



**KASTHURBA COLLEGE FOR WOMEN, VILLIANUR**

(Run by the Pondicherry Society for Higher Education & Fully Funded by the Government of Puducherry )  
Phone: 0413-2661627 email: [vcw\\_2005@yahoo.in](mailto:vcw_2005@yahoo.in)

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## AQAR 2018-19

### Internal Quality Assurance Cell

Date: 15.10.2018

Time: 3.00 – 4.00 p.m

#### Minutes of the meeting

The Principal briefed about the NAAC accreditation and the importance of IQAC meetings in the college to all the student members. The Principal requested the teachers to introduce the mentoring system to the first year students and allot them to the teachers concerned. Students were motivated to get support from mentors on various issues including personal, social and academics.

Student representatives were also informed about the CMS and they were briefed about the way in which they can retrieve their attendance.

The members discussed and finalised the dates for Model Exams for the second and third year students. Members suggested starting the model exam from 25<sup>th</sup> October 2018 for both batches. Mrs.V.Vaithehi Vanny Co-ordinator, noted the feasible dates for starting and completion of Model Exams.

With regard to the First Years, members opined that the model exams can be scheduled and conducted by the individual faculty at their own convenience after the completion of the syllabus. It was accepted and approved by the committee.

With the above discussion the meeting came to an end.

Dr.K.Bhuvanewari

Coordinator – IQAC

Dr.Cheryl-Ann Gerardine Shivan

Principal



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Date: 04.04.2019

Time: 3.15 – 4.00 p.m

Minutes of the meeting

The Principal explained the need to strengthen the mentoring system particularly for the first year students. She asked the faculties to motivate the students to perform well in studies, attend college regularly, permission to be sought from the Principal if they want to leave the college and also to inform the family to pick them from college when they are ill.

With regard to the internal marks, Principal informed that all the staff should submit the marks before 12<sup>th</sup> April and the hardcopy should be duly signed by the concerned faculty before submitting to the Principal. The last date for calculating the Percentage for attendance would be 10<sup>th</sup> April for the first and second year students.

It was discussed and decided to declare 16<sup>th</sup> April as the last working day and the study holiday from 17<sup>th</sup> April for all the batches of both the departments.

Principal informed that the last working day for the academic year will be on 7<sup>th</sup> May 2019 and the vacation starts from 8<sup>th</sup> May 2019 to 26<sup>th</sup> June 2019 for the faculty. The college will reopen on 27<sup>th</sup> June 2019 for all the students and staff.

With regard to the model exams, it was decided that it can be scheduled and conducted by the individual faculty at their own convenience after the completion of the syllabus. It was accepted and approved by the committee.

With the above discussion the meeting came to an end.

Coordinator – IQAC

Dr.K.Bhuvaneswari

Principal

Dr.Cheryl-Ann Gerardine Shivan



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Date: 08.05.2019

Time: 1.30 p.m – 2.30 p.m

Minutes of the meeting

The IQAC Chairperson welcomed all the staff to the meeting and expressed thanks on the successful completion of the academic year 2018-19.

Discussions went on for preparing time table for the next academic year. With regard to the Academic Calendar, the Chairperson told that the staff can give suggestions for modifications in the academic calendar for the year 2019-20, and the specimen will be circulated immediately after the college reopens after the vacation.

The Chairperson discussed the efforts made by the college in introducing new courses for the following academic year 2019-20.

The Chairperson briefed about the newly uploaded format for the submission of AQAR for NAAC. It was planned to submit the AQAR for the academic year 2018-19 by the end of September.

The Chairperson explained the process involved in uploading the Student Satisfaction Survey (SSS) to be filled by the students and sent through email directly to the NAAC. The IQAC Coordinator Dr.K.Bhuvanewari discussed the questions that are included in Student Satisfaction Survey developed by NAAC which is an important component of IIQA/SSR/AQAR.

Ms.K.T.Anju, Alumini in-charge was requested to organize a meeting for alumni and get details of students' placement. Mr.P.Vijayarangan, PTA Coordinator was requested to organize a meeting soon after the admission of first year and was requested to provide the activities and support provided by the parents through the association.

All the staff were requested to inform the IQAC about their publications, if any during vacation. Principal requested the staff to ponder over the best practices and institutional distinctiveness of the college which has to be included in the annual report. Suggestions were invited to nominate an External member for IQAC.

All the staff were given the Teachers' Feedback Questionnaire and the completed forms were submitted to the Chairperson. With that the meeting came to an end.

Coordinator – IQAC

Dr.K.Bhuvanewari

Principal

Dr.Cheryl-Ann Gerardine Shivan



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Action Taken Report

- Academic calendar was prepared incorporating the suggestions
- The first year students of the History and Social Work were allotted to their course teachers for mentoring respectively
- Continuous internal evaluation was carried out systematically by the individual faculty
- Model exams were conducted as scheduled

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Principal