

GOVERNMENT ARTS COLLEGE

C.MUTLUR, CHIDAMBARAM -608 102

TAMILNADU



ANNUAL QUALITY ASSURANCE REPORT

(2012 -13)

2012 - 2013

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:

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 : 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 [For 2009-10] submitted on 02-01-2015
- ii. AQAR [For 2010-11] submitted on 02-01-2015
- iii. AQAR [For 2011-12] submitted on 02-01-2015
- iv. AQAR [For 2012-13] submitted 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

RECENT TRENDS IN CHEMISTRY 2012

2.14 Significant Activities and contributions made by IQAC

- IQAC recommends to conduct periodical meetings/ discussions with department faculty representatives, to collect the data pertaining to various activities of the departments.
- IQAC suggests to ensure, efficient performance of academic and administrative tasks.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Outcome
Faculty and research students shall be encouraged to publish their research work in reputed international journals with high impact factor.	22 research publications in peer review journals of international level, 22 research publications in non-peer review journals of national level , 24more in e-Journals of international level and 1 in conference proceedings have been published during the year.(2012-13)
Departments shall be encouraged to promote research, utilizing the funding of various agencies. A core group of senior faculty gave orientation to the colleagues to apply for projects funding agencies.	Minor project in Maths department sponsored by UGC has been sanctioned in this year (2012-13).
IQAC proposes to organise more number of seminars/conferences with a view to enhancing the quality of research and teaching of in the college.	TANSCHE sponsored a two day state level seminar (RECENT TRENDS IN CHEMISTRY 2012). This was conducted by the Chemistry department.
IQAC recommends starting new PG courses and research proposal.	PG course in MATHS approved by DCE has been started in this year.

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management

Syndicate

Any other body

College Administrative
Council

Provide the details of the action taken

- ✓ All steps were taken to encourage teachers to communicate their research papers to peer reviewed international journals.
- ✓ Steps were taken to make the faculty to participate in conferences during this year (2012-13).
- ✓ Steps have been taken to submit the proposal for minor project in Maths department to UGC in this year (2012-13).
- ✓ Steps have been taken to conduct TANSICHE sponsored two day state level seminar at the Chemistry department.
- ✓ Steps were initiated to start PG course in MATHS with the approval of DCE this year.

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
Ph.D	1	NIL	NIL	NIL
PG	6	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	28	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 & 7 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 (Annexure-1)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The affiliating University of ours, that is, Thiruvalluvar University, Vellore, has revised and updated the regulations and syllabi for all the UG and PG courses conducted in our college. Introduction of Soft skill, Communication skill, and skill based subjects and non-major electives are some of the main features in the revision.

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	65	13	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	28	NIL	NIL	NIL	NIL	NIL	NIL	NIL	28

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL	NIL	55
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	6	NIL
Presented papers	3	8	NIL
Resource Persons	NIL	NIL	NIL

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

- With small Experiments in science subjects, fundamentals of the Subject were taught
- Student interaction is encouraged during class room teaching.
- Group discussion is encouraged in class rooms.
- Project based learning has been adopted for various programmes.

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
BOS

0

0

2.10 Average percentage of attendance of students

78.72

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., TAMIL	71	NIL	34	6	NIL	57
B.A., ENGLISH	140	NIL	1	65	NIL	47
B.A., ECONOMICS E/M	52	NIL	19	21	6	88
B.A., ECONOMICS T/M	59	NIL	21	25	7	89
B.COM., SHIFT- I	57	NIL	12	33	NIL	79
B.COM., SHIFT- II	58	NIL	06	24	NIL	52
B.B.A.,	38	NIL	14	20	NIL	90
B.Sc., MATHS E/M	49	3	22	NIL	NIL	51
B.Sc., MATHS T/M	51	NIL	6	NIL	NIL	12
B.Sc., PHYSICS	26	NIL	2	NIL	NIL	7
B.Sc., GEN.CHEMISTRY	52	NIL	6	3	NIL	17
B.Sc., IND.CHEMISTRY(Shift 1)	53	NIL	4	NIL	NIL	8
B.Sc., IND.CHEMISTRY(Shift 2)	54	1*	1	NIL	NIL	4
B.Sc., BOTANY	33	NIL	16	8	NIL	73
B.Sc., ZOOLOGY	31	NIL	20	4	NIL	77
B.Sc., CS SHIFT-I	30	3	20	NIL	NIL	77
B.Sc., CS SHIFT-II	28	2	12	NIL	NIL	50

