ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2015-16

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
Po Box No : 1075; Nagarbhavi, Bangalore-560 072

Submitted by

GOVERNMENT ARTS COLLEGE

(Affiliated to Bharathidasan University, Tiruchirappalli)

ARIYALUR– 621 713, TAMILNADU

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GOVERNMENT ARTS COLLEGE (GRADE -1) ARIYALUR- 621 713

TAMIL NADU

The Annual Quality Assurance Report (AQAR) of the IQAC
2015 - 2016

Part – A

1. Details of the Institution

1.1 Name of the Institution

GOVT ARTS COLLEGE, ARIYALUR

1.2 Address Line 1

RAJAJI NAGAR

ARIYALUR – 621 713

City/Town

ARIYALUR

State

Tamilnadu

Pin Code

621 713

Institution e-mail address

gacalr@yahoo.com

Contact Nos.

04329 -222050

Name of the Head of the Institution:

Dr. M.M. SENTHAMILSELVI

Tel. No. with STD Code:

04329-222050

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9442170557

Name of the IQAC Co-ordinator:

Dr. A. ARUL

Mobile:

9443592875

IQAC e-mail address:

gacalr@yahoo.com

1.3 NAAC Track ID

TNCOGN 12412

1.4 NAAC Executive Committee No. & Date:

EC 36/061 20/05/2005

1.5 Website address:

www.gacariyalur.ac.in

Web-link of the AQAR:

www.gacariyalur.ac.in/iqac/AQAR-15-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1ˢᵗ Cycle	B	-	2005	5 years
2	2ⁿᵈ Cycle	-	-	-	IIQA to be Submitted

1.7 Date of Establishment of IQAC :   01/08/2008

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC
  i.   AQAR of 2014-2015 is submitted to NAAC on 27.02.2019.

1.9 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 ✔ AICTE ☐

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 ☐

1.10 Type of Faculty/Programme

Arts [✓] Science [✓] Commerce [✓] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) [---]

1.11 Name of the Affiliating University *(for the Colleges)*

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI, Tamilnadu   Pin: 620 024

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

Autonomy by State/Central Govt. / University   [-]

University with Potential for Excellence   [-]   UGC-CPE [-]

DST Star Scheme   [-]   UGC-CE [-]

UGC-Special Assistance Programme   [-]   DST-FIST [-]

UGC-Innovative PG programmes   [-]   Any other (*Specify*) [-]

UGC-COP Programmes   [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers | 07

2.2 No. of Administrative/Technical staff | 01

2.3 No. of students | 01

2.4 No. of Management representatives | 00

2.5 No. of Alumni | 01

2. 6 No. of any other stakeholder and community representatives | 00

2.7 No. of Employers/ Industrialists | 01

2.8 No. of other External Experts | 01

2.9 Total No. of members | 12

2.10 No. of IQAC meetings held | 3

2.11 No. of meetings with various stakeholders: No. 2   Faculty 1

Non-Teaching, Staff, Students 0   Alumni 1   Others 0

2.12 Has IQAC received any funding from UGC during the year? Yes ✔   No ☐

If yes, mention the amount   Rs   1,08,000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 0   International -   National -   State -   Institution Level 1

(ii) Themes   NAAC Accreditation and Assessment

2.14 Significant Activities and contributions made by IQAC

1. Prepare the academic calendar, plan for the academic activities and initiate them

2. Obtaining feedback from students, parents, teachers and other stakeholders, analyse the feedback and inform the outcome of the feedback to the concerned sections for further improvements.
3. Coordinating with all the departments and college administration for the enhancement of quality in all the academic activities
4. Guidance given to PG Students to apply for PG Merit Scholarship and Indira Gandhi National Single Girl Child Scholarships
5. Guidance given to the scholars to apply for State and Central Government Research Fellowships like Rajiv Gandhi National Fellowship

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
Draw Academic Calendar for the year and inform the academic sections to adhere to the plan.
Motivating the staff members to apply for research projects and conducting seminars/conferences/workshops in core areas
Plan activities for increasing the teaching-learning performances of teachers and students.
Suggestions to start new Programmes as to the demands of stakeholders.
Motivate for more research activities, bring out publications and presentation of papers.
Suggestions and plan for more number of Extension activities.
Students are helped to get financial sanctions as scholarships and concessions.
Encourage placement activities by exploiting all possibilities of providing career counselling and placement.
Provide the details of the action taken
✓ Conduct of soft skills development programmes for students
✓ Proposal has been sent for conducting In-service training programme for science teachers and Application of Science and Technology in Rural Areas (ASTRA) to TNSCST, Chennai

