



CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.3. Student Participation and Activities

5.3.2. Representation of Students in Academic & Administrative Bodies

**STUDENT REPRESENTATION IN
STUDENT COUNCIL**



GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

KUMBAKONAM - 612 001

Affiliated to Bharathidasan University

DST - CURIE Sponsored Institution

IV Cycle of Accreditation

☎ 0435 - 2401391

✉ principal@gwk.ac.in




OFFICE BEARERS OF THE STUDENT COUNCIL

2022 - 2023

S.NO	POSITION	NAME	DEPARTMENT
1	UNION PRESIDENT	K.SIVAPRIYA	III B.A HISTORY
2.	UNION ASSISTANT PRESIDENT	S.VARSHA	III B.COM
3.	SECRETARY	P.PRIYANKASRI	III B.SC MATHS
4	ASSISTANT SECRETARY	R.SOWMIYA	III B.COM
5	PG SECERTARY	R.SHALINI	II MA HISTORY
6	SPORTS SECRETARY	S.SUWETHA	III B.AENGLISH
7	ASSISTANT SPORTS SECRETARY	J.PRIYADHARSHINI	II B.COM
8	FINE ARTS SECRETARY	R.JANAI	III B.A ECONOMICS
9	ASSISTANT FINE ARTS SECRETARY	M.MAHESHWARI	III B.SC ZOOLOGY
10	HOSTEL SECRETARY	K.ABINAYA	II B.SC CHEMISTRY
11	ASSISTANT HOSTEL SECRETARY	M.ASHA	III B.A HISTORY




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**STUDENT REPRESENTATION IN
ACADEMIC COUNCIL**

Minutes of the 14th Academic Council Meeting

I – Matters for Ratification

AC: 14.01	To consider confirmation of the minutes of the 13 th Academic Council Meeting held on 24.05.2022. (Annexure – I)
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Resolution: The minutes of the 13th Academic Council Meeting stands confirmed.

AC: 14.02	To consider action taken report of the 13 th Academic Council Meeting. (Annexure-II)
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Resolution: Approved.

It is recommended to introduce value added courses in all the departments. The chairman of the Board of Studies can approve the Syllabus and start the courses in this academic year itself.

AC: 14.03	Introduction of Naan Mudhalvan Courses as per Government Orders(Annexure-III)
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Explanation:

1. The Naan Mudhalvan Course “Language Proficiency for Employability” is introduced in Semester II for the I year students with 2 hours and 2 credits in Batch 2022 curriculum (reducing part II English hours from 6 to 4 and given extra credits) under Part IV.
2. The Naan Mudhalvan Course “Digital Skills for Employability” is introduced in Semester IV with 2 hours and 2 credits under Part IV as follows:
 - i) For Batch 2021 reducing 1 hour and 1 credit from 2 Core Courses.
 - ii) For Batch 2022 replacing the Skill Enhancement Course of 2 hours and 2 credits.
3. The following Naan Mudhalvan Courses are introduced in Semester VI for the Batch 2020 with 2 hours and 2 credits under Part III reducing 1 hour and 1 credit from 2 MBE Courses for the following programmes as below:

Programmes	Naan Mudhalvan Course
B.Sc. Botany	Medical Coding for Employability
B.Com. Commerce & B.A. Economics	Digital Banking, Logistics and Audit Essentials for Employability
B.Sc. Computer Science	Emerging Technology for Workplace
B.Sc. Maths	Data Analytics with Advanced Tools
B.Sc. Physics	Advanced Platform Technology

4. The Naan Mudhalvan Course '**Employability Readiness**' in Semester VI for the Batch 2020 with 2 hours and 2 credits under Part IV by reducing 1 hour and 1 credit from MBE Courses for the following Programmes.

B.Sc. Chemistry
B.A. English
B.Sc. Geography
B.A. History
B.A. Tamil
B.Sc. Zoology

Resolution: Ratified.

II - Matters for Approval

AC: 14.04	To approve the Course structure and syllabi for the first and Second Semesters of the various programmes framed with inclusion of 75% of the TANSCHÉ model syllabus. (Annexure-VI)
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Explanation:

Changes made in the TANSCHÉ syllabus in common: For Science departments which do not have Practical for Core courses and/or Elective courses, it has been included by reducing the hours and credit from other courses in the same semester. For all PG programmes, a Skill Enhancement course has been included in the first semester. Other than these, discipline specific changes have also been made not exceeding a deviation of 25% from the model syllabus prescribed by TANSCHÉ.

