

# GOVERNMENT ARTS COLLEGE

C.MUTLUR, CHIDAMBARAM -608 102

TAMILNADU



## **ANNUAL QUALITY ASSURANCE REPORT (2014 -15)**

# 2014 - 2015

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	GOVERNMENT ARTS COLLEGE
1.2 Address Line 1	CUDDALORE BYE PASS ROAD
Address Line 2	C-MUTLUR
City/Town	CHIDAMBARAM CUDDALORE District
State	TAMILNADU
Pin Code	608102
Institution e-mail address	gaccdm2014@gmail.com
Contact Nos.	04144-231770
Name of the Head of the Institution:	Prof V.THANGAMANI
Tel. No. with STD Code:	04144-231770
Mobile:	9786438978

Name of the IQAC Co-ordinator:

Dr P.R.RAJAKUMAR

Mobile:

9443672544

IQAC e-mail address:

gaccdm2014@gmail.com

1.3 NAAC Track ID

TNCOGN12396

1.4 NAAC Executive  
Committee No. & Date:

EC / 36 / 044 dated 20.05.2005

1.5 Website address:

gaccdm.in

Web-link of the AQAR:

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05/11/2012

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

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR [For 2009-10] submitted on 02-01-2015
- ii. AQAR [For 2010-11] submitted on 02-01-2015
- iii. AQAR [For 2011-12] submitted on 02-01-2015
- iv. AQAR [For 2012-13] submitted on 02-01-2015
- v. AQAR [For 2013-14] submitted on 02-01-2015

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Vocational-Industrial Chemistry

1.12 Name of the Affiliating University (for the Colleges)

Thiruvalluvar University, Vellore  
Tamilnadu

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

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

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	11
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	NIL
2.4 No. of Management representatives	NIL
2.5 No. of Alumni	3
2. 6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	2

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

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC suggests going for the preparation of SSR to get reaccreditation.
- IQAC recommends taking steps to educate values and positive attitudes among the young generation and
- IQAC recommends creating motivation for the improvement of quality of education, teaching and learning methods through its various activities.
- IQAC suggests executing conduct of National level Seminar/ Workshop/ Symposium/ Conferences by every department.
- IQAC suggests setting up of the question bank for student.
- IQAC suggests solving the grievances mentioned by the students.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Outcome
Workshop/Seminar/Conference is to be conducted to enlighten the faculty on latest Trends in ICT based teaching and Learning.	One day seminar was conducted in 'LATEST TRENDS IN IT AND ROLE OF ENGLISH IN IT' By Dr K Jothimani, Project Associate, CTS-CHENNAI
Departments shall be encouraged to promote research, utilizing the funding of various agencies. A core group of senior faculty gave orientation to the colleagues to apply for projects funding agencies.	(i) Major project in Botany department sponsored by UGC have been sanctioned in this year 2014-15. (ii) Proposal for major project in Zoology department have been submitted to UGC.
Steps to be taken to create additional class rooms	Proposal for class rooms and staff rooms with State fund has been submitted to the State Government through Director of Collegiate Education to increase the infrastructure of the college.
Encouragements shall be made to publish more number of research papers in indexed journals	46 research publications in peer reviewed journals have been published during the year 2014-15.
The staff members shall be encouraged to use LCD in their classes for effective teaching.	Audio visual aids / LCD projectors have been used more for better understanding of the subject knowledge.
Steps will be taken to go for the NAAC reaccreditation as it is long due and necessary for getting Autonomous status.	NAAC SSR was prepared and submitted to get Reaccreditation.
Steps shall be taken to record feed-back from students of the concerned departments to help in improving the future academic activities of the college as well as to sort out student problems.	Feedback from students have been collected and analysed for improving the future academic activities.
Major Extension and Outreach Programmes to be organized for the welfare of students	Blood Donation Camp was conducted by Government Hospital, Chidambaram, presided over by Dr. PANDIAN.

