

## 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

#### 1. Details of the Institution

1.1 Name of the Institution

Muthurangam Government Arts College

1.2 Address Line 1

Otteri

Address Line 2

Vellore

City/Town

Vellore

State

Tamilnadu

Pin Code

632002

Institution e-mail address

mgac1965@gmail.com

Contact Nos.

0416-2262068, 2263768

Name of the Head of the Institution:

Dr. M. A. Jayaraj

Tel. No. with STD Code:

0416-2262068, 2263768

Mobile:

944339508

Name of the IQAC Co-ordinator:

Mrs. C. Senchulakshmi

Mobile:

9443644368

IQAC e-mail address:

mgaciqac@gmail.co

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN10165

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/51/RAR/01 dated 31-12-2009

1.5 Website address:

<http://www.mgacvlr.org>

Web-link of the AQAR:

<http://www.mgacvlr.org/AQAR2013-14.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	***	65-70%	2002	2007
2	2 <sup>nd</sup> Cycle	B	2.39	2009	2014
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

25/03/2009

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

2013-14

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 27/04/2011 (DD/MM/YYYY)
- ii. AQAR 23/04/2012 (DD/MM/YYYY)
- iii. AQAR 26/04/2013 (DD/MM/YYYY)
- iv. AQAR 30/04/2014 (DD/MM/YYYY)

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)

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

Thiruvalluvar University-  
VELLOER- 632 115.TAMIL NADU

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

3 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. IOAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 8

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

1. Awareness on health for the college students
2. Invention of Scientists

2.14 Significant Activities and contributions made by IQAC

1. Teaching and learning process is scrutinized
2. Inculcating the research atmosphere to staff and students
3. Staff self appraisal form
4. Students feedback

The Contribution of IQAC in the college is highly appreciable. Periodical meetings, formal and informal discussions were conducted to plan the course of action for quality assurance in teaching, learning and evaluation process. The IQAC formulates and designs questionnaire accurately to get the correct feedback from students on the process of teaching and learning and also it takes measures to promote the performance of staff according to the latest trends in their field and also according to the feedback obtained. Hence, it is brought to light that the IQAC of the college strives to contribute its best to enhance the quality of the college in each and every aspect.

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	Achievements
<ul style="list-style-type: none"> <li>• Common Continuous Internal Assessment test (C.I.A).</li> </ul>	Successfully implemented.
<ul style="list-style-type: none"> <li>• Planned to issue one single Consolidated Statement of Marks to the out going UG /PG /M.Phil Candidates</li> </ul>	Successfully implemented.

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

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

Recommendations of the statutory body were taken into the considerations and necessary steps were taken to implement the same to enhance the quality.

**Criterion – I****1. 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	6	-	-	-
PG	8	1	-	-
UG	9	3	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	1	-	-	-
<b>Total</b>	24	4		

Interdisciplinary				
Innovative				

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

## (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	22
Trimester	N/A
Annual	N/A

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.

Yes

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

B.A. Tamil, B.B.A., B.Sc. Zoology & M.A.Tamil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	123	60	16	N/A	47

2.2 No. of permanent faculty with Ph.D.

27

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
	33								33

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

47

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	13	36	23
Presented papers	13	36	23
Resource Persons		3	7

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

The College has an IQAC for the continuous assessment of teaching and learning process. The college IQAC comprises of the following members within the College . Principal as Chairman, One Coordinator, 4 Committee members and 12 Department Representatives. The IQAC of the college conducts Meetings Once in a month in order to discuss and enhance the quality aspects relating to each and every aspect of the college with special reference to teaching learning process.

Teaching and learning is assessed based on students' feedback system. Format for feedback is prepared by the IQAC committee members and given to all the students at the end of the academic year. The feedback forms are collected and consolidated by the Heads of Departments and submitted to the IQAC . IQAC compiles the feedback of students for the entire college, based on the outcome necessary measures are taken for the critical feedbacks received and considerable measures are taken by the IQAC committee in collaboration with the heads of the departments to retrieve the same.

