

# Indira Gandhi Medical College & Research Institute

(A Government of Puducherry Institution functioning under Perunthalaivar Kamaraj Medical College Society)

I Floor, College Block, Vazhudavur Road, Kathirkamam, Puducherry – 605 009

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No.284/IGMC&RI/Acad./Affiliation/2018-19/379

Date: 04.02.2019

## CIRCULAR

Sub: IGMC & RI, Puducherry – Pondicherry University Inspection  
on 2<sup>nd</sup> week of February 2019 for Affiliation 2019-20 – Reg.

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The Pondicherry University Inspection Committee will be visiting our Institute **on 2<sup>nd</sup> week of February 2019** and has requested to furnish required information **on or before 07.02.2019** (copy enclosed) in connection with Inspection for considering the extension of provisional affiliation for the Academic Year 2019-20. Further, the Head of the Departments are therefore requested not to sanction leave for the Staff members and be in readiness for the same.

  
DEAN

To  
All the Head of Departments, IGMC&RI *through e-mail.*

- Copy to:
1. The Medical Superintendent
  2. The Administrative Officer
  3. The Finance Office
  4. The Executive Engineer (Civil)
  5. The PA to Director
  6. The Library In-charge
  7. The NSS coordinator, Dept. of Community Medicine
  8. The Chief Warden and Anti-Ragging coordinator, Dept. of Physiology
  - ✓ 9. The Assistant Programmer - for updating in College Website



IGMCRI Medical College <puudcherrymedicalcollege@gmail.com>

## University Inspection for Continuation of Provisional Affiliation for the year 2019-20 – Reg.

1 message

Dean Cdc <pudeancdc@gmail.com>

Mon, Feb 4, 2019 at 10:06 AM

To: "Achariya Arts and Science College," <aashead@achariya.org>, "Bharathidasan Govt. College for Women," <bgcw1968@yahoo.com>, Rasathy Poonga <poonga.rasathy@gmail.com>, Idhaya College of Arts and Science for Women <idhayacollegepdy@gmail.com>, Indira Gandhi College Of Arts And Science <igcas2001@gmail.com>, Kanchi Mamunivar Centre for Post Graduate Studies <kmcpgs@gmail.com>, "Kasthurba College for Women," <vcw\_2005@yahoo.co.in>, Cheryl Shivan <shivancheryl@gmail.com>, "Perunthalaivar Kamarajar Govt. Arts Collge" <pkartscollege@gmail.com>, Office rgasc <officergasc@gmail.com>, drkumaranprof@gmail.com, "Saradha Gangadharan College," <sgc\_principal@yahoo.co.in>, tacprincipal2014@gmail.com, Tagore Arts College <hoitacc@gmail.com>, Arignar Anna Government Arts and Science College <aagac.kkl@gmail.com>, "Avvaiyar Govt. College for Women" <agcw.karaikal@gmail.com>, "Avvaiyar Govt. College for Women" <hoiagcw@gmail.com>, "Don Bosco College (Arts & Science)" <dbcask.office@gmail.com>, "Don Bosco College (Arts & Science)" <attsdb@gmail.com>, "Dr. S.R.K. Govt. Arts College" <srkartscollge@gmail.com>, Francis Neelam <fxneelam1@gmail.com>, jnm@and.nic.in, Mahatma Gandhi Government College <mggcmayabunder@gmail.com>, mggac <mggac@rediffmail.com>, "Mahatma Gandhi Govt. Arts College" <mggac.mahe@nic.in>, mggexamwing@gmail.com, mggcollege.and@nic.in, Mahe Co-operative College of Higher Education & Technology <miit689tech@gmail.com>, rvs arts <rvscaskkl@gmail.com>, ANCOL <sieandaman@gmail.com>, andamancollge@gmail.com, ACHARIYA COLLEGE OF EDUCATION <bedhead@achariya.org>, ACHARIYA COLLEGE OF EDUCATION <bedhead@achariya.in>, ARUTPERUNCHOTHI RAMALINGASAMMY TRUST <arcecollegeofeducation@yahoo.co.in>, Pscu259@gmail.com, Co-Operative College of Education <coopedu@dataone.in>, Naren Mana <narenmana62@gmail.com>, Co-Operative College of Education <sdsingu@gmail.com>, "Dr. Kalaikannan College of Education for women" <kalaikannancollge@yahoo.in>, IMMACULATE COLLEGE OF EDUCATION FOR WOMEN <imma\_edu@yahoo.com>, imma\_edu@yahoo.in, Krishnasamy College of Education for Women <dr.muthumanickam@rediffmail.com>, Krishnasamy College of Education for Women <kcednprinci@gmail.com>, Nehru College of Education <nceptdy@gmail.com>, popejohnpaulcollege <popejohnpaulcollege@yahoo.co.in>, Senthil College of Education <senmatric@yahoo.co.in>, Narendran Menon <tvreducation@gmail.com>, "Usha Latchumanan College of Education," <drlatchumanan@gmail.com>, vasavi2005pdy@gmail.com, principal@vcedu.ac.in, Nalini Rajagovindan <nrajagovindan@gmail.com>, Vivekanandha College <vivekanandha2005@gmail.com>, skrishnamurthy@gmail.com, Amarnath College of Education <amarbedkkl@gmail.com>, alexkaraikal@gmail.com, Mahe Co-operative College of Teacher Education <mcctemahe@gmail.com>, "Perunthalaivar Kamarajar College of Education," <pkcekaraikal@yahoo.com>, Banu\_2200@yahoo.com, "R.V.S. 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Cc: director.culture@pondiuni.edu.in

