DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE, MAYILADUTHURAI

Internal Quality Assurance Cell (IQAC)

Submission of Annual Quality Assurance Report (AQAR)

For The Year 2011-2012

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Dharmapuram Gnanambigai Government Arts College for Women

1.2 Address Line 1

> Dharmapuram Road,

City/Town

> Mayiladuthurai, Nagapattinam

State

> Tamil Nadu

Pin Code

> 609001

Institution e-mail address

> dggac@yahoo.co.in

Contact Nos.

> 04364 223393

Name of the Head of the Institution:

> Dr.G.HEMALATHA, M.Sc, M.PHIL., PH.D

Tel. No. with STD Code:

> 04364 223393

Mobile: 9444946334

Name of the IQAC Co-ordinator: Mrs.A.RANI MA.,M.phil

IQAC e-mail address: dggiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   TNCOGN 10047

1.4 **NAAC Executive Committee No. & Date:**   March 31, 2007/RA/006
*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner-
bottom of your institution's Accreditation
Certificate)*

1.5 Website address: www.dggacollege.edu.in

Web-link of the AQAR: http://www.dggacollege.edu.in/AQAR2013-14.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Three star		2000	5 years
2	2nd Cycle	B+	75-80	2007	5 years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   5.7. 2000

2010-2011

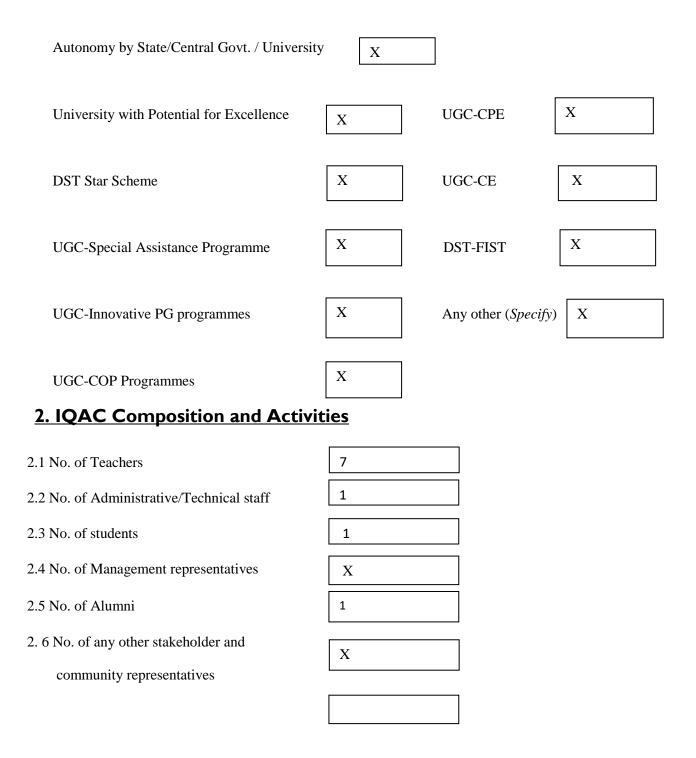**1.8 AQAR for the year** *(for example 2010-11)*

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR _____ _____ (DD/MM/YYYY)4
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [X] Central [X] Deemed [X] Private [X]

Affiliated College   Yes [✓] No [ ]

Constituent College   Yes [ ] No [✓]

Autonomous college of UGC Yes [ ] No [✓]

Regulatory Agency approved Institution Yes [ ] No [✓]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education [X] Men [X] Women [✓]

               Urban [✓] Rural [X] Tribal [X]

Financial Status Grant-in-aid [X] UGC 2(f) [✓] UGC 12B [✓]

          Grant-in-aid + Self Financing [X] Totally Self-financing [X]

1.11 Type of Faculty/Programme

Arts [✓] Science [✓] Commerce [X] Law [X] PEI (Phys Edu) [X]

TEI (Edu) [X] Engineering [X] Health Science [X] Management [X]

Others (Specify) [x]

1.12 Name of the Affiliating University *(for the Colleges)*

> Bharadhidasan University,
> Tiruchirapalli-620024

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | X |

| University with Potential for Excellence | X | | UGC-CPE | X |

| DST Star Scheme | X | | UGC-CE | X |

| UGC-Special Assistance Programme | X | | DST-FIST | X |

| UGC-Innovative PG programmes | X | | Any other (*Specify*) | X |

| UGC-COP Programmes | X |

2. IQAC Composition and Activities

| 2.1 No. of Teachers | 7 |

| 2.2 No. of Administrative/Technical staff | 1 |

| 2.3 No. of students | 1 |

| 2.4 No. of Management representatives | X |

| 2.5 No. of Alumni | 1 |

2. 6 No. of any other stakeholder and

   community representatives | X |

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts | 2 |

2.9 Total No. of members | 12 |

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 1 |

   Non-Teaching Staff Students | 2 | Alumni | 1 | Others | X |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