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

2.16 Whether the AQAR was placed in statutory body

			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Management	<input type="checkbox"/>	Syndicate	<input type="checkbox"/>	Any other body	<input type="checkbox"/>	
					College Administrative	

Provide the details of the action taken

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



Part – B  
**Criterion – I**

**I. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	4	NIL	NIL	NIL
PG	9	NIL	NIL	NIL
UG	18	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others – M.Phil.,	6	NIL	NIL	NIL
<b>Total</b>	37	NIL	NIL	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / ~~Open options~~  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18 UG & 9 PG
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

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

NIL

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

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
84	72	12	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

28
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	37	NIL	NIL	NIL	NIL	NIL	NIL	NIL	37

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL	NIL	60
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	12	4
Presented papers	1	9	NIL
Resource Persons	NIL	NIL	NIL

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

- Power Point Presentation is used profusely.
- Assignments, Seminars, reading articles, Projects, preparing study materials etc., are some of the learning methods adopted.
- Students are asked to refer Article Reviews, subject oriented documentaries and videos to go through the advancements in subject/course.
- Student seminars are organized periodically to give them exposure in descriptive and explorative methods and presentation skills.

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

181
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As per the guidelines of the Affiliating University
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1 BOS	0	0
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2.10 Average percentage of attendance of students

87.1
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2.11 Course/Programme wise distribution of pass percentage:  
UG PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A., TAMIL	43	NIL	24	NIL	NIL	56
B.A., ENGLISH	112	NIL	1	40	2	41
B.A., ECONOMICS E/M	51	NIL	8	7	3	35
B.A., ECONOMICS T/M	51	NIL	7	8	5	39
B.COM., SHIFT- I	56	NIL	27	16	NIL	77
B.COM., SHIFT- II	55	NIL	12	17	NIL	51
B.B.A.,	37	NIL	12	21	NIL	89
B.Sc., MATHS E/M	37	NIL	12	1	NIL	35
B.Sc., MATHS T/M	38	NIL	9	2	NIL	30
B.Sc., PHYSICS	30	NIL	15	NIL	NIL	50
B.Sc., GEN.CHEMISTRY	50	NIL	5	1	NIL	10
B.Sc., IND.CHEMISTRY(Shift 1)	50	NIL	3	NIL	NIL	6
B.Sc., IND.CHEMISTRY(Shift 2)	51	NIL	12	NIL	NIL	24
B.Sc., BOTANY	32	NIL	23	NIL	NIL	72
B.Sc., ZOOLOGY	31	NIL	10	1	NIL	35
B.Sc., CS SHIFT-I	28	12	12	NIL	NIL	86
B.Sc., CS SHIFT-II	29	7	13	NIL	NIL	69

PG PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
M.A. TAMIL	9	NIL	4	NIL	NIL	44
M.A., ENGLISH	31	NIL	12	NIL	NIL	39
M.A., ECONOMICS	24	NIL	15	5	2	92
M.COM	19	NIL	18	NIL	NIL	95
M.Sc., MATHS	28	NIL	17	NIL	NIL	61
M.Sc., PHYSICS	18	NIL	1	NIL	NIL	6
M.Sc., CHEMISTRY	24	4	10	NIL	NIL	58
M.Sc., BOTANY	7	NIL	2	NIL	NIL	28
M.Sc., ZOOLOGY	16	NIL	11	NIL	NIL	69

M.Phil., PROGRAMES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
M.Phil., TAMIL	2	NIL	2	NIL	NIL	100
M.Phil., ENGLISH	23	NIL	23	NIL	NIL	100
M.Phil., ECONOMICS	17	NIL	16	NIL	NIL	94
M.Phil., MATHS	12	2	10	NIL	NIL	100
M.Phil., CHEMISTRY	10					awaiting

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

- IQAC evaluates the impact of teaching methods through the Examination result analysis.
- IQAC takes the initiative to understand the learning difficulties of students from rural background and aid them to perform better in the exams.
- IQAC receives periodic student feedbacks on teaching..
- IQAC encourages the use of updated technological information to help the students to cope up with their learning process in an easy manner.
- IQAC motivates Staff members to organize seminars/symposia/workshops/conferences at regional, national and international level.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	6	NIL	NIL
Technical Staff	11	7	NIL	NIL

## Criterion – III

### 3. Research, Consultancy and Extension

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

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

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	1	1	NIL
Outlay in Rs. Lakhs	NIL	13.4	12.31	NIL

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	NIL	NIL
Outlay in Rs. Lakhs	0.65	4.2	NIL	NIL

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	NIL	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	2	NIL	NIL
Conference proceedings	NIL	1	NIL

#### 3.5 Details on Impact factor of publications:

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

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC	12.31	NIL
Minor Projects	1	UGC	4.2	3.7
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects <i>(other than compulsory by the University)</i>	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total	NIL	NIL	4.2	3.7

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	1
Sponsoring	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as ~~experts, chairpersons~~ or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	NIL	From Management of University/College	NIL
Total	NIL		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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

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

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

11
24

3.19 No. of Ph.D. awarded by faculty from the Institution

2
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	NIL	SRF	NIL	Project Fellows	NIL	Any other	NIL
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3.21 No. of students Participated in NSS events:

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

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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



3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	NIL	College forum	NIL
NCC	NIL	NSS	5
		Any other	NIL

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

Our institution is always proceeding with moral and social responsibilities along with the students as a part of their extension activity. We encourage the faculty members and students to take up various activities dynamically.

