

The Annual Quality Assurance Report (AQAR) of the IQAC – 2016-2017

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

Muthurangam Government Arts College (Autonomous)

1.2 Address Line 1

Otteri

Address Line 2

Vellore

City/Town

Vellore

State

Tamilnadu

Pin Code

632 002

Institution e-mail address

mgacv1r@yahoo.co.in, mgac1965@gmail.com

Contact Nos.

0416-2262068, 2263768, 2266068

Name of the Head of the Institution:

Dr. R. Sugirtharani Julina

Tel. No. with STD Code:

0416-2262068, 2263768, 2266068

Mobile:

9791324757

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	***	65-70%	2002	2007
2	2 nd Cycle	B	2.39	2009	2014
3	3 rd Cycle	B	2.75	2016	2021
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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

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

- i. AQAR 27/04/2011 (DD/MM/YYYY)
- ii. AQAR 23/04/2012 (DD/MM/YYYY)
- iii. AQAR 26/04/2013 (DD/MM/YYYY)
- iv. AQAR 30/04/2014 (DD/MM/YYYY)
- v. AQAR 29/04/2015 (DD/MM/YYYY)
- vi. AQAR 27/04/2016 (DD/MM/YYYY)

1.10 Institutional Status

University State Central deemed Private

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 UGC 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*)

Thiruvalluvar University-
Vellore- 632 115. Tamilnadu.

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

3 Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="20"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="4"/>
2.3 No. of students	<input type="text" value="70"/>
2.4 No. of Management representatives	<input type="text" value="N/A"/>
2.5 No. of Alumni	<input type="text" value="25"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="124"/>
2.10 No. of IQAC meetings held	8
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="8"/>
Non-Teaching Staff <input type="text" value="4"/> Students	Alumni <input type="text" value="2"/> Others <input type="text" value="2"/>

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. International National State Institution Level

(ii) Themes

1. Awareness on health for the college students
2. Invention of Scientists

2.14 Significant Activities and contributions made by IQAC

1. Teaching and learning process is scrutinized
2. Inculcating the research atmosphere to staff and students
3. Staff self appraisal form
4. Students feedback

The Contribution of IQAC in the college is highly appreciable. Periodical meetings, formal and informal discussions were conducted to plan the course of action for quality assurance in teaching, learning and evaluation process. The IQAC formulates and designs questionnaire accurately to get the correct feedback from students on the process of teaching and learning and also it takes measures to promote the performance of staff according to the latest trends in their field and also according to the feedback obtained. Hence, it is brought to light that the IQAC of the college strives to contribute its best to enhance the quality of the college in each and every aspect.

2.15 Plan of Action by IQAC/Outcome

At the beginning of the year IQAC drafted the plan of action towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • To get NAAC reaccreditation (III Cycle) 	Successfully achieved.
<ul style="list-style-type: none"> • To establish the infrastructural facilities for the existing courses. 	Successfully implemented.
<ul style="list-style-type: none"> • Monitoring the admission guidelines as per the government norms. 	Monitored.

** Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Recommendations of the statutory body were taken into the considerations and necessary steps were taken to implement the same to enhance the quality.

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	8	-	-	-
PG	10	-	-	-
UG	12 +5*	-	-	-
M.Phil	7	2		
Advanced Diploma				
Diploma				
Certificate				
Others	1	-	-	-
Total	38 +5*	-		

Interdisciplinary				
Innovative				

* Shift – II Courses

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	28
Trimester	N/A
Annual	N/A

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.

Yes

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	141	74	13	N/A	54

2.2 No. of permanent faculty with Ph.D.

34

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	30								33

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

54

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	28	18
Presented papers	4	23	8
Resource Persons	1	8	5

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

1. Encourage students to practically involve in organizing group events like exhibition on the core topic related to Health and Diseases.
2. Students are given an opportunity to transcend theoretical knowledge into practical study by making them to visit Balwadi and special schools, and study their developmental process and impart society welfare education.
3. Quality education and effective learning are encouraged by conducting competitions like debate, essay writing, group discussions etc.

The College has an IQAC for the continuous assessment of teaching and learning process. The college IQAC comprises of the following members within the College. Principal as Chairman, One Coordinator, 4 Committee members and 12 Department Representatives. The IQAC of the college conducts meetings once in a month in order to discuss and enhance the quality aspects relating to each and every aspect of the college with special reference to teaching learning process.

