Yearly Status Report - 2015-2016

Part A	
Data of the Institution	
1. Name of the Institution	**DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE FOR WOMEN**
Name of the head of the Institution	**DR.G.Hemalatha,M.Sc.,M.Phil,Ph.D(Che), Ph.D(Edn)**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04364223393**
Mobile no.	**9444946334**
Registered Email	**dggac@yahoo.co.in**
Alternate Email	**dggaciqac@gmail.com**
Address	**Dharmapuram Gnanambigai Govt.Arts College**
City/Town	**Mayiladuthurai, Nagapattinam**
State/UT	**Tamil Nadu**

Pincode	**609001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**Dr.V.VANITHA, M.Sc., M.Phil.,Ph.D**
Phone no/Alternate Phone no.	**04364223393**
Mobile no.	**9442819823**
Registered Email	**dggac@yahoo.co.in**
Alternate Email	**dggaciqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.dggacollege.edu.in/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://dggacollege.edu.in/iqaccategory.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	**B+**	**80**	**2007**	**31-Mar-2007**	**30-Mar-2012**
3	**A**	**3.04**	**2016**	**17-Mar-2016**	**16-Mar-2021**

6. Date of Establishment of IQAC	**05-Jul-2000**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Creative teaching skills for Teachers on smart board	02-Nov-2015 2	25
Self-defense training for girls	27-Oct-2015 4	200
Internal Academic audit conducted for all departments	20-Oct-2015 3	10
Motivation talk on gender equity discussions in classrooms	12-Oct-2015 1	544
Stress Management & Life balance for both Shift of III Yr UG Students through Yoga	18-Jun-2015 2	544
Training for office Staff - Need for computer Skills in Office Environment	14-Aug-2015 3	5
Seminar, Quiz and group discussions on Implementation in college	23-Jul-2015 2	2162
One Week bridge course in the Department of English for I UG students	22-Jun-2015 14	611
Induction meeting for admitted UG Students	18-Jun-2015 2	450
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution, D.G.Govt.Arts College(W), Mayiladuthurai-609001	Yearly Maintenance	State Government	2016 4	10653312
Institution, D.G.Govt.Arts College(W), Mayiladuthurai-609001	Soft Skill Development	TANSCHE	2016 2	250000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes

Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**300000**
Year	**2014**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• To monitor Teaching and Learning activities and Collecting data and statistics for preparing AQAR. • To evaluate the functions of Cells, Committees and Departments and Overall observation of curricular, cocurricular and extension activities. • Yearly conducted coaching classes for the students, interested students to appear for Civil Service examinations by the faculties in Maths Department. • Motivated the Students to participate in cultural competitions and sports tournaments. • Feedback collection, Analysis and action taken for the expansion of learning facilities and improvement of quality. Action taken report is circulated among the faculty concerned to overcome weaknesses and contribute for the development of institution.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
9. Preparation for submission of Annual Survey Report of Higher Education.	**The report of AISHE has been uploaded within time limit.**
8. Collection of Feed Back	**Feed Back was collected in structured questionnaires from the stake holders. Feed Back committee monitored the process of feedback collection from all the stake holders and analyzed the data and derived the results. The opinion of the stake holders are used sincerely for the improvement of quality.**
7. Organisation of Sports Meet at	**The College sports meet was conducted**

College Level	by the Dept of Physical Education on 07.04.2016. About 200 students have participated in various events. The winners were honoured with medals, cups and certificates on sports day.
6. NAAC accreditation work	Coordinated activities in preparation for the NAAC team visit. Mock visits and department/criteria-based presentations were held.
5. Remedial Classes	Remedial classes were conducted by various departments as per need. For all UG, the remedial classes were conducted during the year.
4. Introduction of New Courses	Ph.D. programme in Maths and PG programme in Physics was introduced from the academic year 2015-2016.
3. Faculty Development Programme	Conducted FDP of "Teacher Culture" on 01.08.2015.
2. Formation of various committees and make the coordination between them	Different committees have been formed for smooth functioning of the college made the coordination between them and each department contributed for all events in the college.
1. Preparation of Calendar of Events	Calendar of Events for the academic year 20152016 is prepared by IQAC in accordance with academic calendar of affiliated University.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Academic Council	18-Jun-2015