Blood Donation Camp was organized from voluntary donors.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area in sq.meter	16,100	NIL	State Govt	16,100
Class rooms	48	NIL	State Govt Fund	48
Laboratories	13	NIL	NIL	13
Seminar Halls	NIL	NIL	NIL	NIL
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	2	NIL	NIL	2
Value of the equipment purchased during the year (Rs. in Lakhs)	36.11	5	State Fund & UGC	41.11
Others	NIL	NIL	NIL	NIL

#### 4.2 Computerization of administration and library

- One Computer system has been added to the college administration.
- 25 numbers of Computers of CLP centre classified as not in working condition were repaired and using those computers a separate computer C++ laboratory was constructed for maths department.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22,841	22,48,234	997	3,69,985	23,838	26,18,219
Reference Books	1125	3,16,360	38	8000	1163	3,24,360
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	24	16,720	NIL	NIL	24	16,720
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	NIL	NIL	NIL	NIL	NIL
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	134	4	4	NIL	1	3	10	NIL
Added	1	NIL	NIL	NIL	NIL	1	NIL	NIL
Total	135	4	4	NIL	1	4	10	NIL

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	19.9
iii) Equipments	0.05
iv) Others	NIL
<b>Total :</b>	19.95

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

- Tutorial system is implemented to track the progression of the individual students in their academics.
- The tutor maintains the personal as well as the academic records of each student during the entire course of study.
- Tutor informs the parents periodically about their attendance and progression by sending letters
- The college management and the faculty always encourages the student achievers

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil.,)
2,514	423	17	97

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	933	30.6		2146	69.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	340	16	701	NIL	1058	3	352	13	806	NIL	1174

Demand ratio 1:3      Dropout % 5.0

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

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

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

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

No. of students benefitted

312

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

## 5.8 Details of gender sensitization programmes

Women staff members in Women Development Cell have conducted programmes to inspire and equip women students to understand their physical, mental and social potential. Personal counselling to the women students have been given to bring awareness among college students about the existing legal rights, protection and free counselling available for women.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level  Zonal level

### No. of students participated in cultural events

State/ University level  National level  International level  Zonal level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount Rs
Financial support from institution	NIL	NIL
Financial support from government	2,745	74,89,260
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

NIL

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

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

#### 6.2 Does the Institution has a management Information System

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

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

#### 6.3.1 Curriculum Development

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

#### 6.3.2 Teaching and Learning

- The faculty adopt various approaches, methods, and techniques to teach the syllabus Components keeping in view the academic environment of the class rooms.
- In addition to conventional talk and chalk-board method, Audio Visual Equipments are used in teaching.
- Classroom sessions are interactive in nature.
- Project/ assignment based learning and student seminars are promoted.
- Students with doubts and difficulties in learning are helped by the faculties after the class hours.
- The faculty members regularly attend orientation, refresher and other in-service training programmes to keep themselves abreast of the latest development in the field of core subjects and education technology.
- Feedback is collected twice regularly from the students and it is reviewed every semester.

#### 6.3.3 Examination and Evaluation

- As per the Thiruvalluvar University, Vellore Regulations, Choice Based Credit System is going on for both the UG and PG courses.
- Continuous internal assessment (CIA) is done based on the University norms.
- Student's efficiency in their subjects is evaluated by giving assignments and seminars in the latest topics as a part of CIA.
- Periodic student feedbacks on course content and teaching were received.



#### 6.3.4 Research and Development

- Apart from Full Time & Part Time Ph.D in Chemistry, Botany (FT/PT), Ph.D in BBA (PT), Tamil (FT/PT) and Maths (FT/PT) are being offered now.
- Proposal has been sent for conducting Full Time & Part Time Ph.D in Zoology.
- M.Phil research has been conducted in the Departments of Chemistry, English and Economics and it has been extended to Botany, Tamil, Maths and Zoology departments also.
- Qualified staff members have been encouraged to become recognized research advisors and register students for M. Phil. and Ph.D. programmes.
- Faculty members are publishing articles in National/ International Journal/e-journals.
- To promote quality in research all the faculty members are encouraged to take up minor and major research projects.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

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

**Physical infrastructure:** Enough class rooms are not available. Proposal for requesting more number of class rooms and Laboratories sent to the Government of Tamilnadu through our higher authorities, Director of Collegiate Education

**Instrumentation:-** To promote research in all the faculties, they are encouraged to equip with required number of instruments/Equipments using UGC fund allotments.

