DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE, MAYILADUTHURAI

Internal Quality Assurance Cell (IQAC)
Submission of Annual Quality Assurance Report (AQAR) For The Year 2013-2014

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

> Dr.A.Malarvizhi, M.Sc.,M.Phil.,Ph.D.,

Name of the IQAC Co-ordinator:

Mobile:

| 9842027576 |

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:**
(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)

| March 31, 2007/RA/006 |

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

| 05/07/2000 |

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

| 2013-2014 |

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)
   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 [ ]   Men [ ]   Women [✓]

                 Urban [✓]   Rural [ ]   Tribal [ ]

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

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

1.11 Type of Faculty/Programme

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

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

Others(Specify) [ ]

1.12 Name of the Affiliating University *(for the Colleges)* | Bharadhidasan University, Trichy |

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 | |

2.4 No. of Management representatives | |

2.5 No. of Alumni | |

2. 6 No. of any other stakeholder and

   community representatives | |

2.7 No. of Employers/ Industrialists | |

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.   8   Faculty   3

       Non-Teaching Staff Students   3   Alumni   1   Others   1

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

       If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

       Total Nos. 1   International ☐   National ☐   State ☐   Institution Level ✓

       (ii) Themes   Recent Advances in Research

2.14 Significant Activities and contributions made by IQAC

- Planning and monitoring executive of the academic activities

- Promotion of Stake holders, participation at all levels of academic activities.

- To motivate the faculty to write research proposals to various funding agencies.

- To conduct internal auditing for the teaching, learning and evaluation.

- To ensure the implementation of best practices.

- To ensure the availability of student support services.

- To get feedback response from students, parents and other stake holders on quality related institutional process.

- Preparation of the Annual Quality Report (AQAR) as per guidelines and parameters of NAAC.

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 *

Plan of Action	Achievements
The following were the specific plan of action/decisions charted out by the IQAC during 2013-14	
▪ 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.	All the department associate meeting were conducted by inviting subject experts from January 2014 to February 2014.
▪ To record a feed-back from participant's / students and by the concerned departments organizing such interactions.	The feedbacks were obtained from the students then and there during 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.	Faculty members from Tamil, Physics, Zoology and Biochemistry have written the project proposal to TANSCHE. One faculty from Tamil submitted a Minor Research project to University Grand Commission, Delhi. The staffs concerned are keeping 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.
▪ The National Science Day on Behalf of C.V. Raman's Birthday is to be conducted	Department of Zoology is the incharge of conducting science day for the whole college. The department arranged a Science Exhibition

▪ 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].	PG Biochemistry Department has submitted 7 student project proposals to Tamilnadu State Council for Higher Education. Two Students have received Rs 15000 as PG Research Grant.
▪ Staff to draft proposals for receiving grant from government funding agencies and organize workshops for the students.	Staffs 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.	Tamilnadu State Council for Higher Education and the Directorate Collegiate Education, Chennai, the College is currently engaged in setting up a *'Soft Skill Centre'* to train all the III UG students on computer operations (which is to be provided by the *Intel* and coordinated by the college).
▪ The departments to arrange for institutional / industrial visits for students.	The Department of Biochemistry and Zoology has arranged a various industrial visit to Coonor and Ooty institutes for giving awareness about the various scientific techniques.
▪ 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 HOD's were made aware about the 12th plan guidelines of the University Grants Commission (UGC), New Delhi so that they communicate the same to the department staffs
▪ The college UGC committee - to	The fund can be utilized for building /sports facilities etc. Also, grant from UGC has

make necessary arrangements / draft proposals to UGC and receive grants particularly through „Merged Scheme‟.	been used to support / conduct remedial classes for students. Dr.V.S.Vijayalakshmi, Assistant Professor, 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 5 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 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.	The Old Student's Association was conducted on 21-03-2014.The teachers were enrolled in OSA made life members.
▪ Anti ragging and Sexual harassment awareness to be given to all girl students.	The awareness has been given to all girls students by inviting Tmt.K.Suguna MA., Inspector of Police, Mayiladuthurai and Thiru.S. Ramalingam B.Sc., Sub Inspector of police on 14.08.2014.
▪ 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	The research works of PG students were oriented towards the benefit of the public.

