



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1.Name of the Institution

GOVERNMENT ARTS COLLEGE

- Name of the Head of the institution **Dr. N.Santhi., M.Sc, M.Phil, Ph.D**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04144231770**
- Mobile no **8903539292**
- Registered e-mail **gaccdm2014@gmail.com**
- Alternate e-mail **gaccdmiqac2020@gmail.com**
- Address **C.MUTLUR, CHIDAMBARAM**
- City/Town **CHIDAMBARAM**
- State/UT **Tamil Nadu**
- Pin Code **608102**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Thiruvalluvar University,  
Annamalai University**
- Name of the IQAC Coordinator **Dr. S.Meena., M.Sc., M.Phill.,  
Ph.D**
- Phone No. **04144295365**
- Alternate phone No. **04144231770**
- Mobile **9976990777**
- IQAC e-mail address **gaccdmiqac2020@gmail.com**
- Alternate Email address **gaccdm2014@gmail.com**

**3. Website address (Web link of the AQAR  
(Previous Academic Year)**

<http://gaccdm.in/NACC/aqar/2020-2021.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<http://gaccdm.in/Academics%20Calendar/2019.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C++</b>	<b>66.0</b>	<b>2005</b>	<b>20/05/2005</b>	<b>19/05/2010</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.36</b>	<b>2016</b>	<b>19/01/2016</b>	<b>18/01/2021</b>

**6. Date of Establishment of IQAC**

**13/07/2012**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department	ACADEMIC FACILITIES STORES EQUIPMENTS	State Govt	2021	200000
Department	Maintenance	State Govt	2021	295000
Department	ACADEMIC FACILITIES COST OF BOOKS	State Govt	2021	200000

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

Planning to plant trees on the event of the celebration of India's 75th Independence Day

Planning to organize Alumni meet

Planning to conduct Parent Teacher Association meet

Encouraging students to participate in the sports and cultural meet outside the college

Planning to conduct Mother Language Day

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Planning to plant trees on the event of the celebration of India's 75th Independence Day	On the event of the celebration of India's 75th Independence Day, planted trees around college campus
Planning to organize Alumni meet	Organized Alumni meet
Planning to conduct Parent Teacher Association meet	Conducted Parent Teacher Association meet
Encouraging students to participate in the sports and cultural meet outside the college	Students were participated in the various sports and cultural meet outside the college
Planning to conduct Mother Language Day	Conduct Mother Language Day

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
College Academic Council	10/02/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>GOVERNMENT ARTS COLLEGE</b>
• Name of the Head of the institution	<b>Dr. N.Santhi., M.Sc, M.Phil, Ph.D</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>04144231770</b>
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• City/Town	<b>CHIDAMBARAM</b>
• State/UT	<b>Tamil Nadu</b>
• Pin Code	<b>608102</b>
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• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>Thiruvalluvar University, Annamalai University</b>
• Name of the IQAC Coordinator	<b>Dr. S.Meena., M.Sc., M.Phill.,</b>

	<b>Ph.D</b>				
• Phone No.	04144295365				
• Alternate phone No.	04144231770				
• Mobile	9976990777				
• IQAC e-mail address	gaccdmiqac2020@gmail.com				
• Alternate Email address	gaccdm2014@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://gaccdm.in/NACC/aqar/2020-2021.pdf">http://gaccdm.in/NACC/aqar/2020-2021.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://gaccdm.in/Academics%20Calendar/2019.pdf">http://gaccdm.in/Academics%20Calendar/2019.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66.0	2005	20/05/2005	19/05/2010
Cycle 2	B	2.36	2016	19/01/2016	18/01/2021
<b>6.Date of Establishment of IQAC</b>			13/07/2012		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
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<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
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Planning to organize Alumni meet		
Planning to conduct Parent Teacher Association meet		
Encouraging students to participate in the sports and cultural meet outside the college		
Planning to conduct Mother Language Day		
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**13. Whether the AQAR was placed before statutory body?**

**Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Academic Council	10/02/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-2022	15/02/2023

**15. Multidisciplinary / interdisciplinary**

Our College has a holistic multidisciplinary curriculum with a vision to equip the students with an overall knowledge on allied fields apart from their core subjects.