**ICT: - .** In keeping with rapid advancements in technology, and for students to benefit from state-of-the-art equipment, the College has set up ten SMART Boards in selected classrooms located in different buildings on campus. . A language lab, computer labs and science labs provide opportunities for hands-on training.

#### 6.3.6 Human Resource Management

- There is scope for interdisciplinary activities among various departments and hence all the human resources are optimally utilised in different teaching programmes.
- The faculty members and the administrative staff of the college work in tandem under the guidance of the principal for the betterment of the students.
- Student representatives are appointed for each class to act as a bridge between the faculty and the class in the execution of regular academic activities.

#### 6.3.7 Faculty and Staff recruitment

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

### 6.3.8 Industry Interaction / Collaboration

- Interaction with industries (SIPCOT, a group of industries available 20 Kms from the institution and near to Cuddalore) considering job opportunities for the students will be carried out in the future..

### 6.3.9 Admission of Students

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

### 6.4 Welfare schemes

#### **Welfare schemes for Teaching, Non-Teaching and Students**

##### **For Teaching and Non teaching Staff Members**

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

##### **For Students**

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

6.5 Total corpus fund generated

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

6.6 Whether annual financial audit has been done    Yes  -    No  √

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

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

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

For UG Programmes    Yes  -    No  √

For PG Programmes    Yes  -    No  √

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

- The University seeks the advice of experts of various University departments for Examination reforms and discusses the development through Academic Council Board of Studies and Syndicate members committees.
- Examination fee remittance, by the students to the University is made to pay directly in to University bank account.
- The Hall tickets are issued along with the photograph, subject code by the Thiruvalluvar University through e-mail.
- Centralized and Single valuation for UG and PG students.
- Students can apply for revaluation and retotalling if they are interested.
- Students can apply and get the transparency of their answer booklets.
- The system of instant examination is going on.

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

The University encourages the institutions to attain autonomy. This institution would opt after getting reaccreditation.

#### 6.11 Activities and support from the Alumni Association

NIL

#### 6.12 Activities and support from the Parent – Teacher Association

- The parents are extending their support and co-operation for the college.
- PTA stands for the betterment of student community.
- Feedbacks are used to provide better amenities and academic help.
- Departments organise a one-to-one dialogue with parents whose children need attention and counselling services offered to enhance performance.

#### 6.13 Development programmes for support staff

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

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

- Saplings were planted in the campus to make the campus green.
- Environmental awareness in the curriculum teaches students how to be more eco-friendly
- As per the guidelines of UGC, animal use in Zoology practical curricula is minimized. Digital alternatives are used.
- Rain water harvesting system is going on to reequip water table in the earth.
- Most of the class rooms have large windows that allow ample sunlight and restricts the use of electricity.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Interactive board was added to the College.
- ICT is improving at snail's pace due to constraints.

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

- Reaccreditation SSR was prepared and submitted to NAAC as it was long due and on priority basis.
- Major projects in Botany department and Zoology department sponsored by UGC were sanctioned in this year 2014-15.
- 46 research publications in peer review journals international level were published in overall in this year.(2014-15)

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

- Daily a Tirukkural (two line poem written by Thiruvalluvar) with meaning written on the black board and kept at the entrance.
- Daily a proverb is written on the black board and kept at the entrance.
- At the entrance of Chemistry Department daily few General knowledge information is being provided for the students.

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

7.4 Contribution to environmental awareness / protection

- Saplings were planted in the campus to make the campus green.
- Students and staff are encouraged to keep the college campus "Plastic Free"
- Usage of paper cups and paper plates is suggested in the campus.

7.5 Whether environmental audit was conducted?    Yes  -    No  √

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

**STRENGTHS**

- High quality academic programmes at both graduate and research levels.
- Qualified faculty, committed to student welfare.
- Tutor-student system well structured and co-ordinated.

**WEAKNESS**

- Rural Students from economically poor background, faces financial problem and adopting problems to the college level studies.

**OPPORTUNITIES**

- Increased opportunities to develop and establish new programmes to meet the new and growing demands of the society.