2.16 Whether the AQAR was placed in statutory body ☐ ✓

Management ☐ - Syndicate ☐ - Any other body ☐ -

Part – B
Criterion – I

Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	08	-	-	-
M.Phil.	02	-	-	-
PG	11	-	-	-
UG	11	-	-	-
PG Diploma	00	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	-	-
Foundation Course	00	-	-	-
Total	33	-	-	-

Interdisciplinary	Most of the above mentiones programmes are interdisciplinary in nature
Innovative	

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options :

UG and PG students were given guidance and counselling for selecting the Major Based Elective, Non-major Elective and Skill Based Elective courses under the CBCS pattern

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	24 (UG-11; PG-11; M.Phil.- 02)
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni [✓] Parents [✓] Employers [-] Students [✓]
(On all aspects)

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

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

> Being an Affiliated college, the syllabus is being framed by the University, and in the next academic year the syllabus is to be revised. Since some of our faculty members are in the Board of Studies they have take an active part and the syllabus of the UG and PG courses has been updated.

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
77	69	06	-	2

2.2 No. of permanent Faculty with Ph.D.   49

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2015 - 2016	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	20	36	..	..	...	..	..	..	20	36

2.4 No. of Guest and Visiting Faculty and Temporary Faculty

Guest Faculty   --   Visiting Faculty   ..   Temporary Faculty   49

2.5 Faculty participation in conferences, symposia and workshops:

No. of Faculty	International level	National level	State level
Attended	-	30	2
Presented papers	11	35	1
Resource Persons	00	01	1

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

1. Participative teaching and student-centred learning.
2. Use of ICT tools in classrooms which includes internet also.
3. Group discussions are organized for effective teaching-learning process
4. Make students understand their inabilities and provide sustained counselling.
5. Improve the writing skills for completing the examinations on time.

2.7 Total No. of actual teaching days during this academic year   182

2.8 Examination/ Evaluation Reforms initiated by the Institution   NA

2.9 No. of faculty members involved in curriculum restructuring/revision/ syllabus development as member of

Board of Study   09   Faculty   ---   Curriculum Development workshop   ---

2.10 Average percentage of attendance of students   91.08 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Distinction	Division %			Pass %
			I	II	III	
B.A, English	46	-	13	60.8	-	74
B. A. Economics TM & EM	28	-	46	21	-	67
B. A. Tamil	99	-	62.6	4	-	66.6
B.A. History	88	-	70	20	-	90
B.Com. -Shift I & II	96	10	42	47	-	99
B.Sc. Botany – TM & EM	37	11.0	85.0	-	-	96
B. Sc. Maths-TM & EM	62	-	24.2	1.6	-	25.8
B. Sc. Chemistry	39	2.5	52	12.5	-	67.0
B. Sc. Physics TM & EM	37	10.8	54	-	-	64.8
B. Sc. Zoology-TM & EM	37	-	67.5	-	-	67.5
B. Sc. Comp Sci Shift I & II	75	16	68	-	-	84
M.A. Tamil	35	-	89.7	-	-	89.7
M. A. Economics	16	-	73	20	-	93.00
M.A. History	18	-	100	-	-	100.00
M. Com.	32	16	63	21	-	100
M. Sc. Maths	38	5.2	78.9	-	-	84.1
M. Sc. Botany	14	14.2	57.14	-	-	71.4
M. Sc. Physics	23	-	60.8	-	-	60.8
M. Sc. Chemistry	23	13	35	12.5	-	48
M. Sc. Zoology	24	-	58.3	-	-	58.3
M. Sc. Comp Science	32	69	28	-	-	97
M. Sc. Env. Science	09	2	07	-	-	100
M. Phil. Tamil	31	-	91.8	-	-	91.8
M. Phil. Comp Science	08	100	-	-	-	100

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

➢ Feedbacks on course content and teaching methodology are received periodically from the students. The feedbacks are analysed and areas which need improvement are identified and then it is informed to staff members concerned for necessary remediation.