Credit based course on Environmental education is a part of the curriculum. Projects on community engagement and social service are undertaken by students every semester. For example, Distribution of necessary accessories to orphanages and old age homes, blood donation camps, educating women on health and



hygiene etc.

As an affiliated college, the college follows the curriculum prescribed by the University. It is mandatory for every UG student to study at least one interdisciplinary / Multidisciplinary course to complete their degree. The college promotes interdisciplinary among its students through various departments. All humanities and science students except computer science are encouraged to pursue a certificate course on Basics of Computer, Internet Basics, MS Office, HTML, and C Language and Computer Application students are encouraged to do a course on Principles of Accountancy. As a practice, the college has been offering a Non Major Elective subjects (NME) apart from their core subjects every year.

**16.Academic bank of credits (ABC):**

NIL

**17.Skill development:**

The institution promotes vocational education and soft skill development of students through ICT Academy of Tamil Nadu. A concept of 'Soft Skill' has been formed which helps in polishing, promoting, and fine-tuning the skills of students to cope with the needs of emerging social and industrial opportunities.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

NIL

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The entire curriculum and teaching learning process of the college is focused towards programme outcome (POs), programme specific outcome (PSOs) and course outcome (COs). These outcomes are published in the college website and known to all aspiring students. The programme outcomes and programme specific outcomes are communicated to the students during orientation programmes. The course outcomes are made known to the students by respective teachers at the beginning of the course. These outcomes are evaluated through CIE, internal and external examinations, seminars, projects and participation of the students in different co-curricular activities. The programme outcomes to a great extent are reflected in the students' progression towards higher studies and placements. The level of achievement of these outcomes are monitored at the various levels by college council, IQAC, Department, and class PTA.

**20.Distance education/online education:**

The college stands for education for all and hence distance mode has a significant space in achieving this broad objective. Our college is a recognised centre of examination for Tamil Nadu Open University.

During the Pandemic period the college ensured almost all co-curricular, extra-curricular, and regular activities of this college including fine arts festival, NCC training, and NSS programmes in the online platform

**Extended Profile****1.Programme**

1.1	44
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	1381
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	1287
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	1296
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	157
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	176
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	56
4.2 Total expenditure excluding salary during the year (INR in lakhs)	495000
4.3 Total number of computers on campus for academic purposes	120
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The curriculum of the higher education institution must be flexible enough to accommodate for shifting conditions in academia and business, as well as the demands on society. The flexibility of the curriculum makes it socially relevant. Given that Thiruvalluvar University, Vellore, is connected with Government</p>	

Arts College in Chidambaram. As a result, Thiruvalluvar University plans its curricula with the help of professionals and it recruits Teaching Faculties as members of Board of Studies. The way the curriculum is being implemented at this college is unique with reforming principles. Under the supervision of the individual departmental heads, the college's Principal, and Teachers engaged in maintaining the lesson plans, syllabus and progress records to ensure that the curriculum is successfully delivered, implemented and completed. Today, Employability depends more on skills than knowledge. Therefore, curriculums need more focus on improving students' skills. Soft skill development classes and skill-based electives are arranged for the undergraduate students. The outcomes of these courses help the entire student community with much benefit because the instructors have an intensive experience in teaching soft skills. By participating in a range of subject-specific refresher courses, seminars, and conferences to stay up to date on innovations in their Core Subjects and Education Technology

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

University 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 with students being evaluated. As per the norms of the university, three internal tests are conducted for every semester. Internal tests are centralized and conducted systematically and periodically. Same pattern of question paper is used in the internal examinations. 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 practicals 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 student is assessed by on the consideration of the attendance percentage, observation report,

record note books and overall performance which is valued by the course teacher. Retest 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 commences.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

44

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1006

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The courses on Ethics, and Human Values are educated through NSS and NCC, and Environmental Studies are embedded in the curriculum of most of the programmes.

**Environment:**

In order to sensitise students about the environment and sustainability issues, a number of activities such as seminars, workshops, guest lectures, industry visits and field excursions were organised for students of all programmes. Workshops and seminars on various aspects of environmental sustainability are organised periodically.