Teaching and learning is assessed based on students' feedback system. Format for feedback is prepared by the IQAC committee members and given to all the students at the end of the academic year. The feedback forms are collected and consolidated by the Heads of Departments and submitted to the IQAC. IQAC compiles the feedback of students for the entire college, based on the

outcome necessary measures are taken for the critical feedbacks received and considerable measures are taken by the IQAC committee in collaboration with the heads of the departments to retrieve the same.

The IQAC has highlighted the importance of teaching and learning process by suggesting effective methods based on the UGC recommendations and are intended as guidelines to faculty in order to improve their teaching and learning process.

2.7 Total No. of actual teaching days

180

during this academic year

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

Photocopy

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

83

as member of Board of Study/Faculty/Curriculum Development workshop

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 %
U.G.	3347	5.72	45.89	18.83	0.95	71.39
P.G.	361	19.19	80.23	0.0	0.0	99.42
M.Phil.	98	14.56	84.47	0.97	0.0	100.0

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

By periodic internal academic audit.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	11
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others	2

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	26	17		4
Technical Staff	10	1		

Criterion – III

3. Research, Consultancy and Extension

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

Periodically seminars, invited talks and Conferences have been conducted.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	3	3	3
Outlay in Rs. Lakhs	28.80	28.80	29.80	28.80

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	34	8	-
Non-Peer Review Journals			
e-Journals	7	-	-
Conference proceedings			

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 (ongoing)	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-20	ICSSR	Rs.10,00,000	Ongoing
	2015-18	UGC	Rs. 9,80,000	Ongoing
	2015-18	DST	Rs.9,00,000	Ongoing
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			Rs.28,80,000	

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	2	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research during the current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University Forum	<input type="text"/>	College Forum	<input type="text" value="1"/>		
NCC	<input type="text" value="12"/>	NSS	<input type="text" value="8"/>	Any other	<input type="text" value="5"/>

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

Tree plantation, blood donation camp, awareness programme, career guidance programme, Swatch Bharat Campaign and special camp.

a) Youth Red Cross (YRC):

National Camp (Orissa):

R.Balamurugan joined the camp conducted from 27.01.2017 – 31.01.2017 and actively participated in events and he won three prizes.

National Study Camp:

A camp was conducted in Vellore Institute of Technology (VIT) between 25.03.2017 to 29.03.2017. Dr. V.J.R. Emerson Moses, YRC Programme Officer, R.Balamurugan, D. Bernad Shaw and S. Swathy participated and expressed their talents.

District level Competitions:

On 14.09.2016 around 9:30 AM, S. Swathy and R. Balamurugan participated in speech competition and won the prize.

Special Events :

P. Kanimozhi of III B.Sc. Chemistry had won the first prize in the state level IRCS competition. More than 120 students of YRC volunteers were actively participated in various activities in the college premises. On 24.3.17 YRC day was celebrated. Our respected principal Dr. R. Sugirtha Rani Juliayana gives presidential address. Students those who actively participated in YRC activities throughout year, participating several competition and training camps were given the certificate.

b) Junior Chamber International (JCI):

On 2.2.2017 a special meeting was conducted by JCI under the presidentship of JC. HGF. K. Nandhakumar. On World Womens' day was celebrated by JCI wing on 08.03.2017.

c) National Service Scheme (NSS):

Refresher Course was conducted for the shift I and shift II students on 27.7.2016. Our NSS Volunteers were cleaned the district court campus on 12th August 2016 under the national wide campaign of "Swachh Bharath Mission". National integrity day, National Voters day, National Youth day and National Constitution day were celebrated by NSS on corresponding days.

d) Old Students Association (OSA):

OSA meeting for the academic year was held on 02-04-2017 and resolve to conduct OSA meeting on every Independence Day in a grand manner. 902 new graduates have been included in OSA for this year.

e) Anti-Ragging committee:

The anti-ragging committee meeting was conducted in the beginning of the academic year 2016-17 for awareness and welfare of the first year students. In this meeting, students had been instructed to follow the rules and regulation framed by the government of Tamil Nadu. Also, they had been instructed to behave with junior student inside and outside the college campus.

f) Career Guidance Centre:

Our students were benefited by getting employment in

- AGS Health care limited – 19 Students
- SANMAR Groups – 3 Students
- Cognizant Technology Solutions – 4 Students

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	32.8 acres			32.8 acres
Class rooms	77			
Laboratories	12			
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library software –LIBSYS - installed

