

GOVERNMENT ARTS COLLEGE

C.MUTLUR, CHIDAMBARAM -608 102

TAMILNADU



ANNUAL QUALITY ASSURANCE REPORT

(2010 -11)

2010 - 2011

The Annual Quality Assurance Report (AQAR) of the IQAC

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. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	GOVERNMENT ARTS COLLEGE
1.2 Address Line 1	C-MUTLUR
Address Line 2	
City/Town	CHIDAMBARAM CUDDALORE DISTRICT
State	TAMILNADU
Pin Code	608102
Institution e-mail address	gaccdm2014@gmail.com
Contact Nos.	04144-231770
Name of the Head of the Institution:	Dr G.VANANGAMUDI
Tel. No. with STD Code:	04144-231770
Mobile:	9443330730

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2005	2010
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

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 2007-08 NOT SUBMITTED
- ii. AQAR 2008-09 NOT SUBMITTED
- iii. AQAR 2009-10 submitted to NAAC on 02-01-2015
- iv. AQAR 2010-11 submitted to NAAC on 02-01-2015

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)

Vocational

1.12 Name of the Affiliating University (for the Colleges)

Thiruvalluvar University, Vellore,
TAMILNADU

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="NIL"/>
2.4 No. of Management representatives	<input type="text" value="NIL"/>
2.5 No. of Alumni	<input type="text" value="3"/>
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="1"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

2.14 Significant Activities and contributions made by IQAC

- Coordinated with various departments and college administration for sustaining and enhancing quality in all spheres of activities.
- Set parameters and bench marks for quality assurance and exploring new avenues for quality enhancement.

2.15 Plan of Action by IQAC/Outcome

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

* Attach the Academic Calendar of the year as Annexure.

Plan of Action	Outcome
Encouragements shall be made to publish more number of research papers in reputed peer reviewed international journals with high impact factor.	10 research publications in peer reviewed journals of international level and 1 research publication in non-peer review journals of national level were published in overall in this year.(2010-11).
Steps shall be taken to motivate the qualified staff members to become recognized research advisors to register students for M.Phil. and Ph.D. programmes..	6 staff members have been recognized as research guides during this year. Also, in various departments 7 Ph.D research scholars have been registered during the year 2010-11.
In order to be in line with ICT, upgradation of departments, computer centers and office, more number of computers required.	6 computer systems have been added in COMPUTER SCIENCE during this year 2010-11.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body College Administrative Council

Provide the details of the action taken

- Steps have been taken to improve the quality of teaching and learning process up to the national level.
- Steps have been taken to achieve more than 90% result in the university examination.
- Steps have been taken to provide and promote research activities in the college.
- Steps have been taken to provide cost-effective but quality higher education to more number of students.
- Steps have been taken to confirm sincere, punctual, qualified, transparent and duty conscious academic and official activities of one and all involved in the institution.

Part – B
Criterion – I

I. 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	1	1	NIL	NIL
PG	5	NIL	NIL	NIL
UG	18	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others – M.Phil.,	3	NIL	NIL	NIL
Total	27	1	NIL	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18 UG & 5 PG
Trimester	-
Annual	-

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.

NIL

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
78	66	12	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

27

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
NIL	16	NIL	NIL	NIL	NIL	NIL	NIL	NIL	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL	NIL	49
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	3	NIL
Presented papers	NIL	8	NIL
Resource Persons	NIL	NIL	NIL

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

- Power Point Presentation have been familiarised among staff members.
- In science subject use of models encouraged.
- Students have been asked to utilise Library service whenever possible to promote reading habit.
- Assignments, Seminars, Educational Tours and using library are some of the learning methods.