Resolution: The Course Structure is approved with the following suggestions:

- i. Curriculum Development Cell should be constituted at the college level.
- ii. Choices could be given for core courses also.
- iii. Equal credits should be given for core courses.
- iv. Course Structure with more than 90 credits can be offered and it is enough if the students earn 90 credits to complete the programme.
- v. Moocs/Swayam courses can be introduced from the II Semester as self study and extra credit course in PG Programmes.
- vi. The mandatory courses Value Education, Environmental Science and Gender Studies should be included in the I, II and VI Semesters respectively.
- vii. NMEC courses shall be offered in the III and IV Semesters for UG and II and III Semesters for PG.
- viii. Equal credit distribution for the Core Courses in PG programmes should be given.

AC: 14.05	To approve the minutes of the Board of Studies and the syllabi framed for the various programmes. (Annexure-VIII)
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Explanation:

Department of Tamil: Approved. The sequence of courses could be changed as per the discussion in the Board of Studies.

Department of Physics : Approved.

Department of Zoology : It is approved with the following suggestions. Title of the following courses could be changed.

UG - Aquarium Keeping- As Ornament Fish Farming

PG – 1. Molecules and their interaction relevant to Biology

2. 'English Grammar for communication and scientific writing' as 'Technical English for Zoologist'.

3. Title of the value added course "Management of Cow based resources" to "Wealth from waste".

4. Sequence of Courses can be changed.

Department of Computer Science: Approved with the following suggestions.

1. Basic courses with relevant to concepts of computer science should be introduced even if TANSICHE dosen't offer.

3. Specify the language in Data Structure Lab Course.

Department of History: Approved.

1. Title of the Elective Courses in UG Indian Freedom Leaders for TNPSC Examination as Indian Freedom Leaders for Competitive Examination.

2. In PG- Remove the terms 'excluding Tamil Nadu', 'excluding India' from the title of the Courses.

3. The SEC on Research & Report writing can be offered in III Semester. Some basic courses can be offered in the I Semester.

4. Specify the time period (era) in the title exactly.

Department of English: Approved with the following suggestion.

Choices for Elective Courses should be given in UG and PG Programmes.

Department of Economics: Approved with the following suggestions.

1. The Elective Courses of UG and PG are similar in contents and so revision and updation should be done in discussion with external experts and university nominee.

Department of Mathematics: Approved with the following suggestions.

1. Allied Physics should be offered in I Year and Allied Chemistry in the II Year.
2. Instead of Allied Chemistry, Computer Science could be the better allied course for Mathematics Students.

Department of Chemistry: Approved with the following suggestions.

1. Allied Zoology course could be changed as allied Biological Science with 3 Units Zoology and 2 units Botany.
2. The Allied practical course could also be changed accordingly.
3. The SEC on 'Cosmetics and Personal care Products' can be offered as a Value added course and an other course that has been passed in Board of Studies can be introduced as a SEC.

Department of Geography: Approved with following suggestions.

- UG:**
1. One Core Course could be replaced with core practical by merging that core course with another related Core Course.
 2. Cartography course can be updated as GIS.
- PG:**
1. The SEC on Health & Wellness can be offered as a Value added Course.
 2. Another Course related to Geography can be offered as SEC.

Department of Botany: Approved with following suggestions.

1. The Course on Plant Diversity I -Algae can be changed as Algal diversity or simply as Plant Divesting.
2. Foundation Course contents could be changed with relevance to Biology.
3. Course title of NME Botanical & Landscaping can be changed as 'Basics of Botanical Gardening' in which the landscaping can be included as one unit.
4. Pathology could be removed from the core course plant diversity in both theory and practical.

Department of Physical Education:

Value added course syllabus shall be reframed considering the TANSCHÉ syllabus.

AC: 14.06	To approve the question paper pattern for various courses.
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Explanation: The existing question paper pattern is to be followed generally.