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52610	3484437	731	204000	53341	3688437
Reference Books	1200	100000				100000
e-Books (N-list)			80409			
Journals	80	142112			80	142112
e-Journals(N-list)			3828	5900	3828	5900
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10		BSNL					Digital Library
Added								
Total								

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

Computer Literacy Programme for all non computer science students irrespective of shifts conducted outside the class hours. Examinations were conducted in state-wise and certificates are distributed to the successfully completed students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	Rs.14,00,000
iii) Equipments	Rs. 3,80,000
iv) Others	Rs. 2,00,000
v) UGC XII Plan	-
Total :	Rs. 19,80,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The Methods which encourage active learning in the class room such as discussion, practice session, structured exercises, Team Projects and research projects
- To create a Conducive atmosphere and also to create a informal interaction between the teacher and students which is an important factor for motivation and involvement
- Understanding each students unique strength and impart practical experience according to individual’s strength and weakness.

5.2 Efforts made by the institution for tracking the progression

College council meeting was held on 20.3.2017 for the approval of syllabus revision. Based on the resolutions, undergraduate and postgraduate board of studies meeting were conducted on 21.3.2017 and 23.3.2017 respectively to implement the syllabus revision.

IQAC proudly inform that, our institution being one among the top 19 colleges in Tamilnadu which has been allowed to conduct the vocational courses for the undergraduate outgoing students through leading corporate companies like BSNL, ATDC and Employment Exchange ICT.

Special coaching classes are conducted to improve the academic performance of students from marginalised section of the society. Special lectures and coaching classes for competitive exams are also conducted for the benefit of the students. Differently abled students are briefed about the various schemes of the Government which would benefit them.

5.3 *(a) Total Number of students

UG	PG	MPhil	Ph. D.
3347	361	98	25

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	2314	60.4		1517	39.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
812	742	61	1921	18	3554	875	800	66	2071	19	3831

Demand ratio : 1:1 to 1:10 Dropout : 4.5 %

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

C.S.I.R, U.G.C NET, SLET –Not Conducted.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

1. Career guidance-training course by RUSA , AGS & Med review
2. Students were counselled for their job oriented courses

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	55	3	3

5.8 Details of gender sensitization programmes

Nil.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount Rs.
Financial support from institution		
Financial support from government	2726	63,82,575
Financial support from other sources		
Number of students who received International/ National recognitions	1	

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

English communication skills, soft skills and computers literacy programmes are implemented with the efforts taken by IQAC and the college council members. This is been very frequently expressed by the students to the tutors. Hence, special coaching on personality development, The majority of the students are from rural area, poor socio-economic status and also first generation learners whose communication ability is found to be very weak.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision :

To accomplish excellence in Higher Education and Research on par with Regional and National levels and to provide this in a strong social, cultural and humanistic environment.

Mission:

1. To provide students with the basics of modern knowledge and research methods.
2. To impart values that makes them responsible citizens.
3. To develop creativity, competitive skills, confidence in facing challenges, developing entrepreneurial and leadership qualities in students.
4. To prepare them for global requirements.

The college as a whole provides the broader guidelines for the development of plans for the departments and the constituent bodies functioning on campus. It has specific plans of development in its academic and administrative units and the strategy for implementation is decided by the competent administrative groups with specific terms of reference.

6.2 Does the Institution has a management Information System

Providing diverse opportunities such as access to internet by creating Wi-Fi facilities in campus, creation of smart classrooms in all departments, increasing the optional papers interdisciplinary approach for all students and similar such strategies to enhance quality. critical enquiry and independent learning are tried with all seriousness. Constant efforts taken to provide a supportive intellectually stimulating learning environment.

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

6.3.1 Curriculum Development

- Existing curriculum of the college.
- Feedback on its utility
- Performance and relevance from students, parents, alumni, industries and peers.
- Using Model National Curriculum developed by UGC and other national bodies
- Assessing the regional needs and students skills through planning, feed back and demand.
- The curriculum is designed to suit the need of the local and national requirements.

- The UG and PG courses have core option as well as elective options among various subjects/papers.
- In UG courses, there is an option to choose any one of the basic language (Tamil/Hindi/Urdu) for study.
- Provide certificate courses along with UG degree, Career Oriented Programmes sponsored by UGC have been offered.
- Short term workshops and programmes are also conducted by the IQAC to enhance skills and knowledge
- Trend Analysis and Thrust Area identification, Societal and Industrial projections.
- Evaluation of availability of experts, expertise, training, tools and techniques
- Review on Affordability, Feasibility and Utility
- Involvement of Senior faculty of the college
- Ensuring current needs and future projections
- Curriculum/syllabi designed by faculty and BOS
- Approval of curriculum by BOS and Academic Council
- Implementation of approved syllabi from the next Academic Year
- Mid time review/Annual review at the meetings of BOS
- Total review/updation of syllabi once in 3/5 years
- Feedback obtained from students in a prescribed proforma
- Data analysed by the IQAC of the college
- The outcome/report of the IQAC is made available to the authorities, faculties, BOS for perusal and for further action taken to fulfill the needs.

