MEETING

Date : 20-12-2018

Venue:Principal Chamber

The council meeting was held on 20-12-2018 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) The following Main Hostel students, got permission to go to their home town but they went to Poompuhar Beach on 19-12-2018.

S.No.	Name of the student	Year and Department	Shift
1	R. Viveka	II UG Tamil	II
2	L. Manju	II UG English	II
3	S. Sivapriya	I UG Bio Chemistry	I
4	S. Hasina Banu	I UG Physics	I
5	M. Sangeetha	I UG Zoology	I
6	N. Vinitha	I UG Bio Chemistry	I
7	A. Annalakshmi	IUG Physics	I

In the above list, first three students died whereas fourth student admitted in GH - ICU. Others are fine. Students will have classes on shift system from 02-01-2019.

- 2) Teaching Staff (both the shifts) working hours will be 9.00 a.m to 2.00 p.m.



S. Sangeetha
PRINCIPAL,
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MINUTES OF THE COUNCIL MEETING

Date : 27-12-2018

Venue:Principal Chamber

The council meeting was held on 27-12-2018 at 12.30 p.m.

The following points were discussed and decisions were taken.

- 1) Main Hostel students meeting will be held on 02-01-2019.
- 2) 31-12-2018, 17-01-2019 and 18-01-2019 are declared as holidays.
- 3) Fine arts competitions are postponed.
- 4) 13-01-2019 to 20-01-2019 are declared as Pongal Holidays.
- 5) It is decided that working hours for teaching staff is 9.00a.m to 2.00p.m
- 6) No tender for canteen this year due to shortage of class rooms.



F. Suresh
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MAYILADUTHURAI - 609001

MINUTES OF THE COUNCIL MEETING

Date: 12-01-2019

Venue:Principal Chamber

The council meeting was held on 12-01-2019 at 11.30 a.m.

The following points were discussed and decisions were taken.

- 1) 09-02-2019 and 23-02-2019 are declared as working days.
- 2) As Bursar got transfer, Dr. K. Ponni, HOD of English Department will be taking additional in-charge as Bursar.
- 3) Rs. 50,000/- received from Tamil Nadu Finance benefits for Storage and Maintenance of Library is distributed as follows: Rs.35,000/- to General Library and Rs.15,000/- to Botany department.
- 4) Directorate of Collegiate Education Auditing will be held from 25-02-2019 to 01-03-2019.
- 5) Fine Arts Competition will be held from 05-03-2019 to 08-03-2019.



S. Ponni
PRINCIPAL,
Dharmapuram Gnanambigai
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**DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001**

MINUTES OF THE COUNCIL MEETING

Date: 23-02-2019

Venue:Principal Chamber

The council meeting was held on 23-02-2019 at 11.30 a.m.
The following points were discussed and decisions were taken.

The following are instructed from Directorate of Collegiate Education:

- 1) The amount collected in a year for Main Hostel should be spent in the same year.
- 2) The artwork in old wooden articles-----
- 3) The salary for CLP staff can be given cyclically.
- 4) Teaching staff should not take cell-phones to the classroom.
- 5) The Annual Grand celebrations(Five days) will be held from 02-04-2019 to 05-04-2019.
- 6) Hostel day of Main Hostel will be celebrated on 31-03-2019 and Convocation function will be held on 10-04-2019.
- 7) The performance of the winners of fine arts competitions(Carnatic music, Group song, Classical dance, Group dance) can be performed in the above functions.



F. Ganesan
PRINCIPAL,
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MINUTES OF THE COUNCIL MEETING

Date: 04-03-2019

Venue:Principal Chamber

The council meeting was held on 04-03-2019 at 11.30 a.m.

The following points were discussed and decisions were taken.

- 1) Date for submission of Income tax forms is 05-03-2019.
- 2) Rs.5,000/- from YDF (Youth Development Fund) should be sent to TANSCH, which is to be paid.
- 3) Duties of Union and Department are shared as follows:

S.No.	Department	Union Duty	Department Duty
1	Tamil	Water management	Nominal Roll of Students
2	English	Decoration	Time Table
3	History	Reception	University Exam
4	Economics	Prize Distribution	Bus Pass
5	Mathematics	-	NAAC
6	Physics	Catering	UGC
7	Zoology	Cleaniness	Sanitation
8	Computer Science	Prayer	Fine Art
9	Chemistry	Union	Prayer Meeting
10	Bio Chemistry	Seating arrangement	Furniture
11	Botany	Invitaion	-

- 4) It is decided to collect Rs.500/- for PTA fees (Till last year Rs.300/-) from the forth- coming Academic Year.