NAAC for accreditation of the institution.	On Campus and Off Campus interviews were conducted to the out going B.sc and M.sc students. Around 50 students have got employment through these interviews.
▪ Campus interviews to be brought by the departments to augment the employment of rural students.	
▪ The concepts like "reduce", "reuse" & "recycle" / "e-waste management" are to provide importance and the departments should have the cognizance of the same so as to implement environmental friendly activities in their departments suitably.	A Program on Wealth from Waste competition was conducted among the students to reduce the waste and e-waste.
▪ Beautification of the college entrance & the campus / developing a herbal garden is to be taken up.	A herbal garden was developed in the college campus.
▪ 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.	The Staff members prepared LCD preparation in their subjects and is maintained in the department for effective teaching.
▪ 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.
▪ 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.	The Staff members were actively participating in the self study report preparation.

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

The academic council suggests some of the best practices to be introduced

during the next academic year 2014-2015.

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	4	1	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	1		
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	15
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.

Yes. M.Sc., Maths was introduced in the year 2013-14

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	32	5	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

13

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

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

33	46	4						37	46

2.4 No. of Guest and Visiting faculty and Temporary faculty

75		15		

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	17	
Presented papers	3	18	
Resource Persons			1

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

Innovations in student support services
- The Placement Cell supports the students in getting placements.
- 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.
- Civic responsibilities are inculcated through NSS.
- Various committees such as Student's Council Cell, Grievance redressal cell, Anti ragging Committee, Sexual harassment committee exist to ensure effective functioning of the college.

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 of UGC and other agencies is on an increasing trend.
- PG students are motivated to write proposals to State funding agencies

Innovative Infrastructure
- Institutional library enjoy a collection of more than 40000 books
- To make campus ecofriendly much emphasize is laid on tree planting and maintenance

Best Practicies

- Each department is having a club for doing extension activities. The club will enlighten the whole college students on values and morals, health both in terms of physical and

mental wellbeing, communication ability, environment awareness, numerical and computr skills. The students are motivated to educate the society regarding these issues.

2.7 Total No. of actual teaching days
      during this academic year

170

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

75%

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	74	6.7	85.1	-	-	91.89
M.A Tamil	27	11.1	88.8			100
B.A English	75	-	17.3	52	8	77.3
B.A History	52	-	96	4	-	100
M.A History	23		100			100
B.A Economics	91	-	93.4	6.2	-	100
M.A Economics	19		100			100
B.Sc Physics	31	6.4	80.6		-	87.09
B.Sc Zoology	38	-	86.8	7.8	-	94.73
B.Sc Maths	84	15.5	51.2	8.3	-	75
B.Sc Computer Science	44	11.3	79.5	2.2	-	93.18
B.Sc Bio Chemistry	34		82.3	17.6	-	100
M.Sc Bio Chemistry	25	12	80	-	-	92
B.Sc Chemistry	15	-	80	-	-	80

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	4
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	7
Others	

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	4	2	2	
Technical Staff	1	1		

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 on local problems such as analysing water quality and find out solutions. Research is taken up by the science faculty to balance the eco-friendly environment. IQAC strives to bring innovations in the existing process of 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		1	Nil	1
Outlay in Rs. Lakhs		55000		100000

3.4 Details on research publications

	International	National	Others
Peer Review Journals		3	
Non-Peer Review Journals		1	
e-Journals			
Conference proceedings		10	

3.5 Details on Impact factor of publications:

Range [ ]   Average [✓]   h-index [ ]   Nos. in SCOPUS [ ]

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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	2013-14	TANSCHE	30000	30000
Any other(Specify)	Nil	Nil	Nil	Nil
Total	-	-	30000	30000

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

ii) Without ISBN No.   X

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	1
Sponsoring agencies	X	X	X	X	X

3.12 No. of faculty served as experts, chairpersons or resource persons   6

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:

X   X

From Funding agency   From Management of University/College

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
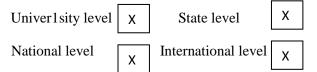   Of the institute in the year

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

3.18 No. of faculty from the Institution | 2 |
    who are Ph. D. Guides
    and students registered under them | 5 |

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:

University level | X | 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   State level

