

**GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)**

**KUMBAKONAM – 612 001**

*Affiliated to Bharathidasan University*

**DST - CURIE Sponsored Institution**

**IV Cycle of Accreditation**



☎ 0435 – 2401391

✉ principal@gcw.ac.in



**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.5. Internal Quality Assurance System**

**6.5.1 Two Practices institutionalized as a result of IQAC**

**6.5.1.1 - IQAC Minutes (2018-2023)**



# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation

☎ 0435 – 2401391

✉ principal@gcw.ac.in



## Government College for Women (Autonomous), Kumbakonam – 612001 Internal Quality Assurance Committee Meeting (2022-2023)

Date: 22.11.2022

Time: 2.00 PM

### Minutes of the Meeting

1. It was recommended to create local NPTEL chapter in the institution
2. Teachers and Post Graduate students were encouraged to login NLIST daily.
3. The committee made a strong recommendation to educate the faculty on teaching plan.
4. The committee strongly recommended the introduction of online courses. In the event of the students not being able to complete the courses successfully, the certificate can be issued by the COE.
5. The committee emphasized upon the initiatives to be taken by the institution under Criteria VII.
6. A review meeting with the Criteria Heads / Criteria Managers can be conducted every week to expedite NAAC SSR preparation.

S. No	Category	Name	Signature
1.	Chairperson	Dr. P.S. Vijayalakshmi	
2.	Coordinator	Dr.F.Kurus Malai Selvi	
3.	Senior Teachers	Dr. S.Ahila	
4.		Dr. R.Radha	
5.		Dr. S. Valarmathi	
6.		Dr.S.Venkatalakshmi	
7.		Dr. W. Jayaseeli	
8.	Administrative Officer	Mr.K.Gajendran	



PRINCIPAL  
Government College for Women (Autonomous)  
KUMBAKONAM.

# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation




☎ 0435 – 2401391

✉ principal@gcw.ac.in



9.	External Experts	Dr. R.Nagarajan	R. Nagarajan
10.		Dr. A.Venkatesan	A. Venkatesan 22/11/22
11.	Alumnae	Dr. A.Ruby	A. Ruby 22/11/22
12.	IQAC Student's Chapter Staff	Mrs. S.Sheela	S. Sheela
13.	Student Representatives	Ms. S.Mohanapriya	S. Mohanapriya 22/11/22
14.		Ms. R. Sandhiya	R. Sandhiya 22/11/22



  
**PRINCIPAL**  
Government College for Women (Autonomous)  
KUMBAKONAM.



Government College for Women (Autonomous), Kumbakonam – 612001

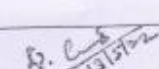
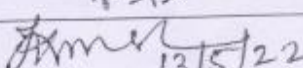
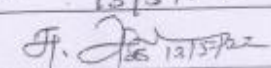
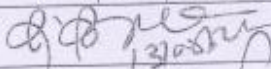
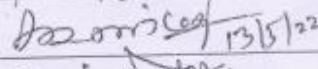
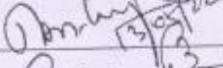
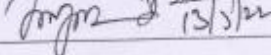
Internal Quality Assurance Committee Meeting - (2021-2022)

Date: 13.05.2022

Time: 2.00 PM

Minutes of the Meeting

1. It was decided to allocate one criterion to all staff members in each department- Decentralization of NAAC SSR preparation.
2. It was decided to do away with flex and other non-ecofriendly initiatives.
3. Exam reforms committee should be strengthened.
4. A formula for campus to corporate has to be devised.
5. Students should be trained to face challenges in day-to-day life.
6. Student -teacher relationship should be strengthened to inculcate value system.
7. Mentor – Mentee should be strengthened and A record as to how the process has evolved should be maintained.
8. The strengths of the students will have to be identified at the time of entry.
9. A sequence starting with imparting communication skills, their domain knowledge and finally campus interview has to be adopted.
10. PAS can be revived by allocating 10 minutes every week to inform the students about scholarship job offers etc.