   If yes, mention the amount | X |

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. [X]   International [X]   National [X]   State [X]   Institution Level [✓]

   (ii) Themes | X |

2.14 Significant Activities and contributions made by IQAC

   The IQAC planned and executed multidisciplinary development activities of the college such as improving the quality of teaching and learning and student support activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

The following were the specific plan of action/decisions charted out by the IQAC during 2011-12

Plan of Action	Achievements
▪ To conduct (preferably during February, 2012) department association meetings by inviting experts / eminent person in the subject of relevance and formerly inaugurate the departmental activities for the academic year.	The department associate meeting were held during February 2011 by inviting subject experts.
▪ Faculty members to write proposals as to receive grant from state / national bodies such as UGC, DST, DBT, TNSTC, TANSCHE, FIST, Science city etc. and to organize state / national level seminars / symposia / conferences etc.	Faculty members have written the project proposal to TANSCHE. The staff concerned are keep in touch with the Joint Secretary Office, UGC Regional Office, Hyderabad so as to monitor the process of sanction and receive the grant at the earliest possible as a measure to keep track of the process of the submitted proposal.
▪ Staff to draft proposals for receiving grant from government funding agencies and organize workshops for the students.	Staff draft proposals for receiving grant from government funding agencies but yet to receive the fund.
▪ To conduct training programmes to improve the soft skills of the students to meet the employability.	The students were given training on leadership skills, multimedia training, soft skills training and the methods to face the interview. The students were allowed to attend offcampus placements conducted by WIPRO in bharathidasan university. The students were selected for second round of

	interview.
▪ The departments to arrange for institutional / industrial visits for students.	The Department of Zoology has arranged a various industrial visit to give awareness about the various scientific techniques.
▪ The college UGC committee - to make necessary arrangements / draft proposals to UGC and receive grants particularly through "Merged Scheme".	The fund can be utilized for building /sports facilities etc. Also, grant from UGC has been used to support / conduct remedial classes for students. . Dr.K.Ponni, Assistant Professor, Department of English was the Convenor of the College of UGC Committee. She shall be co-opted by other members of the UGC Committee. Under XI plan Rs. 77,99,476 is allotted. An additional building for the girls hostel is built under this scheme.
▪ To take initiatives towards updating/elevating the college status from "a college teaching UG courses only" to "a college teaching PG courses". This will enable/entitle the college to receive more UGC fund.	As per the proposals sent to the Directorate of Collegiate Education , Tamil Nadu for starting 2 PG Courses and I UG course uring 2011-2012 1 PG Biochemistry and 1 UG chemistry course have been sanctioned and they were started during this academic year.
▪ The activities of Old Student's Association (OSA) are insisted. The association funds are to be used for the developmental activities of the college.	The Old Student's Association appointed temporary watchman and plastic chairs were brought out of this fund.
▪ Campus interviews to be brought by the departments to augment the employment of rural students.	On campus job mela was conducted by inviting 15 IT companies and 10 matriculation schools. Around 600 students of final year UG students attended the interview and 50 students were select for matriculation schools and 25 students were selected for working in IT companies.
▪ The staff members shall be encouraged to use LCD / OHPs in their classes for effective teaching. The departments that do not possess LCD /OHP facilities shall write	The Staff members prepared LCD preparation in their subjects and is maintained in the department for effective teaching.

proposals seeking funds from UGC. Besides, the departments are instructed to issue books to the students from the department library and maintain a record accordingly.	
▪ Necessary Health related workshops to be conducted to improve the health of adolescent girls as this is a women's college.	Many Health Programmes were conducted to improve the health of adolescent girls.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   ☑   No ☐

Management ☑   Syndicate ☒   Any other body ☒

Provide the details of the action taken

Remedial measures for the academic activities were discussed.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	04	Nil	Nil	Nil
UG	10	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	14	Nil	Nil	14

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders*   Alumni ☐ X   Parents ☐ X   Employers ☐ X   Students ☐ ✓
(On all aspects)

Mode of feedback   :   Online ☐ X   Manual ☐ ✓   Co-operating schools (for PEI) ☐ X

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes. Gender studies paper is introduced to all the final UG students by Bharathidasan University

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes. PG Biochemistry and UG chemistry courses were introduced during 2011-12

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	38	7	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
38	26	7	Nil	Nil	Nil	Nil	Nil	45	26

2.4 No. of Guest and Visiting faculty and Temporary faculty

| 34 | 15 | 12 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	X	X	40
Presented papers	X	X	20
Resource Persons	X	X	3

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Innovations in student support services

o The Placement Cell supports the students in getting placements.

o Moral and ethical values such as social justice, gender perspective, eco consciousness, humanism, sense of equality and dignity of labour are inculcated in the minds of students through the community-oriented extension services carried out by the institution.

o Civic responsibilities are inculcated through NSS and SSL.

o Various committees such as Students' Council Cell, Fine arts committee, Red ribbon club Red cross society, Rotaract and Exnora clubs exist to ensure service nature of the students.

