



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CONSOLIDATED LIST OF MEETINGS CONDUCTED/PROGRAMMES AND ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2016-17

Sl. No.	Date	Agenda / Programme & minutes in brief	Action Taken Report
1.	09.09.2016	<ul style="list-style-type: none"> <li>• For conduction of API interviews</li> <li>• Improvement of discipline and result of students</li> </ul>	<ul style="list-style-type: none"> <li>• The internal valuation committee was formed and request from the University for External Expert List was sent.</li> <li>• Various committees were formed to maintain the discipline.</li> <li>• HoDs and mentors were requested to take care of academically poor students.</li> </ul>
2.	21.10.2016	<ul style="list-style-type: none"> <li>• Review of the meeting held on 07.10.2016 in PSHEC Conference hall organized by DHTE, Puducherry.</li> <li>• Formation of IQAC</li> </ul>	<ul style="list-style-type: none"> <li>• General body meeting has been called and discussed all the points from the meeting organized by DHTE. The names of the interested faculty members for various committees has been forwarded to DHTE.</li> <li>• IQAC committee has been formed as per the criterion laid down by the NAAC. Dr. S. Rajasekaran has been appointed as IQAC co-ordinator being Principal as Chairman.</li> </ul>
3.	03.11.2016	<ul style="list-style-type: none"> <li>• Plan of action for the academic year 2016-17.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan of action on various aspects for the current academic year 2016-17 had been prepared by IQAC and submitted to the Principal.</li> </ul>
4.	04.11.2016	<ul style="list-style-type: none"> <li>• To conduct awareness programme on Gender sensitization, health &amp; hygiene for college girls.</li> <li>• To conduct the Self defence training programme for girls.</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Manisha Shukla had given the responsibility as programme co-ordinator for awareness programme on Gender sensitization, health &amp; hygiene for college girls sponsored by RUSA.</li> <li>• The committee has been constituted for self-defense training programme for girls being Dr. B. Anantha Gowri as the convener.</li> </ul>



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GOVERNMENT OF PUDUCHERRY  
**Arignar Anna Government Arts and Science College**  
Karaikal-609605  
(Affiliated to Pondicherry University)



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5.	11.11.2016	For Financial assistance to IQAC, Budget revision, affiliation of courses, ISO certification, NAAC report review plan and PBAS process	<ul style="list-style-type: none"><li>• Second cycle NAAC report had been reviewed and noted the shortcomings.</li><li>• PBAS process for the eligible faculty members has been started.</li></ul>
6.	22.02.2017	<ul style="list-style-type: none"><li>• Meeting with the HODs and faculty members regarding the preparation of Departmental activities registers and AQAR.</li><li>• Review of API process.</li></ul>	<ul style="list-style-type: none"><li>• All the Departments had maintained the Department activity registers. The proforma of AQAR has been explained informed to furnish the required details.</li><li>• The API process was reviewed. It was decided to finish API works in all pending disciplines at the earliest.</li></ul>
7.	31.03.2017	<ul style="list-style-type: none"><li>• Feedback from all the stockholders</li><li>• Proposals to start new PG programmes</li><li>• Conduction of workshops and training programmes</li></ul>	<ul style="list-style-type: none"><li>• The feedback forms from the students, alumni and parents had been collected.</li><li>• The proposal for new science PG courses were sent to the University.</li><li>• The workshop had been conducted with the help of RUSA.</li></ul>
8.	12.04.2017	Meeting with Mentors (Faculty members) and the student class representatives.	<ul style="list-style-type: none"><li>• The meeting with the faculty members working as the Mentors of classes along with student class representatives for their grievances and advices for the academic improvements.</li><li>• HODs were informed for the same and requested them to address students grievances immediately.</li></ul>

Convenor

  
(Dr.C.GOUNASEGARAN)  
PRINCIPAL