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**17-Mar-2016**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2016**
Date of Submission	**26-Feb-2016**
17. Does the Institution have Management Information System ?	**Yes**

| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | The various MIS employed by the College are as follows: • Students' Database Management System • Students' Admission Management System • Students' Attendance Management System • Students' Internal Assessment Management System • Students' Placement Management System • TimeTable Management System • Library Information and Management System • Accounting Management System • Salary and Payroll Management System • Profile of the institution displayed on the web. • CCTVs installed in important places of the building, buiding veranda and library. • Details of courses made accessible for the beneficiaries. |

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Dharmapuram Gnanambigai Arts College affiliated to Bharathidasan University, follows the curriculum given by the university. Curricular aspects of the courses taught at the College are governed by of the society and reflects the commitment of the the University Ordinance and guidelines. The vision and mission of the college are validated with the objectives college towards holistic development of the students and inculcating the social and human values in them through academic, co-curricular and socially meaningful activities. The college vision, mission and objectives are communicated to all stakeholders through college website (www.dggac.edu.in), college magazine and admission prospectus. The college level committees prepare frameworks to suit the requirements of all the courses at the departmental level. For the newly introduced Credit Based Choice System course, Based on the University academic calendar, the College Council prepares the academic calendar at the beginning of session. The departments allocate subjects to teachers and prepare time table. The college has well defined students mentoring system at undergraduate and postgraduate level wherein individual attention is being provided to each and every student. Faculty Members are nominated by the Heads of the department to act as class wise mentors. The teaching plan is prepared by respective departments under the guidance of concerned staff council. The college has well qualified, dedicated and experienced faculty. Various course delivery methods are followed by the faculty such as, Lectures, Class presentations, Tutorials, Practical labs and E- learning. The colleges adopt numerous policies for bridging the knowledge gap of the enrolled 'weak' students to enable them to cope up with the 'advanced' learners. This includes scholarships, mentorship, tutorials and remedial teaching classes. The entire approach is student centric. The Internal assessment which consists of internal tests, presentations, quiz and assignments are conducted to evaluate the performance of students. Continuous review of the progress of syllabus completion, performance of the students, association activities are done in the department level meetings on the regular basis. The final Internal Assessment of the students is submitted online to the University in timely manner under the supervision of Chief Superintendent of the college. The college infrastructure

and facilities are continuously being upgraded to suit the needs of changing curriculum and pedagogy. The Governing Body of the College evaluates the result of every end term examination The college has well equipped laboratories and classrooms with projection facilities for students. The College has a library with open access system and it opens till late afternoon and some departments have their Departmental libraries for the benefit of the students. A good number of Journals are subscribed by the College where students can have the access of e-learning through online.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Literacy Programme (I year UG Students)	Nil	18/06/2015	2	Employability	Computer Skills
Soft Skill Development (III year UG Students)	Nil	18/06/2015	1	Entrepreneurship	Personality Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Physics	18/06/2015
PhD or DPhil	Mathematics	18/06/2015
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Applied Tamil	18/06/2015
BA	English	18/06/2015
BA	History	18/06/2015
BA	Economics	18/06/2015
BSc	Maths	18/06/2015
BSc	Physics	18/06/2015
BSc	Chemistry	18/06/2015
BSc	Zoology	18/06/2015
BSc	Biochemistry	18/06/2015
BSc	Computer science	18/06/2015
MA	Tamil	18/06/2015
MA	History	18/06/2015
MA	Applied Economics	18/06/2015
MSc	Maths	18/06/2015