Innovations in Research, Consultancy and Extension

☐   The faculty members frequently contribute to international peer-reviewed national and international journals.

☐   The faculty applying for the major and minor research projects funded by UGC and other agencies is on an increasing trend.

☐   The institution motivates the students to donate blood by organising blood-donation camps.

Innovative Infrastructure

• ICT and internet facility is enhanced.

• The functional college website (www.dggacollege.com) provides a clear insight of the college.

• Library is enriched with the many reference and text books.

• Decentralised administration, participatory management, office automation, teacher friendly management and feedback mechanism are the distinguishing features of the college.

2.7 Total No. of actual teaching days

   during this academic year

| 184 |

2.8 Examination/ Evaluation Reforms initiated by
   the Institution (for example: Open Book Examination, Bar Coding,
   Double Valuation, Photocopy, Online Multiple Choice Questions)

| Not applicable |

2.9 No. of faculty members involved in curriculum

| 12 | X | X |

restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

| 95% |

2.11 Course/Programme wise
   distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Tamil	69	4.3	96	-	-	100
M.A Tamil	30	23.3	77	-	-	100
B.A English	78	2	18	52	6	97.4
B.A History	62	8	45	16	-	98
M.A History	17	2	17	-	-	100
B.A Economics	97	-	93	4	-	100
M.A Economics	20	-	20	-	-	100
B.Sc Physics	30	20	67			87
B.Sc Zoology	36	-	34	2	-	100
B.Sc Maths	84	8	58	6		
B.Sc Computer Science	45	26	74	-	-	100
B.Sc Bio Chemistry	41	10	85	5	-	100

12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC conducts meeting with the stake holders to monitor the teaching and learning process.

13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	6
UGC – Faculty Improvement Programme	X
HRD programmes	X
Orientation programmes	6
Faculty exchange programme	X
Staff training conducted by the university	X

Staff training conducted by other institutions	X
Summer / Winter schools, Workshops, etc.	2
Others	X

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	8	1	X
Technical Staff	7	6	X	X

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC motivates the faculty to do research. Research is taken up by the science faculty to balance the ecofriendly environment. IQAC strives bring innovations in the existing process in agriculture, health and waste management research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	X	X	1	X
Outlay in Rs. Lakhs	X	X	100000	X

3.4   Details on research publications

	International	National	Others
Peer Review Journals	X	3	X
Non-Peer Review Journals	X	10	X

e-Journals	X		X
Conference proceedings	X	15	X

3.5 Details on Impact factor of publications:

Range [X]   Average [/]   h-index [X]   Nos. in SCOPUS [X]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	X	X	X	X
Minor Projects	X	X	X	X
Interdisciplinary Projects	X	X	X	X
Industry sponsored	X	X	X	X
Projects sponsored by the University/ College	X	X	X	X
Students research projects *(other than compulsory by the University)*	X	X	X	X
Any other(Specify)	X	X	X	X
Total	X	X	X	X

3.7 No. of books published   i) With ISBN No. [X]   Chapters in Edited Books [X]

ii) Without ISBN No. [2]

3.8 No. of University Departments receiving funds from

UGC-SAP [X]   CAS [X]   DST-FIST [X]

DPE [X]   DBT Scheme/funds [X]

3.9 For colleges   Autonomy [X]   CPE [X]   DBT Star Scheme [X]

INSPIRE [X]   CE [X]   Any Other (specify) [X]

3.10 Revenue generated through consultancy [X]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	X	X	X	X	X
Sponsoring agencies	X	X	X	X	X

3.12 No. of faculty served as experts, chairpersons or resource persons | 1 |

3.13 No. of collaborations International | X | National | X | Any other | X |

3.14 No. of linkages created during this year | X |

3.15 Total budget for research for current year in lakhs:

From Funding agency | X | From Management of University/College | X |

Total | X |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	X
	Granted	X
International	Applied	X
	Granted	X
Commercialised	Applied	X
	Granted	X

3.17 No. of research awards/ recognitions   received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	1	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides | 5 |
and students registered under them | X |

