



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



INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Meeting Minutes

**Venue:** Chamber of Principal, Arignar Anna Government Arts and Science College, Karaikal

**Date:** 24.07.2024 at 03:30 pm

- Agenda:**
1. Incomplete AQAR data sheet from the Departments
  2. Meeting with HoDs and NAAC Representatives of the Departments
  3. Scholarship receiving register
  4. Academic and Administrative Audits (AAA)
  5. Association of IQAC in Department Programmes
  6. Action Plan for the Academic year 2024-25

IQAC Meeting has been conducted at 03:30 pm in Chamber of Principal, Arignar Anna Government Arts and Science College, Karaikal. The minutes of the meeting are as follows:

1. The Co-ordinator, Dr. K. Sambandan has expressed his concern about the incomplete data in AQAR data sheet formats as received from the Departments. It is decided to conduct the meeting with all HoDs and NAAC Representatives of the Departments to explain the AQAR data sheet. The data sheet should be submitted within the prescribed time along with all the supporting documents and photographs.
2. Publication details must have the web-links of UGC CARE and Journal ISSN number with Impact factor (if have).
3. It is decided to instruct the office for maintenance of Central Government Scholarship forms receiving register with the signature of students.
4. The Departments are instructed to maintain the pending Academic and Administrative Audits (AAA) reports as soon as possible.
5. The CV of the faculty members will be collected within one week.
6. The Departments will conduct various programmes in association with IQAC and after the completion of programme; the report should be submitted along with photographs.
7. Faculty members will maintain the faculty register from this academic year, i.e. 2024-25.
8. Action Plan for the academic year 2024-25 has been prepared and submitted to the Principal.

The meeting has been completed with all the above points.

K. Sambandan  
24/07/2024

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24.07.2024

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**PLAN OF ACTION FOR THE ACADEMIC YEAR 2024-25**

Sl. No.	Plan of Action towards Quality Enhancement	Details in brief
1	Students' counseling and orientation Programme	Counselling and orientation programme for all the newly admitted students will be taken in the first week of August.
2	Usage of ICT tools and e-learning resources	All the Departments have Smart board facilities. The students will be encouraged to get benefit from ICT tools and e-learning resources e-Pathshala, Swayam etc.
3	Curriculum aspect	NEP curriculum has already been implemented in all UG courses. The information about the academic flexibility and multidisciplinary approach will be given to the students under NEP. Feedback on NEP curriculum will be obtained from the students in the end of the academic year.
4	Promotion of research and participation in Seminars/Conferences/Workshops etc.	Faculty members will be encouraged to organize the Seminars, Conferences and workshops in the Institution and also to participate in such activities.
5	To improve students' performance in Examinations	Remedial Coaching Classes will be conducted for academically poor and failed candidates to improve the pass percentage.
6	Awareness rallies/ programmes such as Beach cleaning, blood donation, Clean India campaign etc	Various programmes will be organised every month with the association of NCC, NSS, Local & District Administration, etc. The action plan from NCC and NSS will be taken separately.
7	To encourage students to participate in Co-curricular, Extra-Curricular & Sports, games	Students will be encouraged to participate in various cultural and sports programmes to be organized by the Institution and also to take participation in programmes/activities to be organized by other organizations and District Administration etc.
8	Feedback	Feedbacks from all the stakeholders will be received in the end of the academic year through Google form.

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24/07/2024

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24.07.24

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report for First Meeting of IQAC on 24.07.2024 for the Academic year 2024-25

- Plan of action on various aspects for the current academic year 2024-25 had been prepared and discussed with College council members.
- Students' induction programme for newly joined students has been conducted through the Departments.
- The meeting with HODs and faculty members has been conducted regarding the academic plans of this academic year.
- Draft/sample copy for faculty register has been prepared.
- Academic and Administrative Audits (AAA) report formats have been prepared and shared to the Departments.
- All the Departments have submitted the required data for AQARs for further process.

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### IQAC Meeting Minutes

**Venue:** Chamber of Principal, Arignar Anna Government Arts and Science College, Karaikal

**Date:** 17.10.2024 at 04:00 pm

**Agenda:** 1. Submission of AQARs  
2. Organization of International Conference by the Department of Physics

IQAC Meeting has been conducted at 04:00 pm in Chamber of Principal, Arignar Anna Government Arts and Science College, Karaikal.

The minutes of the meeting are as follows:

1. The Co-ordinator has informed about the general notification dated 03.10.2024 from the NAAC website regarding the extension of timeline for submission of pending AQARs from 2020-21 onwards. For Puducherry region, the dates for submission have been fixed by the NAAC from 28 to 30 Oct 2024.
2. It is decided to complete all the compilation works upto 26 Oct 2024 for all the pending years, i.e. 2020-21, 2021-22 and 2022-23. The review of the compiled work will be done on 27 Oct 2024.
3. It is also planned to compile the data for 2023-24 AQAR after submission of these AQARs.
4. The Department of Physics is organizing the International Conference (ICRAMCM-2024) in the field of Material Science in collaboration with the Department of Physics, KMKGIPGSR, Karaikal in association with IQAC in Online/Offline mode.
5. The support as appreciation for the Conference has been obtained from ONGC, Karaikal. The College administration will also support the event financially and administratively in all ways.

