DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE, MAYILADUTHURAI

Internal Quality Assurance Cell (IQAC)

Submission of Annual Quality Assurance Report (AQAR)

For The Year 2012-2013

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 M.A., 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]

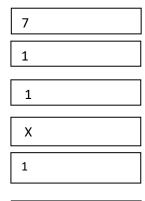1.12 Name of the Affiliating University *(for the Colleges)*

> 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 | 1 |

2.8 No. of other External Experts | 2 |

2.9 Total No. of members | 10 |

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 | X |

(ii) Themes | Not applicable. |

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 2012-13

Plan of Action	Achievements

▪ To conduct (preferably during February, 2011) 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 TCS and E-Publication company.
▪ 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	The fund can be utilized for building /sports

make necessary arrangements / draft proposals to UGC and receive grants particularly through „Merged Scheme".	facilities etc. Also, grant from UGC has been used to support / conduct remedial classes for students. Mrs.V.S. Vijayalakshmi, Assistant Professor and Head, Department of History was nominated as the Convenor of the College of UGC Committee. She shall be co-opted by other members of the UGC Committee.
▪ 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.	A proposal has been sent to the Directorate of Collegiate Education for starting 2 PG Courses.
▪ To receive feedback from the passed out students. It is suggested as an activity that would help in improving / sharpening the future academic activities of the college as well as to sort out student problems.	The feedbacks were received from the old students and consolidated to known the job opportunities for the given existing syllabus
▪ 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.	The students were sent to Off Campus interviews. A few students have got employment through these interviews.
▪ 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	The Staff members prepared LCD preparation in their subjects and is maintained in the department for effective teaching. Many Health Programmes were conducted

and maintain a record accordingly.	to improve the health of adolescent girls.
▪ Necessary Health related workshops to be conducted to improve the health of adolescent girls as this is a women's college.	

* Attach the Academic Calendar of the year as Annexure.

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

Management ☐   Syndicate X   Any other body X

Provide the details of the action taken

Remedial measures for the academic activities were discussed.

Part – B

Criterion – 1

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 ☐   Parents ☐   Employers ☐   Students ☑
    (On all aspects)

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

*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.

No.

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

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	33	5	Nil	Nil

2.2 No. of permanent faculty with Ph.D.   12

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
33	39	5	Nil	Nil	Nil	Nil	Nil	38	39

2.4 No. of Guest and Visiting faculty and Temporary faculty   75   15   11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	X	X	39

Presented papers	X	X	30
Resource Persons	X	X	2

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 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

162

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

11	X	X

2.10 Average percentage of attendance of students

93%

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	65	14	86	-	-	100
M.A Tamil	26	54	46	-	-	100
B.A English	71	-	12	50	7	97.1
B.A History	56	9	42	14	-	100
M.A History	19	1	19	-	-	100
B.A Economics	96	-	90	6	-	100
M.A Economics	19	-	19	-	-	100
B.Sc Physics	32	6	94	-	-	100
B.Sc Zoology	36	-	94	6	-	100
B.Sc Maths	84	17	58	13	-	88
B.Sc Computer Science	43	25	60	-	-	85
B.Sc Bio Chemistry	44	7	84	-	-	91
M.Sc., Biochemistry	11	-	10	-	-	97
B.Sc., Biochemistry	15	-	12	-	-	80

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.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	X
HRD programmes	X
Orientation programmes	5

Faculty exchange programme	X
Staff training conducted by the university	1
Staff training conducted by other institutions	1
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	X	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	2	X
Non-Peer Review Journals	X	12	X

e-Journals	X	X	X
Conference proceedings	X	20	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 organizations
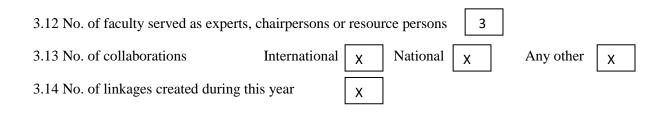
Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	X	X	X	X
Minor Projects	2012-14	UGC	100000	55000
Interdisciplinary Projects	X	X	X	X
Industry sponsored	X	X	X	X
Projects sponsored by the University/ College	X	X	X	X
Students research projects *(other than compulsory by the University)*	X	X	X	X
Any other(Specify)	X	X	X	X
Total	X	X	X	X

[55000]

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

ii) Without ISBN No. [3]

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]

[X]

3.10 Revenue generated through consultancy

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 3

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

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

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

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:

Univer1sity level | 400   State level | X

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

- 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)	100000	X	UGC and State	X
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	15547	589648.5	1452	107403	16999	589648.5
Reference Books	13409	247205	1203	87036	14612	247205

e-Books	X	X	X	X	X	X
Journals	15	66000	1	4000	16	70000
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.)

