



**KASTHURBA COLLEGE FOR WOMEN, VILLIANUR**

(Run by Pondicherry Society for Higher Education funded by Government of Puducherry )

Phone: 0413-2661627

email: [vcw\\_2005@yahoo.co.in](mailto:vcw_2005@yahoo.co.in)

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## Internal Quality Assurance Cell

Date: 3<sup>rd</sup> July 2020

Time: 07.00 – 07.30 p.m

### Minutes of the Online Meeting

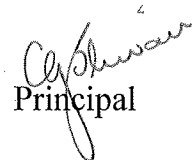
The Principal welcomed the staff to the meeting.

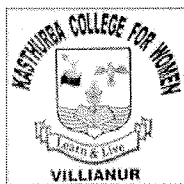
The Principal informed that as per UGC circular, the teaching-learning process can be initiated through the online for the Academic year 2020-2021, for the II and III year students of Kasthurba College.

The teaching staff clarified their doubts regarding the date for starting the classes. The Principal informed that the teaching faculty can handle classes from the first week of August 2020 or earlier.

The Principal instructed to divide the papers among the departmental staff. In addition, the Principal informed that the teachers can make use of G-suite account specially created for each Academician by the Directorate of Higher and Technical Education, for the purpose of handling online classes.

With a note on protective measures to be continued at home, the meeting came to an end.

  
Principal



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# Internal Quality Assurance Cell

Date: 17.12.2020

Time: 10.30 a.m – 11.00 p.m

## Minutes of the Meeting

The Principal welcomed the staff to the meeting.

The meeting was organised with seats apart to maintain social distancing. The Principal reinstated and reinforced the following protective measures which need to be strictly practiced everyday inside the college campus.

- Use of masks
- Monitoring temperature while entering the campus
- Practicing social distancing
- Frequent washing of hands with soaps and sanitizers
- Immediate reporting of sickness to the H.O.Ds, especially symptoms related to COVID during working hours

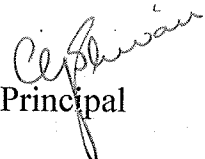
The student representatives from the final year (III yr History and III yr Social Work) were instructed to listen to the discussion and spread the message to the other students in the class for stringent adherence of the SOP.

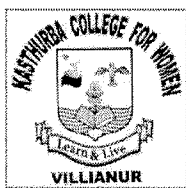
The Principal asked the Heads of Department, to divide the students, so that 50% of the students attend class each day. In addition, online teaching has to continue for those who study from home on alternate days.

Students were cautioned against gathering in groups inside as well as outside the campus. The SOP, that need to be followed was circulated among the staff during the meeting. This included the advice that

- Institutions should prepare phased reopening and complete rosters for all departments and batches of students accordingly.
- Not more than 50% of the total students can be present on campus at any given point of time.

- Students can be allowed to visit their respective departments in small numbers to meet and discuss with faculty members
- Institutions will have to make provisions for online study material and access to e-resources to such students for teaching-learning
- Students should compulsory wear face masks at all time, screening at entry and exit points, regular sanitization, and follow other pointers in the SOP
- Teaching hours in a day to be extended, as per requirements of the institution
- Six-day schedule to be followed so that classes can be conducted in phases and the seating arrangements be made keeping in view the requirements of physical distancing
- The departments have to reduce the class size and break them in multiple sections to maintain physical distancing during the classes. Minimum distance between two students should be one meter and entry / exit of students shall be permitted one by one with physical distance.
- Depending on the availability of space in classrooms or learning sites, up to 50% students alone are allowed on a rotation basis to attend the classes.
- Set up helplines for health, psychological concerns and well-being of students in Universities/colleges which need to be regularly monitored by counsellors and others identified faculties.
- Form COVID-19 “Help Groups” of students headed by senior faculty who can identify friends / classmates in need of help and provide the immediate necessary help.
- The instructions, guidelines and orders issued by the Central and State Government on safety and health of the students should be abided by the Colleges/Universities without any deviations.

  
Principal



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## Internal Quality Assurance Cell

Date: 10.03.2021

Time: 02.15p.m – 03.00p.m

### Minutes of the Meeting

The Principal welcomed the staff to the meeting.

The meeting was organised with seats apart to maintain social distancing. The Chairperson / Principal updated the members on the consolidated feedback obtained from the Students through SSS. The feedback given by the students were highly positive about the following aspects.

- Completion of Syllabus
- Preparation of Teachers for class
- Communication Efficiency
- Fairness of the internal evaluation process by the teachers
- Illustration of the concepts through examples and applications
- Overall Teaching-learning process
- Library Environment

In addition to the above feedback, students have suggested to increase the use of ICT, to strengthen the mentoring system and to arrange field visit for the Students of History.

The Chairperson stressed that the suggestions given by the students need to be implemented as early as possible. Discussion went on regarding requesting fund from PONSHE to arrange field visit for the students as it is prescribed in the syllabus. It was decided to write a requisition letter asking for the fund to arrange for a visit in the sixth semester.

The Chairperson reminded the Heads of the Departments about conduct of Model Exams and Internal Exams at the convenient time of the concerned faculty. The detailed schedule of Internal Exams need to be submitted to the Principal for reference.

The Superintendent of Exam Dr.J.Prabakaran informed that the last date for submission of Internal Marks will be 13th March 2020 (Saturday) to the Examination Wing of the College.

The Chairperson discussed with the members that the University Examination starts on 25<sup>th</sup> March for the Final year students and 8<sup>th</sup> April for the Second Year Students. Hence it was decided to have the following schedule.

The study holidays for the students start from

Third Year	Date	Second Year	Date
B.A. History	18 <sup>th</sup> March 2020	B.A. History	1 <sup>st</sup> April 2020
B.A. Social Work		B.A. Social Work	
-		B.Sc. Psychology	

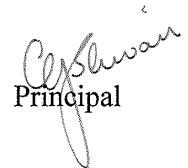
Further, it was decided to have the classes for the first year and second year students from 10.00 a.m to 4.00 p.m from 18<sup>th</sup> March onwards.

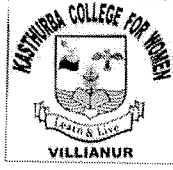
The Chairperson informed the in-charge for Alumnae to strengthen the activities. The possibility of providing morning breakfast for the needy students of the college from canteen was explored. It was discussed and decided to implement the free breakfast scheme under Alumnae Association in the month of June 2021.

In addition, the in-charge for Parent Teacher Association was asked to reconstitute the members of the Association with the parents of students who are currently studying.

Students raised the issue of mosquito bite inside the classroom. The Principal clarified that the mosquito net which is fitted in the window has to properly used. Students obeyed the instructions and told that they will put them in place.

With the above discussions and a note of thanks by the Chairperson, the meeting came to an end.

  
Principal



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**Internal Quality Assurance Cell**

**Action Taken Report (2020-2021)**

- The Teaching-Learning process was continued during the lockdown period (COVID-19) through online mode and offline mode for the period (17.12.2020 to 25.03.2021) following the SOP issued by the Government of Puducherry.
- The Teaching-Learning process was converted to online mode from 26.03.2021.
- Continuous internal evaluation was carried out systematically by individual faculty, through online as well as offline mode.
- Teachers' Feedback, Students' Feedback, Parents' Feedback and Employers' Feedback were collected and analyzed.
- AQAR was submitted on 03.05.2021 for the academic year(2019-2020)
- Semester Exams were conducted through online mode as per the guidelines of the Pondicherry University for final year students.

*C. S. Suman*  
Principal

PRINCIPAL  
KASTHURBA COLLEGE FOR WOMEN  
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