                                           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 | 5 | College forum | 10 |

    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 needed   things

    College NSS students went on a rally on cancer awareness to make the people aware about cancer they also conducted a rally on awareness on voting on voter's day

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	13,242 sq.mt
Class rooms	21	X	X	21
Laboratories	10	X	X	10
Seminar Halls	1	X	X	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	20	32	UGC and Non Plan	52
Value of the equipment purchased during the year (Rs. in Lakhs)	100000	X	UGC and Non Plan	100000
Others	X	X	X	X

4.2 Computerization of administration and library

The entire administrative department was computerised with net facilities. Power backup is provided for the efficient functioning of the administration. The library is not computerized yet.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16999	589648.5	1820	193529	18819	589648.5
Reference Books	14612	247205	1353	149252	15965	247205
e-Books	X	X	X	X	X	X
Journals	16	70000	10	20000	15	40000
e-Journals	X	X	X	X	X	X
Digital Database	X	X	X	X	X	X
CD & Video	08	X	01	X	09	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	49	40	10	1	1	4	10	X
Added	19	3	10	X	X	X	8	10
Total	68	43	20	1	1	4	18	10

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

> Trainers Training is conducted in basic computer skill by Intel under soft skill development programme by Tamilnadu State Council for Higher Education

4.6 Amount spent on maintenance in lakhs:

i) ICT — X

ii) Campus Infrastructure and facilities — 310000

iii) Equipments — 120000

iv) Others — X

Total : 430000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services
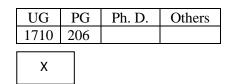
> Student support services like Scholarships, Stipends, Laptops, Counselling services, Remedial coaching are monitored and awareness is given about the existing Scholarships by different Government agencies time to time.
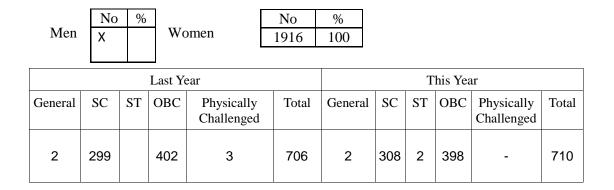
5.2 Efforts made by the institution for tracking the progression

> The student's progression is tracked by mentoring system where the mentor is maintaining the progress in curricular, extra-curricular and co- curricular activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1710	206		

(b) No. of students outside the state

X

(c) No. of international students

X

Men	No	%		Women	No	%
	X				1916	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2	299		402	3	706	2	308	2	398	-	710

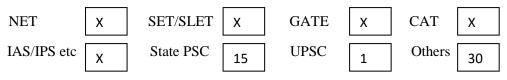Demand ratio 1950:588(U.G)/241:125(P.G)   Dropout %:4.62% (U.G), 4.21%(P.G)

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

> Under UGC XI plan books were procured for competitive examinations. The books were placed in the department libraries for the students to prepare for UGC, TNPSC, Bank and other competitive exams.

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	15	UPSC	1	Others	30

5.6 Details of student counselling and career guidance

37 students have been selected by IL & FS and given soft skill training for about 2.35 hours they were taught in communicative ability and computer skills during this training . The trained students were participated in job fair conducted by Government Arts college, kumbakonam. There was a work shop on resume writing inter personal skills and preparing for the personal interview for 3rd UG students through this counseling center. Trainers Training program was conducted for 3 days.

No. of students benefitted   437

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	70	7	20

5.8 Details of gender sensitization programmes

A subject on gender studies is framed in the syllabus by the university in the undergraduate level under Part IV.

5.9 Students Activities

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

State/ University level   3   National level   X   International level   X

No. of students participated in cultural events

State/ University level   2   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 `X`   International level `X`

Cultural: State/ University level `6`   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	2170	5560915
Financial support from other sources	X	X
Number of students who received International/ National recognitions	2	40000

5.11   Student organised / initiatives

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

Exhibition: State/ University level `✓`   National level `X`   International level `X`

5.12   No. of social initiatives undertaken by the students   `29`

5.13 Major grievances of students (if any) redressed: Drinking Water from Bore-Well in the College was contaminated by Microbes Which Causes Sickness. Now RO Purifying System was installed to give Pure Drinking Water. Cleanliness of the Toilet are Ensured. Uniform is introduced for UG and PG courses.