To

The Directors/Principals of the Affiliated Institutions/Colleges

Puducherry/Karaikal/Mahe/Yanam/Andaman and Nicobar Islands

Dear Sir/Madam,

In response to your application to Pondicherry University for affiliation for the Academic Year 2019-20, a team of experts are planning to inspect your College / Institution sometime after 2<sup>nd</sup> week of February 2019. Specific date of inspection will be intimated a day before to the college, by e-mail.

Meanwhile, we request you to keep all required documents ready for verification by the Inspection Committee. A tentative list of documents for the Inspection Committee to verify are as follows:

Essential

1. Original land documents.
2. Approval of building plan by the competent authority.
3. Recognition letter from Statutory Bodies like MCI/ NCTE/ VCI/ INC/ TNN&WC/ AICTE/DCI/AYUSH/ICAR/BCI for the Academic Year 2019-20
4. An NOC from Govt. of Puducherry in case of New Colleges.
5. Course wise, Department wise list of Faculty Members and their qualifications.
6. Enrolment of students in each course against the sanctioned intake for last 3 Academic years.

7. Pass percentage of students in each course for the last 3 Academic years.
8. Acquittance Register of the faculty and staff of the College
9. Audited/unaudited financial statements for last three years.
10. Anti-ragging Cell and step taken to prevent Ragging in the college.
11. Sexual Harassment Prevention Committee – List of Members
12. SC/ST Cell and the activities carried out by it.
13. Facilities created for differently abled Students and Faculty.
14. College library, Number of Books and Journals subscribed.
15. Computer lab facility and availability of Campus wide wifi, Internet, etc.
16. Sports ground and sports equipment Purchased.
17. Canteen and Hostel facilities.
18. NAAC accreditation and any other certifications obtained.
19. List of Awareness workshops on different Govt. schemes
20. NCC/NSS units and activities organized by them for Sustainable Development .
21. Solid waste disposal management and steps taken by the college.
22. Village Adoption & Rain Water Harvesting activities undertaken by the College.
23. Students Grievance Reddressal Mechanism, if any

### **Desirable**

In addition, the following best practices may be adopted by each College/Institution.

- a) College Name Board at the entrance gate.
- b) Display stand with a list of courses offered in the College.
- c) Campus map and GPRS tagging for each building.
- d) Sign Boards/Direction board at all road corners.
- e) A Name Board for every classroom and for every Department.

- f) Faculty rooms should display the list of faculty at each Department.
- g) Cleanliness is to be maintained in each class room, rest rooms and in Canteen.
- h) Each classroom should contain good number of student desks, Faculty desk and a chair. A black board, audio visual equipment, wall mounted LCD projector be made available.
- i) Drinking water facility with water cooler or RO water at every floor of the building.
- j) Sufficient number of rest rooms for gents and ladies along with a ladies waiting hall desirable.
- k) Library should have a display board with number of Books – Subject wise.
- l) Display of instructions for students discipline – Do's and Don'ts

Each College is requested to prepare a multi color 5 page College Profile highlighting the Courses, Activities Innovations, major infrastructure, students achievements, Placements, Annual events, etc., (An hard copy and a soft copy may be sent to Dean, CDC Office) before 15<sup>th</sup> February 2019.

Regards

Dr. K.Chandrasekhara Rao  
Dean (i/c), CDC  
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