**CHALLENGES**

- Shortage of Teaching Staff and Non-Teaching staff members affect academically and administratively.
- Infrastructure of the college has to be improved on need based.

## 8. Plans of institution for next year

- As the NAAC Reaccreditation Peer Team Visit is due, the efforts will be taken to go for it in the next year.
- To follow up the proposal sent for new class rooms, separate PG and research laboratories to accommodate for the newly started courses.
- To provide ICT (Information and Computer Technology) training to all staff members.
- To motivate the non Ph. D. staff members to do research for the award of Ph. D. at the earliest.
- To motivate faculty members to publish research papers in indexed journals
- To ensure quality research in all fields.
- To establish a question bank in electronic format.

Name

P. R. Rajakumar  
28/10/15

Dr P. R. RAJAKUMAR

Signature of the Coordinator, IQAC.

**Dr. P. R. RAJAKUMAR, M.Sc., M.Phil., Ph.D.,**  
ASSOCIATE PROFESSOR  
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Name

Prof. V. THANGAMANI  
28.10.15

Prof. V. THANGAMANI

Signature of the Chairperson, IQAC

\*\*\*  
**PRINCIPAL**  
Govt. Arts College,  
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**Annexure (a)**

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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# Annexure-1

## Academic Calendar 2014-2015

Date	Particulars
18.06.2014	College Reopening for the academic year 2014-2015
15.08.2014	Independence Day Celebrations
04.08.2014- 08.08.2014	First Internal Examinations
15.09.2014- 19.09.2014	Second Internal Examinations
13.10.2014- 17.10.2014	Third Internal / Model Examinations
18.10.2014- 26.10.2014	Diwali Festival Holidays
06.11.2014- 28.11.2014	Thiruvalluvar University Examination for ODD semester
14.11.2014	Odd Semester Last Working day
15.11.2014	Winter vacation starts
26.11.2014	Winter vacation ends
27.11.2014	College Reopening for Even semester
11.01.2015- 18.01.2015	Pongal Festival Holidays
26.01.2015	Republic Day Celebrations
27.01.2015- 30.01.2015	First Internal Examinations
09.02.2015 - 20.02.2015	Departmental association inaugural and valedictory meetings
09.03.2015	Women's day celebration
23.02.2015- 27.02.2015	Second Internal Examinations
09.03.2015- 30.03.2015	Thiruvalluvar University Practical Examinations-schedule
23.03.2015- 27.03.2015	Third Internal / Model Examinations
07.04.2015- 28.04.2015	Thiruvalluvar University theory Examinations-schedule
16.04.2015	Last Working day for the academic year 2014-2015
17.04.2015	Summer vacation starting day

## **Annexure-2**

# **FEED BACK ANALYSIS**

The Internal Quality Assurance Committee organizes the system of procuring student feedback by framing the feedback format, monitoring the course of procuring feedback, analyzing and addressing the needs arising out of the process. The feedback covers Part-I Tamil, Part-II English, Part-III Core and Allied papers and Part-IV Skill based subjects and Non-Major Elective Papers of all the UG Programmes of 2014-2017 batch and the Core and Non-Major Elective Papers of the PG courses of 2014-2016 batch. Feedback on the Curriculum, Infrastructure facilities, Teacher-Student Rapport, etc. are collected, documented, analysed for improvements in future. As a Student Welfare Measure, the College follows the Tutorial System in which Students meet Tutors after regular teaching hours in order to document their responses. The departments are required to incorporate the possible and necessary modifications in the teaching methodology to be adopted henceforth.

# Annexure-3

## BEST PRACTICE - 1

### 1. Title of the practice

A Proverb daily with meaning displayed at the entrance.

### 2. Goal

By reading the Proverb a student should be able to enrich his general as well as English knowledge.

### 3. The Context

A **proverb** is a simple and concrete [saying](#), popularly known and repeated, that expresses a truth based on common sense or the practical experience of humanity.

### 4. The Practice

A proverb contains wisdom, truth, morals, and traditional views in a metaphorical, fixed, and memorable form and which are handed down from generation to generation. It is displayed with meaning on the black board and kept at the entrance so that all the students who enter into the college can read and ponder over it.

### 5. Evidence of success

Knowledge gained is good enough to carry the same to different people at different places and to lead life with morality. There is a growing interest in deliberately using proverbs to achieve goals, usually to support and promote changes in society.

### 6. Problems Encountered and Resources required

Mischievous students rub the Proverb and make it meaningless.

### 7. Contact Details

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