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

181

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

NIL

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

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

2.10 Average percentage of attendance of students

74.41

2.11 Course/Programme wise distribution of pass percentage :

UG PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A., ENGLISH	129	NIL	NIL	63	NIL	49
B.A., ECONOMICS E/M	35	NIL	9	11	3	65
B.A., ECONOMICS T/M	37	NIL	10	12	3	67
B.COM., SHIFT- I	58	NIL	22	14	NIL	62
B.COM., SHIFT- II	55	NIL	16	15	NIL	56
B.Sc., MATHS E/M	40	2	3	NIL	NIL	13
B.Sc., MATHS T/M	38	2	3	NIL	NIL	13
B.Sc., PHYSICS	29	NIL	8	NIL	NIL	27
B.Sc.,GEN.CHEMISTRY	37	NIL	2	7	NIL	25
B.Sc.,IND.CHEMISTRY(Shift 1)	32	2	17	1	NIL	63
B.Sc.,IND.CHEMISTRY(Shift 2)	32	1	5	NIL	NIL	19
B.Sc., BOTANY	24	NIL	9	NIL	NIL	37
B.Sc., ZOOLOGY	29	3	16	2	NIL	72
B.Sc., CS SHIFT-I	28	2	18	NIL	NIL	71
B.Sc., CS SHIFT-II	28	1	12	NIL	NIL	46

PG PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
M.A., ENGLISH	5	NIL	1	2	NIL	60
M.A., ECONOMICS	24	NIL	9	15	NIL	100
M.COM.,	15	NIL	7	NIL	NIL	47
M.Sc., PHYSICS	23	NIL	18	NIL	NIL	78
M.Sc., CHEMISTRY	26	4	12	NIL	NIL	62

M.Phil., PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
M.Phil., ENGLISH	23	NIL	23	NIL	NIL	100
M.Phil., ECONOMICS	4	NIL	4	NIL	NIL	100
M.Phil., CHEMISTRY	9	2	7	NIL	NIL	100

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

- IQAC takes the initiative to understand the learning difficulties and language problem of students who hail from rural background and help them to perform better in the exams.
- IQAC contribute towards teaching and learning process by suggesting to conduct seminars, workshops and conferences.
- IQAC evaluate the impact of new teaching methods through the Examination result analysis.
- IQAC motivates Staff members to attend in-service training periodically.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	6
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	2
Others	NIL

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	15	8	NIL	NIL
Technical Staff	11	4	2	NIL

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC motivates all the departments of the college shall introduce M.Phil and Ph.D programmes (Full Time and Part Time) for promoting research in the respective fields of study.
- IQAC encourages qualified staff members to become recognized research advisors and register students for M. Phil. and Ph.D. programmes.
- IQAC motivates Departments to upgrade themselves in to research centers. (Full Time Ph.D programme in Chemistry has been permitted in the current academic year).
- IQAC provides information about the various funding agencies, to promote research.
- IQAC coordinates with the staff members and motivate them to apply for minor and major projects.
- IQAC promotes Faculty and students to publish their research work in reputed peer reviewed international journals.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	1
Outlay in Rs. Lakhs	NIL	NIL	NIL	1

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

- ✓ Some of the research papers published by few faculty members have good number of citations
- ✓ Science faculty members normally publish their research papers in reputed international journals with high impact factor.

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

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

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	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

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 for 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	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution 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	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="NIL"/>	State level	<input type="text" value="NIL"/>
National level	<input type="text" value="NIL"/>	International level	<input type="text" value="NIL"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="NIL"/>	College forum	<input type="text" value="NIL"/>		
NCC	<input type="text" value="NIL"/>	NSS	<input type="text" value="7"/>	Any other	<input type="text" value="NIL"/>

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

Our institution is always proceeding with moral and social responsibilities along with the students as a part of their extension activity. We encourage the faculty members and students to take up various activities dynamically. Blood Donation Camp was organized from voluntary donors. Awareness programme regarding drug addiction, Swain fever and special camp at Manjakollai village are the few major activities carried out by NSS during this year.

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 in sq.meter	16,100	NIL	State Govt	16,100
Class rooms	38	1	MP fund	39
Laboratories	13	NIL	NIL	13
Seminar Halls	NIL	NIL	NIL	0
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	1	1	UGC	2
Value of the equipment purchased during the year (Rs. in Lakhs)	7.4	13.75	State Govt Fund & UGC	21.15
Others	NIL	NIL	NIL	NIL

