



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT ARTS COLLEGE
Name of the head of the Institution		Dr. N.Santhi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04144231770
Mobile no.		8903539292
Registered Email		gaccdm2014@gmail.com
Alternate Email		gaccdmiqac2020@gmail.com
Address		C.MUTLUR, CHIDAMBARAM
City/Town		CHIDAMBARAM
State/UT		Tamil Nadu
Pincode		608102
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. S.Meena., M.Sc., M.Phil., Ph.D
Phone no/Alternate Phone no.	04144295365
Mobile no.	9976990777
Registered Email	gaccdmiqac2020@gmail.com
Alternate Email	gaccdm2014@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gaccdm.in/NACC/aqar/2017-2018.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://gaccdm.in/Academics%20Calendar/2018.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	66	2005	20-May-2005	19-May-2010
2	B	2.36	2016	19-Jan-2016	18-Jan-2021

6. Date of Establishment of IQAC	13-Jul-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
First IQAC Meeting	12-Jul-2018	18

	1	
Second IQAC Meeting	09-Oct-2018 1	18
Third IQAC Meeting	13-Feb-2019 1	18
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department	ACADEMIC FACILITIES STORES EQUIPMENTS	State Govt	2018 365	225000
Department	Maintenance	State Govt	2018 365	30000
Department	ACADEMIC FACILITIES COST OF BOOKS	State Govt	2018 365	200000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Discussion on registration and organization of Alumni Meet

Planning to celebrate women's day on March 8, 2019

Preparation of college magazine to be handed over to the head of the department

of Tamil

Promoting Educational Tours of student community

Motivating students on the creation of new software

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

Plan of Action	Achivements/Outcomes
Planning to celebrate women's day	Celebrated Womens Day on March 8, 2019
Planning to conduct fine arts competitions and sports meet	Conducted fine arts competitions and sports meet on 23rd & 30th of March 2019
Planning to conduct annual stock verification by forming various committees for cross check	Done annual stock verification
Planning to conduct soft skill training program	Conducted soft skill training program to the Students
Motivating students on the creation of new software	Conducted an one day seminar on "Latest Trends in Mobile Computing"

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Academic Council	13-Feb-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

27-Feb-2019

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college believes in adopting a holistic approach towards the effective delivery of the curriculum through a structured and transparent process. From the design, planning and implementation there's a methodical approach in the effective completion of the curriculum. All the departments follow the curriculum designed and prescribed by the Bangalore Central University. The parent university updates the syllabus periodically for UG and PG Courses. All the courses are offered in semester mode. • There is a strict adherence to the time-table and course plan. The time table is formulated so as to finish the stipulated hours needed towards each subject. • The Course Plan involves and encourages the teachers to include various methodologies like ICT, Blended learning, Flip class, Role - play, Experiential learning, Peer-learning, debates and discussions to ensure effective preparation and delivery of each segment. Through a well-planned Course handout, time table, planner, workload, scheme of evaluation and calendar, an effective curriculum is delivered and documented. • Guest lectures by eminent personalities in the relevant area, workshop, short term projects and industrial visits are also modes of imparting quality education. • The plan infuses co - curricular and extra-curricular activities with academics to meet the objective of the course. There are various centralized (HR club, Eco club etc) and departmental clubs (like the Psychology club called Psychonauts, the film club called Presiflix, the communication club called Prudentia to name a few). These conduct various activities like discussion, debates, guest lectures which enhance the skills of the students. • The various departments offers Certificate courses like PHP, .NET, Android, neurofeedback etc. Certificate programs are short-term training program. Certificate programs helping the students to develop skills and experiences. • The institution has a proper mentoring system. Mentoring is a system under which a senior or more experienced individual (the mentor) is assigned to act as an advisor, counselor, or guide to a junior or trainee or student. The mentor is responsible for providing support to, and feedback on, the individual in his or her charge. • Remedial classes are extended to the students at regular basis. These classes are aimed at improving the performance of students who are struggling with their academics. • Internal assessment is a crucial part of the instruction process. All the assignments are evaluated based on rubric, which provides a fair and objective evaluation system. • Newsletters are circulated and issued periodically which gives a glimpse of the departmental activities. • PTM's are conducted on a regular basis .The meeting between the parents and teachers is aimed to discuss child's progress in the college and address if there are any academic or behavioral issues. • Faculty is encouraged to attend various FDP programs which help them upgrade their knowledge and skill sets.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Literacy Program	NIL	22/06/2005	90	Employability	Computer Skill for Non-Computer Science Students
Soft Skill	NIL	12/06/2017	90	Entrepreneurship	