X

4.6 Amount spent on maintenance in lakhs :

i) ICT   5000

ii) Campus Infrastructure and facilities   1900000

iii) Equipments   30000

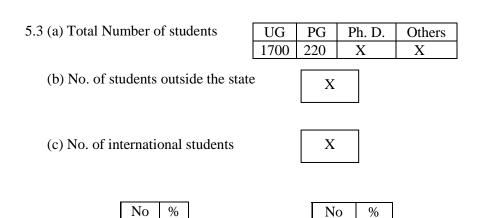iv) Others   X

Total :   1935000

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	220	X	X

(b) No. of students outside the state

X

(c) No. of international students

X

Men

No	%
X	

Women

No	%
1920	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2	257	1	476	3	749	5	270	4	450	2	731

Demand ratio 695:4471(U.G)/115:241(P.G)   Dropout % 1.80%(U.G), 5.21%(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.
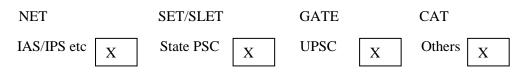
No. of students beneficiaries

500

5.5 No. of students qualified in these examinations

X   X   X   X

NET   SET/SLET   GATE   CAT

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 effectively in the college campus to guide the students to on campus and offcampus placements. The cell motivates the students in developing leadership qualities,multimedia training and softskill development . A training on facing the interview was also conducted.
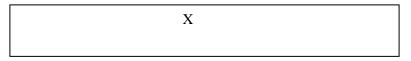
No. of students benefitted [500]

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
1	X	X	1

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 [4]   National level [1]   International level [ ]

No. of students participated in cultural events

State/ University level [4]   National level [X]   International level [X]

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

Sports : State/ University level [2]   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	2162	5381855
Financial support from other sources	15	20000
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 [1]   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: Remedial coachings were given for the students who are week in the subject.

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. The IQAC monitors the process for effective teaching and learning

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)*

> Annexure 1 and 2

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

7.4 Contribution to environmental awareness / protection

> Tree inside our campus be protected and new trees are planted .

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 on or before 28th October 2014) department association meetings by inviting experts / eminent person in the subject of relevance and formerly inaugurate the departmental activities for the academic year.

- To record a feed-back from participant's / students and by the concerned departments organizing such interactions.

- 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.

- The National Science Day on Behalf of C.V. Raman's Birthday is to be conducted

- PG departments - to write student project proposals and receive grants from Tamilnadu State Council for Higher Education. [In view of the rural backgrounds of the students who undertake such research projects and as mean to support them financially].

- 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.

- To orient the faculty members and to abreast them - the recent 12th plan guidelines of the University Grants Commission (UGC), New Delhi are to be taken to their cognizance.

- 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.

- To receive feedback from the passed out students. It is suggested as an activity that would help in improving / sharpening the future academic activities of the college as well as to sort out student problems.

- The activities of Old Student's Association (OSA) are insisted. The association shall organize meetings of alumni every year and alumni of eminence can be approached for college development funds. The teachers shall enroll in OSA and become life members.

- Anti ragging and Sexual harassment awareness to be given to all girl 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.

- The staff members should participate actively in the self study report preparation (SSR) that is due for submission during the month of November 2014 to NAAC for assessment and accreditation. It is emphasized that appropriate records/ proofs are to be maintained by the departments / faculty concerned and the same are to be displayed to NAAC Peer Team.

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- The outcome of research works by each department shall be brought out as extension activities for benefit of the public. The same can be recorded as „Lab to Land" activities as it would be given due importance by the NAAC for accreditation of the institution.

Name _____   *Name* _____

BEST PRACTICE - 1

1. **Title of the practice**: **Physical and Mental health club**

2. **Goal:**

   - To relieve stress in adolescent stage
   - To ensure self confidence
   - To relieve anxiety while they attend interviews and group discussion
   - To maintain physical health
   - To know the importance of herbal medicine.

3. **The context**:

   Due to changes in life style, numerous problems arise in young adolescent girls. They become mentally depressed due to various societal and family problems. Physical health is also affected by poor hygiene and inadequate nutrition.