| MSc | Physics | 18/06/2015 |
| MSc | Biochemistry | 18/06/2015 |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1107	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Education	18/06/2015	602
Soft Skills Development	18/06/2015	544
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Tamil	28
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The college council and the IQAC coordinate and collect feedback periodically from students through the process of responding to a questionnaire. They are also informed and given the liberty to submit their suggestions, grievances and problems anytime during the semester through the complaint box placed by the Grievance Redressal Committee. In order to ensure constant growth of the college and progress of the students, an effective feedback mechanism is implemented. A well designed general questionnaire is framed for an overall assessment regarding all the important aspects of the institution. The questionnaire is administered to all the students, then analyzed and implemented suggestions to make academic, infrastructural and policy improvements in the college. Their feedback is used for decision making and performance improvement in teaching/ learning, library facilities, canteen facilities, sports facilities etc. A separate feedback mechanism is followed to assess the faculty. The feedback is solicited in academic and nonacademic areas. Further, departmental level feedback is taken from students to enhance the teaching learning process. The analysis of such feedback is done on an institutional level and in case of any grievance the appropriate department initiates an enquiry and proposes suitable action to be taken by the Principal. . The college has also made many infrastructural improvements to provide better equipped classrooms to the students and fulfill all necessary requirements of

space. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their satisfaction. Feedback from the alumni is solicited through consultation during alumni association meetings. Feedback from the parents is conveyed in the Parent Teacher meeting. Suggestions and comments given by the Parents are also taken into account for future development. The feedback from various stakeholders is collected and thoroughly discussed and analyzed in the appropriate forum. Accordingly, matters that can be handled independently and personally are forwarded to the concerned individuals or departments to address the problem by adopting corrective measures.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Applied Tamil	80	162	79
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	1732	254	34	Nill	81

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
115	95	Nill	11	11	Nill
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In this college the Student Mentoring System is practiced with utmost care. In the beginning of each session, after the admission process is over, each department is required to assign a teacher mentor to each student of first year. It is also required that the same mentor continues to mentor the student for all the three years of her graduation. In general, the number of students with each teacher mentor varies according to the strength of teachers and students in that department. The mentor is required to prepare a list of the mentee students and get acquainted with them. Mentors conduct a meeting with their mentees once a month to discuss their problems and issues. These issues can be related to college infrastructure, academic, nonacademic, or personal as well. The mentor tries the best to find solutions to any such issues arising in student's life and informs to Principal about the matter if need be. The students, who are staying away from their homes and live on their own, need special care and attention. A separate mentor list is prepared for PG students and their problems are discussed in regular monthly meetings. Some cases have been reported where students approach their mentors to discuss about problems arising in hostel, or some issues with their friends / classmates, or something related to college infrastructure and facilities. Although students are free to approach their teachers anytime if any issue is

disturbing her routine, still, the system of mentor – mentee builds an extra confidence and sense of security among students. This whole system leads to a better connection between students and teachers and helps build a friendly and cordial relation between them. Students get a sense of protection because they know that they have someone to go to in case of any crisis.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1986	115	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
120	112	5	3	32

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	Dr. S.Sumathi	Assistant Professor	Ph.D., Award
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UGATAM	VI	20/04/2016	21/07/2016
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Dharmapuram Gnanambigai Arts College affiliated to Bharathidasan University, is guided by the regulations formulated at university level regarding syllabi, examination and evaluation. Thus, internal assessment scheme is as per university rules. Based on the class tests/seminars/ assignments internal marks are calculated and updated in the University web portal. Reforms: Model examination is conducted at the end of the every semester before the University examination commences. The question papers are set as the same as the university question paper pattern with the same weight age of marks. Apart from this, regular class tests and seminars are conducted in the class room. Home assignments are given to encourage students' creativity. Internal marks are awarded with the equal weight age to all these testing methodologies. Slow learners are identified in reference to Internal academic audit report and given special attention. Simplified notes and special assignments are given to them to succeed in the examinations. Syllabus is completed by the respective subject teachers well on time with perfect planning to facilitate the students in understanding the course well and score high marks. Teachers assign innovative projects to students to build and check their creative skills. Presentations are taken on topics related to the syllabi or even on topics