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Statistics	18/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	TAMIL, ENGLISH, ECONOMICS	16/06/2016
MA	TAMIL, ENGLISH, ECONOMICS	16/06/2016
BBA	BUSINESS ADMINISTRATION	16/06/2016
BCom	COMMERCE	16/06/2016
MCom	COMMERCE	16/06/2016
BSc	MATHS, PHYSICS, CHEMISTRY, BOTANY, ZOOLOGY, COMPUTER SCIENCE, STATISTICS	16/06/2016
MSc	MATHS, PHYSICS, CHEMISTRY, BOTANY, ZOOLOGY, COMPUTER SCIENCE, STATISTICS	16/06/2016
BCA	COMPUTER APPLICATION	16/06/2016

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

	Certificate	Diploma Course
Number of Students	1136	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Environmental Studies	18/06/2018	1231
Value Education	18/06/2018	1231
Soft Skill Development	18/06/2018	1231
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	TAMIL	12
MA	ENGLISH	41
MSc	PHYSICS	24

MSc	COMPUTER SCIENCE	20
BBA	BUSINESS ADMINISTRATION	44
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The development of any organization heavily depends upon a well functioning feedback system involving all major stakeholders. The college has been practicing a 360 Degree online feedback system through ERP accommodating all the stakeholders including employers, students, alumni and parents to help the individuals and organization as a whole to improve the performance and effectiveness of the Institution. Since the process of feedback is based online it reduces paper work and in one of the ways to deploy green practices. Online feedback mechanism maximizes the involvement of all stake holders as to give regular reminders if not participated. The institution collects the feedback on curriculum aspects and courses from different stakeholders such as the students, parents, alumni, Faculty and Employers. The college maintains an IQAC as a quality enhancement measure. In supervision of IQAC, various departments and committees like Career Guidance, AntiRagging and Anti Sexual Harassment Committee, Student Welfare Cell etc reinforce the curriculum by incorporating updated information and diurnal social issues. The college conducts annual Alumni Meet, in which suggestions and feedback are received from Alumni students. Feedback from companies visiting campus on recruitment drives too is recorded and Action taken report is generated for the same. Student Feedback on Institutional Performance is evaluated based on the following parameters. Overall impact of college on Student life College Office Support Security alert and approach Overall ambiance / cleanliness of the Campus Canteen Facility Internet Facility (WiFi) Sports Facility ERP Updates and Class scheduling Assessment, Evaluation and Feedback CoCurricular and Extra Curricular Activities Parent Feedback on Institutional Performance is evaluated based on the following parameters. Overall ambiance / infrastructure of the College/ Administrative Office Support and response/ Value added programmes offered</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	TAMIL	50	2264	59
MA	TAMIL	30	19	19
BBA	Business	40	48	48

	Administration			
BA	Economics (English Medium)	40	2264	44
BSc	Zoology	30	1132	35
BSc	Mathematics (Tamil Medium)	40	1132	43
MSc	Mathematics	40	56	40
PhD or DPhil	Mathematics (Full Time)	8	3	3
BSc	Botany (Tamil Medium)	30	1132	36
BSc	Computer Science	60	1132	66
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1400	280	53	10	79

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
139	20	5	4	1	0
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Our institution has well-framed students mentoring systems at all levels i.e. undergraduate and postgraduate level wherein individual care and attention is being given to each and every student. The objectives are monitoring the academic progress and the overall behaviour of the students. The Tutors maintain the details of the students assigned to them to keep track of the growth and development of each student inside the campus. The tutors find the problems of the students both academic and personal and to act as counsellors. The tutors also identify the students who are economically backward and make adequate arrangements for getting them financial assistance from the appropriate authority. The Mentors perform the following functions: • Maintenance of personal details of the students including their address, contact numbers, overall academic performance and progress. It will help the mentors to track the academic performance of his/her mentees. • Guiding the students regarding choice of projects, seminars, presentations etc. • Advising and encouraging the students in all academic matters and reduce the student drop-out rates. • Assessing, identifying and understanding the status of slow learners and encouraging the progressive learners. • Guiding the students in taking up extra-curricular activities. • Contacting the parents/guardians and conducting parent teachers meet of the students to inform the parents in friendly way in case of their academic irregularities, behavioural changes through the Head of the

Department or Principal. • Counselling the students in matters of their career. • Providing the information to the college about the academic performance of the alumni. Providing psychosocial support at the time of need. • Enhancing the mentees confidence and perseverance to provide support system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2193	139	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
98	89	9	4	72