6.3.2 Teaching and Learning

The College has an IQAC for the continuous assessment of teaching and learning process. The college IQAC comprises of the following members within the College, Principal as Chairman, One Coordinator, Five Committee members and twelve Department Representatives. The IQAC of the college conducts Meetings Once in a month in order to discuss and enhance the quality aspects relating to each and every aspect of the college with special reference to teaching learning process

Teaching and learning is assessed based on students' feedback system. Format for feedback is prepared by the IQAC committee members and given to all the students at the end of the academic year. The feedback forms are collected and consolidated by the Heads of Departments and submitted to the IQAC. IQAC compiles the feedback of students for the entire college, based on the outcome necessary measures are taken for the critical feedbacks

received and considerable measures are taken by the IQAC committee in collaboration with the heads of the departments to retrieve the same.

The IQAC has highlighted the importance of teaching and learning process by suggesting effective methods based on the principal courses sponsored by the American Association of Higher Education and Education Commission of the States and are intended as guidelines to faculty in order to improve their teaching and learning process.

- The Methods which encourage active learning in the class room such as discussion, practice session, structured exercises, Team Projects and research projects
- To create a Conducive atmosphere and also to create a informal interaction between the teacher and students which is an important factor for motivation and involvement

Understanding each students unique strength and impart practical experience according to individual's strength and weakness.

- Feedback is obtained from students about difficulties on courses offered, courses desired and on modifications of curriculum if any.
- Students make an appraisal of teacher support on a 17 point questionnaire. Scores are averaged to a five-point scale and teachers are given a feedback on all the 10 expectations of students from any teacher.
- Students feedback are also used as a yardstick for the assessment of the performance of the faculty.
- Former students participate in academic decision-making. Each Board of Studies has an alumnus to offer counsel about syllabus revision in the context of contemporary
- Special Lectures are conducted for which corporate heads, experts, alumnae are invited; who share their experiences, try to impart knowledge and shape up the attitude required and expected from the students in the dynamic corporate world outside the institute. These events act as reality checks for students to realize their level of standing in particular areas in order to work upon handling challenges. This also gives an opportunity for receiving valuable suggestions on curriculum and teaching learning processes.

6.3.3 Examination and Evaluation

- Shift from year wise scheme to semester system gave scope for continuous internal assessments
- The introduction of continuous internal assessment with innovative methods of evaluation like presentations /seminars, creative assignment have created a

learning atmosphere right through the year focusing the attention of the students on incremental learning and internalization.

- The Grids for Paper Setting, which allot percentages of marks for questions that are knowledge-based, analysis and application oriented, help to focus the attention of the teachers to encouraging the higher order skills.
- The Grids for student Class Presentations and Written Assignments, that make the evaluation criteria clear and that encourage soft skills along with academic content, are also effective evaluation methods.
- The Faculty has shown a great deal of commitment in helping students to focus on good learning strategies
- Regularly the question paper pattern is reviewed and suitably modified in consultation with BOS members who meet at the end of the academic year.
- New computer software for mark-entry and result.

6.3.4 **Research and Development**

The college encourages all the faculty members to update their knowledge and to upgrade the quality of learning by encouraging them to take up major and minor research projects for availing the funding support from various external agencies. Both staff and students are motivated to publish their research works in the reputed peer reviewed journals. The college proudly depicts the fact that the department of Mathematics, Physics, Chemistry, Computer Science, Economics, Tamil, English and Commerce are actively involved in scientific and community oriented research activities and receives funds from various agencies.

6.3.5 **Library, ICT and physical infrastructure / instrumentation**

The Computer Science department has 60 computers with the processor Intel Core i3 and Intel Core i5. The Mathematics department has 35 computers with the processor Intel Core i3. Our Library has 10 Computers with Pentium Intel Dual Core. The MBA department has 10 computers with the processor Intel Celeron and 4 computers with the processor Intel core i3. The Economics department also has 4 Computers with the processor Intel Core i3. All other department has one or two computers depending upon their needs. The Computer Literacy Program Lab has 25 Computer with Intel Core i3. The English Language Lab has 15 Computer with Intel Core i3.