3.19 No. of Ph.D. awarded by faculty from the Institution | X |
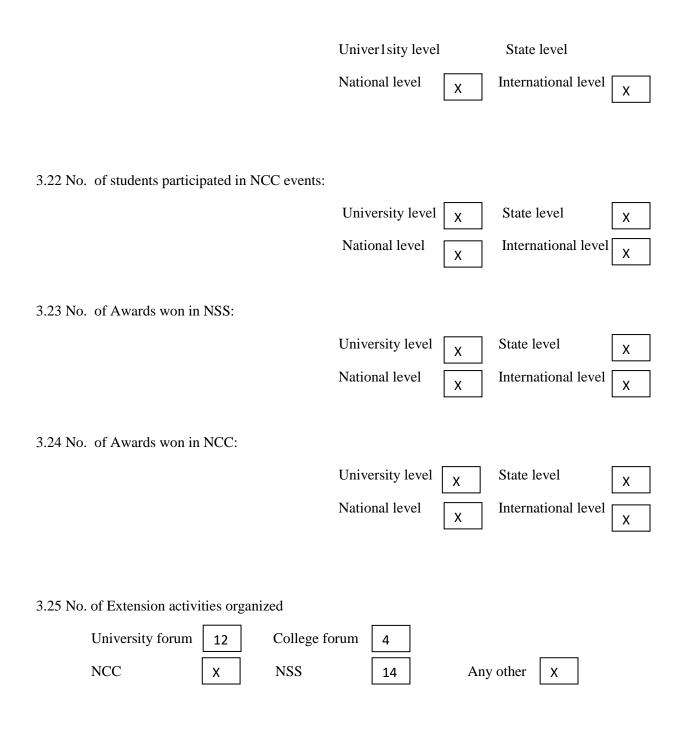
3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | X | SRF | X | Project Fellows | X | Any other | X |

3.21 No. of students Participated in NSS events:

| 400 | | X |

Univer1sity level   State level

National level | X | International level | X |

3.22 No. of students participated in NCC events:

University level | X | State level | X |

National level | X | International level | X |

3.23 No. of Awards won in NSS:

University level | X | State level | X |

National level | X | International level | X |

3.24 No. of Awards won in NCC:

University level | X | State level | X |

National level | X | International level | X |

3.25 No. of Extension activities organized

University forum | 12 | College forum | 4 |

NCC | X | NSS | 14 | Any other | X |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- College Students Social League (SSL) visited orphanage to donate things and they have undergone training in glass painting and fabric painting. The students of SSL serve as Scribes for blind students. The SSL donates scholarships to the financially backward students.

- NSS camp of the students in two villages to do various extension activities like medical camps, cleaning the temples, veterinary camps, leprosy and diabetic awareness camps.

- Red ribbon club of the institution conducted blood donation camp and AIDS awareness camp.

- Exnora conducted awareness camp on global warming , hazards of plastics, solid waste management and about home gardens.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	13,242 sq.mt	X	X	13242
Class rooms	43	X	X	43
Laboratories	8	X	X	8
Seminar Halls	1	X	X	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	235	48	UGC and State	283
Value of the equipment purchased during the year (Rs. in Lakhs)	650000	150000	UGC and State	800000
Others	X	X	X	X

4.2 Computerization of administration and library

The entire administrative department was computerised with net facilities.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14095	589648.5	1452	107403	15547	589648.5
Reference Books	12206	247205	1203	87036	13409	247205

e-Books	X	X	X	X	X	X
Journals	14	63000	1	3000	15	66000
e-Journals	X	X	X	X	X	X
Digital Database	X	X	X	X	X	X
CD & Video	08	X	X	X	08	X
Others (specify)	X	X	X	X	X	X

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	43	2	2	1	X	2	10	X
Added	3	X	X	X	X	X	X	X
Total	46	2	2	1	X	2	10	X

4.5 Computer, Internet access, training to teachers and students and any other programme for technology
    upgradation (Networking, e-Governance etc.)

NIL

4.6 Amount spent on maintenance in lakhs :

   i)   ICT

3000

   ii) Campus Infrastructure and facilities

1900000

   iii) Equipments

30000

   iv) Others

X

                                    Total :

1933000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC gives the awareness about the scholarships and other support services

5.2 Efforts made by the institution for tracking the progression

> Each department maintains the track record of the students in terms of curricular, cocurricular and extra curricular activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1700	132	X	X

(b) No. of students outside the state

X

(c) No. of international students

X

Men

No	%
X	

Women

No	%
1832	100

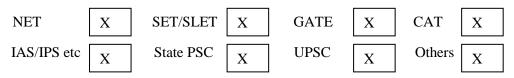|		Last Year						This Year			
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	224	2	414	2	643	2	257	1	476	3	749

Demand ratio 513:2608(U.G)/115:265(P.G)   Dropout % 1.47%(U.G), 3%(P.G)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> The students are motivated by the faculty to take competitive examination.