*Thiruvalluvar university, Vellore First rank holder

PG PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
M.A., ENGLISH	17	NIL	7	1	NIL	47
M.A., ECONOMICS	26	NIL	14	8	NIL	85
M.COM.,	19	NIL	7	NIL	NIL	37
M.Sc., PHYSICS	25	1	11	NIL	NIL	48
M.Sc., CHEMISTRY	29	1	9	NIL	NIL	34
M.Sc., ZOOLOGY	12	1	10	NIL	NIL	92

M.Phil., PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
M.Phil., ENGLISH	21	NIL	8	NIL	NIL	39
M.Phil., ECONOMICS	17	NIL	12	4	NIL	94
M.Phil., CHEMISTRY	15	7	7	NIL	NIL	93

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 so that they perform better in the exams.
- IQAC evaluates the impact of new teaching and methods through the Examination result analysis.
- IQAC received periodic student feedbacks on course content and teaching.. The feedbacks have been then analysed and areas for improvement have been identified and communicated to staff for necessary remediation.
- IQAC encourages the use of updated technological information to help the students to cope up with their learning process in an easy manner.
- Staff members have been motivated by IQAC to organize seminars/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	1
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	5	3	NIL
Technical Staff	11	7	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

- All the Departments of the college are being motivated to introduce M.Phil., and Ph.D., programmes, both Full-time and Part-Time for promoting research in the respective fields of study.
- IQAC encourages the staff members to apply for minor and major projects.
- IQAC helps the Departments to upgrade themselves in to research centers.
- IQAC provides information about the various funding agencies, to promote research.
- IQAC advises both the Faculty and students to publish their research work in reputed 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	1	NIL
Outlay in Rs. Lakhs	NIL	NIL	0.67	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	NIL	NIL
Non-Peer Review Journals	NIL	22	NIL
e-Journals	24	NIL	NIL
Conference proceedings	1	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	2012-14	UGC	67,000	35,000
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	67,000	35,000

3.7 No. of books published i) With ISBN No.

NIL Chapters in Edited Books 2

ii) Without ISBN No.

NIL

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	1	NIL	NIL
Sponsoring agencies	NIL	NIL	TANSICHE	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 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 College forum
NCC NSS Any other

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 about Tuberculosis created among 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 in sq.meter	16,100	NIL	State Govt	16,100
Class rooms	39	2	MLA-FUND	41
Laboratories	13	NIL	NIL	13
Seminar Halls	NIL	NIL	NIL	0
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	2	NIL	NIL	2
Value of the equipment purchased during the year (Rs. in Lakhs)	22.15	10.25	State Fund & UGC	32.35
Others	NIL	NIL	NIL	NIL

4.2 Computerization of administration and library

NIL

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs	No.	Value Rs	No.	Value Rs
Text Books	21,077	17,13,234	343	95,000	21,420	18,08,234
Reference Books	1,040	3,05,860	25	2500	1065	3,08,360
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	102	4	4	NIL	1	3	10	NIL
Added	1	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	103	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.)

NIL

4.6 Amount spent on maintenance in lakhs :

i) ICT

NIL

ii) Campus Infrastructure and facilities

NIL

iii) Equipments

0.05

iv) Others

NIL

Total :

0.05

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC gathers information based on student issues and delegates the work to the respective committees for immediate rectification of problems.
- IQAC coordinates with various staff coordinators and student organizations to ensure better utilisation of the learning facilities available for the students.
- IQAC carried out result analysis based on the University examination to identify the weak students and suggest proper remedial measures.

5.2 Efforts made by the institution for tracking the progression

- Tutorial system is implemented 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 informs the parents periodically about their attendance and progression by sending letters
- The college management and the faculty always encourages the student achievers
- Achievements of students are widely publicised to the society to boost up the motivation and morale of the fellow students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil.,)
2,635	287	14	60

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1,162	38.6		1834	61.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	316	5	717	NIL	1045	4	351	13	687	NIL	1055

Demand ratio 1:2 Dropout % 6.6

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

- Efforts have been 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

5

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	1	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	2	UPSC	0	Others	0

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

8

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 staff members in Women Development Cell have conducted programmes to inspire and equip women students to understand their physical, mental and social potential. Personal counselling to the women students have been given to 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	2,820	69,17,503
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

- The college provides the course details and schedule in all learning courses, which makes the students to enlighten them as to their career prospects as soon as they step into the college.
- Faculty issues hand outs in class rooms their concerned subjects to enable the students to enhance their subject knowledge and facilitate easy understanding.
- 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.
- In addition to conventional talk and chalk-board method, Audio Visual Equipments are used in teaching.
- Classroom sessions are interactive in nature.
- Project/ assignment based learning and student seminars are promoted

6.3.3 Examination and Evaluation

- As per the Thiruvalluvar University, Vellore Regulations, Choice Based Credit System is going on for both the UG and PG courses.
- Continuous internal assessment (CIA) is done based on the University norms.
- IQAC evaluate the impact of teaching methods through the Examination result analysis.

