

GOVERNMENT ARTS COLLEGE

C.MUTLUR, CHIDAMBARAM -608 102

TAMILNADU



ANNUAL QUALITY ASSURANCE REPORT

(2011 -12)

2011 - 2012

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
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:

Dr P.R.RAJAKUMAR

Mobile:

9443672544

IQAC e-mail address:

gaccdm2014@gmail.com

1.3 NAAC Track ID

TNCOGN12396

1.4 NAAC Executive
Committee No. & Date:

EC / 36 / 044 dated 20.05.2005

1.5 Website address:

gaccdm.ac.in

Web-link of the AQAR:

<http://www.gaccdm.ac.in/aqar/2011-2012.pdf>

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 :

DD/MM/YYYY

05/11/2012

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

2011-12

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 2008-09 NOT SUBMITTED
 - ii. AQAR 2009-10 submitted to NAAC on 02-01-2015
 - iii. AQAR 2010-11 submitted to NAAC on 02-01-2015
 - iv. AQAR 2011-12 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	NIL		
University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other (<i>Specify</i>)	NIL
UGC-COP Programmes	NIL		

2. IQAC Composition and Activities

2.1 No. of Teachers	11
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	NIL
2.4 No. of Management representatives	NIL
2.5 No. of Alumni	3
2.6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	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 No. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- The IQAC accessed information from various academic and administrative departments, committees and organisations on current activities and monitored the progress of the institution.
- The IQAC played an active role in internalising a culture of quality within the institution. This culture is maintained and sustained by several initiatives taken by the Cell through the year.

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 international journals with high impact factor.	32 research publications in peer review journals of international level, 3 in e-Journals of international level and 3 in conference proceedings were published in overall during this year 2011-12.
Departments shall be encouraged to promote research, utilizing the funding of various agencies.	Proposal for Minor project in Maths department sponsored by UGC was sent in this year (2011-12).
Qualified staff members were encouraged to become recognized research advisors and register students for M. Phil. and Ph.D. programmes.	In November 2011, first candidate (part time Chemistry) was awarded Ph.D in the PG & Research department of Chemistry, a much wanted improvement after NAAC accreditation in May 2005.
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 9 Ph.D research scholars have been registered during the year 2011-12.
Up gradation of departments with more number of computers.	25 computer systems have been added in COMPUTER SCIENCE during this year 2011-12.

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	NIL	NIL	NIL
PG	5	1	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 & 6 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	64	14	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

26

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	24	NIL	NIL	NIL	NIL	NIL	NIL	NIL	24

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL

NIL

47

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	20	NIL
Presented papers	1	8	NIL
Resource Persons	NIL	5	NIL

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

- Power Point Presentation is used in class rooms more frequently.
- Students are asked to refer books and journals to go through the advancements in subject/course.
- Student seminars are organized periodically to give them exposure in presentation skills.
- Assignments, Seminars, Educational Tours, preparing study materials etc., 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)

As per the guidelines of the Affiliating University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

6	NIL	NIL
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2.10 Average percentage of attendance of students

85.6

2.11 Course/Programme wise distribution of pass percentage :

UG PROGRAMES:

Title of the Programme	Total no. of student	Division				
		Distinction	I	II	III	Pass %
B.A., TAMIL	45	NIL	28	4	NIL	71
B.A., ENGLISH	109	NIL	NIL	59	NIL	54
B.A., ECONOMICS E/M	35	NIL	8	10	5	66
B.A., ECONOMICS T/M	41	NIL	8	12	5	61
B.COM., SHIFT- I	60	1	26	19	NIL	77
B.COM., SHIFT- II	57	NIL	7	21	NIL	49
B.B.A.,	41	NIL	14	25	NIL	95
B.Sc., MATHS E/M	46	2	20	1	NIL	50
B.Sc., MATHS T/M	45	NIL	5	2	NIL	16
B.Sc., PHYSICS	28	NIL	10	NIL	NIL	36
B.Sc.,GEN.CHEMISTRY	38	1	1	NIL	NIL	6
B.Sc.,IND.CHEMISTRY(Shift 1)	40	1*	NIL	NIL	NIL	2
B.Sc.,IND.CHEMISTRY(Shift 2)	36	NIL	3	NIL	NIL	9
B.Sc., BOTANY	29	1	21	1	NIL	79
B.Sc., ZOOLOGY	26	2	19	4	NIL	96
B.Sc., CS SHIFT-I	30	1	20	NIL	NIL	70
B.Sc., CS SHIFT-II	27	2	11	NIL	NIL	48