The IQAC has highlighted the importance of teaching and learning process by suggesting effective methods based on the principal courses sponsored by the American Association of Higher



Education and Education Commission of the States and are intended as guidelines to faculty in order to improve their teaching and learning process.

2.7 Total No. of actual teaching days 180  
during this academic year

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 76

2.10 Average percentage of attendance of students >75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
U.G.	2319	12.2	42.3	41.8	3.7	81.2
P.G.	461	54.6	32.2	13.2		91.3
M.Phil.	46	91.3	8.7			100

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

By periodic internal academic audit.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	18
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	5
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	44
Others	

#### 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	14	8		6
Technical Staff	8	4		

### Criterion – III

#### 3. Research, Consultancy and Extension

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

Periodically seminars, invited talks and Conferences have been conducted.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	4	-
Outlay in Rs. Lakhs		37.3570		

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	1	1
Outlay in Rs. Lakhs				1.5

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	6	
Non-Peer Review Journals	12	25	
e-Journals			
Conference proceedings			

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project (ongoing)	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2012	DST-SERC Fast Track research scheme	Rs. 19,40,000	Rs. 19,40,000
	2011	UGC	Rs.5,83,000	Rs.5,83,000
	2012	Indian Council for Social Science Research	Rs. 6,57900	Rs. 6,57900
	2013	UGC	Rs.5,54,800	Rs.5,54,800
Minor Projects	2012-13	UGC	Rs.2,85,000	Rs.2,85,000

Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			Rs.40,20,700	Rs.40,20,700

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		1			
Sponsoring agencies		UGC			

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 during the current year in lakhs :

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	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   
and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University Forum  College Forum   
NCC  NSS  Any other

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

- 1) Human chain- To create voters awareness
- 2) Organized free eye-camps
- 3) Blood donation camps
- 4) Helmet sensitization programs
- 5) Eradication of mosquitoes in and around the College.

**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	32.8 acres			32.8 acres
Class rooms	72	5	M.P fund	374 sq.ft.
Laboratories	12		State Fund	
Seminar Halls				
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Yes, computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	47431	2085245	1248	314755	48679	2400000
Reference Books	1200	0				100000
e-Books	0		0			
Journals	9	8360	0		9	8360
e-Journals	0		0			
Digital Database	0		0			
CD & Video	0		0			
Others (specify)	0		0			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing								
Added								
Total								

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

Computer Literacy Program imparted for all the first year students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.13,60,961
ii) Campus Infrastructure and facilities	Rs.25,00,000
iii) Equipments	Rs.31,75,575
iv) Others	Rs.20,000
<b>Total :</b>	<b>Rs.84,06,536</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The Methods which encourage active learning in the class room such as discussion, practice session, structured exercises, Team Projects and research projects
- To create a Conducive atmosphere and also to create a informal interaction between the teacher and students which is an important factor for motivation and involvement
- Understanding each students unique strength and impart practical experience according to individual’s strength and weakness.

5.2 Efforts made by the institution for tracking the progression

Special coaching classes are conducted to improve the academic performance of students from marginalised section of the society. Special lectures and coaching classes for competitive exams are also conducted for the benefit of the students. Differently abled students are briefed about the various schemes of the Government which would benefit them.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2441	461	19	46

(b) No. of students outside the state

-
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(c) No. of international students

-
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Men	No	%	Women	No	%
	1674	56.53		1287	43.47

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
644	572	46	1513	14	2789	684	609	49	1604	15	2961

Demand ratio : 1:1 to 1:9          Dropout : 5 %



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

C.S.I.R, U.G.C NET, SLET,

No. of students beneficiaries

3

5.5 No. of students qualified in these examinations

NET

3

SET/SLET

2

GATE



IAS/IPS etc

State PSC

UPSC

Others

28

5.6 Details of student counselling and career guidance

Students counselling and career guidance are given much importance as the students hail from a very poor and economically weaker section of the society.