S. No	Category	Name	Signature
1.	Chairperson	Dr.D.Rosi	
2.	Coordinator	Dr.F.Kurus Malai Selvi	
3.	Senior Teachers	Dr. S.Ahila,	
4.		Dr. R.Radha,	
5.		Dr. S. Valarmathi,	
6.		Dr.S.Venkatalakshmi,	
7.		Dr. W. Jayaseeli,	



# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation



☎ 0435 – 2401391

✉ principal@gcw.ac.in



8.	Administrative Officer	Mr.K.Gajendran	
9.		Dr.R.Nagarajan	
10.	External Experts	Dr.A.Venkatesan	
11.		Mr.RSridharan	
12.	Alumnae	Dr.A.Ruby	
13.	Student Chapter Staff	S.Sheela, MCA., M.Phil	
14.	Student	Ms. M.C. Vishnupriya,	
15.	Representatives	Ms. R. Rageswari	



**PRINCIPAL**  
Government College for Women (Autonomous)  
KUMBAKONAM.

# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation



☎ 0435 – 2401391

✉ principal@gcw.ac.in




## Government College for Women(A), Kumbakonam

### Internal Quality Assurance Cell (IQAC)

Date ; 15.07.2023

- Tutorial Ward Meeting to be conducted every month and the minutes recorded.
- IIC Planner during the period 1<sup>st</sup> June, 2023-31<sup>st</sup> August, 2023 Warrants for Mandatory activities by Tamil, English, Geography, Chemistry, Mathematics, History, Botany, Economics (any four departments can take up)
- Full automation of the Library
- Cyber Security through Firewall
- Dedicated Audio Visual and Lecture capturing facility to be established with the help of Digital Camera purchased under RUSA.
- Student progression /placement data to be prepared by all the departments and the report submitted to IQAC after the publication of results.
- External / Internal Academic & Administrative Audit to be conducted
- Soft copies of publication in UGC care / Scopus / Web of Science / soft copies of sponsored project / Award students achievement to be submitted to IQAC (End of the semester – 31<sup>st</sup> December and 30<sup>th</sup> April, 2023)
- Minutes of Council Meeting to be communicated via E-Mail to all Permanent Teaching staff as part of E-Governance initiative
- Chemistry department to explore the possibility of safe disposal of Chemical waste
- Inclusive environment to celebrate multi religious events



  
**PRINCIPAL**  
Government College for Women (Autonomous)  
KUMBAKONAM.

# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation



☎ 0435 – 2401391

✉ principal@gcw.ac.in



## Minutes of the Meeting


It has been resolved to incorporate the suggestions/feedback imparted by the Academic and Technical and Experts to shape /fine tune the NAAC SSR Submission.

### Members Present

S. No	Category	Name	Signature
1.	Chairperson	Dr. S.Ahila,	S. Ahila 15/07/2023
2.	Coordinator	Dr.F.Kurus Malai Selvi	F.Kurus Malai Selvi 15/07/2023
3.	Senior Teachers	Dr. R.Radha,	R. Radha 15/07/23
4.		Dr.S.Venkatalakshmi,	S. Venkatalakshmi 15/07/23
5.		Dr. W. Jayaseeli,	—
6.	Administrative Officer	Mr.K.Gajendran	—

7.	External Experts	Dr A. Venkatesan	—
8.		Dr R. Nagarajan	—
9.		Dr.R.S.Sundararajan	R.S.Sundararajan 15/07/23
10.		Mr. B. Anand	B. Anand 15/07/23
11.	Alumnae	Dr.A.Ruby	A. Ruby 15/07/2023
12.	IQAC Student's Chapter Staff	S.Sheela	S. Sheela 15/7/23
13.	Student Representatives	S. Mohana Priya	S. Mohana Priya
14.		M.Sumithra	M. Sumithra



  
PRINCIPAL  
Government College for Women (Autonomous)  
KUMBAKONAM.

# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation



☎ 0435 – 2401391

✉ principal@gcw.ac.in

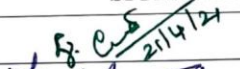
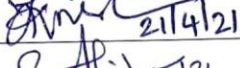
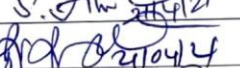
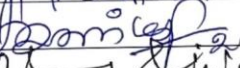

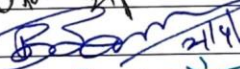

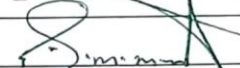
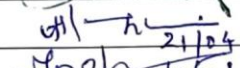
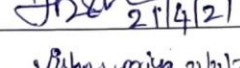
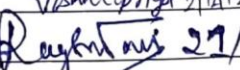






## Minutes of the Meeting


1. The achievements / plan of action sketched out in the IQAC Meeting held on 15/02/2019 were discussed.
2. AQAR for 2018-2019 submitted on 10/11/2020 was approved.
3. AQAR for 2019-2020 to be uploaded to NAAC within this month was discussed.
4. Data uploaded for India ranking (NIRF) on 29.11.2019 was approved.
5. Road map for Future plan was discussed.
6. During pandemic period, learning materials uploaded in E-Portal of our website were discussed.
7. It was resolved that the Webinar on E-Content preparation is to be conducted by IQAC.
8. It was suggested that while uploading NIRF and AQAR data along with state scholarship, the university scholarship, single child scholarship and National level scholarship are to be included.
9. It was prescribed to publish a magazine / Journal by each department.
10. It was suggested to conduct online examination using multiple choice question.
11. It was resolved to upload the university rank holders list along with their photo in our college website.

  
21/4/21  
IQAC Co-Ordinator

  
21/4/21  
PRINCIPAL

S.No	NAME	SIGNATURE
1	Dr. D. Rosi M.A., M.Phil, Ph.D.,	 21/4/21
2	Dr. F. Kurus Malai Selvi M.Sc., M.Phil., Ph.D.,	 21/4/21
3	Dr. S. Ahila, M.A., M.Phil., B.Ed., Ph.D.,	 21/4/21
4	Dr. R. Radha, M.Sc., M.Phil., Ph.D.,	 21/4/21
5	Dr. S. Valarmathi, M.A., M.Phil., M.Ed., Ph.D.,	 21/4/2021
6	Dr. W. Jayaseeli, M.Com., M.Phil., Ph. D.,	 21/4/21
7	Dr. S. Venkatalakshmi, M.Sc., M.Phil., Ph.D.,	 21/04/21
8	Mr. K. Gajendran,	 21/4/21
9	Dr. P.Mariappan, M.Sc., M.Phil., Ph. D.,	 21/4/21
10	Mr. B. Anand, M.Sc., M.S.,	 21/4/21
11	Dr. S. Martin,	 21/04/21
12	Dr. A. John Merina, M.Sc., M.Phil., B.Ed., Ph.D.,	 21/04/21
13	Mrs. S. Sheela, MCA., M.Phil.,	 21/4/21
13	Ms. M. C. Vishnupriya,	 21/4/21
14	Ms. Rakeswari	 21/04/21



  
PRINCIPAL  
Government College for Women (Autonomous)  
KUMBAKONAM.





**Government College for Women (Autonomous), Kumbakonam – 612 001**

**Internal Quality Assurance Cell (IQAC)**

**Minutes of the IQAC Meeting Held On 15.02.2019**

1. The achievements of Plan of Action sketched out in the first IQAC Meeting held on 06.08.2019 were discussed.
2. The setbacks in the plans for which Action to be taken were discussed. The ways and means to achieve the plans were arrived.
3. AQAR for 2016 – 17 and 2017 – 18 submitted on 27.08.2019, were approved.
4. Data uploaded for India ranking (NIRF) on 29.11.2018, was approved.
5. Online submission of AQAR for 2018 – 19 in the revised format was discussed.
6. It has been decided to restrict internship programmes to PG initially.
7. For UG, it was decided to implement subject wise Skill development programmes.
8. A common format for MOU and guidelines for creating Linkages were defined.
9. Introduction of barcode sheets for end semester exams was decided
10. To send proposals under DST-FIST (Level 1) and DBT star college scheme was resolved.
11. It was decided to conduct training for maintaining smart classrooms to I PG students.
12. It was resolved to update website with online hall ticket and cumulative mark sheet issuing, downloads for all application forms and certificates.
13. It was recorded to purchase a server and online UPS for intranet facility.
14. It was determined to adopt OMR based student admission system in the year 2019-20.
15. It was advised to practice Learning Management System.