1. Plastic Free campus
2. Environment club
3. Keeping the environment clean by NSS and NCC volunteers

#### Human values and Professional Ethics:

As an integral part of student engagement in social activities during their programme of study, the college also encourages students to enrol as NSS/NCC Volunteers. It aims at inculcating values, ethics and socially responsible qualities. Students organise street plays, awareness campaigns, debates etc. Human value activities by students have been conducted since inception.

#### Gender Sensitivity:

The college organises special programs on gender equality and sensitisation in association with Women's Cell. The Internal Complaint Cell is involved in the prevention, prohibition and redressal of the complaints regarding sexual harassment of women employees and students and conducts awareness campaigns.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

#### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

1

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded



**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

1381

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

1381

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution laid a 360° holistic approach to assess the learning level of students and enlist them into various special programs accordingly.

The slow and advanced learners were primarily identified by (i) Analysing the marks of qualifying examinations (ii) Conducting an entry-level test and (iii) personal meetings with students

1. Scholarship committee encourages students to apply for various scholarships.
2. Participation in summer fellowships, internships and training programmes.
3. Webinar series was conducted on various subjects to enhance students' learning experience.
4. Providing e-content to students.

#### Special Programmes for Weak Learners:

1. Bridge courses are organised for students to strengthen the foundations of the courses and enable them to cope with the curriculum.
2. Remedial coaching programmes were conducted.
3. Peer Learning facilitates teamwork and knowledge gain for both advanced and weak learners.
4. Mentoring sessions are conducted to identify their problems and to assess their improvement in learning.
5. Counselling sessions help students to overcome their anxiety and stress disorders.
6. The Career Guidance cell arranges various training programmes and motivational talks.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1381	157

File Description	Documents
Any additional information	No File Uploaded

#### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem

solving methodologies are used for enhancing learning experiences

Our College makes continuous and conscious efforts to enhance the learning abilities of students' strengths, experimental and participating activities. Some of our student-centric methods encouraged and transformed the entire teaching-learning process in a fruitful manner.

The experimental and empirical methodology provides learning with experience among students in different ways, such as through Laboratory demonstration classes, practical experiments, Web-based learning, Internships, field visit, and computer labs. Student-centric programmes like quiz, group discussion, seminar presentation, online discussion, remedial coaching, and peer group teaching facilitate participatory learning among students. Short term certificate courses provided extra participatory enrichment for the students.

Full-time professional counsellors enhance the learning process by supporting them with their personal and professional concerns, if any.

Carrier guidance cell provides the platform for innovative thinkers to take forward their dreams. The use of ICT and e-resources, online certificate courses, online quiz platforms, video lectures and seminar presentations, making new apps, and digital competition programmes supported the students in the digital world.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers of the college try to make the best use of the ICT in their teaching-learning process. The college has a Wi-Fi enabled campus, which helps the teachers and students to stay connected to the internet and learn and teach updated information.

The institution has a well-furnished computer lab, ICT-enabled classrooms with desktops, laptops and projectors. Online platforms like Google classroom, and Visual presentation are being used by

students and teachers.

The college library provides access to e-resources, N-LIST, INFLIBNET, and e-journals to teachers and students. Most of the teachers make use of various types of technologies like PowerPoint presentations and video presentations. The teachers possess laptops and other internet devices such as tablets to enhance the process of knowledge transfer.

Besides the college website, some departments use the department website to share and update news and materials for the students and the public.

Teachers share reading materials, short notes, and e-books over different media like google classroom, e-mail, WhatsApp groups etc. ICT-based education enhances the teaching-learning experience, thereby shifting from a teacher[1]centric approach to a student-centric approach.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

74

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

<b>157</b>	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
<b>2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year</b>	
<b>58</b>	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
<b>3202</b>	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
<b>2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and</b>	

mode. Write description within 200 words.