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Mr.P.Rajesh	Assistant Professor	Best Researcher
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	U03, U04, U07	ODD/2018	03/11/2018	31/01/2019
BBA	U08	ODD/2018	03/11/2018	31/01/2019
BCom	U10	ODD/2018	03/11/2018	31/01/2019
BSc	U17, U18, U22, U25, U28, U33, U34	ODD/2018	03/11/2018	31/01/2019
MA	P02, P06	ODD/2018	03/11/2018	31/01/2019
MCom	P09	ODD/2018	03/11/2018	31/01/2019
MSc	P14, P20, P23, P15	ODD/2018	03/11/2018	31/01/2019
BA	U03, U07	EVEN/2019	16/04/2019	25/06/2019
BBA	U08	EVEN/2019	16/04/2019	25/06/2019
BCom	U10	EVEN/2019	16/04/2019	25/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

College follows CBCS system that has two components for assessment. One is internal test and the other is external examination. The internal test carries 50 marks for all the subjects. Internal marks for practical are 50. The College

follows a systematic approach on Continuous Internal Assessment through which the students are being evaluated. As per the norms of the university, internal tests are conducted for every semester. Internal tests are centralized and conducted systematically and periodically. The pattern which is used in the external examination and its question paper is used in the internal examinations also. Internal marks awarded to the students are displayed on the notice board to promote transparency and uploaded the Internal marks in the University web portal. Assignments, seminars, projects and practical are conducted. Internal tests facilitate continuous assessment of the student's progress. Students are encouraged to write improvement tests if they get low marks in internal tests. For practical assessments, the students are assessed by the consideration of the attendance percentage, observation report, record note books and overall performance which is valued by the course teacher. Retests are conducted for the students who are engaged in the service programs related to sports/NSS. Reforms: Model examination is conducted at the end of the every semester before the University examination.

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

In the beginning of every academic year, the academic calendar is prepared for the entire year which is helpful to make students well-informed regarding the working days, details of working order, dates of internal examination and the details of Government holidays. It is prepared with the view to the reference to the state calendar and the academic calendar of the affiliated university to ensure smooth conduct of the academic activities of the College. Keeping in view of the number of working days, test for internal evaluation are decided and mentioned in the academic calendar. The schedules of the internal tests are informed in the academic calendar. The college also has an examination committee comprising two faculty members who prepare the schedule for the monthly tests and model examination. Changes in academic calendar are made only after getting the consent in the council.

2.6 – Student Performance and Learning Outcomes

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

<http://gaccdm.in/spl.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
U07	BA	TAMIL	53	47	89
P06	MA	TAMIL	12	12	100
U08	BBA	Business Administration	44	28	64
U03	BA	Economics (TM & EM)	108	88	81
P01	MA	Economics	19	16	84
M07	MPhil	Economics	2	2	100
U04	BA	ENGLISH	130	64	49

P02	MA	ENGLISH	42	32	76
M08	MPhil	ENGLISH	6	6	100
U28	BSc	PHYSICS	33	25	76
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2.7 – Student Satisfaction Survey

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

<http://gaccdm.in/igac.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	1095	Tamilnadu State Council for Higher Education (TANCHE)	100000	100000
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Plant Taxonomy and Conservation of Floristic Diversity	Botany	19/03/2018
Plant Taxonomy and Conservation of Floristic Diversity	Botany	20/03/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Young Scientist Award	Dr. N.Vijayasankar	Bahujana Sathiya Academy	01/02/2019	NIL
Social Achiever Award	Dr.P.Kandan	Jambu Mahrishi Most Backward Association-Chennai	02/11/2018	Social Activity
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
English	1
Mathematics	1
Chemistry	6

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Economics	7	0
International	Zoology	1	0
National	Zoology	3	0
International	Mathematics	34	0
International	Commerce	3	0
International	Computer Science	11	0
National	Computer Applications	4	0
National	Chemistry	5	1
International	Statistics	1	0

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

Department	Number of Publication
Economics	8
Zoology	1
Mathematics	2
Computer Science	1
Chemistry	6

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Soil-microbial communities indexing from mangroves	K. Sarav anakumar, K. Kathiresan, D. MubarakAli, K. Kayalvi	Physiological and Molecular Plant Pathology	2018	0	NIL	0

rhizosphere and barren sandy habitats	zhi, N. Rajendran, S. Hemalatha and J.Chen					
Survival and growth of fish (Lates calcarifer) under integrated mangrove aquaculture and open aquaculture system	V. Shanmugaarasu, K. Kathiresan, K. Ilanzhelian and N. Rajendran.	Aquaculture Report	2018	0	NIL	0
The effect of copper sulphate on the haematological parameters in the blood of fresh water fish, Catla catla	S. Sankar Samipillai and Uma	International Journal Of Current Research and Development	2018	0	NIL	0
Lernanthropods (Copepoda: Siphonostomata), parasitic on fishes from Southeast Coast of India	K. Raja, N. Rajendran, A. Saravananakumar, A. Gopalakrishnan, R. Vijayakumar and B.A. Venmathimaran	Indian J. Geomorphology	2018	0	NIL	0
Effect of copper sulphate on succinate and lactate dehydrogenase in the selected tissues of fresh water	S. Sankar Samipillai and U Uma	International Journal of Scientific Research in Science and Technology	2018	0	NIL	0

