

# **ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC**

## **ANNUAL QUALITY ASSURANCE REPORT FOR THE YEAR 2013 -2014**

**SUBMITTED TO NAAC**

**BY**

**GOVERNMENT ARTS COLLEGE FOR WOMEN,  
NILAKOTTAI**

**(Nationally Reaccredited with 'B' by NAAC)**

**Kulathupatti, Noothalapuram**

**Dindigul District,**

**Tamilnadu**

# GOVERNMENT ARTS COLLEGE FOR WOMEN, NILAKOTTAI

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

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

GOVERNMENT ARTS COLLEGE FOR WOMEN

1.2 Address Line 1

KULATHUPATTI

Address Line 2

NILAKOTTAI

City/Town

NILAKOTTAI, DINDIGUL DISTRICT

State

TAMILNADU

Pin Code

624208

Institution e-mail address

gacnlk\_08@yahoo.com

Contact Nos.

04543 233196

Name of the Head of the Institution:

Dr.C. Manolatha

Tel. No. with STD Code:

04543 233196

Mobile:

+91 9442520506

Name of the IQAC Co-ordinator:

Mrs. A.Latha

Mobile:

+917305370053

IQAC e-mail address:

gacnlkiqac@gmail.com

1.3 NAAC Track ID

TNCOG15040

1.4 NAAC Executive Committee No. & Date:

NAAC/RRR

1.5 Website address:

Web-link of the AQAR:

[www.gacwnlk.co.in/AQAR2013-2014](http://www.gacwnlk.co.in/AQAR2013-2014)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	-	2009	5 YEARS
2	2 <sup>nd</sup> Cycle	B	2.38	2013	5 YEARS
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: D/MM/YYYY

23.03.2005

1.8 AQAR for the year

2013-2014

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR \_\_\_\_\_ 2013-14 \_\_\_\_\_
- ii. AQAR \_\_\_\_\_ - \_\_\_\_\_
- iii. AQAR \_\_\_\_\_ - \_\_\_\_\_
- iv. AQAR \_\_\_\_\_ - \_\_\_\_\_
- v. AQAR \_\_\_\_\_ - \_\_\_\_\_

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

(E.g. 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. Certificate in Gandhian Thought,
2. Diploma in Gandhian Thought
3. Certificate course in Computer Learning Programmae

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

Mother Teresa Women's University

1.13 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

8

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

3

2.4 No. of Management representatives

-

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and  
community representatives

2

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held:

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

- Encouraged the faculty to submit the proposals for the funding projects.
- Periodical meetings with staff members are initiated to formulate the plan of action. The implementation of action plans are reviewed in the subsequent meetings.
- Teaching-learning audit and student's feedback systems.
- Formation of Time Table committee and introduction of Time Table software.
- Preparing study material.
- Academic progress monitoring.
- End semester result analysis and taking corrective for improvement.
- New lesson plan format introduced for all departments.
- Reward for successful students who obtained at University rank holders.
- Audit to monitor and ensure the quality of students activities, department activities and staff members for periodic assessment for timely, efficient and progressive performance of Academic task.
- Governing council meeting held on a regular basis with members of the committee as a part of Academic Review activity.
- BY Continuous Monitoring among Students, Ragging free environment ensured.

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
To introduce examination reforms	1 CIA tests of 3 Hrs. duration of the ESE pattern for the Internal component apart from the other elements such as assignments, quiz etc.
Proposal for remedial/grooming and tutorial classes in the daily routine.	Necessary grooming/remedial classes was arranged
A common and specific format may be designed to collect the feedback from different sectors of people associated with the institution.	Measure were taken to frame a common template to acquire the feedback of Parents feedback, Alumni feedback, Stakeholders feedback
To increase the students participation in various competitive examinations	Students were given counselling to their Performance in competitive examinations like UPSC, TNPSC, State/central Govt., Banking sector exams,.
Enhancing employability by introducing additional interdisciplinary programmes	Soft Skill Training

**\*Attach the Academic Calendar of the year as Annexure-I**

2.16 Whether the AQAR was placed in statutory body      Yes  No

Management       Syndicate       any other body

Provide the details of the action taken

## Part – B

### 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
Ph.D	-	-	-	-
PG	2	-	-	-
UG	6	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	-	-	-
Certificate	2	-	-	-
Others	-	-	-	-
Total	11	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG-6 PG- 2
Trimester	
Annual	