The institution strictly complied with the system of Thiruvalluvar University, Vellore and Annamalai University, Chidambaram in all aspects of Examinations. The internal assessment is based on versatile parameters such as Test papers, Assignments, Attendance, seminar and viva. The following measures are taken by the institution to ensure the transparency and robust nature of the Continuous Internal Evaluation System.

**Centralised model examination system:**

The institution follows a centralised model examination system, conducted by an examination committee. Departments and students were informed of the examination well in advance. Evaluation: Valuation of answer scripts was carried out in a time-bound manner. Department Periodic Tests.

Every department organises periodic tests and completes the valuation of answer scripts in a time-bound manner.

**Practical/Project assessment:**

Science departments organise a model practical and regularly conduct assessments based on the examinations and records.

**Assignments/ Seminars/Viva:**

Assignments, seminars or viva are assigned to students and evaluated on time. Display of Internal marks:

Internal marks were displayed on the department notice board. Students can verify their marks.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution relies on an unbiased and lawful mode of the examination system and follows a hierarchical system for resolving the internal examination related grievances. It consists of a

departmental committee, the Internal Assessment grievance redressal cell and the Thiruvalluvar University grievance portal.

#### Departmental committee:

Students can immediately approach the department concerned to sort out their disputes regarding the internal examination. They consider the requests for retests, seminars, resubmission of assignments etc. If the disputes are not resolved fully, the departmental committee refers them to the Internal Assessment grievance redressal cell of the institution.

#### Internal Assessment Grievances Redressal cell:

The institution forms an Internal Assessment Grievance Redressal Cell to address all disputes referred by the departmental committee. It consists of five senior faculties from different streams. Decisions are taken based on the proper enquiry on the matters.

Thiruvalluvar University and Annamalai University Student Grievance Redressal cell.

Thiruvalluvar University and Annamalai University have constituted an online student grievance redressal cell as per UGC norms. A nodal officer has been appointed to deal with the matters concerned. Students can lodge their grievances through this online portal at the university level. University redirects the matter pertinently.

#### Real-time feedback system

Each department conducts a real-time feedback system to detect any glitches in relation to the internal examination system.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Program Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with Thiruvalluvar University and Annamalai University guidelines. The programme and course outcomes depict the information and skills obtained by students upon the completion of a specific course or programme. Teachers and students have an awareness of the goals that must be met at each level so as to enable the students to proceed.

The main objectives of program outcomes are

- Students' talents will be enhanced to enable them to be qualified for the national and international employment prospects.
- To help them to achieve international standards both theoretically and experientially.
- To instil in future generations a feeling of social responsibility
- To prepare students for global programmes by developing critical thinking and communication skills.

Mode of communication of programme and course outcomes:

The programme and course outcomes are unambiguously explained to students in Orientation Day and Bridge courses.

Students interact with alumni to learn about their experiences and professional trajectories. Faculty members ensure that each student understands the curriculum, POs, PSOs, and COs.

The tutors in charge present the same in PTA meetings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Multiple criteria are adopted for the continuous evaluation of the attainment of programme and course outcomes.



## 1. Internal and external examinations

Class tests and university examinations allow students to see the subject in a different way. This helps teachers to identify students' shortcomings and assist them in improving their comprehension.

## 2. Assignments and Projects

Assignments provide knowledge growth in a subject and projects, and students apply the acquired knowledge in real life and learn teamwork.

3. Practical experiments: Students have hands-on experience with the topic being explained during the practical session, and their skills in the safe use of equipment, making observations, and drawing interpretations can be monitored.

4. Viva-voce: The curriculum is evaluated objectively and logically in viva voce. In addition, the student's communication skills are also assessed.

5. Seminars: Students share their knowledge and ideas that assist academic and social growth. 6. Analysis of academic results helps to appreciate the knowledge level acquired by the students and bring changes in teaching methodology.

## 7. Appreciation and remedial measures:

Appropriate remedial measures are suggested to slow learners, and outstanding students are appreciated.