No. of students beneficiaries

500

5.5 No. of students qualified in these examinations

| NET | X | SET/SLET | X | GATE | X | CAT | X |
| IAS/IPS etc | X | State PSC | X | UPSC | X | Others | X |

5.6 Details of student counselling and career guidance

Career guidance cell is functioning under UGC X1 plan in the college campus to guide the students to on campus and off campus placements. The cell motivates the students in developing leadership qualities,multimedia training and softskill development . A training on facing the interview was also conducted. Students attended a training on aptitude and analytical training and went for a placement drive conducted by WIPRO. There are 15 IT and 10 matric schools conducted placement drive to select around 100 students.

No. of students benefitted   600

.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
26	600	X	3

5.8 Details of gender sensitization programmes

X

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   6   National level   1   International level   X

No. of students participated in cultural events

State/ University level | 4 | National level | 1 | International level | X

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 1 | National level | 1 | International level | X

Cultural: State/ University level | X | National level | X | International level | X

5.10 Scholarships and Financial Support

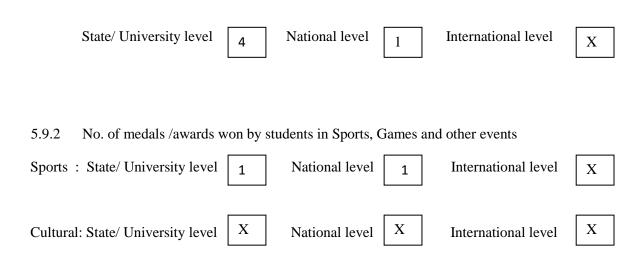|	Number of students	Amount
Financial support from institution	20	4000
Financial support from government	2100	44538980
Financial support from other sources	15	100000
Number of students who received International/ National recognitions	X	X

5.11   Student organised / initiatives

Fairs   : State/ University level | X | National level | X | International level | X

Exhibition: State/ University level | X | National level | X | International level | X

5.12   No. of social initiatives undertaken by the students | 20

5.13 Major grievances of students (if any) redressed:
           On campus interviews were conducted with nearly 10 matric schools and 15 IT companies to redress the grievance of placements .

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision of the institute is empowerment of women through higher education.

The mission of the institute is knowledge for professional competence, humility for social commitment, truth to be the source of life. To strengthen the youth through sincere academic pursuit and to cater to the needs of socio economically backward women of the locality

6.2 Does the Institution has a management Information System

Yes. The hierarchy is the Principal to HODs. HODs to faculty members and then to the students. In the administration the Bursar and the office superindent to office staff. All supporting staff comes under the next level.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The university updates the syllabus once in every three years. The college recommends to revise the syllabus based on the current job requirements to meet the global standards.

6.3.2 Teaching and Learning

An academic calendar is prepared well in advance and there is an active involvement of all HODs and faculty members to plan for the entire semester and the same is monitored by the IQAC

6.3.3 Examination and Evaluation

Internal assessment is done based on the quiz programmes, mini projects, case studies and other innovative processed depending upon the course the student belongs.

6.3.4 Research and Development

The faculty are motivated by IQAC to research by promoting project proposals and guidance to PG and Ph.D students

6.3.5 Library, ICT and physical infrastructure / instrumentation

The institution enjoys a collection of 40,000 reference and text books. Each year through the state fund and UGC fund books are purchased. The ICT and Physical infrastructure and instruments are also added as per the requirement with the funds from the state and UGC

6.3.6 Human Resource Management

The human resource is best managed whenever there is a necessity arises.

6.3.7 Faculty and Staff recruitment

More number of faculty with doctorates and SLET/NET are recruited by the government. The faculty are motivated to do their Ph.D and clear SLET/NET.

6.3.8 Industry Interaction / Collaboration

The faculty are trained in industry to have best knowledge of subject.

6.3.9 Admission of Students

Single window system is followed in admission of students. Goverments reservation policy is followed.

6.4 Welfare schemes for

Teaching	Group Insurance Schems
Non teaching	Group Insurance Schems
Students	Group Insurance Schems

6.5 Total corpus fund generated

NO

6.6 Whether annual financial audit has been done   Yes ✓   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	X	Yes	Faculty
Administrative	Yes	X	No	X

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [✓] No [ ]

For PG Programmes   Yes [✓] No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> The University follows online result publishing system. The internal marks are accepted in the format of a CD from the college to have an efficient valuation system.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> The University insists on Autonomous state of the institution, due to very less strength of the permanent faculty it is not yet applied for the autonomous state.

6.11 Activities and support from the Alumni Association

> Old students Association is functioning well in the institution. The fund generated is utilized for various developmental activities

6.12 Activities and support from the Parent – Teacher Association

> ParentTeachers Association was functioning well for the growth of the institution.