S. Gurus
PRINCIPAL,
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Academic Year : 2019-2020

MINUTES OF THE COUNCIL MEETING

Date: 18-06-2019

Venue:Principal Chamber

The council meeting was held on 18-06-2019 at 11.30 a.m.

The following points were discussed and decisions were taken.

- 1) After the Completion of two counsellings of admissions, unfilled seats of BC can be filled by other communities in counseling dated 20-06-2019.
- 2) Last year time table can be followed till we use MGR centenary building.
- 3) Teachers those who are allotted Duties this year can take in-charge from the previous year in-charge before the end of June to continue the activities.
- 4) Mic should be given to Union Department (Chemistry) for conducting prayer meetings on Monday and Friday, from Physics Department. (Audio-Visual In-charge)
- 5) In this academic year Monday Friday prayer meetings will be held during 1.15p.m to 1.30p.m.
- 6) Submission of time table (department wise) to principal will be on or before 26-06-2019.
- 7) To register the land for the college, Government sanctioned the amount till 07-06-2018. A letter to Directorate of Collegiate Education is to be sent for knowing the ways and means to pay the amount till the date of registration.
- 8) Letter to University should be sent for increasing 20% seats in admission in this academic year from Economics and Physics departments.
- 9) Inform the dates of Association and Club meetings, so that they can be printed in college calendar.
- 10) If the Names of students in BC category of college rank list for admission is exhausted, we can consider late applications of BC students only to fill.
- 11) I CIA can be conducted in the last week of July.



F. Durgam
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DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001

MINUTES OF THE COUNCIL MEETING

Date: 02-07-2019

Venue:Principal Chamber

The council meeting was held on 02-07-2019 at 11.30 a.m.

The following points were discussed and decisions were taken.

- 1) Last date to apply and to submit the application form for PG is 11-07-2019.
- 2) Admission will be held on 18-07-2019. Classes commence from 19-07-2019.
- 3) Last date to send the proposals to Department of Science and Technology (Bio-Chemistry) is 20-07-2019.
- 4) Submission of Required data regarding NAAC by HODs of all Departments is on or before 07-08-2019.
- 5) Taking Photos for College ID was transferred to UTV from Raj Studio.



F. Suresh
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MAYILADUTHURAI - 609001

MINUTES OF THE COUNCIL MEETING


Dated: 25-07-2019

Venue:Principal Chamber

The council meeting was held on 25-07-2019 at 11.30 a.m.
The following points were discussed and decisions were taken.

- 1) Sale of PG application can be extended for the departments which have not received sufficient applications to fill the seats..
- 2) As condition of water was not good, water purifying machine can be installed in main Hostel.
- 3) In the academic year 2019-2020 PWD allotted Rs.13.10 lakhs for civil works and Rs. 20 lakhs for electrical works.
- 4) I CIA will be conducted from 30-07-2019. Timing for 2hrs test is 11.20a.m to 1.20p.m.
- 5) I CIA for I PG will be conducted according to the departments convenience.




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MINUTES OF THE COUNCIL MEETING

Date: 20-08-2019

Venue:Principal Chamber

The council meeting was held on 20-08-2019 at 11.30 a.m. The following points were discussed and decisions were taken.

1) As per orders from TANSCHER dated 16-08-2019, the classes for BBA and B.Com.(General) will start in this academic year 2019-2020. The last date of the sale of the applications for those courses is 28-08-2019 and admission closes on 31-08-2019.

2) As Government sanctioned the amount for maintenance(Electrical and Civil), HODs are instructed to inform the Principal about the maintenance of civil and electrical works in their departments before 22-08-2019.

3) RJD of Tanjore will come on 21-08-2019.