other than the main paper to develop the interest of students. Thus, a continuous internal assessment system works throughout the session to evaluate the students on the basis of their daily performance and growth.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared and distributed at the beginning of the new academic session to the teaching and nonteaching staff and students of the College for the intimation of yearly schedule. It contains the yearly schedule of the College ranging from holidays to examination to curriculum activities of the College, last working day of each semester and total number of working days and other important academic activities of the college like Seminars / Workshops / Guest lecturers etc., planned by every department for any particular year. It is prepared by referring the academic calendar of the affiliated university to ensure smooth conduct of the activities of the College. Unless any coincidence occurred the given date of event is followed accordingly. Department wise time tables are slotted, in keeping with the general time table which specifies the work allotment among different members of the faculty in the department. Class teachers inform the schedule to students in advance so that students can prepare their seminars and assignments. The faculty members frame pedagogical schedule so that half of the syllabus is covered for the first internal examination and the rest of the units for the second internal examination. List of staff members with sanctioned post, list of office staff and laboratory assistants with number of sanctioned post, Fee-structure, Last date for the payment of fees, Scholarship details are scheduled in the calendar. The information's regarding Attendance and Leave, Tutorial system, Examination, Prizes, Department Associations, Extension Services, Old Students Association, Parent Teachers Association, Sports and Code of Conduct are all provided in the calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://dggacollege.edu.in/iqaccategory.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UGATAM	BA	Applied Tamil	71	71	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://dggacollege.edu.in/iqaccategory.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received

	agency	sanctioned	during the year
No Data Entered/Not Applicable !!!			
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Cyber security	Computer Science	20/07/2015
Teacher culture	IQAC	01/08/2015
Renewable Energy Sources	Physics	30/09/2015
Nano technology and its application	Physics	30/09/2015
Applications of Chemistry in day today life	Chemistry	30/09/2015
Pointer in C programming	Physics	29/01/2016
Social Networks	Computer Science	05/02/2016
Basics of computer programming	Physics	06/02/2016
SPSS	Computer Science	13/02/2016
Mushroom Cultivation and Cancer Biology	Bio Chemistry	20/02/2016

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
DGGAC Mayiladuthurai	Centre of Incubation of Young Creatives	English Literary Association	Club of Young Creatives	Skill Development	18/06/2015
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if

National	English	1	Nill
International	Zoology	1	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	7
Mathematics	2
Zoology	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Synthesis and characterization of undoped and cobalt-doped TiO2 nanoparticles via sol-gel technique	Shanmugam.N and Co.,	Applied Nanoscience	2015	129	Nill	129

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nill	Nill	Nill	2016	Nill	Nill	Nill

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	20	62	4	22
Presented papers	17	28	Nill	2
Resource persons	1	5	Nill	4

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Campus was cleaned after summer vacation	NSS 4 Units 4 Programme Officers, D G G Arts College(W), Mayiladuthurai	4	200

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
One week NSS camp	Rcognition for service	Bharathidasan University	100

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	NSS – 4 Units	Swatch Bharat, College campus cleaning	4	300

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers

	participated under MoUs

Elico Health care Services	06/02/2016	Skill Development	48

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5933000	5933000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Granthalaya	Partially	4	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19492	709648	396	143343	19888	852991
Reference Books	16010	250205	32	56288	16042	306493

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidt	Others

							h (MBPS/ GBPS)	
Existing	103	27	20	3	6	5	30	10	2
Added	0	0	0	0	0	0	0	0	0
Total	103	27	20	3	6	5	30	10	2

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

No Data Entered/Not Applicable !!!

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
9183312	9183312	1470000	1470000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College ensures the optimal utilization of the funds allotted for maintenance of infrastructure and purchase of new equipment. The proposal from the departments for the same is submitted to the Principal. The council of the College reviews the proposal, which is further approved by the Principal. The quotations are invited and the equipment is purchased from the vendor with the lowest quote as per the norms of Government. The record of the equipment is maintained in the stock register. At the end of the financial year, the College stock verification committee carries out an Internal Financial Audit. The various functions of the College are carried out by the committees constituted by the Staff Council. The garden is maintained by the Gardener, and the upkeep of library is done by the staff of library and library committee. The security of the College is maintained by the security guards appointed under OSA. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. The Generator, Water Tanks, Motors and R.O System are maintained by the civil and electrical wings of PWD. Fire extinguishers are installed and are checked every year. The Periodic up gradation of books and journals are done according to the needs of the students and faculties of various departments. Recognizing the importance of IT as a complementary process in education the College is committed to upgrading its IT infrastructure and associated facilities on a regular basis.