PG PROGRAMES:

Title of the Programme	Total no. of students	Division				
		Distinction	I	II	III	Pass %
M.A., ENGLISH	22	NIL	13	NIL	NIL	59
M.A., ECONOMICS	27	NIL	15	8	NIL	85
M.COM.,	17	NIL	5	4	NIL	70
M.Sc., PHYSICS	25	NIL	8	NIL	NIL	32
M.Sc., CHEMISTRY	26	6	15	NIL	NIL	81

M.Phil., PROGRAMES:

Title of the Programme	Total no. of students	Division				
		Distinction	I	II	III	Pass %
M.Phil., ENGLISH	21	NIL	21	NIL	NIL	100
M.Phil., ECONOMICS	14	NIL	9	5	NIL	100
M.Phil., CHEMISTRY	17	2	15	NIL	NIL	100

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

- IQAC takes the initiative to understand the learning difficulties of students from rural background and aid them by providing repetitive assessment so that they perform better in the exams.
- IQAC monitors the performance of the students based on the inputs from the Teaching-Learning process by assessing the ratio of pass percentage in comparison to previous years.
- IQAC encourages Staff members to organize seminar/symposia/workshops/conferences at regional, national and international level.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	2
Faculty exchange programme	NIL
Staff training conducted by the university	4
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	5
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	1	NIL
Technical Staff	11	5	NIL	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.
- 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	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	32	NIL	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	3	NIL	NIL
Conference proceedings	1	2	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 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	NIL	State level	NIL
National level	NIL	International level	NIL

3.24 No. of Awards won in NCC:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.25 No. of Extension activities organized

University forum	NIL	College forum	NIL		
NCC	NIL	NSS	4	Any other	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. Tree plantation in campus and special camp conducted at Pazhyanallur Village are the few to mention as major extension activities carried out by students attached to NSS.

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	39	0	NIL	39
Laboratories	13	0	NIL	13
Seminar Halls	0	0	NIL	0
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	2	0	NIL	2
Value of the equipment purchased during the year (Rs. in Lakhs)	21.15	1	State Fund & UGC	22.15
Others	0	0	NIL	0

4.2 Computerization of administration and library

25 computer systems have been added in COMPUTER SCIENCE during this year 2011-12.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs	No.	Value Rs	No.	Value Rs
Text Books	20,754	16,27,954	323	85,280	21,077	17,13,234
Reference Books	980	3,02,660	60	3,200	1,040	3,05,860
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	77	4	4	NIL	1	3	10	NIL
Added	25	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	102	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	36
iii) Equipments	0.05
iv) Others	NIL
Total :	36.05

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC creates awareness about the various scholarship schemes and other welfare schemes for the students.
- IQAC gathers information based on student issues and delegates the work to the respective committees for immediate rectification of problems.
- IQAC suggests ensuring better utilisation of the learning facilities available for the students.
- IQAC creates awareness to identify the weak students and suggest carrying remedial measures.

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.)
	2,581	239	15	54

(b) No. of students outside the state NIL

(c) No. of international students NIL

Men	No	%	Women	No	%
	1289	44.6		1600	55.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2	355	2	722	NIL	1,081	1	316	5	717	NIL	1045