4) Amount sanctioned for this academic year 2019-2020

i) Machinery and Equipment maintenance - Rs.27,000/-

ii) Stores and Equipments- Rs.2,50,000/-

iii) Books - Rs.1,50,000/-

5) Discussion about conducting Arts and Science courses in shift system was held, as introduction of two new courses and shortage of class rooms,. Preparation of time-table and room allotment is by Tamil and English departments for Arts, Computer Science and Botany departments for Science. Last date for submission of these to Principals on or before 26-08-2019.

ANNUAL ALLOTTMENT FOR 2019-2020

S.No.	Department	Machinery and Equipments maintenance	Stores and Equipments	Books	Total
1	Tamil	2000	-	8000	10,000
2	English	2000	-	8000	10,000
3	History	2000	-	8000	10,000
4	Economics	2000	-	8000	10,000
5	Mathematics	2000	-	8000	10,000
6	Physics	2500	40,000	8000	50,500
7	Chemistry	2500	90,000	8000	1,00,500
8	Zoology	2500	40,000	8000	50,500
9	Computer Science	2500	20,000	8000	20,500
10	Bio Chemistry	2500	50,000	8000	60,500
11	Botany	2500	10,000	5000	17,500
12	Library	2000	-	15,000	17,000
13	B.Com	-	-	25,000	25,000
14	BBA	-	-	25,000	25,000
	TOTAL	27,000	2,50,000	1,50,000	4,27,000



S. Anand
PRINCIPAL,
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**DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001**

MINUTES OF THE COUNCIL MEETING

Date: 21-10-2019

Venue:Principal Chamber

The council meeting was held on 21-10-2019 at 11.30 a.m.

The following points were discussed and decisions were taken.

- 1) The expenditure amount for college magazine of the academic year 2017-2018 was not taken before 31-05-2018, so the amount could not be paid to the concerned press. To utilize the amount this year, it is decided to seek post acknowledgement from DCE.



F. Suresh
PRINCIPAL,
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MAYILADUTHURAI - 609001

MINUTES OF THE COUNCIL MEETING

Date: 21-10-2019

Venue: Principal Chamber

The council meeting was held on 21-10-2019 at 12.0 noon.
The following points were discussed and decisions were taken.

- 1) Submission of Attendance and Internal marks (departmentwise) of odd semester of this academic year.
- 2) Submission of Internal academic Audit Report for this academic year is before the last working day (31.10.2019).
- 3) Dr. R. Ilavarasi, HOD of Tamil and Dr. K. Mangaiyarkarasi HOD of Computer Science will act as In-charge of Tamil Computer Club.
- 4) Due to Deepavali festival 25-10-2019 and 29-10-2019 are declared as holidays. The last working day for this odd semester is 31-10-2019.



S. Ganesan
PRINCIPAL,
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DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
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MINUTES OF THE COUNCIL MEETING

Date: 09-12-2019

Venue:Principal Chamber

The council meeting was held on 09-12-2019 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Two certificate courses are sanctioned to our college under RUSA plan. 'IT Web development' and 'Green jobs' are the papers selected by the council members from the given list of subjects. The classes for those, commences from December 2019 to March 2020 for the period of 125 hrs. will be conducted..
- 2) Due to Karthikai Deepam 10-12-2019 is declared as holiday. The compensated date will be announced later.



F. Ganesan
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DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001

MINUTES OF THE COUNCIL MEETING

Date: 04-02-2020

Venue:Principal Chamber

The council meeting was held on 04-02-2020 at 11.00 a.m.
The following points were discussed and decisions were taken.

- 1) Submission of General Triennial Inspection form from BDU to principal is on or before 10-02-2020.
- 2) As per the District Collector order 05-02-2020 is declared as holiday for Nagoresanthanakkoodufestival.
- 3) The model question paper (general papers) for this semester will be prepared as follows:

S.No.	Class	Paper name	Department
1	I UG	EVS	Zoology
2	II UG	SBE	Mathematics
3	III UG	Gender Studies	Economics

- 4) Awareness program about corona virus was conducted on 07-02-2020 in our college for the Principals of Government, Government aided and Self Financing colleges of Nagapattinam district.
- 5) Value – Added courses will be conducted in all departments of our college. The classes will be conducted daily 2 hours for 15 working days. The timing for shift – I students is 2.00 P.M to 4.00P.M and for shift – II students is 11.00 A.m to 1.00 P.m.
- 6) The meeting for NAAC representatives of all departments will be conducted at 12.00 noon on 11-02-2020.