https://dggacollege.edu.in/iqaccategory.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees

Financial Support from institution	Scholarships and Financial support from institution	1823	4720312
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development	02/12/2015	544	D.G.Govt.Arts College (W), Mayiladuthurai.
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2015	TARGET NET/SET	250	145	5	2
2015	Aptitude for Competitive examinations	278	Nill	7	3
2016	Communication for Career Development	Nill	240	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Elico	48	24	Metric	50	15

Health care Services			HR.Sec. Schools		
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2015	29	B.A.,	TAMIL	D.G.G.Arts College(w), Mayiladuthur ai	M.A., Tamil

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SLET	1
Any Other	2
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Solo Karnatic song	Institutional level	15
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2015	Chennai Ramalingam associatio n - Partic ipation	National	Nill	4	Nill	4

View File

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Student Council functions under a constitution that delegates various powers and functions which are aimed at providing active assistance and support towards the College progress. The constitution of the council includes Principal, Union in charge, staff members, union office bearers, Department secretaries, service organization secretaries and class representatives. The Student council consists of nine members - President, Vice President, Secretary, Treasurer, Tamil Association Secretary, SSL secretary, Magazine Secretary, Sports Secretary and Fine Arts Secretary. They are elected through the democratic method by the class representatives for tenure of one academic year and assist them. The effective administration regarding curricular, co-

curricular, and extracurricular activities is done through this council. The fund is generated through the fees collected from the students under the heads of sports, college union, college day, magazine, SSL, fine arts and audio visual education. The accounts of the fund are maintained properly and it is audited by the Government auditors every year. The college union in charge department organises student's union elections every year. Fresher's welcome party was organized by the union. The union takes active part in the annual fine arts cultural competitions. Students are also actively involved in various societies of the college like NSS, EXNORA, SSL, Fine Arts, Women's Entrepreneur cell, Placement cell and many others. Each society has a student council of its own. All the Departments have student representatives for their associations. Service organizations also elect their students representatives. Elected class representatives play a vital role in academic and non – academic administration. Best practices are planned and executed by the secretaries concerned. The institution publishes magazines every year. It is the best platform for the students in which they contribute their creative ideas.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

658

5.4.3 – Alumni contribution during the year (in Rupees) :

329000

5.4.4 – Meetings/activities organized by Alumni Association :

Departments conducted alumni meet within respective departments. The secretary of the present alumni association is Dr. S. Anuradha, Assistant professor in History and the treasurer of the OSA is Dr.S.Sumathi, Assistant professor in Tamil.The alumni meet gives opportunity to the current students to get in contact with them who help them with employments and other necessities of the department. Alumni of the college gave insights to where the college helped them in their career and growth. They also shared their experiences towards striving forward towards their upliftment. Meeting alumni was helpful to gather feedback on the college and its activities. This meet provided an enthusiastic environment among both alumni and the faculty members.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college believes in decentralized governance and Participative management. Teaching and nonteaching staff members share the administrative responsibility of the college and contribute in smooth working of administrative machinery. Operational autonomy is given to following units of the college: • The Advisory board • Staff council • Committees constituted by staff council • Heads of the Department. The following administrative roles and responsibilities are vested with the members of the teaching staff: • Advisory board: Four faculties with more than fifteen years work experience, are members of the Advisory board and are involved in every decision of the body . Teachers participate in decision making along with Advisory board members. • IQAC: Constituted as per NAAC guidelines, it includes Principal, representatives of teaching, nonteaching