8. Feedback received from alumni, students, teachers, and employers helps the college evaluate its service policies and make changes to meet stakeholders' needs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during

<b>the year</b>	
<b>823</b>	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil
<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="http://gaccdm.in/iqac.php">http://gaccdm.in/iqac.php</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>100000</b>	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
<b>65</b>	

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation initiatives in the college range from updating local knowledge to discovery-based research. The faculties are motivated and are provided ample opportunities for pursuing innovative research ideas. They are asked to apply for grants and pursue their research problems. Students are also sensitised about the research problems by the faculty members. Our college stands out in that even the undergraduate students are provided with an orientation about the research and innovation activities in the college. The faculties have been instrumental in building a positive, research-friendly and innovation-centric learning institution. The college is also involved in maintaining a good research and innovation environment. The faculties are enthusiastic about the opportunities and the facilities and are keen to create and transfer knowledge. They publish their research findings regularly in top-tier research journals. Our research facilities, like the IR spectroscope etc., are used by researchers from outside the institution, and our faculty provides maximum

support for their research endeavours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

64

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The faculty, students, and college take up extension activities relevant to the community. The activities fall into two categories, ones that create awareness among the general populace and ones that can mitigate some general problems.

Sustainable development of the society is also a concern, and we educate the populace about the problems and the solutions. Participation of students in community cleaning programmes, organic farming activities and providing advice on dietetics and nutrition to the less educated and marginalised sections of the society are examples of our concern in educating the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has ample facilities for academic activities, including an adequate number of well-furnished classrooms, furniture and fixtures, laboratories, library, faculty rooms, seminar halls and a botanical garden.

Department-wise labs and facilities available for academic activities

#### Facilities:

1. Physics
2. UV-Vis spectrophotometer
3. Chemical Synthesis Lab
4. 3 furnaces (up to 1000oC), 1 oven (up to 400oC), 2
5. Magnetic stirrers
6. Photo Luminescence
7. Computer Lab
8. Botany
9. Department Labs
10. Herbarium
11. Medicinal Plant Garden
12. Tissue Culture Lab
13. Facility for plant tissue culture, laminar hood(horizontal), cooling Centrifuge
14. Microbiology & Biochemistry Lab
15. Laminar airflow(vertical), Incubator, Microscopes
16. More than 500 specimens
17. Zoology
18. UG & PG Laboratories
19. Advanced Research Lab

#### Common facilities:

- Mini-Conference Hall
- Computer lab



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Students are provided with good infrastructural facilities for co-curricular and extra-curricular activities, including an auditorium, counselling centre and playgrounds. The infrastructure is built with the fund received from UGC, PTA.

Facilities for extra-curricular activities available in the college

- 400-meter track
- Volleyball court
- Multi-gym
- UGC
- Ball badminton court
- Badminton court (outdoor)
- PTA
- Medical room
- Open-air auditorium - in the backyard

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

22500000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of ILMS software: No Software

Nature of Automation: Partially

Year of Automation: 2020

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the C. Any 2 of the above

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

200000

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

250

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure**

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Teachers use ICT resources for their teaching via Google

Classroom, Google Meet, PowerPoint/beamer presentations, video demonstrations, etc.

Teachers are also encouraged to prepare e-content of their lecture notes and question papers (internal examinations) and upload them to the website.

Teachers are also using Google Forms for collecting data for AISHE, NIRF, IQAC, Feedback

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

200000

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college's general policy is to attain the best outcomes in the academic field through efficient and scientific utilisation of the resources, facilities, and amenities of the college. Procurement, upgradation, maintenance and replacement of equipment and support facilities are properly monitored by college and department levels. At the college level, there is a Master Plan committee planning and supervising the utilisation of resources efficiently. Continuous up-gradation of the library regarding knowledge resources and technology is ensured. Considering the requirements, the Library committee prioritises books to be purchased and the journals to be subscribed to and give recommendations. Based on these recommendations and the availability of funds, books and periodicals are purchased.

The sports infrastructure, facilities, and equipment are available for our college's students and teachers, nearby schools, and local communities. The sports committee is entrusted with the optimum utilisation of these amenities. Playgrounds and courts are accessible for the students of neighbouring institutions and the public during off-hours. Purchases are made as per the prescribed government rules. Stock register and logbooks are maintained. The competent authorities do auditing and annual stock verification.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
4099	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>D. 1 of the above</b>

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

80

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)



**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Student Support facilitating mechanisms like Sports committee, Grievance redressal cell, Students councilors, Students' club, Student secretaries, Class - representatives, and teams of

students of various interests, YRC,NSS,NCCare operating in our institution. The Student Supportive bodies facilitate their holistic growth and progression.