4.2 Computerization of administration and library

6 computer systems have been added in COMPUTER SCIENCE during this year 2010-11.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs	No.	Value Rs	No.	Value Rs
Text Books	20,571	15,67,954	183	60,000	20,754	16,27,954
Reference Books	930	3,01,000	50	1660	980	3,02,660
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	24	16,720	NIL	NIL	24	16,720
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	NIL	NIL	NIL	NIL	NIL
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	72	4	4	NIL	1	3	10	NIL
Added	5	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	77	4	4	NIL	1	3	10	NIL

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

The Computer Literacy programme run by the Government of Tamil Nadu inside the college campus, conduct regular theory and practical classes regarding computer programmes, MS-Word, Excel, DTP and Internet Access to students and training to teachers. The CLP centre has nearly 25 computers with separate internet connections. Every year the Government of Tamil Nadu conducts examination and certificates are issued to the students regularly.

4.6 Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	2.15
iii) Equipments	0.05
iv) Others	NIL
Total :	2.20

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC creates awareness to identify the weak students and suggests carrying remedial measures.
- IQAC suggests ensuring better utilisation of the learning facilities available for the students
- IQAC informs about the various scholarship schemes and other welfare schemes for the students.
- IQAC delegates the student issues to the respective committees for rectification of problems.
- IQAC brings awareness among students regarding anti ragging details.

5.2 Efforts made by the institution for tracking the progression

- Tutorial system is in place to track the progression of the individual students in their academics.
- The tutor maintains the personal as well as the academic records of each student during the entire course of study.
- Tutor Inform parents about their progression by sending letters
- The college management and the faculty always congratulate and encourage the student achievers to scale new heights.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil.,)
2341	221	8	9

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1230	47.6		1349	52.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4	275	9	592	NIL	880	2	355	2	722	NIL	1,081

Demand ratio 1:2.5

Dropout % 6

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

- Efforts are made to purchase reference books for this type of examination to help the students for better preparation.
- UGC funded Coaching classes for NET/SLET examinations are conducted for PG students and UGC funded Remedial courses for the students who need extra coaching.

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- The **Student counselling** extends counselling assistance to students with ailments, academic and social concerns to enable students to function effectively and improve their wellness quotient.
- The **Career Guidance Cell** provides, options regarding higher studies and placements for both undergraduate students and post-graduate students.

No. of students benefitted

4

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
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

Women Development Cell is to inspire and equip women to understand the physical, mental and social potential. Personal counselling to the women students bring awareness among college students about the existing legal rights, protection and free counselling available for women.

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	NIL	NIL
Financial support from government	2,354	42,66,659
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

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: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To improve the quality of teaching and learning process to reach the standards of leading institutions at the national level.
- To provide more effective and efficient remedial measures to enhance the quality of teaching and learning.
- To achieve more than 90% result in all the programmes in the university examination.
- To introduce more number of optional and need based PG courses in various programmes.
- To provide and promote research activities in the college.
- To provide and promote consultancy services to the society.
- To create linkages with other front-line educational institutions and industries.
- To propose and achieve academic autonomous status for the institution.
- To provide cost-effective but quality higher education to more number of students at the earliest time-horizon.
- To ensure all stake holders up the institution sincere, punctual, transparent and delivery of quality oriented services by offering good academic governance at the institutional level.

6.2 Does the Institution has a management Information System

- All Government Colleges are under the control of the Director, Directorate of Collegiate Education.
- All the directions and orders in the administrative side and academic permissions are issued by the director's office.
- Academic control is governed by University.
- Regular meetings of the Staff Council are held to discuss and decide on matters relating to academics and administration under the leadership and guidance of the Principal.
- Efficient and effective leadership is carried out through de-centralization in the form of setting up of various policy making bodies such as the Governing Body, the Examination Committee, the Finance Committee, IQAC, Library Committee, Research Committee, Discipline Committee, Anti-Ragging Committee, Placement and career Counseling Cell, Fine arts Committee, and Grievance Redressal Cell.
- The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department.
- Communication to the staff members and to the students is sent through circulars.
- Request and applications from the students are routed through the tutor and the heads of the departments to the principal for necessary action; and the action taken on the applications is intimated to the respective students.
- Service records, salary and other benefits due to all the staff members are looked after by the college office.
- The departments maintain registers based on work load, circulars, department activities, tutor-ward meetings, students performance.