➢ Staff members are motivated to attend Refresher Courses periodically and Orientation Course on time. They are also encouraged to organize seminar/symposia/ workshops/ conferences at regional, national and international level in their chosen area of research.

➢ Students are encouraged to contribute and attend seminars/symposia/workshops/ conferences conducted by nearby institutions.

2.13 Initiatives undertaken towards Faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	17
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	05
Others	05

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	36	19	-	06
Technical Staff	02	-	-	00

Criterion – III

3. Research, Consultancy and Extension

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

1. Research Committee constituted in the college monitors and motivates the Research activities of Faculty and Research scholars.

2. Faculty members are motivated to submit project proposals to various funding agencies.

3. The college encourages staff to attend the conferences, seminars etc. conducted in other institutions by granting OD to promote the Research culture.

3.2   Details regarding Major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	3.15	-

3.4   Details on Research publications

	International	National	Others
Peer Review Journals	35	04	-
Non-Peer Review Journals	7	09	-
e-Journals	01	-	-
Conference proceedings	04	-	-

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [0]   Nos. in SCOPUS [-]

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	-	-	-	-
Minor Projects	2 Years	UGC-SERO	3,15,000	3,15,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-

Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total				**-**

-

3.7 No. of books published   i) With ISBN No.   01   Chapters in Edited Books   00

ii) Without ISBN No.   00

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   02

3.13 No. of collaborations   International   -   National   -   Any other   -

3.14 No. of linkages created during this year   -

3.15 Total budget for research for current year in lakhs :

From Funding agency   -   From State government   Rs. 2,00,000

Total   Rs. 2,00,000

3.16 No. of patents received this year :

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

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
-	-	-	-	-	-	-

3.18 No. of Faculty from the Institution
    who are Ph. D. Guides   37

   and students registered under them   41

3.19 No. of Ph.D. awarded by faculty from the Institution   13

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

JRF   -   SRF   -   Project Fellows   -   Any other   2

3.21 No. of students Participated in NSS events:

University level   21   State level   -

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level   -   State level   -

National level   -   International level   -

3.23 No. of Awards won in NSS:

University level   -   State level   -

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level   -   State level   -

National level   -   International level   -

3.25 No. of Extension activities organized

University forum	-	College forum	-		
NCC	-	NSS	22	Any other	4

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

✓ Blood Donation Camp was organized by Youth Red Cross Society and 12 students donated their blood.

✓ NSS Volunteers and NSS Programme officers participated in the "Voters Day" awareness rally conducted by the Ariyalur District Administration

✓ NSS volunteers participated in Dengue Awareness programme

✓ Red Ribbon Club organized a blood donation awareness programme

✓ YRC organizers and students from different colleges from Ariyalur district participated in the One day District level workshop organized by YRC.

✓ AIDS Awareness programme was been organized by RRC.

✓ Conducted Awareness programme on food adulteration, Population survey and Gender Sensitization

✓ District level drawing and speech competition was organized for different college students in association with the Forrest department.

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	36.82 Acres	-	-	-
Class rooms	62	-	-	-
Laboratories	15	-	-	-
Seminar Halls including Auditorium	2	-	-	-
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-

4.2 Computerization of administration and library

- ✓ Details of applications received for various courses are computerized for preparing the merit list as per the norms of admission, to ensure transparency in admission and the merit list is displayed in the notice board two to three days before the commencement of counseling.
- ✓ All departments are provided with computers with internet facility.
- ✓ Staff members are provided with separate user name and password to get access to the e-journals.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	46137	3104414	710	150000	46847	3254414
Reference Books	3638		16		3654	
Journals	-	-				
e-Books	-	--	-	-	-	-
e-Journals	-	-	-		-	
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	100	70	41	-	-	10	20	02
Added	-	-	-	-	-	-	-	-
Total	100	70	41	-	-	10	20	02

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation

Internet facility with Wi-Fi connection is available in the Computer Science lab, Office and Botany department. Faculty members, scholars and students have free access to e-resources through internet facility.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	Rs. 18 Lakhs
iii) Equipments	Rs. 2 Lakhs
iv) Others	Rs. 0.25

Total : Rs. 20.25Lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ IQAC takes the responsibility of quality improvement in academic as well as co-curricular activities of the students
- ✓ Mentor system is effectively functioning in all the courses.
- ✓ Remedial classes for needy students are conducted every semester to ensure hundred percentage of results in the semester examinations.
- ✓ Students are encouraged to participate in seminars/ symposia/ conferences/ work-shops conducted by other universities and colleges
- ✓ Soft skills and personality development programmes are conducted for students to enhance their employability in private as well as public sectors
- ✓ Processing the applications for government general scholarships and other merit scholarships are done on time to enable early disbursal of scholarships.
- ✓ The Career Guidance and Placement cell of the college provides guidance and counseling to the students in shaping their higher education and career prospects.