  
**PRINCIPAL**  
Government College for Women (Autonomous)  
KUMBAKONAM.

# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation





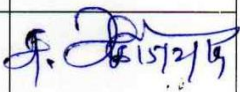
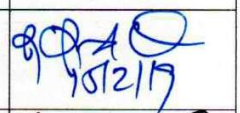
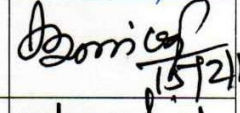
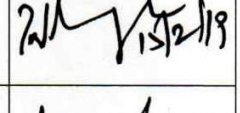
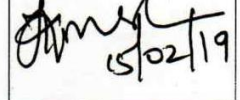
☎ 0435 – 2401391

✉ principal@gcw.ac.in




16. It was suggested to conduct extension activities in each department apart from NSS and YRC with financial assistance from Tamil Nadu State Council for Science and Technology and other similar funding agencies.
17. It was noted that the feedback system has to be completed with documentation of action taken report.
18. Library usage by students <sup>and staff</sup> has to be documented.
19. It was pointed that Syllabus should have programme objective, course objective and outcomes.
20. It was prescribed to conduct school linkage programmes by all departments.

## Signature of the Members

S.No	Category	Name	Designation	Signature
1	Chairperson	Dr. P. Cynthia Selvi, M.Sc., M.Phil., Ph.D.,	Principal	 15.02.19
2	Coordinator/ Member Secretary	Dr. S. Venkatalakshmi, M.Sc., M.Phil., Ph.D.,	Head & Associate Professor, Dept. of Zoology	 15/2/19
3	Senior Teachers	Dr. S. Ahila, M.A., M.Phil., B.Ed., Ph.D.,	Controller of Examinations and Head & Associate Professor, Dept. of Tamil	 15/2/19
4		Dr. R. Radha, M.Sc., M.Phil., Ph.D.,	Head & Associate Professor, Dept. of Physics and UGC Co- ordinator	 15/2/19
5		Dr. S. Valarmathi, M.A., M.Phil., M.Ed., Ph.D.,	Associate Professor, Dept. of Tamil	 15/2/19
6		Dr. W. Jayaseeli, M.Com., M.Phil., Ph.D.,	RUSA Co-ordinator and Head & Associate Professor, Dept. of Commerce	 15/2/19
7		Dr. F. Kurus MalaiSelvi, M.Sc., M.Phil., Ph.D.,	Asst. Controller of Examinations and Head & Associate Professor, Dept. of Computer Science	 15/02/19



  
**PRINCIPAL**  
Government College for Women (Autonomous)  
KUMBAKONAM.

# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM – 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation



☎ 0435 – 2401391

✉ principal@gcw.ac.in



8	Administrative Officer	Dr. M. Vijayakumar, M.A., M.A., M.Phil., M.B.A., Ph.D.,	Bazar, GCWK	
9	External Experts:	Dr. P. Mariappan, M.Sc., M.Phil., Ph.D.,	HOD of Zoology, IQAC Co-ordinator, Rajah Serfoji College, Thanjavur.	<i>g...</i>
10		Mr. B. Anand, M.Sc., MS	Network Engineer, University Informatics Centre, BARD, Tiruchirappalli.	<i>B. Anand 15/12/19</i>
11		Dr. S. M. Martin,	Star Group of Institutions. (Industrialist).	<i>S. M. Martin</i>
12	Alumnae	Dr. A. John Merina, M.Sc., M.Phil., B.Ed., Ph.D.,	Principal (Retd), Govt. College for Women (A), Kumbakonam.	
13	Student Representatives	Miss.S.Kavitha	I M.Sc., Comp.Sci	<i>S. K.</i>
14		Miss.K.Vinodhini	I M.Com.,	<i>K. Vinodhini</i>



*S. Anand*  
**PRINCIPAL**  
Government College for Women (Autonomous)  
KUMBAKONAM.