No. of students benefitted

25

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
7	750	70	45

5.8 Details of gender sensitization programmes

The college takes every effort to provide its wards with courage, confidence and wisdom needed. Most academic programs have ingredients that eradicate gender bias and give them enough encouragement that they perform duties as able women and men as anchor in families, society and the country as whole. The special and regular activities conducted in the college help in boosting up the morale and psyche which otherwise could have been an impediment and deterrent. The rich experiences that our girl students go through help them to free themselves from wrong notions and to break the taboos and shackles of women enslavement.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount Rs.
Financial support from institution		
Financial support from government	2757	67,68,073
Financial support from other sources		
Number of students who received International/ National recognitions		

### 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:

The majority of the students are from rural area, poor socio-economic status and also first generation learners whose communication ability is found to be very weak. This is been very frequently expressed by the students to the tutors. Hence, special coaching on personality development, English communication skills, soft skills and computers literacy programmes are implemented with the efforts taken by IQAC and the college council members.

## **Criterion – VI**

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

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

##### **Vision :**

To accomplish excellence in Higher Education and Research on par with Regional and National levels and to provide this in a strong social, cultural and humanistic environment.

##### **Mission:**

1. To provide students with the basics of modern knowledge and research methods.
2. To impart values that makes them responsible citizens.
3. To develop creativity, competitive skills, confidence in facing challenges, developing entrepreneurial and leadership qualities in students.
4. To prepare them for global requirements.

The college as a whole provides the broader guidelines for the development of plans for the departments and the constituent bodies functioning on campus. It has specific plans of development in its academic and administrative units and the strategy for implementation is decided by the competent administrative groups with specific terms of reference.

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

Providing diverse opportunities such as access to internet by creating Wi-Fi facilities in the campus, creation of smart classrooms in all departments, increasing the optional papers for interdisciplinary approach for all students and similar such strategies to enhance qualities of critical enquiry and independent learning are tried with all seriousness. Constant efforts are taken to provide a supportive intellectually stimulating learning environment

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

##### 6.3.1 Curriculum Development

- Existing curriculum of the college.
- Feedback on its utility
- Performance and relevance from students, parents, alumni, industries and peers.
- Using Model National Curriculum developed by UGC and other national bodies
- Assessing the regional needs and students skills through planning, feed back and demand.
- The curriculum is designed to suit the need of the local and national requirements.

- The UG and PG courses have core option as well as elective options among various subjects/papers.
- In UG courses, there is an option to choose any one of the basic language (Tamil/Hindi/Urdu) for study.
- Provide certificate courses along with UG degree, Career Oriented Programmes sponsored by UGC have been offered.
- Short term workshops and programmes are also conducted by the IQAC to enhance skills and knowledge
- Trend Analysis and Thrust Area identification, Societal and Industrial projections.
- Evaluation of availability of experts, expertise, training, tools and techniques
- Review on Affordability, Feasibility and Utility
- Involvement of Senior faculty of the college
- Ensuring current needs and future projections
- Curriculum/syllabi designed by faculty and BOS
- Approval of curriculum by BOS and Academic Council
- Implementation of approved syllabi from the next Academic Year
- Mid time review/Annual review at the meetings of BOS
- Total review/updation of syllabi once in 3/5 years
- Feedback obtained from students in a prescribed proforma
- Data analysed by the IQAC of the college
- The outcome/report of the IQAC is made available to the authorities, faculties, BOS for perusal and for further action taken to fulfill the needs.