6.13 Development programmes for support staff

> Development programmes for supporting staff such as awareness camp about cleanliness and maintenance of the environment was arranged

6.14 Initiatives taken by the institution to make the campus eco-friendly

> Each department is given a space for tree plantation. The existing trees and plants are protected.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> The decentralized administration in some of the activities, more power to the Heads of the departments have created positive impact on the functioning of the institution.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> The planned developmental actions are achieved.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> Given in Annexure 1

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> The trees inside the campus are protected well and new green gardens are created by each department

7.5 Whether environmental audit was conducted?   Yes ☑ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> - Strength: Well qualified and Experienced Faculty
>
> Weekness: Lack of infrastructure such as class rooms and labs.
>
> Opportunities: empowerment of rural women through education
>
> Threats: Lack of language proficiency and knowledge about health

8. **Plans of institution for next year**

- To conduct (preferably during February, 2012) department association meetings by inviting experts / eminent person in the subject of relevance and formerly inaugurate the departmental activities for the academic year.

- Faculty members to write proposals as to receive grant from state / national bodies such as UGC, DST, DBT, TNSTC, TANSCHE, FIST, Science city etc. and to organize state / national level seminars / symposia / conferences etc.

- Staff to draft proposals for receiving grant from government funding agencies and organize workshops for the students.

- To conduct training programmes to improve the soft skills of the students to meet the employability.

- The departments to arrange for institutional / industrial visits for students.

- The college UGC committee - to make necessary arrangements / draft proposals to UGC and receive grants particularly through "Merged Scheme".

- To take initiatives towards updating/elevating the college status from "a college teaching UG courses only" to "a college teaching PG courses". This will enable/entitle the college to receive more UGC fund.

- The activities of Old Student's Association (OSA) are insisted. The association funds are to be used for the developmental activities of the college.

- Campus interviews to be brought by the departments to augment the employment of rural students.

- The staff members shall be encouraged to use LCD / OHPs in their classes for effective teaching. The departments that do not possess LCD /OHP facilities shall write proposals seeking funds from UGC. Besides, the departments are instructed to issue books to the students from the department library and maintain a record accordingly.

- Necessary Health related workshops to be conducted to improve the health of adolescent girls as this is a women's college.

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

ANNEXURE I
Best Practices – I
1. Title of the Practice: Stakeholders' Relationship Stakeholders are Students, Parents, Staff, Alumni and Society.
2.Objectives of the Practice: Standardisation of system and infrastructure, efficient professional management, enhancing teaching quality, maintenance of discipline, attendance, performance, etc.
3. The Context : The efficient administration of the institution depends on the participation of every stakeholder in its functioning.
4. The Practice: Students' union and allied association represent student population. students can communicate their problems to their respective faculty advisors and HOD. Parents have access to meet them with the prior permission of the Principal.
Schedule given in the college calendar is followed properly and if there is any change it will be intimated to the students and parent. Decisions are taken after consultation with the faculty. Old students association is active with a senior faculty in-charge. Suggestions from alumni are acknowledged. Suggestions of the parents are also considered. Career counseling cell is actively involved in arranging placements and preparing the students. Good library with internet facility and wide range of books serves as a knowledge resource. Faculty members participate in research and administrative activities. Guest lectures by eminent scholars are arranged.
5. Evidence of Success: There is always high strength in admission and low dropout rates.
6. Problems encountered and resources required: Inability to contact a large number of old students. Communicative ability of the students are very low.
7. Notes: ☐   Periodic update of curriculum to be at par with national and global trends.

ANNEXURE II
Best Practices – II
1. Title: NSS,SSL and Extension activities mould the students as socially responsible

citizens.

2. Objectives: To produce well-mannered, confident and courageous women to encounter social evils.

3. The context:

There are four NSS units which remain active throughout the year. Camps are arranged in order to promote patriotic values and organizational skills. NSS wing and extension activity programmes train the students to serve the society and curb social evils. Frequent programmes are organized to create awareness of various aspects.

4.The Practice: Service of many kinds like promoting literacy, creating health awareness, maintaining cleanliness etc., are rendered to the rural population through camps and campaigns.

5. Evidence of success: The activities of NSS and other students' voluntary groups fetch a positive and encouraging feedback from the public.

6. Problems encountered and Resources Required: More support from the government may motivate more effective and efficient contribution.

7. Notes: the institution motivates the students to have increased involvement in the campaigns organized by the government and nongovernment organizations.

Annexure III Academic Calendar

2011-2012
ஜூன்-11

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	WED			
2	THU			
3	FRI			
4	SAT			
5	SUN			
6	MON			
7	TUE			
8	WED			
9	THU			
10	FRI			
11	SAT			
12	SUN			
13	MON			
14	TUE			
15	WED	COLLEGE REOPEN	I	1
16	THU		II	2
17	FRI		III	3
18	SAT		-	
19	SUN		-	
20	MON		IV	4
21	TUE		V	5
22	WED		VI	6
23	THU		I	7
24	FRI		II	8