staff, Alumni and student representative. • Bursar: The Bursar supervises the various financial matters related to college and financial accounts and their audit. Bursar is also responsible for proper utilization and disbursements of funds in the college. • Chief Superintendent of the examination: Appointed by the staff council, they are responsible for smooth conduct and supervision of semester end final examinations in the college. • Nodal Officer: Responsible for collaborating with government agencies and civil authorities on behalf of the college and acts as a Public relations Officer of the college. • Staff Council Committees: Committees play a significant role in smooth functioning of the college. These are led and managed by Committee Conveners, appointed in the Staff Council for a year and take important academic and co curricular decisions. At end of session, all committees present their report for the year and discuss future course of action in Staff Council. Students also participate in the working and progress of the college through their roles as Class Representatives, office bearers of societies and committees. A duly elected Students' Union work towards best interest of students and College.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	College follows the syllabi designed by the Bharathidasan University. Faculty members are part of the Board of Studies and are involved in framing guidelines for their respective courses and maintaining of standards of instruction, curriculum and examination. Faculty members are members in evaluation Board of Bharathidasan University.
Teaching and Learning	The college continuously improves its infrastructure and incorporates new technology, tools and aids, to improve the teaching and learning processes. 10 Classrooms are equipped with projectors. Laptops are issued to students from the government and systems are also available in library to help students to prepare their presentations and get access to e-resources. Teaching is supplemented with workshops, educational tours, laboratory visits, field trips. Seminars and workshops are conducted. Students participate in festivals, events and research projects.
Examination and Evaluation	The rules and regulations concerning the evaluation process, distribution of marks of internal assessment are displayed on the college website, are available in calendar and announced on Orientation day. The departments hold regular meetings to ensure that the

	teachers take regular class tests, assignment, presentations etc. The attendance, marks of assignments, tests and the final internal marks are properly entered in internal mark Register. Students and parents can verify these and get their queries resolved in PTA meetings.
Research and Development	Research Development Cell is established with a aim to create interest among teachers and students towards research. Equipments required to pursuing research are provided to teachers through the allotment in annual budget .The Director of RDC maintains documents related to research activities. Both staff and students involved in field works and prepared reports. By this they gained empirical knowledge. Teachers were sufficiently motivated to do research and publish papers.
Library, ICT and Physical Infrastructure / Instrumentation	Library has 19888 books and 16042 reference Books 396 books have been added in this year, Online Public Access Catalogue (OPAC), CDs, 5 computers and one printer for users. INFLIB NET e-journal facility, 5725 NLIST, and e-books .
Human Resource Management	The performance and participation in career advancement programmes are registered in the Service Register and recommendations are made for their placement to next higher grades. This encourages maximum participation of employees in different types of training and career advancement programmes. The college has computerized account keeping and administrative system. Pay slips and PF statements of employees are transmitted electronically. The superannuation benefits are provided promptly. All leave rules as per the government statutes are adhered to.
Industry Interaction / Collaboration	Placement Cell and Carrier advancement Cell of College provide students with exposure to resume writing, soft skill training and employment opportunities. Experts and Successful entrepreneurs are invited for creating awareness among the students on the value of self-employment through entrepreneur development.
Admission of Students	The admission process is highly

transparent. The college strictly follows the reservation policies of State Government for admissions and are strictly adhered to. The council with the admission committee discusses various schedules like sale of application, last date for the receipt of application, preparation of rank list, resolutions needed for the implementation of reservation policy to the maximum extent possible, and increase of seats to be considered based on demands. Single window system of admission on merit basis is followed.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	IQAC prepares academic calendar and timetable right in the beginning of the academic year and circulates through mail. Most of the communication is done through department's mail to avoid the use of paper.
Administration	Student data is maintained online. The particulars of the students and their academic data throughout the year can be viewed through media. Student administration like merit list, State Government Scholarship such as SC/ST, BC/MBC scholarships, and Tamil medium students stipend details, university exam fees particulars are available online. Service record of teaching and non teaching staff is maintained.
Finance and Accounts	The students deposit their fee online. College maintains the books of accounts and Payroll for salary dispersal. The statutory dues like PF, Income- tax, Cess, Employees State Insurance are paid online in timely manner.
Student Admission and Support	Admissions are purely merit based. Each application is processed and verified. The college has a partially computerised admission management system. Generation of merit list is computerized Generation of Selection List and Waiting List are based on government norms. All kinds of supportive services are provided to the students through establishing cells and committees. Each cell or committee executes activities for the betterment of the students. They take the responsibility of addressing grievances