fish, Catla catla						
Studies on the biochemical changes in the fresh water Labeo rohita (HAM) exposed to the cadmium combined with cadmium selenium	B. Aruljothi and P. Sangeetha	Journal of Emerging Technologies and Innovative Research (JETIR)	2018	0	NIL	0
Recycling of Kitchen waste and Effect on Nutrient changes by Eisenia fetida	B. Aruljothi and P. Sangeetha	Journal of Emerging Technologies and Innovative Research (JETIR)	2018	0	NIL	0
combined with cadmium selenium.	K. Raja, N. Rajendran, A. Saravanan, A. Gopalakrishnan, R. Vijayakumar and B.A. Venmathiraman	Indian J. Geo Mar.Sci.,	2018	0	NIL	0
Larvicidal Activities of Selected Essential Oils Against the Housefly, Musca Domestica L.	P. SANGEETHA, MUZAFFAR MUSHTAQ SHE AND B. ARULJOTHI	Journal of Emerging Technologies and Innovative Research (JETIR)	2018	0	NIL	0
EXCEEDINGLY RESOURCERFUL IN HIERARCHICAL	M .BHARATHIDHASAN, S. MANIVARMAN	JOURNAL OF APPLIED SCIENCES AND COMPUT	2018	0	NIL	0

LLY STRUCTURED ZnO-TiS NA NOCOMPOSIT E MATERIAL AND ITS MULTI APPL ICATION	G. PRABHAK ARAN	ATIONS				
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	27	13	2	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day 26.06 .2018 FN	NSS	10	100
Drug Abuse Awareness Rally 26.06.2018 AN	NSS/ Killai Police Station/YRC	15	150
Awareness on World Youth Skills Day 19.07 .2018	NSS/Skil India awareness office, Pudhucherry/ Mudhra loan Scheme	7	250
Independence day celebration, 15.08.2018	NSS/ Physical Education	150	300
one day Awareness/ preparedness on disaster management 27.09.2018	NSS/ National disaster response force, 4 Battalian, Arakkonam	12	500
RASHTRIYA EKTA DIWAS PLEDGE 31.10.18	NSS	25	400
Vigilance	NSS	25	350

Awreness Day pledge 05.11.18			
plastic removal from the campus 02.01. 2019	NSS	3	150
Republic Day celebration 26.01.2019	NSS/ Physical education	95	325
road safety week- Road safety Rally , distribution of bit notice regarding road safety to public. 07.02.19	NSS/ Regional transport office/ Killai Police station.	30	400

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Blood donation Camp	YRC	Blood donation Camp	2	10
Aids Awareness Programme	NSS	Aids Awareness Programme	1	24
Swatch Bharat	Chemistry Department	Campus Cleaning	15	174

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Project Work	Project Work	Neycer India Limited, Vadalur, Cuddalore District	02/01/2019	20/02/2019	44
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
44376000	44376000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Nil	0	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25978	2977954	791	200000	26769	3177954
Reference Books	101	183797	Nil	Nil	101	183797
e-Journals	323	16720	Nil	Nil	323	16720
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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NIL	NIL	NIL	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	105	65	4	0	25	3	12	2	0
Added	0	0	0	0	0	0	0	0	0
Total	105	65	4	0	25	3	12	2	0

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Soft copy of concern subjects provided in the Institute website	http://www.gaccdm.in/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9232374	9041980	44376000	44376000

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

The maintenance Utilization of physical, academic and support facilities of every academic year is maintained with a standard policy and procedure by our college. This is implemented by forming various committees and administered through the committees headed by the Principal. Physical facilities: Physical facilities including laboratories, class rooms, and computers are made available for the learning benefit of the students. The classroom boards and furniture facilities are utilized regularly by the teacher and students. The maintenance and clearance of the classrooms and the laboratories are done with the assistance of the non-teaching staff. The college garden is maintained by the gardener appointed by the college. The college has adequate number of computers with internet connections and the needful software is installed in the computers in different locales like office, laboratories, library, departments etc. The maintenance of computers, LAN, servers, printers, projectors, scanners, laptops are done through the external agencies/private vendors regularly. The staff members of every department can make use of the computer system with internet at their seating places. The college website is maintained regularly by the department of computer science. The maintenance of UPS and the Generator is done regularly. Electrical, plumbing and renovation of existing classrooms and laboratory related maintenance is carried out and its