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MINUTES OF THE COUNCIL MEETING

Dated: 02-03-2020

Venue:Principal Chamber

The council meeting was held on 02-03-2020 at 11.00 a.m.
The following points were discussed and decisions were taken.

- 1) The Convocation day for the Academic year 2019-2020 will be held on Sunday 22-03-2020. DCE will preside over the graduation ceremony.
- 2) State Library Fund Rs.70,000/- is distributed among 13 departments and general library as Rs.5,000/- each.(14x5000=70,000).
- 3) The Fund Rs.30,000/- sanctioned to purchase Machinery and Equipments is distributed among science departments(Physics, Chemistry, Zoology, Computer Science and Bio-Chemistry) as Rs.6,000/- each.
- 4) Women's Day and NSS day will be held on 07-03-2020 Saturday. Dr. M. Shanthi HOD of Tamil Department, Government Arts College, Sirkazhi and Mr. G. Thirunavukkarasu, Lecturer (PG Level)(Retd.), District Teacher Training Institute for Education, Aduthurai will be the Chief Guests for the above functions.
- 5) Bio-Chemistry Department will conduct Science Day for this Academic year. College functions will be conducted as follows:
31-03-2020 - Muthamizh Vizha
01-04-2020 - Sports Day
02-04-2020 - College Day.
- 6) Dr. R. Ilavarasi, HOD of Tamil, will act as Deputy Warden of the Main Hostel in the academic year 2020-2021. Dr. A. Malarvizhi, HOD of Bio-Chemistry and Dr. M. Chithralekha, Assistant Professor of Chemistry will act as NSS Program Officers.
- 7) It is decided that International and National Seminars can be conducted on their own in their departments. The expenses can be met by the registration fees collected from the participants and expenses will be audited by council members committee.
- 8) Duties of Union and Department of this academic year, are shared as follows:

S.No.	Department	Department Duty	Union Duty
1	Tamil	Nominal Roll	Prize Distribution
2	English	Time Table	Catering
3	History	Fine Arts	Prayer
4	Economics	University Exam	Invitation
5	Mathematics	NAAC	NAAC

6	Physics	Audio-Visual	MIC
7	Chemistry	Water Management	Reception
8	Computer Science	Union	-
9	Zoology	IQAC	Sanitation
10	Bio Chemistry	Bus Pass	Decoration
11	Commerce	Furniture	Seating
12	BBA	Furniture	Seating
13	Library	PRO	Press
14	Physical Education	Discipline	Sop Covid- 19
15	Botany	Compiling Admission Details	-



S. Anand
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**DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001**

ACADEMIC YEAR 2020-2021

MINUTES OF THE COUNCIL MEETING

Date: 03-07-2020 (Online Meeting due to Covid – 19 Lockdown)

The council meeting was held on 03-07-2020 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Last date for the submission of Internal marks of even semester of this academic year in the proper form is on or before 08-07-2020.
- 2) II PG project Viva-voce should be conducted through online. Students should be given counselling regarding the online viva-voce. The date of viva-voce should be confirmed.



S. Suresh
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DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001

MINUTES OF THE COUNCIL MEETING

Date: 30-07-2020(ONLINE MEETING)

The council meeting was held on 30-07-2020 at 11.00 a.m.

The following points were discussed and decisions were taken.

1) As per instructions from Government and University, online classes will be conducted from 31st August 2020 for all the students. The timing for the classes is 9.30a.m to 4.30p.m (six periods).

I Period - Part-I Tamil

II Period - Part-II English

III Period - Allied

IV, V, VI Periods - Major

NMEC will be conducted in the last hour of Second and Fourth day order.

2) HODs distribute subjects and report the attendance (period wise) to college mail under the assurance of classes conducted.

3) Unit wise e-content should be prepared.



F. Ganga
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**DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE (WOMEN)
MAYILADUTHURAI - 609001**

MINUTES OF THE COUNCIL MEETING

Date: 12-08-2020(Online meeting)

The council meeting was held on 12-08-2020 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Upload the Internal marks.
- 2) The details of Attendance report of online classes (shift wise) are as follows:
 - i) Total strength
 - ii) Number of Students present in the class
- 3) Independence day of 2020 will be conducted in college campus.



