



SARADHA GANGADHARAN COLLEGE

[Accredited with B++ grade by NAAC (CGPA 2.92) in the Second Cycle;
Affiliated to Pondicherry University;
Recognized by UGC under Section 2(f) of the UGC Act 1956 as a PG Institution;
An ISO 9001:2015 certified Institution]

INTERNAL QUALITY ASSURANCE CELL

Minutes of the Annual Meeting of IQAC held on 10.01.2025

The Annual meeting of the IQAC of Saradha Gangadharan College held on 10-01-2025 at 10.30 am. Dr. S. Pazhaniraja, Vice-Chairman presided over the meeting and the following members attended the meeting:

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| 1. Prof. S.Babu, Principal, SGC | - Chairman, IQAC |
| 2. Prof. J.Sukumar, Former Principal, SGC | - Member |
| 3. Ptof. S.Mohandoss, Former Member Secretary, PSHEC | - Invited Guest |
| 4. Prof. R. Azhagaiah, KMGIPGS&RI | - External expert |
| 5. Head of the Departments, SGC | - Members |
| 6. Student Representatives, SGC | - Members |
| 7. Alumini | - Members |
| 8. Librarian, SGC | - Member |
| 9. Director of Physical Education, SGC | - Member |
| 10. Office Manager | - Member |
| 11. Mrs. S.Vijayalakshmi, President, PTA president | - Member |
| 12. Mr. M. John Jacob | - IQAC Coordinator |

The IQAC Coordinator welcomed the Members and the Guests. He also presented the Action Taken Report of the previous IQAC meeting.

Dr. S. Pazhaniraja, Vice-Chairman representing the Management of the institution gave the presidential address briefing the various activities and achievements of the institution. He expressed his gratitude and appreciations to the faculty for the academic achievements during the last three years.

During the discussion, the following are the suggestions by the Members and Guests based on the various criteria of accreditation:

Session -1: Chairperson: Dr. S. Mohandoss.

CURRICULUM, TEACHING & LEARNING & STUDENTS SUPPORT

1. Appointment of Professor of Practice to enhance Industry Relations.
2. Fix Agenda for IQAC meetings and conduct at least one meeting for each semester.
3. Conduct Add-on Courses & Certificate programs based on the Industrial Requirement.
4. Enhance the usage of Language lab.

5. Conduct coaching classes for NET Exams.
6. Appointment of Mr. Muralidharan for Communication Skill Training.
7. Coaching for competitive and entrance exams.
8. Effective utilization of lab facilities for other Training and Skill Development Programs.

MAINTENANCE OF RECORDS:

- a. Mentor-Mentee System.
- b. Anti – Ragging Committee
- c. Grievance Redressal System.
- d. Promotion of Gender Equity.

TEACHING – LEARNING:

1. Prepare Lesson & Teaching Plan
2. Prepare PPTs as teaching aids, engage students in Project work and give Assignments.
3. Establish Integrated College Management System and provide login facilities to Students/Staff/Parents.
4. Conduct Centralized Continuous Internal Assessment (CIA) Exams.
5. Educate students to submit assignments as mini projects.
6. Provide Financial Assistance for Publications to staff members.
7. Train the staff to use the Smart Board effectively.
8. Advocate the staff to make more use of ICT tools in Teaching -Learning process.
9. Encourage the staff to make use of Case-study Methodology.
10. Establish Online Feedback System for Students & Parents

STUDENTS' ACTIVITIES:

1. Provide hours for Library
2. Motivate PG Students to complete NPTEL courses.
3. Provide funding for each Department to conduct one National Seminar per year.
4. Establishment of Research Cell.
5. Conduct of Alumni Meet.
6. Construction of Internal Roads & Parking sheds.
7. Celebration of Important Festivals & Days and Conduct of Cultural Programmes.
8. Motivate the students to apply for Online Courses, Internships and to participate in Inter collegiate and Inter- Department events.

9. Arrange for Student/ Academic Exchange programmes.
10. Conduct of Short Term vocational courses - Handicrafts
11. Provide Arts/Cultural Training to Students.
12. Existing Canteen facilities may be improved as expected by the students.
13. Provide PET Hours for students.
14. Conduct Yoga Classes.

Session-2: Chairperson Dr. R. Azhagaiah:

PLACEMENT AND RESERACH:

1. Training for Placement by Human Resource Managers.
2. Conduct Mock Interviews.
3. Create awareness among students for Higher Education at National & International levels.
4. Arrange for Faculty Development Programs.
5. Contribution by alumni, tracking the alumni and notable entrepreneurs.
6. Apply for Govt. grants/ funds.
7. Undertake Research to develop Patents in the field of Social Science & Computer Science.
8. Widening of Extension activities for Community Development.
9. Develop Industry Shadow Curriculum.
10. Encourage students to participate in the Job Fairs conducted by Government Departments & Other Institutions.
11. Provide Institutional Support to Ph.D. qualified staff to apply for guide ship at Pondicherry University.
12. Constitution of Research Cell
13. Faculty must get guideship and make the PG departments in to research departments

Session -3: Chairperson Dr. J. Sukumar:

Governance;

1. Faculty Empowerment.
2. Create awareness on NEP 2020 Curriculum.
3. Enhancement of Special Casual Leave.

4. Centralized Information Management System should be revised. IQAC to be made Single Window Repository and data to be collected by 5th of every month.
5. Maintenance of Event Register in the Departments.
6. Preparation of Institutional Development Plans.
7. Preparation of IDP as per UGC norms

Session -4: Discussion – Chairperson – Dr. S. Babu, Principal

Suggestions from the President of PTA:

1. Introduce Library hour in the time table for all courses
2. Requested to arrange spoken English classes and coaching class for competitive examinations.

Suggestions from Alumni:

1. To organize department-wise and batch-wise alumni meet
2. Departments must create WhatsApp group for the Alumni
3. Arrange Alumni- students meet to have interaction.

Suggestions from the Student representatives:

Ms. Gajalakshmi, Ms. Ritheeka and Ms. Jamuna spoke and expressed the following Suggestions.

1. More Internships to be arranged
2. Exchange programme of faculty and students from neighbouring institutions
3. Short-term courses on soft skills
4. Better parking facility for students and separate parking lot for girls
5. To allot library and Physical education hours in the time table
6. Celebration of Annual Day and organized cultural meets.

Finally the meeting came to an end with the vote of thanks by the IQAC coordinator.

Date: 04.02.25
Puducherry:


Dr. S. BABU, M.A., M.Phil., B.Ed., Ph.D.,
Principal
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