### 6.3.2 Teaching and Learning

The College has an IQAC for the continuous assessment of teaching and learning process. The college IQAC comprises of the following members within the College, Principal as Chairman, One Coordinator, Five Committee members and twelve Department Representatives. The IQAC of the college conducts Meetings Once in a month in order to discuss and enhance the quality aspects relating to each and every aspect of the college with special reference to teaching learning process

Teaching and learning is assessed based on students' feedback system. Format for feedback is prepared by the IQAC committee members and given to all the students at the end of the academic year. The feedback forms are collected and consolidated by the Heads of Departments and submitted to the IQAC. IQAC compiles the feedback of students for the entire college, based on the outcome necessary measures are taken for the critical feedbacks

received and considerable measures are taken by the IQAC committee in collaboration with the heads of the departments to retrieve the same.

The IQAC has highlighted the importance of teaching and learning process by suggesting effective methods based on the principal courses sponsored by the American Association of Higher Education and Education Commission of the States and are intended as guidelines to faculty in order to improve their teaching and learning process.

- The Methods which encourage active learning in the class room such as discussion, practice session, structured exercises, Team Projects and research projects
- To create a Conducive atmosphere and also to create a informal interaction between the teacher and students which is an important factor for motivation and involvement

Understanding each students unique strength and impart practical experience according to individual's strength and weakness.

- Feedback is obtained from students about difficulties on courses offered, courses desired and on modifications of curriculum if any.
- Students make an appraisal of teacher support on a 17 point questionnaire. Scores are averaged to a five-point scale and teachers are given a feedback on all the 10 expectations of students from any teacher.
- Students feedback are also used as a yardstick for the assessment of the performance of the faculty.
- Former students participate in academic decision-making. Each Board of Studies has an alumnus to offer counsel about syllabus revision in the context of contemporary
- Special Lectures are conducted for which corporate heads, experts, alumnae are invited; who share their experiences, try to impart knowledge and shape up the attitude required and expected from the students in the dynamic corporate world outside the institute. These events act as reality checks for students to realize their level of standing in particular areas in order to work upon handling challenges. This also gives an opportunity for receiving valuable suggestions on curriculum and teaching learning processes.

### 6.3.3 Examination and Evaluation

- Shift from year wise scheme to semester system gave scope for continuous internal assessments
- The introduction of continuous internal assessment with innovative methods of evaluation like presentations /seminars, creative assignment have created a

learning atmosphere right through the year focusing the attention of the students on incremental learning and internalization.

- The Grids for Paper Setting, which allot percentages of marks for questions that are knowledge-based, analysis and application oriented, help to focus the attention of the teachers to encouraging the higher order skills.
- The Grids for student Class Presentations and Written Assignments, that make the evaluation criteria clear and that encourage soft skills along with academic content, are also effective evaluation methods.
- The Faculty has shown a great deal of commitment in helping students to focus on good learning strategies
- Regularly the question paper pattern is reviewed and suitably modified in consultation with BOS members who meet at the end of the academic year.
- New computer software for mark-entry and result.

#### **6.3.4 Research and Development**

The college encourages all the faculty members to update their knowledge and to upgrade the quality of learning by encouraging them to take up major and minor research projects for availing the funding support from various external agencies. Both staff and students are motivated to publish their research works in the reputed peer reviewed journals. The college proudly depicts the fact that the department of *Mathematics, Physics, Chemistry, Computer Science, Economics, Tamil, English and Commerce* are actively involved in scientific and community oriented research activities and receives funds from various agencies.

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

The Computer Science department has 60 computers with the processor Intel Core i3 and Intel Core i5. The Mathematics department has 35 computers with the processor Intel Core i3. Our Library has 10 Computers with Pentium Intel Dual Core. The MBA department has 10 computers with the processor Intel Celeron and 4 computers with the processor Intel core i3. The Economics department also has 4 Computers with the processor Intel Core i3. All other department has one or two computers depending upon their needs. The Computer Literacy Program Lab has 25 Computer with Intel Core i3. The English Language Lab has 15 Computer with Intel Core i3.

##### ➤ **LAN facility**

The LAN facility is available in Computer Science department, Library, Principal office and Controller of Examinations office with 2Mbps Speed.