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MINUTES OF THE COUNCIL MEETING

Date: 20-08-2020(Online meeting)

The council meeting was held on 20-08-2020 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Senior Faculty members should be appointed as Admission committee members for UG of the academic year 2020-2021.
- 2) As per instructions from DCE admission will be conducted from 28-08-2020, following certain conditions due to corona.
- 3) Based on community-wise and mark -wise, 1:2 ratios students are instructed about the details of the admission through phone, SMS& E-mail, after preparing department- wise Rank list.
- 4) Due to lock-down period, parents are not permitted inside the campus.



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MINUTES OF THE COUNCIL MEETING

Date: 25-08-2020(online meeting)

The council meeting was held on 25-08-2020 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) After special quota and first counselling admission of UG, online classes start from 31-08-2020 as per instructions from DCE.
- 2) Second counselling for admission can be conducted from 05-09-2020. After that the vacancy positions can be filled by community conversion.
- 3) Vacancies of vocational education can be transferred to general.
- 4) Third counselling can be conducted on 12-09-2020 and 14-09-2020.



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MINUTES OF THE COUNCIL MEETING

Date: 15-09-2020(online meeting)

The council meeting was held on 15-09-2020 at 11.30 a.m.

The following points were discussed and decisions were taken.

- 1) CLP classes for I year students should be conducted from month of October. Teachers will be paid from the concerned head.
- 2) 80 vacancies were found after third counseling. As per the instructions from DCE, other than online applicants, students applied by giving direct applications, can also be filled up in these vacancies.



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MINUTES OF THE COUNCIL MEETING

Date: 26-10-2020(online meting)

The council meeting was held on 26-10-2020 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Senior Faculty members should be appointed as Admission committee members for PG of the academic year 2020-2021.
- 2) As complete UG results of Bharathidasan University were not published, we should admit 02-11-2020 onwards only the students received the complete result.
- 3) As per time- table given by University for CIA test, after giving the counselling to students about how to write the test it should be conducted ,. The answer scripts should be submitted to the department.
- 4) First two units of all papers should be completed before 18-11-2020 for I UG students.
- 5) Induction program by IQAC for I UG students will be conducted from 28-10-2020.
- 6) CLP classes for I UG students will be conducted on fourth hour of fourth day order and fifth hour of fifth day order.
- 7) Scholarship applications should be submitted to the office through the departments.
- 8) e-content in pdf form for all the units of each paper should be given to students.
- 9) Fund from state towards book, maintenance, machinery and equipments and stores for the academic year 2020-2021 are distributed as given below.

S.No.	Department	Machinery and Equipments(Purchase) 2202-03-103-AB-31901	Machinery and Equipments (Maintenance) 2202-03-103-AB-1937 (31903)	Stores and Equipments - Stores 2202-03-103-AB-4701(34701)	Cost of Book 2202-03-103-AB-6807(36801)
	Allotment	Rs.1.20,000/-	Rs.25,000/-	Rs.2,00,000/-	Rs.2,00,000/-
1	Tamil	-	2,000	-	10,000
2	English	-	2,000	-	32,000
3	History	-	2,000	-	14,000
4	Economics	-	2,000	-	14,000
5	Mathematics	-	2,000	-	14,000
6	Physics	15,000	2,000	30,000	14,000
7	Chemistry	25,000	2,000	30,000	14,000
8	Zoology	25,000	2,000	40,000	-
9	Computer Science	25,000	2,000	40,000	14,000
10	Bio	15,000	2,000	30,000	14,000
11	Botany	15,000	3,000	30,000	10,000

12	Library	-	2,000	-	10,000
13	B.Com.	-	-	-	20,000
14	BBA	-	-	-	20,000
	Total	1,20,000	25,000	2,00,000	2,00,000



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MINUTES OF THE COUNCIL MEETING

Date: 02-02-2021(On line meeting)

The council meeting was held on 02-02-2021 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) Professional Tax Rs.1250/- which is to be sent to Municipality by professors through IFHRMS could not be deducted, so the amount should be paid to the office.
- 2) All final year UG, PG students' OSA amount Rs.700/- for the academic year 2020-2021 should be collected and give it to OSA in-charge ..
- 3) , Automatic sanitizer and thermometer could be bought from OSA amount to follow the Rules and regulations for covid-19 –SOP



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MINUTES OF THE COUNCIL MEETING

Date: 08-02-2021(On line meeting)

The council meeting was held on 08-02-2021 at 11.30 a.m.