4. **The Practice:**

   The adolescent age requires balanced diet to cope up with the stress and anxiety developed. As this is a rural area the girls do not have knowledge about personal hygiene and diet. As this is a growing period, their requirement of nutrition is high.

   This club reaches out to the students to ensure their physical and mental health. The club also aims at protecting the health of the people of Mayiladuthurai.

The club conducts programmes on health related issues and psychological problems. The club members visit nearby areas and educate the people about various health issues.

5. **Evidence of success:**

- The students developed healthy habits and personal hygiene. They also educate other family members regarding health.
- The students gained knowledge about plenty of herbal resources and use it for leading a healthy life.
- Our institution maintains a herbal garden with the help of the students.
- Local public are aware of their various ailments and the ways by which they can get protected from them.

6. **Problems encountered and resources required**:

- Persuading the public to attend the awareness camp is a big obstacle.
- Lack of proper link between the college and village environment.
- Lack of rural orientation in the syllabus.

7. **Notes**:

The club could be enriched with the following activities:

- To arrange for yoga classes for stress management exercise to the students atleast weekly once.
- To reduce physical and mental stress through fun, sports and cultural programmes.

BEST PRACTICE - 2

1. Title of the Practice: CLUB OF COMPETITIVE STUDIES

2. GOAL

- To explore students' potentiality as being competent in the competitive exams.

- To prepare the students to get through competitive exams such as railway recruitment board (RRB), State Eligibility Test(SET), National Eligibility Test(NET),Bank Probationary officer (PO),Graduate level competitive exams and Tamil Nadu Public Service and Civil Service Examination..

- To create an easy to learn concept of elementary mathematics

- To develop techniques for critical thinking.

- To influence students to improve and explore their hidden potentials in calculations.

- To find paths to introduce simple Maths in creative and innovative ways.

- To encourage the study and appreciation of mathematics.

- To help students with difficulties in calculations.

- To promote exceptional work habits and behaviours.

- To create a supportive learning environment for calculations.

3. THE CONTEXT

Due to lack of exposure to the job opportunities available in government services it is necessary to make students aware of the opportunities. By training students for competitive examinations their confidence level need to be improved. Logical, numerical and language skills are to be developed. They have to be introduced the availability of various knowledge repositories. The importance of group study, practice and sharing of knowledge needs to be realized. Students need to realize their hidden potentiality that they possess to be successful in competitive examinations.

CHALLENGES

Most of the students are hailing from rural areas and hence they are poor in communication skills. The trainers have to teach and practice them in bi-language. The students find difficult to do the problems on their own.

4. THE PRACTICE

The introductory classes were conducted for the students and feedbacks were collected. Through this club, the students are capable of completing all the questions in the competitive exams within the time given. All the students of second year in all the disciplines are members of this club, so that they can prepare in the third year to appear for the exams. A set of students who are interested in competitive exams were selected for further process.

Resource persons are invited for the personality development of the students so that they can face the interview with confidence. For PG students, SET / NET coaching classes are to be conducted to make the students to pursue their research.

5. EVIDENCE OF SUCCESS

This club helps to build confidence in students of all ability and interest level by giving them the opportunity to engage in unique practicing and in progressive mode in a relaxed manner, after the tiresome   teaching – learning process. The club

cultivates score interest among the students saving their time and energy as they have the opportunity of learning within the campus.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

The main resource of this club is collection of books which are bought under the UGC non-plan and soft skill programme. For personality development and SET NET class, LCD and projection screen are available in soft skill centre .The classes are taken by the staff members out of their own interest.

Annexure III

2012-2013
ஜூன்-12

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

DATE	DAY		DAY ORDER	WORKING DAY
29	FRI		IV	10
30	SAT		-	-
		WORKING DAYS - 10		

ஜூலை-12

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

ஆகஸ்ட்-12

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	WED		III	33
2	THU		IV	34
3	FRI	ADI PERUKKU	V	35
4	SAT		-	-
5	SUN		-	-

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
6	MON		VI	36
7	TUE		I	37
8	WED		II	38
9	THU	KRISHNA JAYANTHI	-	-
10	FRI		III	39
11	SAT		-	-
12	SUN		-	-
13	MON		IV	40
14	TUE		V	41
15	WED	INDEPENDENCE DAY	-	-
16	THU		VI	42
17	FRI		I	43
18	SAT		-	-
19	SUN		-	-
20	MON	RAMZAN	-	-
21	TUE		II	44
22	WED	I CIA EXAMS	III	45
23	THU		IV	46
24	FRI		V	47
25	SAT		VI	48
26	SUN		-	-
27	MON		I	49
28	TUE		II	50
29	WED		III	51
30	THU		IV	52
31	FRI		V	53