**Sports committee:** Students nominees comprising of both genders from all the departments form committees according to their field of sport and this committee will keep in touch with students of their departments and encourage them to actively participate in various sport events conducted as intra and inter college competitions. Also,keep students motivated to be physically fit.

**Students' councilors and Grievance redressal cell:** All sorts of grievances regarding academic & personal issues of students are addressed by the team of staff members along with a team of senior students, as these students' nominees will help in effective communication from the student side and thereby support the needy student to come out of their issues.

**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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

#### **5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**NIL**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Various bodies monitoring the day-to-day affairs of the college:**

- The policy making governing body headed by the Principal of the College
- College council, headed by the Principal, assesses various collegial activities to uphold interests of all

stakeholders.

- IQAC - frames futuristic ideas assuring the quality in every realm of the college.
- Organizational bodies like PTA, Alumni association, student bodies, clubs etc.

Our College strives towards the holistic development of every student. These above mentioned bodies and committees like the mentoring committee, placement cell, research, sports and fine arts committees work in tandem to achieve set goals. The feedback system streamlines the institutional activities towards excellence, adopting educational practices and strategies for long-term developmental programmes.

The college management encourages faculty to participate in faculty development programmes, conferences, seminars, workshops to hone their skills. This motivates the faculty to take up responsibilities at various stages of their careers like heading various committees or other statutory bodies of the college, university and government and taking up other administrative responsibilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

#### 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 BoS and Academic Council. All the programmes in the College follow Choice Based Credit System (CBCS).

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

#### Governing Body:

Major policy decisions are taken with the assistance of the Governing Body consisting of the college's Principal, Bursar, IQAC representative, Staff, PTA, Alumni and academic representatives.

#### Principal:

The day-to-day affairs overseen by the Principal of the college

#### Principal Council:

This consists of the Principal, All the HoDs, IQAC coordinator, Librarian and elected members which discuss and review internal matters of the college functioning.

#### IQAC:

Sustained improvement in the quality of various realms of the academic and administrative activities of the college is monitored and maintained with the assistance of the IQAC.

#### Committees/Cells:

Academic and extra-curricular activities are organized by respective committees/cells headed by faculty members.

#### Grievance Redressal system:

Grievances raised by members of the college community are addressed at various levels like the tutor of a class/teacher in charge of a subject, the HoDs, and the Principal and committees for handling specific issues.

**Recruitment, Promotion and Service Rules:**

The recruitments and promotions take place as per the guidelines laid down by the UGC and Government of Tamil Nadu

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution provides various kinds of facilities and benefits to the staff. Regular workshops and training sessions are also either provided or promoted by the college to ensure that the staff remain updated in different domains of their interest. Welfare programmes imparted are keeping in mind the well-being of the staff.

Listed below are the welfare programmes promoted by the institution:

- Insurance schemes as per the government norms

- Maternity and Paternity leave as per government norms.
- Provident fund
- Statutory and Contributory pension schemes
- Casual and duty leave in accordance with government norms

Certain measures are initiated by the institution too for the welfare of the staff of the college:

- Marked parking space for faculty members.
- Gymnasium to maintain physical fitness
- Free use of college facilities to advance research activities.
- Playgrounds for exercise and recreational use.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

#### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

##### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

21

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

Each teacher prepares a self-appraisal report at the end of each academic year as per the norms set by the UGC and is the basic document used for the job promotion of the faculty member for the purpose of career advancement scheme (CAS).