The following points were discussed and decisions were taken.

- 1) Submission of Completely filled up Election duty form to office.
- 2) Conduction of I CIA of even semester of 2020-2021.
- 3) Working hours to be followed will be 9.30a.m to 3.00p.m from 09-02-2021.
- 4) ID card for I UG, PG students will be distributed.



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MINUTES OF THE COUNCIL MEETING

Date: 12-02-2021(Online meeting)

The council meeting was held on 12-02-2021 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) I CIA of current semester should be held from 13-02-2021 to 20-02-2021.
- 2) Distribution of Fund allotment is as follows:



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MINUTES OF THE COUNCIL MEETING

Date:18-02-2021

The council meeting was held on 18-02-2021 at 11.30 a.m.

The following points were discussed and decisions were taken.

- 1) In Video Conference meeting held on 18-02-2021, supplementary exam for arrear papers of April-2020 will be conducted through online, was announced. Registration fees of Rs.50/- for that exam should be collected. Those details should be submitted to the office on or before 22-02-2021. Exam Time table will be published in website.



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MINUTES OF THE COUNCIL MEETING

Date:19-03-2021

The council meeting was held on 19-03-2021 at 11.00 a.m.

The following points were discussed and decisions were taken.

- 1) The practical exams scheduled on 20-03-2021 will be postponed to some other date. as per instructions from Bharathidasan University,
- 2) Last date for payment of Exam fees for this semester is 24-03-2021.
- 3) As per Government orders, all classes should be conducted through online till 22-03-2021.
- 4) Submission of Internal marks is before 25-03-2021.
- 5) II PG project viva-voce should be conducted before 30-03-2021.



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MINUTES OF THE COUNCIL MEETING

Date: 16-04-2021

The council meeting was held on 16-04-2021 at 11.30 a.m.
The following points were discussed and decisions were taken.

- 1) Last working day for this academic year is 19-04-2021.
- 2) Semester exams should be conducted through online.
- 3) Teachers should conduct exams well in time.
- 4) The required documents of the academic years 2015-2016 to 2020-2021 should be submitted to the IQAC co-ordinator, which is enable to send AQAR yearly report of IQAC.



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Academic Year : 2021 - 2022

MINUTES OF THE COUNCIL MEETING

Date : 21-06-2021

Venue : Principal Chamber

The council meeting was held on 21-06-2021 at 02.00 p.m.
The following points were discussed and decisions were taken.

1. According to seniority, DR.K.PONNI, Associate Professor of English, Mrs.A.SEETHALAKSHMI, Associate Professor of English, Mrs. A. RANI, Associate Professor of English and on the basis of special category Dr.V.Vasanthi, Assistant Professor of Computer Science will act as Admission Committee members in this academic year.

2. Admission will be conducted as given in the following table :

S. No	DATE	PARTICULARS
1.	23.08.2021	Special Quota - UG
2.	25.08.2021	UG - Tamil, English, Commerce, BBA
3.	26.08.2021	UG - History, Economics
4.	27.08.2021	UG – Mathematics, Physics, Computer Science
5.	28.08.2021	UG – Chemistry, Zoology, Bio-Chemistry

3. Teachers and Students should follow the guidelines of Tamil Nadu Government COVID – 19 Prevention.



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MINUTES OF THE COUNCIL MEETING

Date : 24-08-2021

Venue : Principal Chamber

The council meeting was held on **24-08-2021** at 10.00 a.m.

The following points were discussed and decisions were taken.

1. Seat Allotment for all the Departments was confirmed. During Counselling seat allotment should be strictly followed.
2. If sufficient number of students are not coming for counselling, students can be admitted for shift change and medium change after admitting the merit candidates.
3. The second counselling for Arts will be on 01.09.2021 and for Science on 02.09.2021.