Section A – 20 marks (20 MCQs X 1 mark each)

Section B – 25 marks (5 either or type questions X 5 marks each)

Section C – 30 marks (3 out of 5 questions X 10 marks each)

The question paper pattern is restructured in compliance with Bloom's taxonomy as follows:

Section A1 – 10 marks (10 MCQs X 1 mark each)

Section A2 – 10 marks (5 questions X 2 marks each)

Section B – 25 marks (5 either or type questions X 5 marks each)

Section C – 30 marks (3 out of 5 questions X 10 marks each)

The question paper pattern for Self Study Courses shall be 50 MCQs carrying two marks each. (50 X 2 = 100 marks)

The question paper pattern for Skill Enhancement Courses (theory) shall be five questions carrying 15 marks each. (5 X 15 = 75 marks)

Resolution: Approved by specifying Section A as - First 10 Question carry One mark and 11 to 15 Carry 2 Marks.

AC: 14.07	To approve the evaluation pattern for theory and practical courses.
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Explanation: The allotment of marks for internal and external evaluation is as follows:

Theory courses: Internal – 25 marks External – 75 marks	Practical courses: Internal – 40 marks External – 60 marks
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For Theory courses:

Existing CIA components		Proposed CIA components	
3 Tests (best two out of three)	15 marks	3 Tests(best two out of three)	15 marks
Seminar/Assignment	5 marks	Seminar/Assignment	5 marks
Practicum	<u>5 marks</u>	Attendance (for UG)	5 marks
Total	25 marks	Class participation (for PG)	<u>5 marks</u>
		Total	25 marks

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For practical courses:

CIA components		External evaluation – 60 marks	
Continuous Assessment	25 marks	Practical	50 marks
Record	5 marks	Record	5 marks
Model Practical Exam	<u>10 marks</u>	Viva Voce	<u>5 marks</u>
Total	40 marks	Total	60 marks

Resolution:

1. No need for having attendance as a component. The existing CIA components shall be continued.
2. Instead of Record marks in practical CIA component Observation marks can be included.

II – Matters for Discussion

AC: 14.08	Report of the office of the Controller of Examinations (2021-2022 and 2022-2023) (Annexure-V)
	Report of the College Activities: (Annexure-VI) <ol style="list-style-type: none"> 1. Details of Programmes 2. Students Strength 3. Results for April 2022. 4. IQAC Report 5. Admission Process 6. Scholarship Details 7. Report of Hostel 8. Library Facility 9. Physical Education Department 10. University Rank Holders List 11. Prizes / Awards / Medals

Resolution:

A representation from external experts could be included in the committee to finalize the action taken for students who indulged in malpractice.

AC: 14.09	Internal Academic and Administrative Audit conducted for the year 2021-2022 (Annexure-VII)
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Resolution:

Academic Audit should be conducted with external experts every year.

AC: 14.10	To collect a penalty of Rs. 500 from the students who involve in malpractice in CIA examinations.
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Resolution:

Instead of penalty a punishment of cancellation of that particular Test can be done.

AC: 14.11	The students shall be allowed to appear only once for Self Study (extra credit) Courses.
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Resolution: Approved.

AC: 14.12	To adopt door valuation method when difficulty arises in appointment of examiners.
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Resolution: Not Approved. Central valuation only will be suitable.

Recommendations of External Experts

(I) Medical Practitioner:

The Physical fitness regarding vaccination details, anaemia, fits, long illness of students should be identified in the first year. The medical experts could be arranged through Indian Medical Association.

(II) CCCD Director :

(i) A Profile sheet for individual students could be created and the health issues if any should be mentioned. The Bio data register maintained in the college can be utilized for the above mentioned purpose.

(ii) An Orientation should be given for teachers who handle gender studies. It can be conducted in collaboration with the parent university.


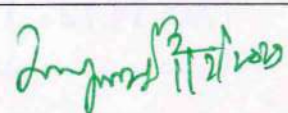
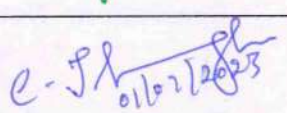
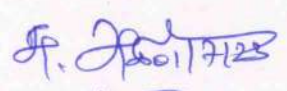
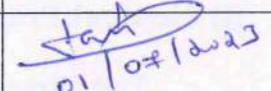
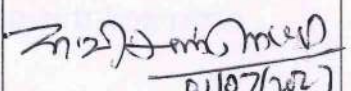
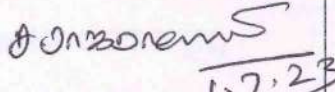

(iii) The changes prescribed by TANSICHE in due course could be implemented by conducting a Board of Studies and implemented in the same academic year as and when it is required and ratification can be obtained in the subsequent Academic Council meeting.