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. Teaching is facilitated by the use of modern technological aids. Learning is enhanced by giving mini projects, case studies, industrial visits and group projects.

6.3.3 Examination and Evaluation

> Proper evaluation by various ways such as tests, quiz programmes, group discussion, team work and behavioural practices to assess the students.

6.3.4 Research and Development

> Involvement of more number of faculty in research by attending national conferences, writing proposal to the funding agencies, guiding students for their UG and PG projects. Research findings are communicated to the local society for better life. Many faculty members are pursuing Ph.D research.

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 Doctorates, SLET-NET passed candidates are recruited as guest faculty.

6.3.8   Industry Interaction / Collaboration

> visit to industries
>
> -experts, students industry projects
>
> -training of staffs in industry

6.3.9   Admission of Students

> Single window system. As per Government norms the reservation is followed.

6.4 Welfare schemes for

Teaching	Group insurance scheme
Non teaching	Group insurance scheme
Students	Group insurance scheme

6.5 Total corpus fund generated

> NIL

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	Directorate of collegiate education	No	No

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?

> Timely submission of Internal assessment marks from the college to university in soft copy for effective publication of results.
>
> The results are published in online mode.

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

> The university is ready to grant autonomy to all institute. As our college runs with insufficient number of permanent faculty it is very difficult for the institute to develop its own curriculum and conduct the examination.

6.11 Activities and support from the Alumni Association

> Old Students Association (OSA) of the institute is functioning effectively . Whenever necessary the contributions made by the old students are used in appointment of additional faculty, scavengers and sweepers.

6.12 Activities and support from the Parent – Teacher Association

> Parents Teachers Association is very strong in our institution. The fund generated by the parent teacher association helps in appointing temporary lecturers and lab attenders .

6.13 Development programmes for support staff

> They are participating in various academic activities, the lab assistants are given basic computer training. Awareness camp about cleanliness is conducted for them . More over the staff are provided with group medical insurance by the government of tamil nadu

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

> The environmental and the green club, students Exnora of the institute are planting trees to make the campus ecofriendly.
>
> Waste water is channelled for the growth of herbal plants.
>
> Each department has its own space to maintain a green environment.
>
> Awareness programmes are arranged then and there to make the college ecofriendly.
>
> The student council and NSS are managing the cleanliness of the environment

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.

> Herbal campus
>
> Societal problems

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

> During 2013-2014 most of the academic activities are carried out as per the action plan.
>
> Research and Extension activities are still at the initial stage which may be progressed well in the coming academic year.

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

> Attached in the 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)

SWOT ANALYSIS

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

❖ To motivate the faculty members to publish Research Papers, Review Papers to have improved impact factor.
❖ To motivate more number of faculty members to undertake Major Research Projects funded by UGC,CSIR, TANSCHE,DST,DBT etc.,
❖ To start m.phil and Ph.d Programmes in all science disciplines in the next academic year.
❖ To complete construction of open auditorium.
❖ To invite companies for on campus placement.
❖ To cater to the needs of slow learners through remedial classes
❖ To promote collaborative research through MoU with academic bodies / industries.
❖ To organize National Seminars / Conferences in emerging areas by getting support from funding agencies like UGC.

Name _____   *Name* _____

_____   _____

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

_____***_____

Best Practice - I

Title of the Practice: Club of Communicative Skills+ in English

Goal:

Students' communicative skill is below the expectation and does not comply with the requirements of tertiary level education. It becomes mandatory to facilitate learning communicative skills in English. The Institution endeavours to achieve this by practising the following principles:

(i) Active listening with proper linguistic perspectives.

(ii) Ability to converse and communicate the thoughts clearly.

(iii) Speak with correct pronunciation, right choice of words, intonation and stress without mother tongue interference.

(iv) Loud reading is practised in the classroom and silent reading is recommended to perceive correct meaning.

(v) Practice in reading techniques such as skimming, scanning and skipping is given.

(vi) Personal Lexicon is insisted to create individual vocabulary register.

The Context:

English is the language which is spoken by the largest number of people all over the world. In several parts of the world, including India, English is a second language. It occupies a unique position in India and it has great educational importance.

Learning a second language is more a matter of skill than of knowledge. Students have to be given opportunities to develop their skills in English and more practice is needed to master the language.