IQAC meeting on 06.08.2018  
Minutes of the meeting :

- 1) New certificate / diploma courses have to be started.
- 2) The syllabus updated in the Board of Studies meeting during 2017-18 should be improvised by adding chapterwise text books and other minor changes (with proper justification). The changes could be made for only the upcoming semesters and not for the current and finished semesters.
- 3) Internship could be implemented for the 2017-18 batch onwards. In connection with this, the departments should take efforts to create linkages and MOUs.
- 4) Academic and Administrative Audit has to be conducted.
- 5) Efforts should be taken for getting permanent affiliation for courses running with temporary affiliation.
- 6) Effective usage of smart classrooms has to be assured.
- 7) Internal Academic Audit could be conducted for checking CIA & and Model pay test papers, assignments, any form of innovative learning methods which was assessed for 5 marks, staff personal mark register and department CIA register in order to ensure proper continuous Internal Assessment





- 8) Initiatives for creating a system of old students tracking should be taken. <sup>(Alumnae)</sup>
- 9) Efforts should be taken to get sponsorships from local Philanthropists to conduct ~~can~~ campus interview with companies in and around Kumbakonam.
- 10) Centralised Valuation for model exam papers is proposed.
- 11) Website has to be updated with
- online hallticket issuing.
  - Alumnae registration
  - Inclusion of downloads for forms required ~~for~~ by students and staff.
- 12) Promotion of "Earn While you Learn" Scheme by
- utilizing sewing machines in the Entrepreneurial Development Cell.
  - facilitating students to conduct college bazar inside the campus with their ecofriendly and health products.
- 13) Internal Academic Audit Committee was revised with following members who are part of IQAC
- (i) Dr. S. Ahila, Controller of Examination - Incharge of English & Botany
  - (ii) Dr. R. Radha, HOD of Physics. - Tamil & Chemistry
  - (iii) Dr. S. Valarmathi, Associate Professor of Tamil - Commerce & Comp. Science
  - (iv) Dr. S. Venkatalakshmi, HOD of Zoology. - History & Geography
  - (v) Dr. W. Jayaseeli, HOD of Commerce - Economics & Maths
  - (vi) Dr. F. Kulus Malai Selvi, HOD of Comp. Science - Physics & Zoology.
- 14) As the duration for external experts of the IQAC is



# GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM - 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation



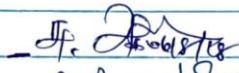
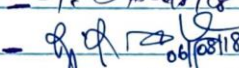


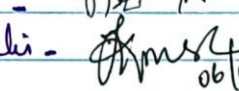
☎ 0435 - 2401391

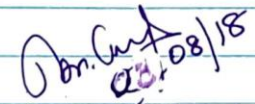
✉ principal@gcw.ac.in

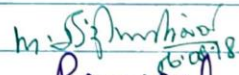


- Completed, the members were revised with.
- 15) It has been decided to participate in NIRF Ranking.
- 1) Dr. Mariappan, HoD of Zoology, IQAC co-ordinator  
Raja Seshaji College, Thanjavur.
  - 2) Dr. A. Joan Merina - <sup>John</sup> Alunnae, Principal (Retd)  
Govt. College for Women, Kumbakonam.
  - 3) Dr. S. Martin - State Manitha Neyam (Industrialist)  
Star Group of Institutions
  - 4) Mr. B Anand - Network Engineer, Distance Education Centre,  
BARD, Tiruchirappalli.

## Internal IQAC Members :

- 1) Dr. S. Akhila - 
- 2) Dr. R. Radha - 
- 3) Dr. S. V. ~~Vijayalakshmi~~ - 
- 4) Dr. W. Jayaseeli - 
- 5) Dr. F. Kulus Malai Seli - 

  
IQAC Co-ordinator.

  
Principal.



  
PRINCIPAL  
Government College for Women (Autonomous)  
KUMBAKONAM.