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

6.3.1 Curriculum Development

- Our college is affiliated to The Thiruvalluvar University, Vellore and so we follow the Curriculum/Syllabus framed by the University Board of Studies for UG/ PG/ M.Phil / Ph.D programmes.
- We are following the Choice Based Credit System (CBCS Pattern) given by the university.
- Relevant and innovative suggestions for the restructuring are discussed by members of Boards of Studies to facilitate the process of revision.
- The recommendations of the Boards are brought to the Academic Council and syndicate body for its approval. The syllabus is reviewed and revised as per the guidelines set down by the UGC for curriculum development and restructuring.

6.3.2 Teaching and Learning

- Faculty in their concerned subjects helps to the students to enhance their subject knowledge and for easy understanding of the concepts.
- The college encourages academic activities like seminar, workshop, industrial visit etc., for both staff members as well as students.
- The faculty members regularly attend orientation, refresher and other in-service training programmes to keep themselves abreast of the latest development in the field of core subjects and education technology.
- The faculty adopt in various approaches, methods, and techniques to teach the syllabus components keeping in view of the student's rural background.
- In addition to conventional talk and chalk-board method, LCDs are used in teaching.
- Classroom sessions are more interactive type in nature developed.
- Project, assignment based learning and student seminars are promoted.

6.3.3 Examination and Evaluation

- As per the Regulations of Thiruvalluvar University, Vellore, Choice Based Credit System is going on for both the UG and PG courses.
- Continuous internal assessment (CIA) carried out based on the University norms.
- At the end of the semester, model examinations are conducted based on the University examination pattern.
- IQAC evaluate the impact of teaching methods through the Examination result analysis.

6.3.4 Research and Development

- The last accreditation initiated the need for the College to respond to the growing importance of developing a vibrant research culture in the campus.
- Our college is motivating the faculty members and the students to carry out research.
- Qualified staff members were encouraged to become recognized research advisors and register students for M. Phil. and Ph.D. programmes.
- Teaching staff are encouraged to publish their research articles in reputed national and international journals.
- Part Time Ph.D already exists in Chemistry and from this academic year onwards Full Time Ph.D is being offered in Chemistry.
- To promote quality in research all the faculty members are encouraged to take up minor and major research projects Departments have been asked to organize
- They were asked to organise conferences, workshops and seminars and to participate in such activities in order to enrich the faculty and the students about new concepts, applications, new research tools and research areas.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:- List containing Name of the book, Author of the book, Title of the book, Publisher's name, Cost of the book etc., have been (~ 20,000) computed.

Physical infrastructure: Proposal for requesting more number of class rooms and Laboratories sent to the Government of Tamilnadu through our higher authorities, Director of Collegiate Education.

Instrumentation:- To promote research in all the faculties, they are encouraged to equip with required number of instruments/Equipments using UGC fund allotments. In Chemistry department, using UGC fund allotted under headings of Equipments, UV double beam spectrophotometer has been inducted to throw more light in the research field especially in spectroscopic related work.

ICT: - Yet to be activated seriously in the campus.

6.3.6 Human Resource Management

There is scope for interdisciplinary activities among various departments and hence all the human resources are optimally utilised in different teaching programmes.

The faculty members and the administrative staff of the college work in tandem under the guidance of the principal for the betterment of the students.

Student representatives are appointed for each class to act as a bridge between the faculty and the class in the execution of regular academic activities.

6.3.7 Faculty and Staff recruitment

Faculty and administrative staff recruitment is under the purview of the state Government. However in case of necessity, the college administration takes steps to appoint both guest lecturers and non-teaching staff through Parent-Teacher Association.

6.3.8 Industry Interaction / Collaboration

Collaboration with various nearby industries has to be planned to give thrust for career placement of students.

6.3.9 Admission of Students

- Single Window Counselling System is followed for UG admissions. Students of various disciplines are admitted as per existing norms prescribed by the Thiruvalluvar University and the instructions given by the Director of Collegiate Education, Chennai. The admission process is carried out transparently through open counselling system, which ensures equal opportunity to all the applicants.
- For the single window counselling system, the data on the application forms are processed and stored for the retrieval of various categories of information, and for admission as per the guidelines of the Government of Tamilnadu.
- The conventional short-listing of students for admission to respective courses is done for PG admissions.
- For M.Phil Courses entrance exam is conducted and admissions are given on the basis of merit as per the regulations of Thiruvalluvar University, Vellore.
- For Ph.D. following the regulations of Thiruvalluvar University, Vellore, the performance in the entrance test and *viva-voce* conducted by the Departmental Research Committee forms the basis for admission.

