



## Internal Quality Assurance Cell

Date of Meeting: 19.06.2019

Venue: Principal Room

Chairperson: Dr. S. Geethamanickkanatchiar, Principal (I/C)

Members Present: IQAC Members

### Agenda of the meeting

1. Review of minutes of the NAAC peer team committee report along with the suggestions and recommendations.
2. First-Year (UG & PG) Admission Process for the academic year 2019-2020.
3. Preparation of academic calendar for the academic year 2019-2020.
4. Action Plan for the academic year 2019-2020.
5. Initiate Computer Literacy Program (CLP) for improving computer-based skills for first-year.
6. Preparation of Various Committee members.
7. Reconstitute the IQAC Committee members.
8. Proposal sent to the directorate of collegiate education to start the new course for the academic year 2019 -2020.
9. Orientation Programs and conduct a motivational program for the first-year students during the first semester.
10. Preparation Curricular Plan.
11. Write a letter to NAAC to obtain funding to strengthen IQAC.
12. Discussion about activities related to anti-ragging and its importance was made.

G. Rajesh Kanna  
IQAC Coordinator



Dr. S. Geethamanickkanatchiar

Principal (I/C)  
Principal

Govt. Arts College for Women  
Ramanathapuram - 623 501



**GOVERNMENT ARTS COLLEGE FOR WOMEN**  
(Affiliated to Alagappa University, NAAC Accredited with B Grade)  
**RAMANATHAPURAM, RAMANATHAPURAM DT, 623501**  
**TAMILNADU, INDIA**

Date: 19.06.2019

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Venue: Principal Room

Chairperson: Dr.S.Geethamanickkanatchiar, Principal (I/C)

Members Present:

S.No	Name & Designation	Signature
1	Dr.S.Geethamanickkanatchiar, Principal (I/C)	
2	Ms. M. Muthaleswari, Asst Prof & Head, Department of Chemistry & Maths	
3	Mr.P.Ravi, Asst Prof & Head, Department of Computer Science	
4	Dr.Sakina Salihu, Asst Prof & Head, Department of English	
5	Ms.D. Jasmine Gunasundari, Asst Prof & Head (I/C), Department of HS	
6	Dr.V.Jenet Y.Selviya, Asst Prof & Head, Department of Commerce	
7	Mr.G. Rajesh Kanna, Asst Prof & Head, Department of Electronics	
8	Mr.M.Murugan	







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**Internal Quality Assurance Cell**

**Date of Meeting:** 22.08.2019

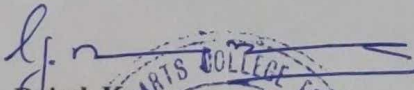
**Venue:** Principal Room

**Chairperson:** Dr.S. Geethamanickkanatchiar, Principal (I/C)

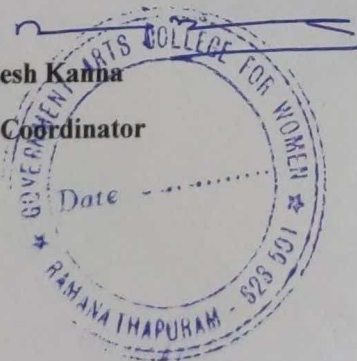
**Members Present:** IQAC Members

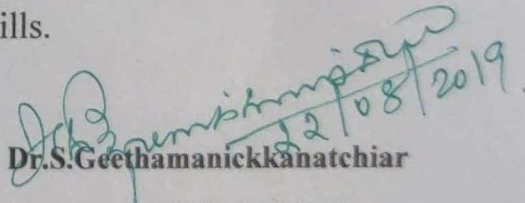
**Agenda of the meeting**

- 1.To take necessary steps to implement the mentoring system.
- 2.Feedback shall be collected from students every semester.
3. Conduct PTA meetings, and alumni meetings & Collect Feedback from parents to improve the performance of the college and student progression has been reviewed in the Department with parents.
4. Conduct class tests /Internal Assessment examinations & model examinations as per the schedule. Also, improve the practical skills of the students to conduct more modal laboratory examinations.
- 5.Conduct a more model laboratory exam to improve the practical skills of the students.
- 6.Organize Workshops / Seminars for enhancing conceptual learning and practical application. Student involvement in these programs is ensured to draw out their innate entrepreneurial and interpersonal skills.
- 7.Teachers working in the college are requested to attend seminars/workshops/conferences and Refresher courses.
- 8.Take necessary steps to motivate the students to encourage taking part in various literary and cultural & sports to explore their talent and skills.