6.3.4 Research and Development

- The last accreditation observed 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 is functioning 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: Enough class rooms are not available. 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.

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

- Interaction with industries (SIPCOT, a group of industries available 20 Kms from the institution and near to Cuddalore) will be made available more, considering job opportunities for the 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

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, computer 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 and can avail loan depending upon the need and eligibility 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.
- Students can apply for revaluation and retotalling if they are interested.
- Students can apply and get the transparency of their answer booklets.
- Bar coding answer book is introduced by the University

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. This institution would opt after getting reaccreditation.

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 of 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.

- More number of research publications in peer review journals of international level, have been made which motivate the other staff members to go for publications.
- Allotment of a Minor project in Maths department sponsored by UGC motivates others to opt for new projects from different funding agencies
- Conduct of a two day State Level Seminar (RECENT TRENDS IN CHEMISTRY 2012) by Chemistry department in Sep 2012 sponsored by TANSICHE motivates other departments to go for conducting seminars.

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

- ✓ Steps have been taken to publish more than 20 research publications in peer reviewed journals of international level
- ✓ Steps have been taken to publish more than 20 research publications in non-peer reviewed journals of national level
- ✓ Steps have been taken to participate in conferences during this year.(2012-13)
- ✓ Steps have been taken to submit the proposal for minor project in Maths department to UGC in this year (2012-13).
- ✓ Steps have been taken to conduct TANSICHE sponsored a two day state level seminar (RECENT TRENDS IN CHEMISTRY 2012) by Chemistry department.
- ✓ Steps have been taken to start PG course in MATHS approved by DCE in this year.

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.

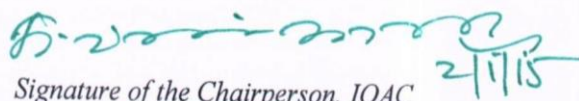
8. Plans of institution for next year

- To increase the use of Audio Visual Aids in teaching.
- To upgrade all the Departments as research centers and all qualified staff members to become recognized research advisors..
- To promote research, departments are encouraged to submit proposals to various funding agencies.
- Faculty and research students are to be encouraged to publish their research work in reputed international journals with high impact factor.
- To increase the infrastructure of the college and to provide more class rooms and laboratories to accommodate more number of students.
- To provide class rooms fitted with smart boards.
- To provide ICT (Information and Computer Technology) training to all staff members.
- To organise more number of seminars/conferences with resource persons for needed exposure to gain knowledge.



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Annexure 1

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 2012-2013

Date	Particulars
18.06.2012	College Reopening for the academic year 2012-2013
15.08.2012	Independence Day
27.08.2012- 31.08.2012	First Internal Examinations
13 & 14.09.2012	State level seminar by Chemistry department.
24.09.2012- 28.09.2012	Second Internal Examinations
17.10.2012- 30.10.2012	Third Internal / Model Examinations
09.11.2012	Odd Semester Last Working day
November 2012	Thiruvalluvar University Examination for ODD semester
10.11.2012	Winter vacation starting day
02.12.2012	Winter vacation ending day
03.12.2012	College Reopening for even semester
24.01.2013- 31.01.2013	First Internal Examinations
26.01.2013	Republic Day
11.02.2013 - 16.02.2013	Departmental association inaugural and valedictory meetings
23.02.2013- 28.02.2013	Second Internal Examinations
08.03.2013	Women's day celebration
04.04.2013- 29.04.2013	Thiruvalluvar University Practical Examinations-schedule
15.04.2013- 20.04.2013	Third Internal / Model Examinations
29.04.2013- 28.05.2013	Thiruvalluvar University theory Examinations-schedule
03.05.2013	Last Working day for the academic year 2012-2013
04.05.2013	Summer vacation starting day

Annexure-2

FEED BACK ANALYSIS

The Internal Quality Assurance Committee organizes the system of procuring student feedback by framing the feedback format, monitoring the course of procuring feedback, analyzing and addressing the needs arising out of the process. The feedback covers Part-I Tamil, Part-II English, Part-III Core and Allied papers and Part-IV Skill based subjects and Non-Major Elective Papers of all the UG Programmes of 2012-2013 batch and the Core and Non-Major Elective Papers of the PG courses of 2012-2014 batch. 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 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.