##### ➤ **Wifi facility**

The Computer science department, English department and Library has Wifi facility with Internet Connectivity

➤ **Propriety software / Open source softwares**

The Windows 7, Windows Vista, Windows 8.1 operating system are original software given by the Government. The Open source softwares like Linux, Oracle, PHP, Java, MySql, Eclipse IDE, NetBeans IDE are available in the Computer Science department

➤ **Number of nodes/ computers with internet facility**

The 60 computers in the Computer Science department have the Internet facility with the speed of 2Mbps and Library has 11 computers with the speed of 512Kbps. The English department, Soft skill Computer Lab has one computer with Internet facility and Wifi connection with the speed 4Mbps.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

Appointments are made by the State Government as per the prevailing provisions

6.3.8 Industry Interaction / Collaboration

Yes. Number of students selected during campus interviews by different employers,

Lapiz Digital Pvt. Ltd.,	15
EXIDION	28
Malladi Drugs and Pharmaceuticals Ltd., Ranipet	5
SCOPES	120

6.3.9 Admission of Students

Students admission are made by College Admission Committee following Admission Guidelines issued by the Higher Education Department of the State Government

6.4 Welfare schemes for

Teaching	N/A
Non teaching	N/A
Students	Yes

6.5 Total corpus fund generated

N/A

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	Principal
Administrative			Yes	Principal

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?

- Shift from year wise scheme to semester system gave scope for continuous internal assessments
- The introduction of continuous internal assessment with innovative methods of evaluation like presentations /seminars, creative assignment have created a learning atmosphere right through the year focusing the attention of the students on incremental learning and internalization.
- The Grids for Paper Setting, which allot percentages of marks for questions that are knowledge-based, analysis and application oriented, help to focus the attention of the teachers to encouraging the higher order skills.
- The Grids for student Class Presentations and Written Assignments, that make the evaluation criteria clear and that encourage soft skills along with academic content, are also effective evaluation methods.
- The Faculty has shown a great deal of commitment in helping students to focus on good learning strategies
- Regularly the question paper pattern is reviewed and suitably modified in consultation with BOS members who meet at the end of the academic year.
- New computer software for mark-entry and result

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

Based on the present need of the society number of students in every department has been revised and affiliation is given.

6.11 Activities and support from the Alumni Association

Every year the meeting is organized and suggestions given by the alumni are updated.



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

The College Organizes Parent Teacher's, during which an overall presentation of academic and extracurricular activities of the college is given to them. This initiative has been well received. The College also encourages the parents to come and meet the respective tutor's of their wards at least once in a semester to have an idea about their wards progression. They are also encouraged to meet the course teachers with a prior appointment whenever the need arises.

#### 6.13 Development programmes for support staff :

N/A

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

The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management.

- Plantation of Trees
- Reverse Osmosis plant
- Rain water harvesting
- Herbal garden
- Kitchen Garden
- Energy efficient lighting
- Solar powered lights Installed with 3KVA Power.
- Waste management (Composting and Vermicomposting)
- Safe disposal of laboratory wastes - Incinators
- Panels depicting eco issues
- Sensitising the public on environmental issues and reaching out to the community
- working towards environmental protection

### **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.

Oral Examination in Spoken English and Soft skills in Part II English is a compulsory feature to all the UG Courses

Field trips/ Industrial exposure/ educational tours are attractive aspects to the Arts/Science/Commerce/Management students

Induction Programmes/Association programmes are conducted periodically with a experts' key note address to motivate the students in their respective fields of study

Supplementary exam is extended to final year students

Question Bank is maintained by all the departments

Copy of the answer script is made available to students on payment.

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

Most of the plans are successfully implemented. Some of the plans required

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

### **BEST PRACTICES- 1**

#### **Title of the practice**

Extension Activity for students

#### **Objective of the practice:**

Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility, Interaction with the people and Problem Analyzing and Solving Skills

#### **The Context**

In Contemporary society, the students are highly ignorant about the problems of the society where they live. Therefore, it is realized that the students must be sensitized about the society and extension activities are made mandatory for them.