6.4 Welfare schemes for Teaching, Non-Teaching and Students

For Teaching and Non teaching Staff Members

- As provided by the Government of Tamilnadu, Provident Fund and Medical insurance scheme is being implemented by the government for the welfare of the staff.
- Festival advance is given once in a year for those who apply for it
- Government loan schemes to purchase house and vehicles are available for all the staff members.
- The employees are eligible to get accommodation in Tamil Nadu Housing Board at subsidized rent.
- An employee's cooperative thrift society is functioning in the college in which Teaching and Non – Teaching staff are members.
- Both teaching and Non-Teaching staff can avail themselves loans from the society at low interest rates.

For Students

- Government scholarships are available for all SC and ST students. In case of BC and MBC students scholarships are available for those who belong to low income group.
- Free bus passes up to 30 km are issued by the state government to all the students.
- Train passes on concessional rates are issued to students.
- Two free hostels run by government welfare boards offer accommodation to SC/ST, BC/MBC male students who hail from far off places.
- For female students a separate hostel is run by the government.

6.5 Total corpus fund generated

Being a Government institution all the corpus fund is with the State Government and all the financial commitments are met by the State Government.

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	-	NO	-
Administrative	NO	-	NO	-

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

For UG Programmes Yes - No ✓

For PG Programmes Yes - No ✓

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

- The University seeks the advice of experts of various university departments in Examination reforms and discusses the development through Academic Council Board of Studies and Syndicate members committees.
- The Hall tickets are issued along with the photograph, subject code by the Thiruvalluvar University.
- Centralized and Single valuation for UG and PG students carried out by the affiliating University.
- Students can apply for revaluation and retotalling if they are interested.
- Students can apply and get the transparency of their answer booklets.
- The system of instant examination has been introduced.

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

The University encourages the institutions to attain autonomy.

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

- The parents are extending their support and co-operation for the college.
- PTA stands for the betterment of student community.
- Feedbacks are used to provide better amenities and academic help.
- Departments organise a one-to-one dialogue with parents whose children need attention and counselling services offered to enhance performance.
- Due to the shortage man power in the Teaching staff and Non-Teaching staff, a few are being managed by PTA fund.

6.13 Development programmes for support staff

- Support staff, are encouraged to pursue their higher studies with proper permission from the Director of Collegiate Education, through correspondence mode to equip them and to enhance their promotional opportunities.
- They are sent to attend periodic in-service programmes to enhance their skills. Computer training programmes, networking, e-mail and other related aspects are given in training to the support staff by the CLP or by hiring external experts.

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

- Saplings were planted in the campus to make the campus green.
- Solid waste in the chemistry lab is collected separately and disposed off carefully.
- Integrated environmental Education is in the curriculum.
- As per the guidelines of UGC, animal use in Zoology practical curricula is minimized. Digital alternatives are used.
- To introduce Rain water harvesting system to reequip water table in the earth.

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.

- 10 research publications in peer reviewed journals of international level and 1 research publication in non-peer review journals of national level were published in overall in this year.(2010-11)
- In various departments 6 Ph.D research scholars registered under 7 Ph.D supervisors. (2010-11).
- 6 computer systems have been added in COMPUTER SCIENCE during this year 2010-11.

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

- 10 research publications in peer reviewed journals of international level and 1 research publication in non-peer review journals of national level were published in overall in this year.(2010-11)
- In various departments 6 Ph.D research scholars registered under 7 Ph.D supervisors. (2010-11).
- 6 computer systems have been added in COMPUTER SCIENCE department during this year 2010-11.

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

Question bank formed from University Theory Question papers which have not been utilised when conducting the examinations are properly collected with the permission of Chief Superintendent, subject wise, bounded and utilised by the ongoing students to get accomodise with University question pattern.