5.2 Efforts made by the institution for tracking the progression

1. Programme wise Result analysis is done for increasing responsibility of the students and staff.
2. Conducting Slip test, and Model exams.
3. ICT -enabled teaching-learning process.
4. Special classes for slow learners for scoring high marks.

5.3.(a) Total Number of Students

UG	PG	Ph.D.	Others (M.Phil.)	Total
1886	514	56	42	2498

(b) No. of students outside the state | 0 |

(c) No. of international students

| 0 | | 0 |

Men

No	%
-	-

Women

No	%
-	-

Last Year 2014-2015						This Year 2015-2016					
General (FC)	SC	ST	OBC	Physically Challenged	Total	General (FC)	SC	ST	OBC	Physically Challenged	Total
-	284	04	722	1	1011	-	320	09	684	3	1017

Demand ratio   1:3   Dropout   = 4.0%

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

- ✓ Tamil Nadu Government funded remedial courses are conducted for the students belonging to MBC and SC/ST who need extra coaching and UG students have benefited
- ✓ Soft skill programme is conducted for all the Undergraduate students which help them in getting placements.
- ✓ Post Graduate Students are motivated to apply for student projects. They are also encouraged to attend workshops and conferences organized by other colleges.

No. of student beneficiaries | 400 |

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

> 1. The class teachers and Heads of departments act as student mentor for personal counselling and career guidance.
> 2. Personal counselling removes complexes in the students and increases their thinking power and ability to perform well.

No. of students benefitted   400

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

> 1. The women empowerment wing offers counselling for all women students.
> 2. Separate rest rooms and waiting rooms for women are provided in the college campus .
> 3. Gender studies in Part V for all the programmes in VI semester is offered.

5.9 Students Activities

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

State/ University level   01   National level   -   International level   -

   No. of students participated in cultural events

State/ University level   -   National level   -   International level   -

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

Sports : State/ University level   -   National level   -   International level   -

Cultural: State/ University level   -   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs.
Financial support from institution	-	-
Financial support from government	1689	53,88,935
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State level   [-]   National level [-]   International level [-`]

Exhibition: State 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

> **Vision**
>
> *To provide quality higher education to students of rural, educationally backward and economically weaker sections of the society and thereby make them participants in the nation building endeavor*
>
> **Mission**
>
> - To impart knowledge and skills through Higher Education.
> - To make the students aware of their social responsibilities.
> - To develop the students' individual personality to meet global challenges.
> - To enhance the employability competence of the students.
> - To achieve the communal harmony.

6.2 Does the Institution has a management Information System

- ✓ The Principal is the head of Institution and all different units of administration function as per the orders and instructions given by the Principal.
- ✓ The Principal holds periodic meetings of the staff-in-charge of different units of administration and academic bodies, for effective administration and delivery of services to students and staff.
- ✓ All the information is communicated to students through circulars and notice boards.
- ✓ Communication regarding various extension activities is intimated to the students by the respective staff-in-charge and the same is displayed in notice boards.
- ✓ Communication to the staff members of all departments is sent through circulars.
- ✓ Scholarship, student records, bus/train passes and curricular aspects are managed by separate sections in the office in coordination with the staff members. These sections coordinate among themselves, provide timely information and fulfill the requirements
- ✓ Service records, salary and other benefits of all the teaching and non-teaching staff members are looked after by the college office.

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

6.3.1 Curriculum Development

Being an Affiliated college, the syllabus is framed by the University. Any lacuna in the syllabus is brought to the College Curriculum Development Cell of the Bharathidasan University, Tiruchirappalli and steps are taken to amend the same. This is possible as some of our Faculty members are part of the University Board of Studies. UGC norms are followed in deciding Core courses, Allied and Elective subjects. In the next academic year, the UG and PG syllabus are to be revised.