#### **The Practice**

Various extension activities programmes are conducted through National Service Scheme (NSS), NCC, Red Ribbon Club , Consumer Club , Youth Red Cross Club, Audio Visual Club, Career Guidance Cell ,Literary Club, Planning Forum, Quiz Club, Music Club, Personality Development, Communal Harmony club, Blood Donation Club and Spoken English Club.

They involve the students in the activities like

- Field work
- Organising camps like AIDS awareness, de addiction, Cancer awareness etc.
- Promoting and enrolling members for Eye donation, wherein students are Eye Ambassadors.
- Participation in Rallies against Child Labour, Drug Addiction, Junk Food etc.
- Blood Donation.
- Collecting sponsors and donations for relief and rehabilitation of people affected by natural calamities.
- Students' contribution to old age homes by frequent visits, physical and monetary help.

- In collaboration with Rotaract surveys on slum area with reference to their occupation, educational levels and their living conditions were studied.
- Campus Cleaning.
- Drive against Domestic Violence.

**Evidence of success:**

- The students develop the quality of integrity through the extension activity.
- The students volunteer to act as scribes for the visually challenged and physically challenged candidates in all the college and competitive exams.
- Student participation in various socio-cultural activities has greatly increased.

**Problems Encountered:**

Fund mobilization to organize events of the clubs is the major problems for the college.

**Best Practice - 2**

Organizing the curricular and co-curricular activities

**Goal**

To develop an action plan for the academic year; To interact with colleges / students / Management / Society to assess and elicit suggestions / recommendations in important areas like introducing need based new academic programmes, improving infrastructural facilities etc., and to share best practices with the others to achieve the objectives of IQAC.

**The Context**

At the institutional level, it is necessary to create a positive attitude and approach, motivating and providing support to the colleges / Departments for organizing co-curricular or extra curricular activities, promoting research culture, encouraging teachers to organize seminars, workshops etc. motivating students to learn beyond the curricular aspects and providing training in computer operation to the non-teaching staff are some of the tasks performed by IQAC members.

**The Practice**

The Principal, The Department HOD's, IQAC members, the NCC officer the NSS Programme officer, Professor-In-Charge of Library and other senior faculty members act in the capacity of Head / Member of different committees. By virtue of their positions and their proximity to The staff / students associated with the said committees, these members are able to play a significant role in the decision-making process of some of the activities. The members of IQAC, worked as facilitators along with the Heads of Departments in identifying the Best Practices being followed in each department.

Information regarding Major Research Projects / Minor Research Projects / FDP scheme was provided through the Staff academy.

A centralized process of identifying funding agencies and motivating faculty members to apply for research projects to various funding agencies was initiated. The committee looked after submission of applications to various agencies and then monitored the progress.

Efforts were made to streamline the working of the unaided programmes based on the feedback received from the staff and students.

**Evidence of Success**

Sharing of Best Practice enabled the colleges in identifying, recording and emulating of the same by other Departments.

**Problems encountered and resources required**

Quality initiatives and implementation require both inspiration and perspiration. The financial Assistance which is an important vital element is found to be insufficient in the college

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

7.4 Contribution to environmental awareness / protection

As stated in section 6.14.

7.5 Whether environmental audit was conducted?      Yes       No

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

SWOT analysis is carried out periodically for the successful implementation.

**8. Plans of institution for next year**

To interact with peer committee of the college, students, staff and Society to assess and elicit suggestions and recommendations in important areas like introducing need based new academic programmes, improving infrastructural facilities etc., and to share best practices with the others to achieve the objectives of IQAC.

Name Mrs.C.Senchulakshmi

Name Dr.M. A.Jayaraj

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**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
N/A,	-	Not Applicable

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