➤ **LAN facility**

The LAN facility is available in Computer Science department, Library, Principal office and Controller of Examinations office with 2Mbps Speed.

➤ **Wifi facility**

The Computer science department, English department and Library has Wifi

facility with Internet Connectivity

➤ **Propriety software / Open source softwares**

The Windows 7, Windows Vista, Windows 8.1 operating system are original software given by the Government. The Open source softwares like Linux, Oracle, PHP, Java, MySql, Eclipse IDE, NetBeans IDE are available in the Computer Science department

➤ **Number of nodes/ computers with internet facility**

The 60 computers in the Computer Science department have the Internet facility with the speed of 2Mbps and Library has 11 computers with the speed of 512Kbps. The English department, Soft skill Computer Lab has one computer with Internet facility and Wifi connection with the speed 4Mbps.

6.3.6 Human Resource Management

- The soft skill workshop was conducted by the faculty members of our college to the third year students of both shifts.
- PTA had appointed guest faculties and non-teaching staffs for the development and the welfare of the student from the PTA fund.

6.3.7 Faculty and Staff recruitment

Appointments are made by the State Government as per the prevailing provisions

6.3.8 Industry Interaction / Collaboration

MoU has been signed between Dept. of Business Administration with Audacious Dreams, India since 1st September 2015.

6.3.9 Admission of Students

Students admission are made by College Admission Committee following Admission Guidelines issued by the Higher Education Department of the State Government

6.4 Welfare schemes for

Teaching	N/A
Non teaching	N/A
Students	Yes

6.5 Total corpus fund generated

N/A

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			Yes	Principal
Administrative			Yes	Principal

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

For UG Programmes Yes No

For PG & M.Phil Programmes Yes No

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

- The introduction of continuous internal assessment with innovative methods of evaluation like presentations /seminars, creative assignment have created a learning atmosphere right through the year focusing the attention of the students on incremental learning and internalization.
- The Grids for Paper Setting, which allot percentages of marks for questions that are knowledge-based, analysis and application-oriented, helps to focus the attention of the teachers to encouraging the higher order skills.
- The evaluation criteria for student based on Class Presentations and Written Assignments, that makes clear and that encourage soft skills along with academic content, are also effective evaluation methods.
- The Faculty has shown a great deal of commitment in helping students to focus on good learning strategies.
- Regularly the question paper pattern is reviewed by the BOS members and suitably modified in consultation with academic council conducts at the end of the academic year.

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

Based on the present need of the society, number of students admitted in every department has been revised and affiliation is given.

6.11 Activities and support from the Alumni Association

At the end of the semester the meeting was organized and suggestions given by the alumniees were updated. The association had suggested to build a Golden Jubilee Arch at the College entrance.

6.12 Activities and support from the Parent – Teacher Association

The College organizes Parent Teachers' Meeting (PTA) in every semester, in which overall academic and extracurricular activities of the college were informed to them. These initiatives have been

well appreciated. The College also encourages the parents to come and meet the respective tutor of their wards at least once in a semester to have an idea about their wards progression. They are also encouraged to meet the course teachers with a prior appointment whenever the need arises.

6.13 Development programmes for support staff :

Periodic technical programmes have been given by the government authorities.

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

The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water, and energy conservation and waste management includes sewage and excretion.

- Plantation of Trees
- Reverse Osmosis plant
- Rain water harvesting
- Herbal garden
- Kitchen Garden
- Energy efficient lighting
- Solar powered lights Installed with 3KVA Power.
- Waste management (Composting and Vermicomposting)
- Safe disposal of laboratory wastes - Incinators
- Panels depicting eco issues
- Sensitising the public on environmental issues and reaching out to the community
- Working towards environmental protection.

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.

- To provide work space for students regarding training and related activities.
- To facilitate high quality on ground experience for students.
- Oral Examination in Spoken English and Soft skills in Part II English is a compulsory feature to all the UG Courses.
- Field trips/ Industrial exposure/ educational tours are attractive aspects to the Arts/Science/Commerce/Management students.
- Induction Programmes/Association programmes are conducted periodically with a experts' key note address to motivate the students in their respective fields of study.
- Supplementary exam is extended to final year students.
- Question Bank is maintained by all the departments.
- Photocopy of the answer script is made available to students on payment.