DATE	DAY		DAY ORDER	WORKING DAY
25	SAT		III	9
26	SUN		-	
27	MON		IV	10
28	TUE		V	11
29	WED		VI	12
30	THU		I	13

WORKING DAYS =13

ஜூலை-11

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	FRI	FIRST YEAR STUDENTS COLLEGE OPEN	II	14
2	SAT		-	-
3	SUN		-	-
4	MON		III	15
5	TUE		IV	16
6	WED		V	17
7	THU		VI	18
8	FRI		I	19
9	SAT		-	-
10	SUN		-	-
11	MON		II	20
12	TUE		III	21
13	WED		IV	22
14	THU		V	23
15	FRI		VI	24
16	SAT		-	-
17	SUN		-	-
18	MON		I	25
19	TUE		II	26
20	WED		III	27
21	THU		IV	28
22	FRI		V	29
23	SAT		-	-
24	SUN		-	-
25	MON		VI	30
26	TUE		I	31
27	WED		II	32
28	THU		III	33
29	FRI		IV	34
30	SAT		-	-
31	SUN		-	-

WORKING DAYS - 13+21=34

ஆகஸ்ட்-11

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	MON	UG-ADMISSION CLOSING DATE	V	35
2	TUE		VI	36

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
3	WED	ADIPERUKU	I	37
4	THU		II	38
5	FRI		III	39
6	SAT		-	-
7	SUN		-	-
8	MON	PG-ADMISSION CLOSING DATE	IV	40
9	TUE		V	41
10	WED		VI	42
11	THU		I	43
12	FRI	VARALAKSHMI VIRATHAM	II	44
13	SAT		-	-
14	SUN		-	-
15	MON	INDEPENDENCE DAY	-	-
16	TUE		III	45
17	WED		IV	46
18	THU		V	47
19	FRI	LAST DATE FOR UNIVERSITY EXAM FEES	VI	48
20	SAT		-	-
21	SUN	SRI KRUSHNA JAYANTHI	-	-
22	MON	CIA EXAMS	I	49
23	TUE		II	50
24	WED		III	51
25	THU	LAST DATE FOR UNIVERSITY EXAM FEES	IV	52
26	FRI		V	53
27	SAT		-	-
28	SUN		-	-
29	MON		VI	54
30	TUE		I	55
31	WED	RAMZAN	-	-

WORKING DAY-34+21=55

செப்டம்பர்-11

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	THU	VINAYAGAR CHATHURTHI	-	-
2	FRI		II	56
3	SAT		-	-
4	SUN		-	-
5	MON		III	57
6	TUE		IV	58
7	WED		V	59
8	THU		VI	60
9	FRI	ONAM	I	61
10	SAT		-	-
11	SUN		-	-
12	MON		II	62
13	TUE		III	63

DATE	MON	DESCRIPTION	DAY ORDER	WORKING DAY
14	WED		IV	64
15	THU		V	65
16	FRI		VI	66
17	SAT		-	-
18	SUN		-	-
19	MON		I	67
20	TUE		II	68
21	WED		III	69
22	THU		IV	70
23	FRI		V	71
24	SAT		-	-
25	SUN		-	-
26	MON	CIA EXAMS	I	72
27	TUE		II	73
28	WED		III	74
29	THU		IV	75
30	FRI		V	76

WORKING DAY-55+21=76

அக்டோபர்-11

DATE	MON	DESCRIPTION	DAY ORDER	WORKING DAY
1	SAT		VI	77
2	SUN	GANDHI JAYANTHI	-	-
3	MON		-	-
4	TUE		-	-
5	WED	AYUTHA POOJA	-	-
6	THU	VIJAYA DASAMI	-	-
7	FRI		I	78
8	SAT		-	-
9	SUN		-	-
10	MON		II	79
11	TUE		III	80
12	WED		IV	81
13	THU		VI	82
14	FRI		VI	83
15	SAT		-	-
16	SUN		-	-
17	MON		I	84
18	TUE		II	85
19	WED		III	86
20	THU		IV	87
21	FRI		V	88
22	SAT		-	-
23	SUN		-	-
24	MON		VI	89

DATE	DAY	DESCRIPTION		DAY ORDER	WORKING DAY
25	TUE			-	-
26	WED	DEEPAVALI		-	-
27	THU			-	-
28	FRI			I	90
29	SAT			II	91
30	SUN			-	-
31	MON			III	92
		WORKING DAY-76+16=92			

நவம்பர்-11

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	TUE	SEMESTER HOLIDAY	-	-
2	WED		-	-
3	THU		-	-
4	FRI		-	-
5	SAT		-	-
6	SUN		-	-
7	MON	BAKRID	-	-
8	TUE		-	-
9	WED		-	-
10	THU		-	-
11	FRI		-	-
12	SAT		-	-
13	SUN		-	-
14	MON		-	-
15	TUE		-	-
16	WED		-	-
17	THU		-	-
18	FRI		-	-
19	SAT		-	-
20	SUN		-	-
21	MON		-	-
22	TUE		-	-
23	WED		-	-
24	THU		-	-
25	FRI		-	-
26	SAT		-	-
27	SUN		-	-
28	MON	COLLEGE REOPEN	I	1
29	TUE	SECOND SEMESTER	II	2
30	WED		III	3
		WORKING DAY-03		