6.3.2 Teaching and Learning

- ➢ The faculty members regularly attend Refresher Courses, and seminars/conferences to keep themselves abreast of the latest development in their core subjects and Education Technology.
- ➢ Apart from conventional lecture methods, faculty members use Power Point Presentation, Animations, Videos, Concept Tests, Group Discussions and Virtual Laboratory to make the teaching and learning process effective and successful.
- ➢ Post Graduate students are encouraged to take Seminars using Power Point presentations. They are also given assignments related to the subjects and students are asked to collect information from the internet.
- ➢ Field Visits, Industrial Visits and Educational Trips are arranged to supplement the learning experience of the students on the college campus.

6.3.3 Examination and Evaluation

Slip tests are conducted regularly by Faculty members as and when a particular portion is completed and at the end of the semester, model exams are conducted covering the entire syllabus. This helps the students to get an idea of the possible questions which can be asked in the forthcoming University exams.

6.3.4 Research and Development

- ✓ The Departmental Research Committee (DRC) monitors the development of the research activities of the scholars.
- ✓ Necessary information is provided to the scholars to undergo research training and efforts are made to avail the Research Fellowships.
- ✓ The College Research Committee (CRC) monitors the overall development in research in the campus. The CRC recommends the viable projects received from the faculty for funding and conducts various programmes related to quality research and Publications

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. All the departments are provided with internet facility which is useful for staff, scholars and students.
2. Proposal for construction of Common Instrumentation Room has been submitted to DST under FIST programme

6.3.6 Human Resource Management

- ➢ A student representative is appointed for every class to act as a bridge between the Faculty and the students in the execution of regular academic activities.
- ➢ The teaching and the non-teaching members work together to process the scholarship applications for early disposal of scholarship.

6.3.7 Faculty and Staff recruitment

As per the norms of the UGC, the Teachers Recruitment Board, Chennai recruits eligible candidates and the Director of Collegiate Education appoints them in the cadre of Assistant Professors.

Tamil Nadu Public Service Commission recruits non-teaching staff members and the Director of Collegiate Education appoints them for various positions.

6.3.8 Industry Interaction / Collaboration

Students of Botany, Zoology and Environmental Science periodically visit the industries and institutes to develop their knowledge in practical aspects.

6.3.9 Admission of Students

➢ Admissions to UG/PG courses are done through single window system, based on the merit list prepared by the Admission Committee. The merit list is displayed in the notice board two or three days before the counseling. The entire process of admission is done as per the norms and regulations of Director of Collegiate Education, Chennai.

➢ Admission to M. Phil. course is done as per the guidelines given by Bharathidasan University, Tiruchirapalli. The merit list is prepared based on the marks obtained in the entrance exam, interview and the marks in the qualifying examinations (PG).

➢ For Ph.D. the performance in the entrance test and viva-voce conducted by the Departmental Research Committee forms the basis for admission.

6.4.Welfare schemes for:

Teaching and Non-teaching

➢ Medical insurance scheme is being implemented by the Government for the welfare of the staff and their family members
➢ An Employees Cooperative Thrift Society is functioning in the college. Members of the society can avail personal loans up to 10 Lakhs at low interest
➢ Festival advance is being given once in a year for those who apply for and the staff can avail the same for their religious festival
➢ Government loan schemes to purchase house and vehicles are available for all the staff members.

Students

➢ Government scholarships are available for all SC and ST students. In case of BC and MBC students scholarships are available for those who belong to low income group. Minority students are also provided scholarships.
➢ All the day scholars are eligible to get free bus passes issued by the state government.
➢ Train passes on concessional rates are also issued for students who are from long distances.
➢ Two free hostels run by government welfare boards offer accommodation to SC/ST, BC/MBC male students who are in need of hostel accommodation.
➢ For female students a separate hostel is run by the government.
➢ Group Insurance Scheme is available for all the students.

6.5. Total corpus fund generated:

> Being a government institution all the corpus fund is with the 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	Yes	Academic Council	Yes	IQAC
Administrative	Yes	AG & DCE	Yes	College Governing Body

6.8 Does the Autonomous College declares results within 30 days?

For UG Programmes   Yes **NA**   No -

For PG Programmes   Yes **NA**   No -

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

> ➢ The University has implemented a Bulk Payment portal which is used for paying the exam fees of all the students. The Private students can pay the Fees online and submit their filled in applications along with the e-challan.
>
> ➢ The University has implemented online registration of bio-data of all first year UG and PG students and they are issued online hall tickets which includes the subject title and the date of exam
>
> ➢ Instant exams are conducted by the University for the out-going UG and PG students who have failed in one particular paper irrespective of the semester.