WORKING DAYS -32+21=53

செப்டம்பர்-12

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	SAT		-	-
2	SUN		-	-
3	MON		VI	54
4	TUE		I	55
5	WED		II	56
6	THU		III	57
7	FRI		IV	58
8	SAT		-	-
9	SUN		-	-
10	MON		V	59
11	TUE		VI	60
12	WED		I	61
13	THU		II	62
14	FRI		III	63
15	SAT		-	-
16	SUN		-	-

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
17	MON		IV	64
18	TUE		V	65
19	WED	VINAYAGAR CHATHURTHI	-	-
20	THU		VI	66
21	FRI		I	67
22	SAT		-	-
23	SUN		-	-
24	MON		II	68
25	TUE		III	69
26	WED		IV	70
27	THU		V	71
28	FRI		VI	72
29	SAT		-	-
30	SUN		-	-

WORKING DAYS -53+19=72

அக்டோபர்-12

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	MON		I	73
2	TUE	GANDHI JAYANTHI	-	-
3	WED	MODEL EXAMS	II	74
4	THU		III	75
5	FRI		IV	76
6	SAT		V	77
7	SUN		-	-
8	MON		VI	78
9	TUE		I	79
10	WED		II	80
11	THU		III	81
12	FRI		IV	82
13	SAT		-	-
14	SUN		-	-
15	MON		V	83
16	TUE		VI	84
17	WED		I	85
18	THU		II	86
19	FRI		III	87
20	SAT		IV	88
21	SUN		-	-
22	MON		-	-
23	TUE	AYUTHA POOJA	-	-
24	WED	VIJAYA DASAMI	-	-
25	THU		-	-
26	FRI	BAKRID	-	-
27	SAT		-	-

DATE	DAY		DAY ORDER	WORKING DAY
28	SUN		-	-
29	MON		V	89
30	TUE		VI	90
31	WED		I	91

WORKING DAYS -72+19=91

நவம்பர்-12

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

WORKING DAYS -03

டிசம்பர்-12

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	SAT		-	-
2	SUN		-	-
3	MON		IV	4

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

WORKING DAYS -03+19=22

ஜனவரி-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	TUE	NEW YEAR	-	-
2	WED		V	23
3	THU		VI	24
4	FRI		I	25
5	SAT		-	-
6	SUN		-	-
7	MON		II	26
8	TUE		III	27
9	WED		IV	28
10	THU		V	29
11	FRI		VI	30
12	SAT		-	-
13	SUN		-	-
14	MON	PONGAL HOLIDAY	-	-

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

WORKING DAYS -22+20=42

பிப்ரவரி-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	FRI		I	43
2	SAT		II	44
3	SUN		-	-
4	MON		III	45
5	TUE		IV	46
6	WED		V	47
7	THU		VI	48
8	FRI		I	49
9	SAT		-	-
10	SUN		-	-
11	MON		II	50
12	TUE		III	51
13	WED		IV	52
14	THU		V	53
15	FRI		VI	54
16	SAT		-	-
17	SUN		-	-
18	MON		I	55
19	TUE		II	56
20	WED		III	57
21	THU		IV	58
22	FRI		V	59
23	SAT		-	-
24	SUN		-	-
25	MON		VI	60

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
26	TUE		I	61
27	WED		II	62
28	THU		III	63
		WORKING DAYS -42+21=63		

மார்ச்-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	FRI		IV	64
2	SAT		-	-
3	SUN		-	-
4	MON		V	65
5	TUE		VI	66
6	WED		I	67
7	THU		II	68
8	FRI		III	69
9	SAT		-	-
10	SUN		-	-
11	MON		IV	70
12	TUE		V	71
13	WED		VI	72
14	THU		I	73
15	FRI		II	74
16	SAT		-	-
17	SUN		-	-
18	MON		III	75
19	TUE		IV	76
20	WED		V	77
21	THU		VI	78
22	FRI		I	79
23	SAT		-	-
24	SUN		-	-
25	MON		II	80
26	TUE		III	81
27	WED		IV	82
28	THU		V	83
29	FRI	GOOD FRIDAY	-	-
30	SAT		-	-
31	SUN		-	-
		WORKING DAYS -63+20=83		

ஏப்ரல்-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	MON		VI	84

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

WORKING DAYS -83+8=91