The regular staff meetings are introspective, allowing creative criticism for the better performance in every realm of the collegial activities. Internal and external academic audits are conducted under the aegis of the IQAC based on the seven criteria as specified by NAAC. The reports are submitted to the Principal and in discussion with the departments necessary actions are initiated to improve upon the shortcomings found.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Our College is a Government Arts College under the Government of Tamil Nadu. The college receives support for infrastructure development from Rashtriya Uchcharat Shiksha Abhiyan (RUSA). Infrastructure development and overhead expenses of the college are addressed by the College with the help of PTA (Parent Teacher Association), alumni and well-wishers. Also, grants from external funded projects from both state and central agencies supports the college's financial requirements. All the financial account heads of the college are strictly audited by various external and internal bodies. The government funds are further audited by the accountant general and chartered accountants.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

In the current scenario of constant upgradation and maintenance of the infrastructure and learning resource, the college is taking all efforts to mobilise funds from different sources including central government, state government, PTA, benefactors and other stakeholders.

The college, represented by the Principal, the Bursar, and all the HODs are the persons who take the lead in efficient use of the available financial resources. Wastages of materials and man power are minimised through effective supervision. Proper end use of the expenditure is ensured through internal and external audits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Internal Quality Assurance Cell (IQAC) conducts various programmes for institutionalizing the quality assurance strategies and processes like:

- Student Satisfaction Survey
- Result Analysis
- Webinars, Seminars, and Workshops in academic disciplines
- IPR & Research Methodology Webinars
- Annual Academic & Administrative Audit
- Gender Equity Programmes

- Women Empowerment Programmes
- Entry Level Tests and Bridge Courses
- Induction Programme for Students
- Orientation Programme for Faculty and Administrative Staff
- Certificate Courses
- Celebrations of National Important Days
- Soft skill Training

Also, given proper guidance to various committees to improve the institution's quality as per the guidelines of UGC and NAAC.

The IQAC has a crucial role in documenting files and reports, promoting research, Career Advancement Scheme for staff members, extension activities, best practices, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC conducts induction programmes for first-year students in association with various committees, clubs and forums as a part of outcome-based education. In addition, regularly reviews the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through Student Satisfaction Survey, Internal Examination and Result Analysis, Teacher Evaluation, and Academic Audit.

**Student Satisfaction Survey:**

The online student satisfaction survey is conducted, and the responses are analysed. The report is presented to the College Council and Governing Body, and further actions are taken.

**Internal Examination and Result Analysis:**

Internal examinations are conducted regularly, and result analyses are made with the help of the management information system. The Parent-Student-Teacher Association (PSTA) meetings are held based on result analysis. According to the suggestions from parents and

students, necessary steps are taken to improve the teaching-learning outcome.

**Teacher Evaluation:** Teacher evaluation is conducted using a mobile app, and each teacher's performance is assessed. The principal has conducted a face to face interaction with each teacher individually based on this report. In addition, the principal gives common suggestions in the staff meeting.

**Academic Evaluation:**

An internal academic evaluation is conducted to evaluate educational activities, verify documents, and give feedback.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

## 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is sensitive toward the pressing issues of gender, and thus various gender sensitisation programmes are conducted among students through different clubs, NSS and NCC.

**Safety and Security:**

To ensure students' safety, uniformed guards are employed at the gate, and CCTV cameras are installed at all strategic locations to prevent any untoward activity against students, especially girls. The institution has an active Women Cell that organises motivational talks to inspire and invigorate girl students. Most of the departments also have a lady teacher to attend to the specific needs of girl students.

**Counselling:**

The institution provides counselling with the help of professional counsellors. Besides, students are individually mentored by their class tutors for the entire duration of their stay in the college.

**Common Rooms:**

The college has a well-furnished common room. It is a place for girl students to rest and relax.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Our college, being firmly rooted in the core values of Eco sensitivity. The clean and green campus of today without any trace of plastic results from these cumulative efforts.

**Solid waste management:**

Separate bins are kept for plastic, non-plastic and food waste.

**Liquid waste management:**

Sewage water from the entire campus is directed through pipelines to underground concrete tanks. Likewise, water from laboratories is led to chemical tanks made for this purpose.

**E-waste Management:**

All electronic waste is handed over for recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above



File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	A. Any 4 or all of the above
--	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our College has incorporated into its constitutional ethos the democratic values of cultural, regional, linguistic and communal harmony.