expenditure is met from Government allotted funds towards construction and the maintenance of infrastructure. All these maintenance works were also carried out by PWD (Tamil Nadu Public Works Department). An amount Rs. 2,25,000/- (Rupees Two Lakhs Twenty Five Thousand only) is allotted for the purchase of the equipment of the laboratory for the academic year 2018-2019. Academic and support facilities: The academic support facilities like library, sports and other platforms supporting overall development of the students like NSS, YRC, and Career Guidance and Counselling is accessible to the students. The sports committee comprising Physical Director along with the three faculty members of the college is headed by the Principal. All the sports activities are conducted from the sports fund generated. The sports fund is generated by collecting an amount of Hundred Rupees from each student admitted in the current academic year along with the fees as prescribed by government norms. The library is also accessible with internet connection facility for the computers and they are loaded with the library software. State Government allots funds for the purchase of books every year. An amount Rs. 2,00,000/- (Rupees Two Lakhs only) is allotted for the purchase of the books to the Library for the academic year 2018-2019. Out of which Rs. 2,00,000/- (Rupees Two Lakhs only) is spent. Amount sanctioned has been divided among various department based on the students strength and to library for the purchase of Books. Our college is under CCTV Surveillance facilities.

<http://gaccdm.in/infra.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	State Government Scholarship Tamil medium students fund	3297	8714689
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

[View File](#)

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill Training	11/06/2018	72	College Faculties
Personal Counseling	11/06/2018	72	College Faculties
Mentoring	11/06/2018	72	College Faculties

[View File](#)

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

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of students placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2019	GAC Career	50	70	25	25
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
SBI Life Insurance	111	12	13	75	12
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	22	B.Sc Mathematics	Mathematics	Govt.Arts College, Cdm	M.Sc., Maths
2019	13	B.SC Computer Science	COMPUTER SCIENCE	GOVERNMENT ARTS COLLEGE, C.MUTLUR	M.SC COMPUTER SCIENCE
2019	8	B.Sc GENERAL CHEMISTRY	Chemistry	GOVERNMENT ARTS COLLEGE, C.MUTLUR	M.SC CHEMISTRY
2019	5	M.SC CHEMISTRY	Chemistry	GOVERNMENT ARTS COLLEGE, C.MUTLUR	MPHIL CHEMISTRY
2019	3	BBA	BUSINESS ADMINISTRATION	ANNAMALAI UNIVERSITY	MBA
2019	3	M.Sc Mathematics	Mathematics	TNU	B.Ed
2019	2	M. Phil. CHEMISTRY	Chemistry	GOVERNMENT ARTS COLLEGE, C.MUTLUR	Ph. D CHEMISTRY

2019	1	B.Sc GENEREAL CHEMISTRY	Chemistry	Annamalai University	M.SC CHEMISTRY
2019	1	B.Sc Mathematics	Mathematics	Annamalai University	B.Ed
2019	1	B.Sc Mathematics	Mathematics	Annamalai University	MBA
View File					

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

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

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

Activity	Level	Number of Participants
Mathematics Association Innaguration	Students	140
Sports	Students	242
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	Nil	NA
No file uploaded.						

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

The Student Supportive bodies of an institution are to provide necessary assistance to students, to enable them to acquire meaningful experiences for learning at the campus and to facilitate their holistic growth and progression. Student Support facilitating system like placement cell, grievance redressal cell, students' club, students councillors, student secretaries, class - representatives, along with various teams of students of various social interests at each departments level viz., YRC, NSS, NCC etc... are operating in our institution. Our institution has opportunity for active participation of students on academic and administrative committees. Placement cell: The Institution conducts department wise students meeting with alumni who were all well placed in various government jobs, industries and educational institutions in order to expose students to various job opportunities, besides conducting job fairs. Students' councilors and Grievance redressal cell: All sorts of grievances regarding academic personal issues of students are addressed by the team of senior students staff members. Students' club: The current students of this institution having good rapport through students club and get involved themselves in brainstorming to take part in various activities of social relevance. Also, the interaction of current years students with old students facilitate the actions, decisions, practices or goals of the organization leads

to mutual benefit to both the parties. Student secretaries: Senior students of each department form a team and they select candidates as Academic Sports secretaries comprising of girls boys students, to act as a bridge between students and staff to get the active connectivity across the departments. Class - representatives: In the beginning of every semester students' representatives from each class inclusive of nomination from both genders, will participate in the discussion and communicate to concern staff-in charges on their academic needs and they continue to work dynamically throughout the year. Other teams: The institution has various actively working teams to organize sports events, cultural events, teams for conducting academic competitions. In addition to that, teams on social interests like YRC, NCC NSS work throughout the year in identifying and supporting the needy. Extension Activities during learning years have a visible element for developing right attitude towards community issues, gender disparities, social inequity etc. and in inculcating values and commitment to society. Besides these teams, the institution caters to specific thirst in students according to their multifarious interests to equip themselves for a career of their choice through department level associations, functioning under the guidance of dedicated faculty members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