The meeting has been completed with all the above points.


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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report for Second Meeting of IQAC on 17.10.2024 for the Academic year 2024-25

- Annual Quality Assurance Reports (AQARs) of the all pending years, i.e. i.e. 2020-21, 2021-22 and 2022-23 have been compiled and submitted to NAAC within the stipulated time.
- The data for 2023-24 AQAR has been compiled and submitted to NAAC.
- All the AQARs have been accepted by NAAC.
- The International Conference (ICRAMCM-2024) has been organized successfully on 23-24 Oct 2024. The report of the Conference has been submitted to the Office with financial statements.

  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### IQAC Meeting Minutes

**Venue:** Chamber of Principal, Arignar Anna Government Arts and Science College, Karaikal

**Date:** 06.12.2024 at 11:00 am


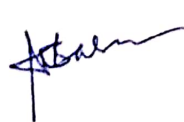

**Agenda:** 1. Academic and Administrative Audits (AAA)  
2. iGOT- Karmyogi portal registration and completion of courses


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IQAC Meeting with all the Head of the Departments has been conducted in the Chamber of Principal, Arignar Anna Government Arts and Science College, Karaikal. The minutes of the meeting are as follows:

1. The Convener of IQAC, i.e. Principal has briefed the agenda of the meeting and congratulated all the IQAC Committee members for their tireless efforts for the submission of all the pending AQARs and informed to all the HODs about the submission of last year, i.e. 2023-24, AQAR on 05.12.2024.
2. The Coordinator has explained the necessity and importance of Academic and Administrative Audits (AAA) and its usage in the NAAC visit. He has explained the SWOT analysis of the last audit by DHTE in brief.
3. The chapter wise preparation of AAA has been shown to all through power point presentation. It is expected from all the Departments that they will submit the AAA for the year 2023-24 along with all the supporting documents.
4. Dr. Sanjoy Basu has explained about the iGOT – Karmyogi registration process and completion of the courses as per the circular dated 02.07.2024 from the Government of Puducherry. He emphasized to all to complete first three courses as per the order. Afterward, one course may be chosen from the available course given in portal.
5. The information of completion of these courses by all the faculty members in any Department will be submitted to IQAC within one month by the concerned HOD.

The meeting has been concluded with all the above points.

  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report for third Meeting of IQAC on 06.12.2024 for the Academic year 2024-25

- Academic and Administrative Audits (AAA) format has been framed and circulated among the Departments. All Departments have submitted the AAA reports for the last academic year. Previous years AAA reports are under process and yet to be completed within a short period of time.
- All the faculty members have registered in iGOT – Karmyogi portal and successfully completed the required courses. The report of the same has also been complied and submitted to higher officials.

  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### IQAC Meeting Minutes

- Venue:** Conference Hall, Arignar Anna Government Arts and Science College, Karaikal  
**Date:** 28.01.2025 at 01:30 pm  
**Agenda:** 1. Academic and Administrative Audits (AAA)  
2. Report preparation for demand of courses as per DHTE instructions for revision of intake

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The IQAC Meeting with all the faculty members has been conducted in the Conference Hall of Arignar Anna Government Arts and Science College, Karaikal on 28.01.2025 at 01:30 pm along with the General body meeting. The minutes of the meeting are as follows:

1. The Principal has briefed the agenda of the meeting and expressed thanks to all the faculty members for their support in filling all the pending AQARs. He has congratulated to all the IQAC members and Coordinator for acceptance of AQARs from NAAC.
2. The IQAC Coordinator has given the presentation for preparation of Academic and Administrative Audits (AAA) formats in the form of report. He has instructed to submit the AAA reports from 2023-24 to 2018-19 in reverse manner.
3. The last date of submission of first report, i.e. AAA for 2023-24 is 08.02.2025.
4. The Principal has informed about the DHTE circular regarding the rationalization of the courses. The open discussion has been made regarding the same.
5. Since, all present courses are important for the College as per the NEP curriculum to run the them in multidisciplinary approach, no any recommendation will be made for closure of any course.
6. Dr. Kathivelu Sambadan will prepare the report of admission and demand of course for the past three continuous years for this college and also for Dr. Kalaignar M. Karunanidhi Government Institute for Postgraduate Studies and Research, Karaikal; and will submit to DHTE through the office of the Principal.

The meeting has been concluded with all the above points.