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MINUTES OF THE COUNCIL MEETING

Date : 09-09-2021

Venue : Principal Chamber

The council meeting was held on **09-09-2021** at 11.00 a.m.
The following points were discussed and decisions were taken.

1. Vacant seats after exhausting the rank list for UG Admission can be filled by students applied for other subjects based on marks and reservation.
2. 25% additional seats sanctioned by Government of Tamil Nadu for the departments in which students are interested can be filled up after third counseling by getting the permission from University.
3. Third counseling for B.Com, B.B.A and Science subjects will be conducted on 08.09.2021 and for arts subjects on 13.09.2021.
4. The vacant seats after third counseling, students can be admitted in various departments, based on eligibility and reservations allotted, by applying through new application forms.




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MINUTES OF THE COUNCIL MEETING

Date : 13-09-2021

Venue : Principal Chamber

The council meeting was held on **13-09-2021** at 11.00 a.m.
The following points were discussed and decisions were taken.

1. The amount kept in PD-I as on 31/03/2021 sanctioned as per audit by Finance officer and chief accounts officer for the welfare of students are taken towards the following expenditure. The share of the amount are as per the following table:

S. No.	Amount	Sanctioned for	Towards the expenditure regarding
1	Rs.4,00,000/-	Sports	To buy i) Computers ii) Xerox machine and Racks for Library
2	Rs.2,00,000/- each	Sale of application, Library, Stationary	
3	Rs.50,000/- each	Union, College Fine-arts, Computer, Stationary, ICT	
	Total = Rs.13,00,000/-		



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MINUTES OF THE COUNCIL MEETING

Date : 15-09-2021

Venue : Principal Chamber

The council meeting was held on **15-09-2021** at 11.00 a.m.
The following points were discussed and decisions were taken.

Spending the Group Insurance amount of Rs.37785/- in PD-II as on 31.03.2018 (audited by Finance officer of DCE and Chief accounts officer) towards the welfare of the students by buying Printer from Elcot company after getting permission from DCE .



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MINUTES OF THE COUNCIL MEETING

Date : 16-09-2021

Venue : Principal Chamber

The council meeting was held on **16-09-2021** at 11.00 a.m.
The following points were discussed and decisions were taken.

- 1) Counselling for PG admission on 15/9/2021 and 16/9/2021.
- 2) Admissions permitted to the departments where
 - i) The number of admitted students less than the sanctioned strength
 - ii) Received lesser number of online applications, by applying through application form obtained from the college.



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MINUTES OF THE COUNCIL MEETING

Date : 21-09-2021

Venue : Principal Chamber

The council meeting was held on **21-09-2021** at 11.30 a.m.
The following points were discussed and decisions were taken.

1. Distribution of the amount sanctioned for the academic year 2021 - 2022 to the departments for specific items.
2. Submission of, the availability of tables, chairs, Long tables and the requirement of those to the Principal, from all the departments.
3. Working time for Shift I is 9.00 a.m. to 2.00 p.m Shift II is 12.00 noon to 5.00 p.m from 1.10.2021 onwards.



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MINUTES OF THE COUNCIL MEETING

Date : 1-10-2021

Venue : Principal Chamber

The council meeting was held on **1-10-2021** at 11.00 a.m.
The following points were discussed and decisions were taken.

1. Conduction of Induction and Orientation Programme for I UG students by IQAC.
2. Obtaining Permission of 25% additional seats for UG Admission in the Departments Tamil, History, Economics, Physics, Chemistry, Bio-Chemistry and Computer Science (Letter No.10452 / D3 / 2021 dated. 24.09.2021) from Government. It should be followed by the Head of the departments.



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MINUTES OF THE COUNCIL MEETING

Date : 28-10-2021

Venue : Principal Chamber

The council meeting was held on **28-10-2021** at 11.00 a.m.
The following points were discussed and decisions were taken.

1. Declaration of Leave from 03.11.2021 to 06.11.2021 for Deepavali.
2. Submission of Model Examination Question papers of all subjects in Odd semester to Principal on 01.11.2021 by Head of the departments.



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MINUTES OF THE COUNCIL MEETING

Date : 13-12-2021

Venue : Principal Chamber

The council meeting was held on **13-12-2021** at 11.00 a.m.
The following points were discussed and decisions were taken.