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

7.4 Contribution to environmental awareness / protection

- Saplings were planted in the campus to make the campus green.
- Usage of paper cups and paper plates is suggested in the canteen and campus.
- As per the guidelines of UGC, animal use in Zoology practical curricula is minimized.
- Proposal to establish solar panel as alternative resource for electricity have been sent by the college to government.

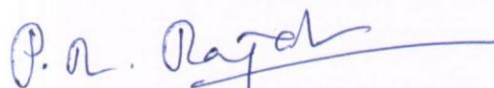
7.5 Whether environmental audit was conducted? Yes No

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

Strength : Well qualified and Experienced Faculty.
Weakness : Lack of infrastructure such as class rooms and laboratories. Inadequate Teaching and Non-Teaching staff members.
Opportunities: Providing knowledge for rural students through education and uplifting them in the society.
Threats : The economic and social backwardness of students and their poor academic proficiency pose a big challenge. All recourses, both physical and human are utilised optimally to meet the task.

8. Plans of institution for next year

- To go for the vision and mission of the college and achieve 100%.
- To update the method of teaching technology using all kind of Audio Visual Aids.
- To promote research, various efforts will be taken in all the segments of research field.
- To increase the infrastructure of the college - more class rooms and laboratories - efforts has to be taken seriously.
- To organise more number of seminars/conferences for needed exposure to upgrade in versatile fields.



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Annexure I

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

Annexure-1

Academic Calendar 2010-2011

Date	Particulars
16.06.2010	College Reopening for the academic year 2010-2011
15.08.2010	Independence Day
23.08.2010- 27.08.2010	First Internal Examinations
20.09.2010- 24.09.2010	Second Internal Examinations
25.10.2010- 29.10.2010	Third Internal / Model Examinations
10.11.2010	Odd Semester Last Working day
November 2010	Thiruvalluvar University Examination for ODD semester
11.11.2010	Winter vacation starting day
30.11.2010	Winter vacation ending day
01.12.2010	College Reopening for even semester
24.01.2011- 29.01.2011	First Internal Examinations
26.01.2011	Republic Day
07.02.2011- 11.02.2011	Departmental association inaugural and valedictory meetings
21.02.2011- 26.02.2011	Second Internal Examinations
08.03.2011	Women's day celebration
16.03.2011- 31.03.2011	Thiruvalluvar University Practical Examinations-schedule
05.04.2011- 11.04.2011	Third Internal / Model Examinations
18.04.2011- 22.05.2011	Thiruvalluvar University theory Examinations-schedule
20.04.2011	Last Working day for the academic year 2010-2011
21.04.2011	Summer vacation starting day

Annexure-2

FEED BACK ANALYSIS

The Internal Quality Assurance Committee suggests the system of getting student feedback by framing the feedback format, monitoring the course of procuring feedback, analyzing and addressing the needs arising out of the process. Feedback on the Curriculum, Infrastructure facilities, Teacher-Student Rapport, etc. are collected, documented, analysed for improvements in future. As a Student Welfare Measure, the College follows the Tutorial System in which Students meet Tutors after regular teaching hours in order to document their responses. The departments are required to incorporate the possible and necessary modifications in the teaching, learning and evaluation methodology to be adopted henceforth.

Annexure-i

BEST PRACTICE - 1

1. Title of the practice:

Previous semester University Theory Question Paper Bank created and utilized by teachers and students.

2. Goal

Departments bind these previous semester Question papers and form question paper bank and the students get benefitted by preparing answers for the University Questions asked repeatedly in their subjects.

3. The Context

Students collect the questions from the question bank for their concerned syllabus and go through the questions. Students get exposure and accustom themselves for the questions which are asked repeatedly by the University.

4. The Practice

Remaining, unutilised question papers after completion of the University theory examinations after every semester are collected department wise /subject wise and handed over to the concerned Departments. The collected question papers were compiled and bounded and kept in the departmental library semester wise. Student can approach the department library and can prepare answers for the questions asked repeatedly in the University Theory Examinations.

5. Evidence of success

Pass Percentage will be the bench mark for this practice carried out.

6. Problems Encountered and Resources required

Mischievous students tear the question papers from the bound and in future a small reading room can be provided so that these question papers can be handled safely as reference books alone or can go for e-format.