DECENTRALIZATION: Each and every department, as an individual sub-unit is given freedom to implement its own ideas and decisions in the student-based activities. Each class in all the departments formed a class level committees comprising HOD, Class Tutor, and Student Representative. Department Association is formed and annual function is conducted on behalf of the association. Fund is distributed annually to each and every department for the purchase of Laboratory equipment, books for the concerned department Library. **PARTICIPATIVE MANAGEMENT:** Meetings are convened on a regular basis by the Academic council consisting of The Principal and all the Head of the Departments before implementing any sort of initiative for the betterment of the institution. This is an ample proof for the participative nature of the management. The Heads of the Departments conduct regular meetings with their respective staff members with the consent of The Principal to discuss various aspects for the wellbeing of the students which, in turn, highly useful for the development of the institution. Faculty members and students are encouraged to participate in Seminars/Conferences etc. Regular National/International Seminars/Conferences are being organized. The following committees are formed in our college and they do their roles with utmost sincerity. UG Admission Committee, PG Admission

Committee, M.Phil. Admission Committee, Research Committee, College Calendar Committee, Magazine Committee, Departmental Purchase Committee, Timetable Committee, Library Committee, Sports Committee, TC Signing Committee, Anti Ragging Committee, IQAC Committee, RUSA Committee, NCC Committee, NSS Committee, YRC Committee, RRC Committee, Women Empowerment Committee functioning in the college systematically.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>The implementation of the curriculum is planned by the Institution in an effective way. The teachers are allocated subjects based on their specialization and experience. Heads of the Department keep track of the progress by contacting department level meetings periodically. The rules and regulations of the university are strictly followed. The efficient functioning of the remedial system encourages the students to perform well in their studies. The curriculum is scrutinize and finalized with help of the Faculty members who are university representatives or members in Board of studies based on the present societal and industrial demands and necessities. It is reviewed, revised and enriched through the valuable and valid Feedback from the students. A great number of teachers participate in various bodies of the Institution, such as Academic Council. All the programmes in the College follow Choice Based Credit System (CBCS).</p>
Teaching and Learning	<p>The IQAC has been playing a vital role in improving the teaching-learning environment in the college. The following steps have been taken by the IQAC : 1. To encourage the faculties to use and apply technology in classrooms, learner-centred approach, practical sessions and experiments, student presentations, assignment writing, opportunities for project-based learning, cooperative and collaborative learning and experiential learning, and field work for the benefit of the students learning process. 2. To encourage departments to organize special lectures, seminars, and workshop, conference programmes for the</p>

benefit of both faculties and students.
 3. To motivate the students to learn and practice the modules on recent trends, the faculty members update themselves through participation in various refresher courses, orientation programmes and attending seminars, conference and workshops in their respective field of knowledge.

Examination and Evaluation

It is an affiliated College. Examination and Evaluation are done by Thiruvalluvar University, Vellore. Internal examinations are conducted regularly and marks are recorded which is part of the internal marks. The dates of the examination are informed in the student handbook. Apart from regular test, measures for special coaching are followed to slow learners and weak students

Research and Development

Research is given more importance. Both the students and faculty are motivated to obtain major or minor projects from UGC and other funding agencies. Faculty members and students are encouraged to publish articles in Research journals, and to participate and present in seminars, workshops and conferences, make visits to the libraries of Universities and grab the opportunities for active research and for socially relevant research programmes

Human Resource Management

Human resource management is done by assigning clearly-drawn and specific tasks and through fixing deadlines for its completion and by creating a culture of working under pressure. Guiding one to use ones abilities to manage crises by promoting the value of self-discipline.

Industry Interaction / Collaboration

Entrepreneurship orientation programmes and activities are organized for the students. Field trips, Industrial visits to companies are organised by the departments to understand the present scenario.

Admission of Students

The admission of the students is made through transparent single window system, a well-known admission system of Government of Tamil Nadu. Admission of students is made as per community quota that is followed as per follows: QUOTA Percentage Allotted OC 31 BC 27 BCM 3 MBC 20 SC 15 SCA 3 ST 1. We serve the students who are socially,

economically and geographically backward by backing them through various scheme of the government. The importance of all subjects are explained to the students during the admission counselling as majority of the students are the first generation to college education.

