



INTERNAL QUALITY ASSURANCE CELL
BHARATHIDASAN GOVERNMENT COLLEGE FOR WOMEN
PUDUCHERRY-605003

MINUTES OF THE MEETING HELD ON 15 JULY 2020

The meeting of IQAC was held online (through Google Meet). The following members joined the meeting

Dr K. Subramani, Principal	
Dr Josephine Nirmala Many	
Dr Nisha Sharma	
Thiru S. Saravanan	
K. Marcelline Marie Christine	
Thiru R. Rengasamy	
Thiru. Sivaram Alva	
Tmt Marie Anna Dayavady	
Dr.Pradeep Singh	
Dr. Binod Bihari Satpathy	
Dr.Mohammad Rais Khan	
Mr.S.Suresh Kumar	
Dr..K.S.Prakash	
Dr K.S. Suresh, Coordinator	

Agenda of the meeting

1. Conduct of online classes and examinations
2. Constitution of various college committees
3. Mobilisation of funds for the needy during the pandemic.
4. Conduct of induction program for the 1st Year students.
5. Career Advancement Scheme for teachers

Minutes of the meeting

1. The meeting fine tuned the methodology to be adopted for conducting classes online. Google Meet would be the recognized platform for conducting online classes.

2. Google classrooms would be created to supplement live classes online. Students who are not able to attend live classes can access the classrooms, where self-learning materials would be posted.
3. Various college committees—Exam Committee, Online class monitoring Committee, Emergency Aid Committee, Volunteer Committee—to be constituted.
4. It was decided to extend help in kind to the families of economically disadvantaged students in the wake of the pandemic.
5. Induction program for 1st year students will be conducted by the respective departments online.
6. Scrutiny of submitted application for CAS to be accelerated. A sub committee was formed for the purpose.



Dr. K. S. Suresh
Co-ordinator, IQAC



Principal,
Bharathidasan Government College for Women (Autonomous),
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ACTION TAKEN REPORT

On the Meeting Held on 15TH July 2020

1. All the faculty of the college were given access to GSuite and the domain @dhtepdy.edu.in for the conduct of online classes.
2. Final year student for the batch of 2020 were given the option of writing the exam on offline in the open book mode. They were also given the option of writing their exam online.
3. Induction programme for new admissions was conducted online by respective departments.
4. Various college committees—Exam Committee, Online class monitoring Committee, Emergency Aid Committee, Volunteer Committee—were constituted.
5. Faculty were asked to contribute generously for providing essentials to the families of economically disadvantaged students. Groceries were procured and distributed.
6. Scrutiny of submitted application for CAS was started with Covid-appropriate behaviour.

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Co-ordinator, IQAC

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MINUTES OF THE MEETING OF FACULTY MEMBERS OF IQAC
Principal's Chamber
18 JANUARY 2021
1030 to 1140

Chair: Dr K. Subramani, Principal and Chairperson, IQAC

Present:

1.	Dr K. S. Suresh	
2.	Dr Josephine Nirmala Many	
3.	Dr Nisha Sharma	
4.	Thiru S. Saravanan	
5.	Tmt K. Mercelline Mary Christine	
6.	Thiru R. Rengasamy	
7.	Dr Pradeep Kumar Singh	
8.	Dr Binod Bihari Satpathy	
9.	Thiru S. Suresh Kumar	
10.	Dr Mohammad Rais Khan	
11.	Thiru Kajor Mal Meena	
12.	Dr Joel Basumatary	

The meeting opened with the introductory remarks of the Principal, who called attention to the urgency required to complete work related to NAAC accreditation and Autonomy.


The meeting reviewed the progress of the work done so far and decided on the following:


1. A reminder to be sent to the Departments which have not filed the details required for AQAR 2019-20 for immediate response
2. All departments to be asked to create a Department profile
3. Review progress of work done for NAAC Self-Study Report (SSR); a meeting of the Steering Committee to be convened and data collected so far to be updated; Dr Josephine Nirmala Many, Chairperson of the Steering Committee, to coordinate the work related to NAAC
4. Submit IIQA if satisfactory progress has been made on data collection for SSR



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5. Activities of the all Cells/Committees/Clubs etc. to be reviewed and documented; all such shall frame a Vision and Mission statement; Tmt K. Mercelline Mary Christine and Dr Joel Basumatary to coordinate activities
6. Thiru S. Saravanan and Dr Md. Rais Khan to review quality initiatives of Academic Year 2019-20 and coordinate initiatives for 2020-21 and 2021-22
7. Work on scrutiny of applications for promotion under Career Advancement Scheme completed and reported; Dr Pradeep Kumar Singh and Dr Binod Bihary Satpathy to coordinate work related to CAS; all the members of the IQAC to be involved in work related to the sitting of Screening/Selection Committees
8. Work related to updating and improving the college website to be followed by Dr Nisha Sharma in coordination with Thiru Md. Zubair Ahmad who is in charge of the website
9. Thiru R. Rengasamy, who is working on NIRF, with Thiru S. Suresh Kumar and Dr K.S. Prakash, to coordinate work related to AQAR; Tmt S Varalakshmi, Asst. Prof. of Computer Science to be co-opted for AQAR
10. Mentor-Mentee system to be reviewed; Thiru Kajor Mal Meena will coordinate activities for the IQAC; a meeting of the Mentors shall be convened in consultation with Thiru K. Vijayakumar, Asst. Prof. of English, to decide on modalities related to Mentor-Mentee ecosystem
11. IQAC to start a blog for documenting various activities related to the College— department and faculty profiles, corporate life, extra-curricular and extension activities, etc; links to the blog to be given on the college website; a committee of four/five members to manage the content
12. IQAC to organize an online Workshop on PBAS/API with internal and external resource persons; Dr Dr Binod Bihari Satpathy and Dr Md Rais Khan to coordinate it.


Dr K. S. Suresh
Coordinator


Dr K. Subramani
Principal



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ACTION TAKEN REPORT

On the Meeting Held on 18th January 2021

1. Circulars were sent to all heads of department to file data for AQAR 2019-20.
2. Departments were asked to create a department profile with systematic documentation of activities and achievements.
3. The NAAC steering committee met and reviewed the data collected for the SSR.
4. All the Cell/Committee/Clubs, etc., were asked to frame vision and mission statements.
5. Report on the work completed on CAS was submitted to the office of Principal for further action.
6. The list of changes to be made to the college website was compiled and handed over to the professor-in-charge.
7. A meeting of the mentors decided the modalities related to the better functioning of the mentor-mentee ecosystem.
8. An IQAC blog was created.
9. Faculty Orientation Program was conducted on category III of PBAS under CAS.

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