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

- Based on last year recommendations of IQAC, almost all the suggestions had been implemented and monitored by IQAC.
- In order to reduce the usage of papers and human resources all the departments were connected by intercom.

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

BEST PRACTICES- 1

Title of the practice

Extension Activity for students

Objective of the practice:

Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility, Interaction with the people and Problem Analyzing and Solving Skills

The Context

In Contemporary society, the students are highly ignorant about the problems of the society where they live. Therefore, it is realized that the students must be sensitized about the society and extension activities are made mandatory for them.

The Practice

Various extension activities programmes are conducted through National Service Scheme (NSS), NCC, Red Ribbon Club , Consumer Club , Youth Red Cross Club, Audio Visual Club, Career Guidance Cell ,Literary Club, Planning Forum, Quiz Club, Music Club, Personality Development, Communal Harmony club, Blood Donation Club and Spoken English Club.

They involve the students in the activities like

- Field work
- Organising camps like AIDS awareness, de addiction, Cancer awareness etc.
- Promoting and enrolling members for Eye donation, wherein students are Eye Ambassadors.
- Participation in Rallies against Child Labour, Drug Addiction, Junk Food etc.
- Blood Donation.
- Collecting sponsors and donations for relief and rehabilitation of people affected by natural calamities.
- Students' contribution to old age homes by frequent visits, physical and monetary help.
- In collaboration with Rotaract surveys on slum area with reference to their occupation, educational levels and their living conditions were studied.

- Campus Cleaning.
- Drive against Domestic Violence.

Evidence of success:

- The students develop the quality of integrity through the extension activity.
- The students volunteer to act as scribes for the visually challenged and physically challenged candidates in all the college and competitive exams.
- Student participation in various socio-cultural activities has greatly increased.

Problems Encountered:

Fund mobilization to organize events of the clubs is the major problems for the college.

Best Practice - 2

Organizing the curricular and co-curricular activities

Goal

To develop an action plan for the academic year; To interact with colleges / students / Management / Society to assess and elicit suggestions / recommendations in important areas like introducing need based new academic programmes, improving infrastructural facilities etc., and to share best practices with the others to achieve the objectives of IQAC.

The Context

At the institutional level, it is necessary to create a positive attitude and approach, motivating and providing support to the colleges / Departments for organizing co-curricular or extracurricular activities, promoting research culture, encouraging teachers to organize seminars, workshops etc. motivating students to learn beyond the curricular aspects and providing training in computer operation to the non-teaching staff are some of the tasks performed by IQAC members.

The Practice

The Principal, The Department HOD's, IQAC members, the NCC officer the NSS Programme officer, Professor-In-Charge of Library and other senior faculty members act in the capacity of Head / Member of different committees. By virtue of their positions and their proximity to The staff / students associated with the said committees, these members are able to play a significant role in the decision-making process of some of the activities. The members of IQAC, worked as facilitators along with the Heads of Departments in identifying the Best Practices being followed in each department.

Information regarding Major Research Projects / Minor Research Projects / FDP scheme was provided through the Staff academy. A centralized process of identifying funding agencies and motivating faculty members to apply for research projects to various

funding agencies was initiated. The committee looked after submission of applications to various agencies and then monitored the progress. Also, efforts were made to streamline the working of the unaided programmes based on the feedback received from the staff and students.

Evidence of Success

- Sharing of Best Practice enabled the colleges in identifying, recording and emulating of the same by other Departments.
- Problems encountered and resources required
- Quality initiatives and implementation require both inspiration and perspiration. The financial Assistance which is an important vital element is found to be insufficient in the college

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

7.4 Contribution to environmental awareness / protection

As stated in section 6.14.

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 is carried out periodically for the successful implementation.

8. Plans of institution for next year

- To establish e-governance throughout the college on par with latest technology.
- To interact with peer committee of the college, students, staff, parents and society to assess and elicit suggestions and send the proposal to the state government to introduce the new courses like M.Sc. (Zoology), M.Phil. (Tamil and History) and Ph.D. (Tamil).
- To establish and improve the infrastructural facilities for the new and existing courses.
- To revise the existing curriculum design based on the recommendations of board of studies, academic council in order to fulfil the need of the society.
- To build a golden Jubilee Arch at the college entrance.
- To share best practices with the others to achieve the objectives of IQAC prescribed by NAAC.

Dr.G. Ezhilan

Coordinator, IQAC

Dr. R. Sugirtharani Julina

Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
N/A	-	Not Applicable