	and personal problems of the students which come in their way of pursuing course uninterruptedly.
Examination	Examination Fees is paid by the students through online. Internal assessment of the students is submitted online to the University.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	Implementation of group discussions with students	Nill	23/09/2015	23/09/2015	63	Nill
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Tamil - Bharathiyar University	1	18/11/2016	08/12/2016	Nill
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	Nill	Nill	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Star Health Insurance, Group Insurance, General and contributory Pension Scheme, THRIFT Society, FIP, Maternity leave, Festival Advance, Medical Leave, Earned leave, Carrier Advancement.	Star Health Insurance, Group Insurance, General and contributory Pension Scheme, THRIFT Society, Pongal Ex gratia, Maternity leave, Festival Advance, Medical Leave, Earned leave, Carrier Advancement.	Scholarships, Group Insurance, Free bus pass, Free Government laptops for students, Exempted Tuition fee for all the students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial audit is very crucial in the improvement of financial condition and development of the college. Internal audit was conducted at the end of the year to review and check the routine process of the financial transactions. The College IQAC constitutes committees for smooth functioning of academic and administrative activities. The internal audit is done by the college governing body and the external audit is done by Auditor General, Chennai and the Director, Directorate of Collegiate Education, Chennai. The accounts of the College are being audited by the Accountant General, Chennai for every two years as a measure of external audit. It is an audit of Balance Sheet, General Fund, Income and Expenditure, Receipt and payment Accounts.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Parent Teachers Association Fund	206800	Temporary staff salary for both teaching and non-teaching.
View File		

6.4.3 – Total corpus fund generated

<div align="center">No Data Entered/Not Applicable !!!</div>

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	IQAC	Yes	IQAC
Administrative	Yes	Regional Joint Director and AG Office	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• The college has a very active for Parent Teacher Association. • PTA funds for the appointment of support staff. • The tutors meet with parents individually and discuss the development of their ward. • At the onset of the academic year, parents of first year students attend the Orientation Programme. • Parents give suggestions and feedbacks in the Annual parent Teacher Meeting organized by the College.

6.5.3 – Development programmes for support staff (at least three)

1. Computer training. 2. Permission to attend Refresher/training programme for Carrier Advancement. 3. Permission to attend the Legal awareness programmes. 4. Providing loan facility through the cooperative thrift society.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Starting New Courses. 2. Up gradation of all Departments into Post Graduate and Research Department. 3. Development of Infrastructure.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	Velichatha iThedi	14/09/2015	14/09/2016	Nill	300
		View File			

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment, Gender equity, Women Rights programmes for B.Sc Students	19/01/2016	08/03/2016	1560	Nill
Women Empowerment, Gender equity, Women Rights programmes for B.A Students	19/01/2016	08/03/2016	320	Nill
NSS Camp for II UG Students(Women Awareness Programmes)	04/01/2016	10/01/2016	200	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Conventional tube lights in Office, Principal room, Laboratories and general staff room has been changed to energy efficient LED lights. To maintain a clean

environment, the college maintains a vehicle free and Plastic free campus. Tree saplings are planted by NSS Volunteers. The Survival rate of the plants in College campus is high.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	6
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	1	1	15/08/2015	2	NSS,YRC,SSL-Scheme with students	Milk powder, Snacks Sweets provided to orphanage in Anbagam, Mayiladuthurai.	150

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Hand Book	18/06/2015	Students Should come to college with uniform in separate colors designed for ug shift I, shift II and PG and in neat, clean formal dress on Wednesday. Casual wears should strictly be avoided. No student should loiter during class hours. Students are asked to maintain strict discipline inside the classroom even in the absence of teachers. Students who come late to the college are enquired by faculty members involved in rounds duty and those with genuine reasons are given permission and those with