The chief problem in learning a second language is to master its sound system, that is, to understand the stream of speech. Good oral skill is necessary for the students to acquire good reading and writing skill in English.

To be competent in English, students need to develop the language skills by practising and using the language in different contexts and situations.

The Practice:

Auditory exercises are given to students to develop their listening skill in English. Listening activities such as discriminating the sounds of the language, distinguishing literal and implied meanings and recognizing stress, rhythm, tone patterns and communicative functions of different utterances are given to the students.

Students are involved in speaking activities such as speech, dialogues or conversation, group discussion, quiz, story narration, self – expression and role play by creating real life situations. Language laboratory is used optimally to give practice to speak English.

They are trained to read the text aloud to improve their pronunciation of English words. Through reading practice, students learn correct pronunciation. They learn how to give proper stress and intonation. While reading a sentence or a paragraph, they learn the techniques of readings.

Students are given practice in note – making, summarizing and hints developing so as to develop their writing skills. By writing personal Lexicon, students enrich their vocabulary and learn the art of using the dictionary. They are trained to frame sentences on their own. Developing good writing skill allow the students to communicate their message clearly.

The Club also provides an opportunity for the students to teach a school student individually on their own. It makes the students to equip themselves and it paves way for efficient communication in English. This is how the Institution provides a unique kind of practice for the students to develop their communication skills in English

Merits of the Practice:

(i) It provides a good platform to develop their language skills.

(ii) It helps the students to give their performance without hesitation.

(iii) It helps the students to learn correct pronunciation, intonation
and stress.

(iv) It makes the students to use the language spontaneously and confidently.

(v) It paves way for self – correction and self – examination.

(vi) It provides more opportunities for instantaneous thinking and speaking.

(vii) They are encouraged to improve their communicative skills.

Evidence of Success:

Though there are few constraints in implementing the practice, the students tried their best to acquire English language skills and it is evident as follows:

(i) They tried to speak English without hesitation.

(ii) Students improved their level of learning English.

(iii) They gradually reduce their mistakes in reading and writing English.

(iv) They tried to understand and comprehend the spoken English.

(v) They show their interest in listening and speaking English.

Problems Encountered and Resources Required:

Most of the students in the institution have poor economic background. Hence, the institution supports them financially to fulfill their task of developing the communicative skill in English, by providing study materials for spoken English and provide opportunities to utilize the language laboratory.

BEST PRACTICE - II

Title of the practice: Technology Interface Club

Goal:

"Make students Technology aware and friendly"

We are living in the information era. The role of internet and communication technology is very vital for effective survival today. For knowledge updation, knowledge sharing, information gathering, contact maintenance and effective communication, we need support from technology.

As the 'National Mission on Education through Information and Communication Technology (NMEICT) has been envisaged as a centrally sponsored scheme to leverage the potential of ICT, in teaching and learning process for the benefit of all the learners in Higher Education Institutions in any time any where mode', technology has to be made easy and friendly for the student community. The importance of technology awareness should be realized by the student community. Technology should reach students up to usage level. Theoretical knowledge need to be developed into hands on practice. The very idea is to minimize the digital divide.

The Context:

Technology should be used in right way.

Students at the time of entry to the college possess basic computer knowledge acquired at the school level. Majority of our students in our college are from rural background.

When the students are confronted with the situation to use, they hesitate. In this world of technology it is a challenging issue to pull them towards learning and to travel along with it.

Students from different disciplines acquire knowledge of their specialized area. Irrespective of the disciplines, technology comes handy to develop knowledge in various forms. It is important to make students use ICT tools and techniques. To stand on par with the national and international standards, the use of information and communication technology is unavoidable. The gap between theoretical and experimental or practical knowledge is the area where focus is needed.

The computer and communication devices are playing a vital role in making information and knowledge globally available. Here online libraries, online lectures, virtual laboratories and online discussions help students to develop knowledge at various levels and forms.

The Practice:

Demonstration: The usage of internet is to be demonstrated to make students use the internet in right way. Browsers software like Internet Explorer, Mozila Firefox, and Google Chrome are introduced. To make browsing efficient, topic/subject oriented links are introduced. Tips on cautions and warnings are explained so as to avoid virus threats. For the usage of correct combination of keywords for successful browsing relating to the search context suggestions are given.