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# GENERAL BODY MEETING

Date: 28.01.2025

Time: 1:30

Place: Principal chamber

Day: Tuesday

SL.NO	Name	Department	Signature
1.	Lt. Dr. V. SIVAKUMAR	Tamil	
2.	M. Md. Asan Marican	Tamil	
3.	K. KUMAR	"	
4.	Dr. Rajeev Singh	Physics	
5.	Dr. N. VIJAYARAJAR	Tamil	
6.	S. ARULAZHAGAN	Economics	
7.	G. Balasubramanian	Economics	
8.	Ksh. Rabikan Singh	Economics	
9.	KARUPPAIYA PILLAI V	Maths (AAGARS)	
10.	Enoch Rajesh	Physics (AAGASC)	
11.	Dr. K.K. Purushothaman	Physics (DKMKUPUS)	
12.	Dr. Sanjay Basu	Mathematics (DKMKUPUS)	
13.	Dr. N. Saravanan	Chemistry (AAGASC)	
14.	Dr. T. Anantharaju	Zoology	
15.	Dr. T. Vadivel	Chemistry	
16.	Dr. N. Elayaperar	English	
17.	MA. PIRUTHIVIRAJAN A	<del>English</del> Computer Science	
18.	R. SANTOSH KUMAR	Tamil	
19.	P. Sreeraj	Commerce	
20.	Dr. G. Selvaraj	Chemistry	
21.	Dr. K.M. PONNMOLE	Comp. Sci	
22.	Dr. B. Venkatchalam	Maths	
23.	Dr. T. Tharmalingam	Tamil	
24.	Dr. R. Shanmugam	Comp. Science	
25.	Dr. PR. VENKATESAN	Chemistry	
26.	Dr. Gopal Dhavade.	Economics	
27.	VIKNEESH KUMAR	COMMERCE	

No	Name	Department	Signature
30.	V. Chandrasekaran	Asst. Prof. of Pub. Adm.	[Signature]
31	N. Main Charan Swain	Asst. Prof. of Economics	[Signature]
32.	Sundera Asoonagari	Asst. Prof. - Soc. Work	[Signature]
33.	Bilvansidha Kallappa Payagonde	Asst. Prof. of English	[Signature]
44.	Dr. Laxman Waghmare	Asst. Prof. of English	[Signature]
35.	Rudra Prateep Singh	Asst. Prof. of Hindi	[Signature]
36.	Dr. NIRMAL KUMAR DAS	Dept. of Chemistry	[Signature]
37.	Dhanya C	Department of Economics	[Signature]
38	Dr. B. Gunathi	Economics	[Signature]
33.	Dr. D. UDAYA	COMPUTER SCIENCE	[Signature]
34.	Dr. V.G. Geetha	Commerce	[Signature]
35	Dr. K. SHARILA	CHEMISTRY	[Signature]
36.	V. RAJESWARI	Tamil	[Signature]
37.	Sajitha N	Zoology	[Signature]
38	B. ANANTHAGOURI	Zoology	[Signature]
39.	Dr. Thahira K.K	Economics	[Signature]
40.	Dr. Manisha	Botany	[Signature]
41.	Purnagiri Manusami	Chemistry (UG)	[Signature]
42.	Dr. K. M. Tajun Meera Begum	Chemistry (UG)	[Signature]
43	K. LATHA	Tamil	[Signature]
44.	Dr. K. MEENATCHI	ENGLISH	[Signature]
45	Dr. P.B. NAGA BALASUBRAMANIAM	Physics	[Signature]
46.	Ravi Shankar Kumar	French	[Signature]
47.	Dr. Akhilesh Kumar	Mathematics (PG)	[Signature]
48.	Dr. Anand Pandey	Botany (PG)	[Signature]

Sl. No.	NAME	Department	Signature
49	Dr. V. Lakshmanapate	Social work	V. Laksh
50	J. JAGADEESAN	Computer Science	J. Jagadeesan
51	T. PETER ANTONY	social work	Pulorup 28/11/2025
52	M. GOVINDARAJAN	Physics	<del>M. Govindarajan</del>
53	Najeeb Azam	Arts	Najeeb Azam
54	Dr. P. Madhan Mohan Gaudhar	Commerce	P. Madhan Mohan Gaudhar
55	Dr. K. SEVAKUMAR	Social work	K. Sevakumar
56	Dr. K. Thiruvethi Sambandam	Botany	K. Thiruvethi Sambandam



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report for fourth Meeting of IQAC on 28.01.2025 for the Academic year 2024-25

- The discussion on rationalization of courses has been done. Closure of any course has not been recommended.
- The report of admission and demand of course has been prepared and submitted to DHTE.
- The number of seats in UG science courses has been recommended to reduce from 60 to 40.
- All the Departments have prepared Academic and Administrative Audits (AAA) reports for the last academic year and submitted to IQAC. Some Departments have prepared and submitted the previous years AAA reports also. The audit of all the reports will be done in due course of time.

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