1. Dr. Nalraj is appointed as Chief Superintendent for Annamalai University for both UG and PG semester examinations.
2. Increase in Salary by (i) Rs.500/- for Lab Assistants (ii) Rs.1000/- for Lecturers, working under PTA.
3. Model Examination for I UG, PG commences on 03.01.2022.
4. Distribution of Amount sanctioned for the academic year 2021 – 2022 to all the departments.



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MINUTES OF THE COUNCIL MEETING

Date : 31-01-2022

Venue : Principal Chamber

The council meeting was held on **31-01-2022** at 11.00 a.m.
The following points were discussed and decisions were taken.

1. Sending the answer scripts of Part I and Part II of II UG to the concerned departments.
2. Sending corrected consolidated Nominal roll to Tamil Department before 02.02.2022.
3. Conduction of Silent Condolence for the sudden demise of Dr.V.S. Vijayalakshmi, Associate professor and Head of the History department.



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MINUTES OF THE COUNCIL MEETING

Date : 28-02-2022

Venue : Principal Chamber

The council meeting was held on **28-02-2022** at 11.00 a.m.
The following points were discussed and decisions were taken.

As per the suggestion of Finance officer of DCE, we seek the permission from the Director of Collegiate Education to spend the money from Accumulation fund for the welfare of students. The accumulation fund is stated as that specified in the accounts of 31/3/2021.

S. No.	Money to be spent is specified in accumulation fund as	Amount Rs.	Required items for which money to be spent
1.	CLP	10,12,769	Computer - 10 Printer - 01
2.	Library	2,13,285	Almirah - 05 Steel Rack - 01
3.	Research fund	6,06,203	Computer - 10 Printer - 01



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MINUTES OF THE COUNCIL MEETING

Date : 11-03-2022

Venue : Principal Chamber

The council meeting was held on **11-03-2022** at 11.30 a.m.
The following points were discussed and decisions were taken.

As per the suggestion of Finance officer of DCE, seeking the permission of the Director of Collegiate education to spend an amount of Rs.1,78,208/- (Rupees one lakh seventy eight thousand two hundred and eight only) towards the purchase of chairs for seating arrangement to seat parents and students during convocation function.



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MINUTES OF THE COUNCIL MEETING

Date : 14-05-2022

Venue : Principal Chamber

The council meeting was held on **14-05-2022** at 11.00 a.m.

The following points were discussed and decisions were taken.

1. The schedule of Annual functions of the academic year 2021 - 2022 is as follows:

S. No	Date	Function
1.	19.05.2022	Women's day and Social Service organization validation function
2.	20.05.2022	College day and Sports day
3.	28.05.2022	Convocation function

2. Date of Project viva-voce for PG is 07.06.2022.

3. Date of Evaluation of I PG Field-work is 08.06.2022.



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MINUTES OF THE COUNCIL MEETING

Date : 27-05-2022

Venue : Principal Chamber

The council meeting was held on **27-05-2022** at 11.30 a.m.
The following points were discussed and decisions were taken.

- (i) Collection of completed OSA Feedback form on Convocation day 28.05.2022.
(ii) In OSA Register, collect students address, e-mail id and phone number.
(iii) Second senior of the department should read the name list.
- Date of CLP Examination is 31.05.2022.
- Conduction of Annual stock verification.
- Admission committee members for the academic year 2022 - 2023 are Dr.K.PONNI, Associate Professor of English, Mrs.A. SEETHALAKSHMI, Associate Professor of English, Dr.K. MANGAYARKKARASI, Associate Professor of Computer Science and Dr.V.Vasanthi, Assistant Professor of Computer Science.
- Our College will be the examination center for B. Ed course from 13.06.2022 to 24.06.2022.



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MINUTES OF THE COUNCIL MEETING

Date : 17-06-2022

Venue : Principal Chamber

The council meeting was held on **17-06-2022** at 11.00 a.m.
The following points were discussed and decisions were taken.

1. For admission in the academic year 2022 - 2023 is through online. Website is open from 27.06.2022 onwards.
2. Last working day of the academic year is 20.06.2022.
3. Reopening date of the next academic year is 18.07.2022.



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