1.3 Feedback from stakeholders\*  
(On all aspects)

Alumni  Parents  Employers  Students   
Mode of feedback : Online  Manual  Co-operating schools (for PEI)

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

**Annexure -II**

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

No, It is under the purview of affiliated university

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

NO



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	20	-	-	-

2.2 No. of permanent faculty with Ph.D.

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
20	6	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

No. of Guest Lecturers

Visiting Faculty

Temporary Faculty

2.5 Faculty participation in Conferences and Symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	3	2	-
Presented papers	6	4	3
Resource Persons	-	-	-

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

- Lesson plan prepared by the concerned subject teacher before starting commencement of semester
- As per the lesson plan the contents are delivered to the students and it is monitored by HoD
- Internal tests, model exams and model practical exams are conducted to evaluate the performance of students
- Group discussions on various subjective topics
- Opportunities to teacher to attend orientation and refresher courses in order to improve teaching quality
- Remedial classes for slow learners
- Interactive learning through study tours, industrial visits, group discussions, quizzes and academic seminars.
- Encouraging class room presentations
- Attending seminars and conferences for both faculties and students.

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

<b>180</b>
------------

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 Mother Teresa Women's University regulations
---

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

11
----

2.10 Average percentage of attendance of students

90
----

2.11 Course/Programme/ wise distribution of pass percentage:

**RESULTS FOR THE YEAR 2013 -2014 (APRIL 2014)  
UG (2011 BATCH)**

Title of the programme	Total no. of students appeared	Division				
		Distinction %	I class %	II class %	III class %	Pass %
Tamil	61	-	76.69	21.46	-	98.15
English	49	-	14.28	83.67	-	97.75
Commerce	81	-	11.00	70.00	17.00	99.00
Business Administration	98	7.00	66.00	11.00	-	84.00
Computer science	54	96.00	4.00	-	-	100
Home Science ( Nutrition)	16	18.75	62.50	6.25	-	87.50

**RESULTS FOR THE YEAR 2013 -2014 (APRIL 2014)  
PG (2012 BATCH)**

Title of the programme	Total no. of students appeared	Division				
		Distinction %	I class %	II class %	III class %	Pass %
Tamil	-	-	-	-	-	-
Computer Science	-	-	-	-	-	-

**RESULTS FOR THE YEAR 2013 -2014 (APRIL 2014)  
Diploma COURSE (2011 BATCH)**

Title of the programme	Total no. of students appeared	Division				
		Distinction %	I class %	II class %	III class %	Pass %
Diploma in Gandhian Thought	302	-	36.5	56.2	7.3	100

**RESULTS FOR THE YEAR 2013 -2014 (APRIL 2014)**  
**CERTIFICATE COURSE (2013 BATCH)**

Title of the programme	Total no. of students appeared	Division				
		Distinction %	I class %	II class %	III class %	Pass %
Certificate in Gandhian Thought	422	-	7.5	38.7	50.8	97
Certificate course in computer learning programme	342	-	17.2	35.2	47.6	100

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

- Apart from the prescribed syllabus, content beyond syllabus is also provided by the faculty members to widen their knowledge in every subject
- Special attention for the slow learners is given through mentoring, coaching classes after the working hours
- Reviewing the progress of syllabus completion, performance of the students, association activities in the department level meetings
- Oral and written feedbacks are taken from the students, analysed and appropriate actions have been taken
- Results analysis is done for internal and semester examinations.
- Academic performance of teachers monitored through Peer Team visit to class room sessions.

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	0
HRD programmes	0
Orientation programmes	0
Staff training conducted by the University	0
Staff training conducted by other Institutions	0
Summer / Winter schools, Workshops, etc.	1
Others (YRC volunteers attended training camp)	0

2.14 Details of Administrative and Technical staff

<b>Category</b>	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	5	3	6
Technical Staff				

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Encourage the faculty members to apply for UGC/DST/ICSSR/Other funding agencies to strengthen the research
- Identifying key area of research.
- Encouraging faculty members to take up inter disciplinary research projects
- Initiated to organize an state, national and international conferences.
- Staff and students are motivated to contribute articles in Indexed/ reputed journals and books.