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

Not applicable

6.10 Activities and support from the Alumni Association

> The Alumni Association although un-registered joins hands in maintaining a "Plastic-free" and Green campus and developing the facilities of the college.
>
> University rank holders are honored in the convocation with medal and cash prize.

6.11 Activities and support from the Parent – Teacher Association

> ➢ Parent Teacher Association contributes financial assistance for the appointment of temporary teaching faculty and office assistants in the place of vacant posts.

6.12 Development programmes for support staff

> ➢ Necessary permission and encouragement is given to support the staff members to update themselves in administrative and technical oriented fields. These programmes are much useful to equip themselves and to enhance their promotional opportunities.
> ➢ They are permitted to attend periodic Refresher Courses and   workshops related to development of their skills

6.13 Initiatives taken by the institution to make the campus eco-friendly

> Clean and green campus is liked by all. The students and staff join hands to make the campus green and plastic-free.
> The stake holders admire this campus that is free from dust, papers bits and tobacco products.

Criterion – VII

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.

> ✓ Students are made aware about the deleterious effects of plastics and are advised to avoid plastics and maintain "Plastic free campus".
> ✓ Attendance percentage is calculated by the mentor and the same is brought to the notice of students every month to make the students realize the importance of the attendance.
> ✓ Students are assisted by the HoD and Faculty members in availing Scholarships from Government and other agencies.

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

> ✓ Staff members are encouraged to attend/ conduct more seminars and workshops on curriculum and development. They are provided with adequate guidance to apply for financial assistance.
>
> ✓ Final year PG students are encouraged to present their project work in National Seminars and Symposia. They are also advised to publish their research findings in peer reviewed journals.

7.2 Give Best Practices of the institution

Soft Skill Training

Soft skill training programme is conducted for the final year under graduate students with the funding from the TNSCST, Chennai. This programme helps the students to improve their communication skills and face the competitive exams.

Continuous Monitoring of Student Attendance

Student Attendance is consolidated every month by the mentor and brought to the knowledge of the students. This helps the students to be aware of their percentage of attendance every month and motivate them to attend the class without fail. This practice reduces the number of students who become ineligible to appear for the University exams due to lack of attendance.

7.4 Contribution to environmental awareness/protection

Know our Herbal wealth is a routine activity of the Botany students, in which a particular medicinal plant is described along with the specimen (Plant, fruit, seeds etc) and a description of the Botanical Name, Family, Tamil Name, Part used as medicine and the diseases cured is displayed on board

Exhibition with Medicinal plants was organized by the department of Botany

Students and staff members are encouraged to keep the college campus "Plastic Free"

NSS volunteers take the responsibility of maintaining a clean and green campus.

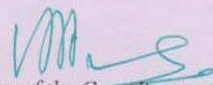**7.5 Whether environmental audit was conducted?**   Yes ☐   No ✔

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

A SWOT analysis was done by the faculty to get a glimpse of the overall profile of the college. The following are the findings of the SWOT analysis:
- ✓ Improvements in the basic facilities like providing R/O drinking water facilities and toilet facilities
- ✓ Development in Communication Skills in English.
- ✓ Remedial coaching for slow learners
- ✓ Bridge course for Freshers
- ✓ Improvement in Research activities.
- ✓ Improvement in the success rate of students in competitive examinations.
- ✓ Improvement in ICT application in teaching and learning

7.7. Plans of institution for next year

- ✓ To improve the infrastructure of the college. Requesition letters are to be given to MP and MLAs for getting Financial support for the construction of new buildings/ improvement in lab facilities.
- ✓ To create at least one smart class room in each department and increase the number of class rooms with smart boards.
- ✓ To provide ICT (Information and Computer Technology) training to all teaching staff members and computer training to non-teaching staff members
- ✓ To motivate Faculty members to publish research papers in Scopus and Web of science indexed journals
- ✓ To give training to Research scholars on Research methodology.

Signature of the Coordinator, IQAC
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