  
G. Rajesh Kanna

IQAC Coordinator



  
Dr.S.Geethamanickkanatchiar

Principal (I/C)  
Principal

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Date: 22.08.2019

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**Venue: Principal Room**

**Chairperson: Dr.S.Geethamanickkanatchiar, Principal (I/C)**

**Members Present**

S.No	Name & Designation	Signature
1	Dr.S.Geethamanickkanatchiar, Principal (I/C)	
2	Ms. M. Muthaleswari, Asst Prof & Head, Department of Chemistry & Maths	
3	Mr.P.Ravi, Asst Prof & Head, Department of Computer Science	
4	Dr.Sakina Salihu, Asst Prof & Head, Department of English	
5	Ms.D. Jasmine Gunasundari, Asst Prof & Head (I/C), Department of HS	
6	Dr.V.Jenet Y. Selviya, Asst Prof & Head, Department of Commerce	
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8	Mr.M.Murugan	







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**Internal Quality Assurance Cell**

**Date of Meeting: 26.02.2020**

**Venue: Principal Room**

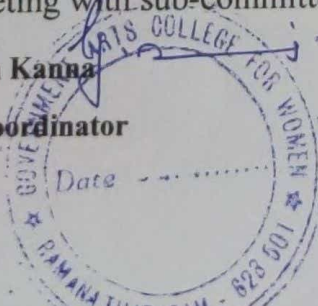
**Chairperson: Dr. M. Sumathi, Principal**

**Members Present: IQAC Members**

**Agenda of the meeting**

1. Take the necessary steps to submit the college details in the AISHE web portal.
2. Take the necessary steps to participate in NIRF for the year 2019-2020.
3. IQAC instructs the Programme officers (NSS, YRC, RRC) to carry out various activities in the college.
4. To take necessary steps to conduct the College Annual Day Ceremony and the Graduation Ceremony.
5. To take necessary steps to conduct the Sports Day and all other activities.
6. Necessary steps should be taken to set up a green campus around the college and water harvesting should be set up.
7. Conduct an Academic Administrative Audit (AAA).
8. Take necessary steps to send a proposal to the director, RUSA for funding to develop infrastructure facilities and new buildings for this college.
9. Reconstitute the IQAC Composition.
10. Necessary steps to take Internal Student Satisfaction survey (SSS) for the quality measure.
11. Take a necessary step to start the EBSB club in all the departments and conduct the activities for the paired state.
12. Preparation of AQAR report and necessary steps to submit to NAAC through online mode. In this regard, all HODs are requested to start preparing the AQAR report.
13. Preparation and Publication of Year book for the year 2019-2020.
14. Meeting with sub-committees in the college.

**G. Rajesh Kanna**  
**IQAC Coordinator**



**Dr. M. Sumathi**

**Principal**

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**Chairperson: Dr. M. Sumathi, Principal.**

**Members Present**

S.No	Name & Designation	Signature
1	Dr. M. Sumathi, Principal	
2	Dr. S. Geethamanickanatchiar, Asst Prof & Head, Department of Tamil	
3	Ms. M. Muthaleswari, Asst Prof & Head, Department of chemistry & Maths	
4	Ms. D. Jasmine Gunasundari, Asst Prof & Head, Department of CS	
5	Dr. Sakina Salihu, Asst Prof & Head, Department of English	
6	Ms. D. Jasmine Gunasundari, Asst Prof & Head (I/C), Department of HS	
7	Dr. V. Jenet Y. Selviya, Asst Prof & Head, Department of Commerce	
8	Mr. G. Rajesh Kanna, Asst Prof & Head, Department of Electronics	
9.	Mr. S. Murugeswaran	
10	Mr. M. Murugan	