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

E-governance area	Details
Planning and Development	Teaching faculty and students are encouraged to make use of the computer facilities for their departmental work. The admission process and the enrolment of the students has been computerized. All the departments are instructed to maintain digitized files, and student's profile data.
Administration	The regulations, codes of conduct framed from time to time by the government of Tamil Nadu are strictly followed. The office administration is encouraged to function digitally.
Finance and Accounts	The accounts of the college as its Grade - I Government college are audited regularly by the Head of the Department of Collegiate Education and External Audit by the Accountant General. Finance committee, comprising of Principal, RJD, and Senior Faculty. Accounts are audited regularly every year by the Accountant General. The Accounts are reconciled with treasury figures. The objections are rectified and audit queries are cleared.
Examination	Exam fees are paid through online on RTGS. Internal marks for theory papers and external marks for practical/viva-voce Exam are submitted through online to the University as per University norms.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NIL	NIL	NIL	0
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	National Level Workshop on The Essentials of LaTeX	NIL	01/03/2019	01/03/2019	50	Nil
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	3	13/07/2018	02/08/2018	21
Refresher Course	3	05/09/2018	25/09/2018	21
Refresher Course	1	08/12/2018	30/03/2019	113
Short Term Training Program	4	10/12/2018	23/12/2018	14
Short Term Training Program	2	03/12/2018	09/12/2018	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
87	87	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
New Health Insurance Scheme, Thrift Society, Festival advance	New Health Insurance Scheme, Thrift Society, Festival advance	Yearly community Scholarship, Free bus pass, Govt Hospitals

6.4 – Financial Management and Resource Mobilization

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

INTERNAL AUDIT: At the end of every financial year, stock verification committee is formulated by the Principal to visit every department to physically verify the equipment, stock registers and other resources kept in the departments and also inspect the records maintained by them. **EXTERNAL**

AUDIT: External auditing is done by Auditor General, Chennai, and The Director, Directorate of Collegiate Education, Chennai. The accounts of the College are being Audited by AG, Chennai at periodical intervals

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	IQAC/ Interdepartment of our college
Administrative	Yes	AGS Office Chennai	Yes	DCE, Chennai

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

<p>All first year students of both UG and PG are enrolled as members in PTA association • Parent-Teacher Meeting is conducted once in a year. Parents are invited to give their feedback on various aspects of the development of students both in academic and infrastructure facilities. • Assistants are appointed from the Parent Teacher Association Fund. Temporary Teaching Faculty are appointed for vacancies. They Participate in meetings and give their suggestions and support.</p>
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6.5.3 – Development programmes for support staff (at least three)

NIL

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

<p>i) Green initiatives ii) ICT enabled class rooms iii) Construction of New Network lab for PG Students</p>
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	NIL	Nil	Nil	Nil	0
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nil	Nil	0	0

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	NIL	NIL	Nil
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil
No file uploaded.			

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

1. Saplings were placed to make the campus green and to breathe pollution free air. The curriculum includes environmental education to teach students how to live and lead an eco-friendly life. 2. Committees are formed to ensure the college campus as a tobacco free one. 3. Steps are taken to make the students aware of the dangers of plastics and they are instructed to keep their class rooms clean and to keep the college campus plastic free. 4. Utilizing rainwater harvesting systems allows for the replacement of the earth water table. 5. Most classrooms have large windows that let in lots of natural light, reducing the demand for energy. Using paper plates and cups is suggested on campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - 1 Title of the Practice: 1. Periodical meeting to review institutional activities: Periodic meetings help to review the activities of every department, to improve the departmental activities, to encourage the faculty members, research scholars and students for improving their academic skill and talent in the highly competitive world. 2. Objective of the Practice:

- To assess the performance of faculty members in their contributions in research, conduct of seminars/symposia/workshops, attending Faculty development Programmes/orientation programmes, and organising extension programmes
- To assess the students' performance in examinations, project works, internship works, communication skills and their placement
- To evaluate growth of the institution by analysing the utilization of infrastructure facilities acquired, organization of co-curricular activities, quality of publications, awards and rewards obtained

3. Context: Review meeting supports overall progress of students, scholars, teachers and institution in the arena of learning and development. In order to find out the space in the teaching-learning process and to rectify them in a right time the periodic review meeting is conducted to review the activities of all departments. The review meeting is to strengthen the approaches followed by the institution for the development of faculty members and students. It offers an opening to focus on the specialized and job oriented activities of the institution. The ultimate goal of the review meeting is to facilitate the upgradation of the teaching-learning process. 4. Practice:

As per the direction of the authority, the head of the institution assigns a tutor for every class. The tutor documents the requirements of students such as internal assessment tests, varsity model examination, slip tests, exam results of every semester, students involvement in industrial training undertaken, projects reports to promote career development and employments. The faculty performance assessment mainly focuses on the employees' performance towards academic goal of the institution. The agenda mainly focuses on number of quality papers published, research proposals submitted, industrial tie-ups, and these are reviewed periodically in order to enhance the capability and institutional quality. Similarly, institutional plan is also reviewed by