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
INTERNATIONAL YOGA DAY	21/06/2015	Nil	200

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The following measures have been adopted to make the campus Eco-friendly. ? Use of papers for correspondence has been minimized. Number of online transactions is increased. ? Use of electronic media for circulation of notices and information. ? Building has been constructed with a provision of sufficient ventilation and light. Dependence on electricity power is not felt so much. CFL and LED bulbs are used in college and hostel buildings. ? Students and staff do not use vehicles inside the campus. ? Waste Management: The house keepers collect wastes from the rooms, premises of the hostel and college building in separate containers and dispose it. ? Students and staff are using: a) Bicycles b) Public Transport c) Plastic free campus d) Paperless office e) Herbal garden

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE – I 1. Title of the Practice: Club of Communicative Skills in English 2. Goal To develop the communicative skill in English in the process of evolving holistic education. 3. 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 practicing and using the language in different contexts and situations. 4. 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 of communicative

skill in English enables the students to equip themselves and it paves way for efficient communication in English. The club also provides an opportunity for the students through "Each one Teach one" to facilitate a school student individually on their own. 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) Students are encouraged to improve their communicative skills. 5. 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. 6. Problems Encountered and Resources Required: Most of the students in the institution have poor economic background. Hence, the institution supports them by providing study materials for spoken English and provides opportunities to utilize the language laboratory. BEST PRACTICE – II 1. Title of the practice: Technology Interface Club 2. Goal: Practical exposure towards technology. 3. The Context: Technology has become the script of the modern scientific world. In association with the vision of our institution the club facilitates the way towards empowerment. Students from different disciplines acquire knowledge in 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. Interface club creates awareness and activates technological usages. A knowledge exposure of the present scenario demands the use of online libraries, online lectures, virtual laboratories and online discussions. 4. 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 neighbors to use the technology (Paying EB Bill, Telephone bill through online), apply for jobs by uploading their resumes and the like. Awareness programme and field work on e-wastage management, training sessions on online payment, online ticket booking etc… were conducted. 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 to solve accounting problems. Advanced data analysis tools like SPSS, Weka were also introduced to the students to enable them undertake data analysis for their research work. These tools will be extremely helpful to the students when they do research in future. 5. 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. 6. 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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://dggacollege.edu.in/iqaccategory.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college was established in the year 1967. The vision of the college is to provide an opportunity to the rural women students to pursue the higher education for their development and progress of the family. One of the major areas in which the college is showing distinctiveness is "Extracurricular activities ". Through the Extracurricular activities like, Sports, NSS, SSL,EXNORA,YRC, Fine Arts and women empowerment schemes, the students can develop their academic as well as professional, cultural, social consciousness, alertness, responsiveness. The college organizes the women empowerment programs for making them confident enough to succeed in life. Various eminent woman personalities are being invited for Seminars, work shop etc. With this effect many of them are selected in Police Department, Postal Department, Education Department in various Companies. The Department of physical Education gives opportunity to actively participate in Kho Kho, Chess, Volley ball, shuttle, badminton etc. And many students represented our college at university, state and national level. Fine Arts Association provides them with an opportunity to participate in various cultural competitions both in college level and inter-college level. Our college provides an opportunity to pursue the higher education for the rural girl students, especially for the economically underprivileged students from villages. Literacy rate is improving in 11 Educational districts of Mayiladuthurai and Nagai district.

Provide the weblink of the institution

https://dggacollege.edu.in/iqaccategory.php

8.Future Plans of Actions for Next Academic Year

1.To make arrangements for all the classes audiovisual method of teaching with help of ICT facilities be made still frequent. 2. Exhibition should be conducted in immediate future. 3. To ensure that improvement in cleanliness of campus. 4.To ensure that improvement in office administration. 5. To ensure that internal marks should be published in the college website. 6. To conduct motivational classes to all the students. 7.To conduct parent teacher meeting frequently. 8. To ensure that increase the quality of education and sustain the quality. 9.To renovate Herbal garden and plant more number of Herbs. 10. To upgrade Library with latest e-library resources.