டிசம்பர்-11

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	THU		IV	4
2	FRI		V	5
3	SAT		-	-
4	SUN		-	-
5	MON		VI	-
6	TUE	MOHARAM HOLIDAY	-	-
7	WED		I	-
8	THU	KARTHIGAI DEEPAM	II	-
9	FRI		III	-
10	SAT		-	-
11	SUN		-	-
12	MON		IV	-
13	TUE		V	-
14	WED		VI	-
15	THU		I	-
16	FRI		II	-
17	SAT		-	-
18	SUN		-	-
19	MON		III	-
20	TUE		IV	-
21	WED		V	-
22	THU		VI	-
23	FRI		-	-
24	SAT		-	-
25	SUN	CHRISTMAS HOLIDAYS	-	-
26	MON		I	-
27	TUE		II	-
28	WED		III	-
29	THU		IV	-
30	FRI		V	-
31	SAT		-	-

WORKING DAY-03+20=23

ஜனவரி-12

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	SUN	NEW YEAR	-	-
2	MON		VI	24
3	TUE		I	25
4	WED		II	26
5	THU		III	27
6	FRI		IV	28
7	SAT		-	-
8	SUN		-	-
9	MON		VI	29
10	TUE		VI	30
11	WED		I	31

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
12	THU		II	32
13	FRI		III	33
14	SAT		-	-
15	SUN		-	-
16	MON		-	-
17	TUE	PONGAL HOLIDAY	-	-
18	WED		IV	34
19	THU		V	35
20	FRI		VI	36
21	SAT		-	-
22	SUN		-	-
23	MON		I	37
24	TUE		II	38
25	WED		III	39
26	THU	REPUBLIC DAY	-	-
27	FRI		IV	40
28	SAT		-	-
29	SUN		-	-
30	MON	CIA EXAMS	V	41
31	TUE		VI	42

WORKING DAY-23+19=42

பிப்ரவரி-12

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	WED		I	43
2	THU		II	44
3	FRI		III	45
4	SAT		-	-
5	SUN		-	-
6	MON		IV	46
7	TUE		V	47
8	WED		VI	48
9	THU		I	49
10	FRI		II	50
11	SAT		-	-
12	SUN		-	-
13	MON		III	51
14	TUE		IV	52
15	WED		V	53
16	THU		VI	54
17	FRI		I	55
18	SAT		-	-
19	SUN		-	-
20	MON		II	56
21	TUE		III	57
22	WED		IV	58

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
23	THU		V	59
24	FRI		VI	60
25	SAT		-	-
26	SUN		-	-
27	MON		I	61
28	TUE		II	62
29	WED		III	63

WORKING DAY-42+21=63

மார்ச்-10

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	THU		IV	64
2	FRI		V	65
3	SAT		-	-
4	SUN		-	-
5	MON		VI	66
6	TUE		I	67
7	WED		II	68
8	THU		III	69
9	FRI		IV	70
10	SAT		-	-
11	SUN		-	-
12	MON		V	71
13	TUE		VI	72
14	WED		I	73
15	THU		II	74
16	FRI		III	75
17	SAT		-	-
18	SUN		-	-
19	MON		IV	76
20	TUE		V	77
21	WED		VI	78
22	THU		I	79
23	FRI	YUHADHI	-	-
24	SAT		-	-
25	SUN		-	-
26	MON		II	80
27	TUE		III	81
28	WED		IV	82
29	THU		V	83
30	FRI		VI	84
31	SAT		-	-

WORKING DAY-63+21=84

ஏப்ரல்-12

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY	
1	SUN		-	-	
2	MON		I		85
3	TUE		II		86
4	WED		III		87
5	THU		IV		88
6	FRI	GOOD FRIDAY	-	-	
7	SAT		-	-	
8	SUN		-	-	
9	MON		V		89
10	TUE		VI		90
11	WED		I		91
12	THU		II		92
13	FRI	TAMIL NEW YEAR	-	-	
14	SAT	SUMMER HOLIDAYS	-	-	
15	SUN		-	-	
16	MON		-	-	
17	TUE		-	-	
18	WED		-	-	
19	THU		-	-	
20	FRI		-	-	
21	SAT		-	-	
22	SUN		-	-	
23	MON		-	-	
24	TUE		-	-	
25	WED		-	-	
26	THU		-	-	
27	FRI		-	-	
28	SAT		-	-	
29	SUN		-	-	
30	MON		-	-	

WORKING DAY-84+08=92