(III) Professionalist:

The resources provided by university can be accessed by colleges through broad band connectivity provided by NMEICT. In future, MOU can be made with university for getting E-resources and have remote access from any computer. The resources utilised can be displayed in the website which can be shown as evidence for NAAC.

(IV) Students representatives:

- (i) The proposal of health check was welcomed gratefully.
- (ii) Counselling/ Awareness for coaching for subject oriented competitive examination is required.

S.No	Name and Designation Thiru/Tmt/Selvi:	Department	Signature
1	Dr. J. Suganthi	Principal	
2	Dr. W. Jayaseeli	Controller of Examinations & HOD of Commerce	
3	Mrs. C. Thenmozhi	Deputy Controller of Examinations	
4	Dr. S. Ahila	Department of Tamil	
5	Dr. G. Rajeswari	Department of English	
7	Dr. J.V. SanthaJayakumari	Department of History	
8	Mrs. S. RajaRajeswari	Department of Economics	
9	Dr. S. Rajkumari	Department of Mathematics	
10	Dr. R. Radha	Department of Physics	

11	Dr. C. Jayanthi	Department of Chemistry	C. Jayanthi 1/1/23
12	Dr. S. Venkatalakshmi	Department of Zoology	S. Venkatalakshmi 01/07/23
13	^{D6} Mrs. B. Anusuya	Department of Geography	B. Anusuya 01/07/2023
14	Dr. F. Kurus Malai Selvi	Department of Computer Science	F. Kurus Malai Selvi 01/07/2023
15	Dr. S. Radhakrishnan	Department of Botany	S. Radhakrishnan 01/07/2023
16	Dr. R. Vidhyasree	Physical Education	R. Vidhyasree 01/07/23
17	Dr. R. Mathivanan	Library	R. Mathivanan 1/1/23
18	Mrs. P. P. Sujatha	Senior staff Member	P. P. Sujatha 01.7.23
19	Mrs. S. Sundareswari	Senior staff Member	S. Sundareswari 01/01/23
20	Dr. R. Revathi	Senior staff Member	R. Revathi 01.07.2023
21	Dr. P. Senthilkumari	Senior staff Member	P. Senthilkumari 1.7.23
22	Dr. B. Buvaneswari	Educationalist	-
23	Mr. R. Balakrishnan	Industrialist	R. Balakrishnan
24	Dr. S. Paramasivam	Medicine	S. Paramasivam
25	Mr. B. Anand	Professionalist	B. Anand

26	Dr. M. Govindaraju	University Nominee	M. Govindaraju 12/23
27	Dr. K. Thamaraiselvi	University Nominee	K. Thamaraiselvi 01/07/2023
28	Dr. A. Tamilselvan	University Nominee	-
29	Dr. V. Rajesh kannan	Ex-officio	V. Rajesh kannan 01/07/2023
30	Mrs. C. Thenmozhi	Member Secretary	C. Thenmozhi 01/07/2023
31	S. Abinayasri (II M.Sc., Physics)	Student representative	S. Abinayasri
32	R. Ranjani (II M.A., English)	Student representative	R. Ranjani 7.7.2023



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**STUDENT REPRESENTATION IN
IQAC**

**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	<i>P S Vijayalakshmi</i> 22/11/22
2.	Coordinator	Dr.F.Kurus Malai Selvi	<i>F.Kurus Malai Selvi</i> 22/11/22
3.	Senior Teachers	Dr. S.Ahila	<i>S. Ahila</i> 22/11/22
4.		Dr. R.Radha	<i>R. Radha</i> 22/11/22
5.		Dr. S. Valarmathi	<i>S. Valarmathi</i> 22/11/22
6.		Dr.S.Venkatalakshmi	<i>S. Venkatalakshmi</i> 22/11/22
7.		Dr. W. Jayaseeli	<i>W. Jayaseeli</i> 22/11/22
8.	Administrative Officer	Mr.K.Gajendran	<i>K. Gajendran</i> 22/11/22

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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. Sandhya	R. Sandhya 22/11/22

- Tutorial Ward Meeting to be conducted every month and the minutes recorded.
- IIC Planner during the period 1st June, 2023-31st 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 – 31st December and 30th 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

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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