The working of various communication devices like mobiles, laptops and PCs are demonstrated. This gives better understanding about the software that acts as platform for various devices. This enables efficient and confident usage of the device.

To enable students to prepare their documents and presentations office automation tools are demonstrated. Students are given projects to prepare presentations using MS - Office and DTP software. Students acquired necessary experience and practical knowledge to prepare e-materials on their own.

The introductory demonstrations are made about social networks. Social networks are the places where students can share their views and ideas with others. The ideas of various technical forums are given so as to make use of the knowledge repository available through forums. Online lectures can be accessed at any time of comfort through You Tube. Various

demonstrations are made to develop multidimensional skills to use internet for the sake of knowledge development.

Meetings are conducted to introduce and explain any one of the latest technology with demonstration. This enables students to use the skills developed through the Technology Interface Club in day to day life. This is achieved by encouraging them to communicate through E-Mail, to present seminars using power point presentation, refer the internet for submitting their assignments, help their neighbours to use the technology (Paying EB Bill, Telephone bill through online), apply for jobs by uploading their resumes

Tally: Students are familiar with accounting but they do it manually. As even small companies use Tally software to manage their accounts, students are taught to use Tally software for solving accounting problems.

Tools: Advanced data analysis tools like SPSS, Weka were also introduced to the students to enable them undertake data analysis work for their research work. These tools will be extremely helpful to the students when they do research in future.

Evidence of Success:

The success is evident from the students performing the following activities.

1. They registered for TNPSC examination through online.
2. Online ticket booking
3. They service their mobiles on their own at elementary level.
4. They make online bank transactions.
5. They collect TANCET examination model questions through online.

Progress noticed: Students started to use internet frequently and in wider level for collecting information, to watch online lectures through You Tube, to share their ideas over social networking, to help others in E-Ticket booking, E-Bill payment etc.,. This shows that students started using technology for many of their purposes effectively.

The observation reveals that digital literacy is achieved to some extent.

Problems encountered and resources required:

1. Financial constraints.

       2. To make them overcome their hesitation and fears while using new software.

Resources required:

1. Personal computer with Internet Connection
2. LCD Projector
3. Software

<u>Annexure III</u>

2013-2014
ஜூன்-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	SAT			
2	SUN			
3	MON			
4	TUE			
5	WED			
6	THU			
7	FRI			
8	SAT			
9	SUN			
10	MON			
11	TUE			
12	WED			
13	THU			
14	FRI			
15	SAT			
16	SUN			
17	MON			
18	TUE			
19	WED			
20	THU	COLLEGE REOPEN	I	1
21	FRI		II	2
22	SAT		-	-
23	SUN		-	-
24	MON		III	3
25	TUE		IV	4
26	WED		V	5
27	THU		VI	6
28	FRI		I	7
29	SAT		-	-
30	SUN		-	-
		WORKING DAYS - 07		

ஜூலை-13

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

WORKING DAYS - 07+23=30

ஆகஸ்ட்-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	THU		I	31
2	FRI		II	32
3	SAT		-	-
4	SUN		-	-
5	MON		III	33
6	TUE		IV	34
7	WED		V	35
8	THU		VI	36
9	FRI	RAMZAN	-	-

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

WORKING DAYS -30+19=49

செப்டம்பர்-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	SUN		-	-
2	MON		II	50
3	TUE		III	51
4	WED		IV	52
5	THU		V	53
6	FRI		VI	54
7	SAT		-	-
8	SUN		-	-
9	MON	VINAYAGAR CHATHURTHI	-	-
10	TUE		I	55
11	WED		II	56
12	THU		III	57
13	FRI		IV	58
14	SAT		-	-
15	SUN		-	-
16	MON		V	59
17	TUE		VI	60
18	WED		I	61
19	THU		II	62
20	FRI		III	63

21	SAT		-	-
22	SUN		-	-
23	MON		IV	64
24	TUE		V	65
25	WED		VI	66
26	THU		I	67
27	FRI		II	68
28	SAT		-	-
29	SUN		-	-
30	MON		III	69