As per university regulations, college admission is made through a

single-window system where seats are reserved for SC, ST, and other backward communities and students excelling in sports. The scholarship committee provides necessary guidance to the economically backward students to avail the different scholarships offered by Central and State governments. The committee also solicits the aid of external agencies and benefactors to help those who fail to get government scholarships.

The college embraces cultural, regional and linguistic diversities by observing the days of cultural and regional importance like Onam and Christmas. In addition, respective language departments celebrate Mother Language Day.

Nationally important days like Republic Day, Independence Day, Gandhi Jayanti, Yoga day etc., are celebrated by NCC and NSS.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college takes various initiatives to sensitise the students and the faculty to the constitutional obligations through many events and programmes.

An induction programme is organised each academic year for newly joined students where students are encouraged to plan their future course of action and be responsible citizens by fulfilling the obligations demanded by the constitution. The teachers play a key role in the smooth conduct of elections to Panchayat, State and Central legislatures as Presiding and Polling officers. The syllabus of English courses offered in the college consists of papers related to the Indian Constitution. Important days like Independence Day and Republic Day are celebrated by flag hoisting and parade by NSS. The speeches delivered these days emphasise the sacrifices made by freedom fighters and the responsibilities the youth had to fulfil moving forward. Moreover, the celebration of festivals like Pongal, Saraswathi Pooja & Ayutha Pooja, Ramjan and Christmas, joined by all students irrespective of their religious beliefs, promotes secular values among them.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

The college takes great care in promoting the national integrity of the nation and upholding the nationalist, democratic, and secular values envisioned in the constitution of India. Keeping this in mind, the institution observes international and national commemorative days, events and festivals transcending the boundaries of religious, class, caste and regional differences.

The following national and international days and festivals are celebrated with various programmes such as awareness talks,

competitions, campaigns etc.

- Independence Day
- Republic Day
- Gandhi Jayanti
- International Yoga Day
- World Environment Day
- Women's Day
- Anti-Drugs Day
- Teachers' Day
- Tobacco Day
- Mothers' Day
- Women's Equality Day
- Literacy Day
- Mental Health Day
- Human Rights Day
- Blood Donor Day
- Pongal
- Diwali
- Ramjan
- Saraswathi Pooja & Ayutha Pooja
- Christmas

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

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.

**Objective of the Practice:**

- To assess the students' performance in examinations, project works, internship works, communication skills and their placement;

**Practice:**

The head of the institution assigns a tutor for every class. The tutor documents the academic performance of the students.

2

**Remedial coaching:**

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.

**Objectives:**

- To provide learning environment for slow learners with apt programmes and assessment
- To enhance the skill for communication with different student groups and in societies

**Practice:**

Students are given due attention for improving their skill for general English through offering remedial coaching practice with appropriate syllabus.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college's mission is to provide an unmatched opportunity for

higher education to all, irrespective of caste, creed and sex. Accordingly, students from all categories of the society are enrolled during admission, and special care is taken to give due representation to the socially, economically, physically and intellectually challenged, ensuring an all-inclusive approach. More than 80% of students are girls.

Courses ranging from Undergraduate to Doctoral research are offered for the intellectual development of the students. In addition to the regular courses, our college provides job oriented training through soft skill training.

To inculcate spiritual and moral values, comprehensive programmes like Yoga and meditation, classes on morality and social commitment, counselling and motivational classes are arranged for the students. The spacious campus also serves as a centre for physical fitness and wellness.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- Planning to conduct soft skill training program
- Instructing on the importance of completing Ph.D. by the guest faculties.
- Encouraging the students to participate in the sports meet outside the college
- Instructing the faculty members to contribute a lot to the research domain
- Encouraging the students to attend Internship Training Program
- Instructing the faculty to participate refresher courses regularly
- Planning to conduct science quiz competition
- Planning to conduct Self Defence Mechanism during natural disasters
- Planning to organise invited lectures for motivating the students
- Planning to conduct workshop on Cyber Security
- Planning to conduct Yoga Day
- Planning to conduct the valedictory function for the celebration of India's 75th Independence Day.