Demand ratio 1:28 Dropout % 4.8

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

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 6

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
1	120	110	110

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	2,640	63,58,450
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 Counselling 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 notice board display, circulars SMS and e-mail.
- 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.
- The college encourages academic activities like seminar, workshop, industrial visit etc.,
- 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 various approaches, methods, and techniques to teach the syllabus components keeping in view the academic environment of the class rooms.
- LCDs are used in teaching.
- Classroom sessions are made interactive in nature.
- 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 exposed the need for the College to respond to the growing importance of developing a vibrant research culture on campus. Accordingly many followup measures were adopted.
- Full Time & Part Time Ph.D in Chemistry is being offered in Chemistry.
- M.Phil programme is being conducted in Departments of Chemistry, English and Economics.
- Qualified staff members were encouraged to become recognized research advisors and register students for M. Phil. and Ph.D. programmes.
- Faculty members are publishing articles in National/ International Journal/E Journals..
- To promote quality in research all the faculty members are encouraged to take up minor and major research projects.
- 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 laboratories and Staff rooms sent to the Government of Tamilnadu through Director of Collegiate Education. Fire extinguishers have been installed in campus and students and staff have been trained in handling the equipment.

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 campus 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.
- Environmental awareness in the curriculum teaches students how to be more eco-friendly.
- As per the guidelines of UGC, animal use in Zoology practical curricula is minimized. Digital alternatives are used.
- Rain water harvesting system is going on 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.

- 25 computer systems were added to the existing in the computer science department. (2011-12)
- In various departments 9 Ph.D research scholars registered under 6 Ph.D supervisors. (2011-12)
- 32 research publications in peer review journals of international level, 3 in e-Journals of international level and 3 in conference proceedings were published in overall in this year.(2011-12)
- In November 2011, first Ph.D (part time in Chemistry) was awarded in the PG & Research department of Chemistry as first reap produced in the field of research where we wanted to show the improvement after NAAC accreditation in May 2005.

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

32 research publications in peer review journals of international level, 3 in e-Journals of international level and 3 in conference proceedings were published in overall during this year 2011-12.

Proposal for Minor project in Maths department sponsored by UGC was sent in this year (2011-12).

In November 2011, first candidate (part time Chemistry) was awarded Ph.D in the PG & Research department of Chemistry, a much wanted improvement after NAAC accreditation in May 2005.

6 staff members have been recognized as research guides during this year. Also, in various departments 9 Ph.D research scholars have been registered during this year 2011-12.

25 computer systems have been added in COMPUTER SCIENCE during this year 2011-12.

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)

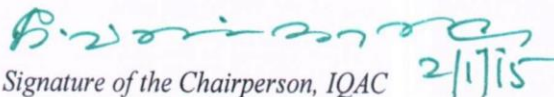
Strength : Well qualified and Experienced Faculty.
Weakness : Lack of infrastructure such as class rooms and laboratories.
Opportunities : Providing knowledge for rural students through education and uplifting them in the society.
Threats : The economic and social backwardness of students and their poor 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 increase the use of Audio Visual Aids in teaching and discussion based classes.
- All Qualified staff members to become recognized research advisors and register students for M. Phil. and Ph.D. programmes.
- Departments to promote research, apply for more number of minor and major projects.
- Faculty and research students to be encouraged to publish their research work in reputed international journals with high impact factor.
- 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 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 2011-2012

Date	Particulars
15.06.2011	College Reopening for the academic year 2011-2012
15.08.2011	Independence Day
22.08.2011- 26.08.2011	First Internal Examinations
26.09.2011- 30.09.2011	Second Internal Examinations
01.11.2011- 05.11.2011	Third Internal / Model Examinations
05.11.2011	Odd Semester Last Working day
21.11.2011- 24.12.2011	Thiruvalluvar University Examination for ODD semester
06.11.2011	Winter vacation starting day
30.11.2011	Winter vacation ending day
01.12.2011	College Reopening for even semester
23.01.2012- 28.01.2012	First Internal Examinations
26.01.2012	Republic Day
13.02.2012 - 17.02.2012	Departmental association inaugural and valedictory meetings
23.02.2012- 29.02.2012	Second Internal Examinations
09.03.2012	Women's day celebration
26.03.2012- 31.03.2012	Third Internal / Model Examinations
16.04.2012- 15.05.2012	Thiruvalluvar University theory Examinations-schedule
19.04.2012	Last Working day for the academic year 2011-2012
20.04.2012	Summer vacation starting day
16.05.2012- 01.06.2012	Thiruvalluvar University Practical Examinations-schedule

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.