WORKING DAYS -49+20=69

அக்டோபர்-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	TUE		IV	70
2	WED	GANDHI JAYANTHI	-	-
3	THU	MODEL EXAMS	V	71
4	FRI		VI	72
5	SAT		I	73
6	SUN		-	-
7	MON		II	74
8	TUE		III	75
9	WED		IV	76
10	THU		V	77
11	FRI		VI	78
12	SAT		-	-
13	SUN	AYUTHA POOJA	-	-
14	MON	VIJAYA DASAMI	-	-
15	TUE		I	79
16	WED	BAKRID	-	-
17	THU		II	80
18	FRI		III	81
19	SAT		-	-
20	SUN		-	-
21	MON		IV	82
22	TUE		V	83
23	WED		VI	84
24	THU		I	85
25	FRI		II	86
26	SAT		-	-
27	SUN		-	-
28	MON		III	87
29	TUE		IV	88
30	WED		V	89
31	THU		VI	90

WORKING DAYS -69+21=90

நவம்பர்-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY	
1	FRI		II		91
2	SAT	DEEPAVALI	-	-	
3	SUN		-	-	
4	MON		-	-	
5	TUE		-	-	
6	WED		-	-	
7	THU		-	-	
8	FRI		-	-	
9	SAT		-	-	
10	SUN		-	-	
11	MON		-	-	
12	TUE		-	-	
13	WED		-	-	
14	THU	MOHARAM	-	-	
15	FRI		-	-	
16	SAT		-	-	
17	SUN		-	-	
18	MON		-	-	
19	TUE		-	-	
20	WED		-	-	
21	THU		-	-	
22	FRI		-	-	
23	SAT		-	-	
24	SUN		-	-	
25	MON		-	-	
26	TUE		-	-	
27	WED		-	-	
28	THU	EVEN SEMESTER COLLEGE RE-OPEN	I		1
29	FRI		II		2
30	SAT		-	-	

WORKING DAYS -02

டிசம்பர்-13

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY	
1	SUN		-	-	
2	MON		III		3
3	TUE		IV		4
4	WED		V		5
5	THU		VI		6
6	FRI		I		7
7	SAT		-	-	

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

WORKING DAYS -02+20=22

ஜனவரி-14

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

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

WORKING DAYS -22+18=40

பிப்ரவரி-14

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	SAT		V	41
2	SUN		-	-
3	MON		VI	42
4	TUE		I	43
5	WED		II	44
6	THU		III	45
7	FRI		IV	46
8	SAT		-	-
9	SUN		-	-
10	MON		V	47
11	TUE		VI	48
12	WED		I	49
13	THU		II	50
14	FRI		III	51
15	SAT		-	-
16	SUN		-	-
17	MON		IV	52
18	TUE		V	53
19	WED		VI	54
20	THU		I	55
21	FRI		II	56
22	SAT		-	-
23	SUN		-	-
24	MON		III	57
25	TUE		IV	58
26	WED		V	59
27	THU		VI	60
28	FRI		I	61

WORKING DAYS -40+21=61

மார்ச்-14

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	SAT		-	-
2	SUN		-	-
3	MON		II	62
4	TUE		III	63
5	WED		IV	64
6	THU		V	65
7	FRI		VI	66
8	SAT		-	-
9	SUN		-	-
10	MON		I	67
11	TUE		II	68
12	WED		III	69
13	THU		IV	70
14	FRI		V	71
15	SAT		-	-
16	SUN		-	-
17	MON		VI	72
18	TUE		I	73
19	WED		II	74
20	THU		III	75
21	FRI		IV	76
22	SAT		-	-
23	SUN		-	-
24	MON		V	77
25	TUE		VI	78
26	WED		I	79
27	THU		II	80
28	FRI		III	81
29	SAT		-	-
30	SUN		-	-
31	MON		IV	82

WORKING DAYS -61+21=82

ஏப்ரல்-14

DATE	DAY	DESCRIPTION	DAY ORDER	WORKING DAY
1	TUE		V	83
2	WED		VI	84
3	THU		I	85
4	FRI		II	86
5	SAT		-	-

6	SUN	-	-
7	MON	III	87
8	TUE	IV	88
9	WED	V	89
10	THU	VI	90
11	FRI	I	91
12	SAT	II	92
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	-	-
29	TUE	-	-
30	WED	-	-

WORKING DAYS -82+10=92