analysing the output of academic audit conducted student participation in extra-curricular and co-curricular activities conduct of quality seminars, conferences and workshops. Student placement will be evaluated through total number of companies conducted campus interview and total number of placement obtained. Advantages: Performance of students, faculty members, department and institution has been documented, assessed and reviewed. Such reviews helped to find gap areas or contradictions in teaching-learning methods and to resolve further development. Disadvantages: The practice of reviewing and evaluating the progress of the activities requires much of time and man power. Maintenance of all the documents in electronic form is also complex and puzzling due to the remote locality of the institution. 5. Outcome: Periodical review meeting of institutional activities helped in understand the performance of students, researchers and faculty members of different departments and in identifying the gap areas to be rectified for better performance. Students are encouraged to participate more number of extra-curricular activities. Based on the overall performance of students the training will be given before interview for getting placements. The review meeting helped to consistently encourage the faculty members for submission of research proposals to various funding agencies and for publication of quality research articles in peer-reviewed journals.

Best Practice - 2 Title of the Practice: Remedial coaching system in general

English: After schooling education in Tamil medium, the students find difficulty to learn general English. Hence, a Remedial coaching system has been initiated to help the slow learners for improving their skill for speaking, writing and reading English, and also to help the advanced learners for improving their skill for fluency of English. 2. Objectives of the practice:

- To provide learning environment for slow learners with apt programme and assessment
- To exercise the methods concurrently addressing the needs of

advanced learners by providing them skilled learning atmosphere with a proper programme • To enhance the skill for communication with different student groups and in societies 3. Context: The college students hail from economically and socially weaker rural areas. Most of the students are girls with first generation of learners from their families. They are well-versed only in Tamil but not familiar with other languages such as English. Hence, the remedial coaching is given to the students for acquiring the English skill effectively. This practice attracts students to join the college. 4. Practice: Students are categorized through written test as Level 1, Level 2, and Level 3. In this system, Level 1 students are advanced learners, level 2 students are average learners, and level 3 students are slow learners. The level 3 students are given due attention for improving their skill for general English through offering remedial coaching practice with appropriate syllabus planned in order to compete with Level 1 and 2 students. Advantages: The students are made to acquire necessary knowledge in general English. As a result of which, the students' pass percentage has increased and the drop-outs have minimised. The students also feel better in general English. Disadvantages: In this method, financial assistance which is essential to conduct remedial classes is inadequate and the work loads of teachers are increasing with remedial classes, in addition to question papers setting, teaching preparations, and conducting internal assessment tests. Sometimes students are not attentive due to lack of basic skills. 5. Outcome: Students of this college are mostly girls from rural environment and studied their schooling in Tamil medium. As a result of which, many students do not perform better in their exams due to their slow learning. Remedial course for such students is conducted based on their general English knowledge and is also assessed through tests. Accordingly, the students are categorised into Level 1, Level 2, and Level 3. The separate syllabus for Level 1 and 2 has been prepared and separate syllabus for Level 3 is used. Through the conduct of repeated tests in the remedial course, the students' pass percentage has increased and reduced the dropouts of students.

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

<http://gaccdm.in/best.php>

7.3 – Institutional Distinctiveness

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

The mission of the college is to give the students a comprehensive preparation for life with holistic approach. As the students are coming from the mass group who are socially, economically and geographically backward in their status. As they are large in number, they were given financial support and assistance through volunteers, non-Governmental Organisations, Alumni Association and philanthropists in addition to the scholarships availed from the Government of Tamil Nadu. The Motto of our college is to develop the intellectual capacity and personality development of the students to withstand in the changing pattern of the society. Furthermore, the college offers an inspiring platform for the students to equip Entrepreneurial skills. The various competitions conducted in the college tests the multifaceted talent and abilities of the students in a way to reach all-round success and development. Moreover, the college gives an encouragement to make the students self-reliant and independent to explore their own opportunities and to tackle the challenges of life to breed in themselves their strength and spirit to grow with world around them. The changes emerged among the students at academic Pursuits, Sports and at the aesthetical, environmental and ethical values which shape their life and career in a new dimension. Despite the economic backwardness and social milieu, the students prepare themselves to meet challenges and to get the strength and

support for that. The students are inspired, motivated and guided to inculcate themselves in leadership quality and skill and they are introduced to relevant exposures to improve leadership potential to guide the deprived masses towards a better standard of living by giving due impetus to social justice and democratic citizenship. The students volunteers associations like NSS, YRC, are given proper attention to the above-mentioned level of development and achievement with full involvement and commitment to reach their goals.

Provide the weblink of the institution

<http://gaccdm.in/vision.php>

8.Future Plans of Actions for Next Academic Year

- To motivate faculty members to publish research papers in indexed journals. • To encourage students to commit themselves in the domain of research. • To maintain quality of research in all fields. To prepare question bank in electronic format. • To Plan to conduct soft skill training program To motivate students on the creation of new software • To provide ICT (Information and Computer Technology) training to all staff members