#### 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	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	3	1
Non-Peer Review Journals	-	-	-
e-Journals	1	-	-
Conference proceedings	1	6	-

#### 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 projects	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor projects	-	-	-	-
Interdisciplinary projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by 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.  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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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  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	District	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	-		
National level	-	State level	-
		International level	-

3.22 No. of students participated in NCC events: University level

National level	--	State level	---
	-	International level	-

3.23 No. of Awards won in NSS:

University level			
National level	-	State 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	1
		Any other	-

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

- Chemistry Department organized a programme on Entrepreneurship for Rural Women.
- Science day celebrations by all the Science Departments
- The manufacturing homemade chocolates and Hygiene cooking was conducted in the campus for the public by Home Science Department.
- Training the Trainer programme was conducted by the Consumer Awareness Club and department of commerce
- Sampling plantation
- General awareness program of higher education to +2 students

## 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	11 Acre		State Govt.	
Class rooms	14	3	State Govt.	
Laboratories	2		State Govt.	
Seminar Halls	1		State Govt.	
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				
Auditorium	1		State Govt.	
Canteen	1		State Govt.	

#### 4.2 Computerization of administration and library

Use the computer and data storage in the Administration office

#### 4.3 Library service:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3317	7,96,523			3317	7,96,523
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Magazines	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	2	Yes	0	0	0	6	0
Added	0	0	0	0	0	0	0	0
Total	55	2	Yes	0	0	0	6	0



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

NO
----

4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	-
<b>Total:</b>	-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Every class have a class committee counseling of faculty of the class concerned, student representative and a chairperson who is not a faculty for the class
- Subject wise special coaching classes for slow learners are conducted during the after class hours
- National Service Scheme and other clubs encourage the students to take part in community development activities
- For anti-ragging cell, anti-ragging squad
- Reading Room facility provided in the college library
- Through Circular
- Through Suggestion box
- Fresher's induction programme on the opening day of the college through PTA

#### 5.2 Efforts made by the institution for tracking the progression

- Transparent admission procedure
- All teaching faculty prepare the course materials for the courses they are teaching before commencement of each semester.
- Academic audit is being conducted every semester to evaluate the progress.
- Allocation of Class Mentors for each classes in each programme for progression in academic as well as extra-curricular activities.
- Remedial coaching class
- Highlighting achievements of students in college day and convocation day celebrations.
- Parent teachers meeting on the progression of their ward.

#### 5.3 (a) Total Number of students

UG	PG	Ph.D.,	OTHERS (M. Phil.,)
1071	38	-	-

b) No. of students outside the state

-

(c) No. of International students

-

No	%
-	-

Women

No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3	299	57	681	3	1040	2	137	10	960	-	1109

Demand ratio: 4.05 : 1

Drop –out % :3

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

- Training on Aptitude/Quantitative /Communication skills for students through placement cell
- Students were taken special classes during placement hours informing various competitive exams available for them and the guidance were given to them to prepare for the examinations.

No. of students beneficiaries

53

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

- The final year students are given the career guidance for improving their knowledge and to know about the market
- To offer individual counseling to the students as and when necessary
- Personal guidance, on both academic and non-academic matters, is made available to the students through mentoring, which is offered in the department at multiple

No. of students benefitted :

60

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 Participated	Number of Students Placed
			60	15

5.8 Details of gender sensitization programmes

- Being Women institution the students are trained and empowered in various aspects to improve their personality and exposure to the society.
- Cinema on women related topics are showcased to facilitate the students for their better understating.

## 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
Financial support from institution	-	-
Financial support from government	897	16,44,893
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

## 5.11 Students 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:

## Criterion – VI

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

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

Vision : To educate empower and enlighten women to evaluate the society

Mission: To educate enlighten and empower the students so as to enhance the society by satisfying the local and national needs.

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

The institution has a management information system partly

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

##### 6.3.1 Curriculum Development

The college is affiliated to the Mother Teresa Women's University, Kodaikanal and follows the curriculum and syllabi prescribed by it. The institution does not frame any new curriculum for any of the courses offered on its own. Every department one senior faculty members from the institution is a member of Board of Studies of university.

##### 6.3.2 Teaching and Learning

- Faculty members are encouraged to take initiative to become competent in their field and find innovations in their teaching methodologies through the faculty development programmes.
- Stress on improvement in communication skills in English Language through conduct of additional English inputs followed by Soft Skills and Aptitude development.
- Deputation of students and faculty for conferences, seminars and workshops
- Motivating faculty members to students pursue their higher studies
- Based on the assessment, the week students are provided with remedial classes
- Encouraging faculty members to use innovative teaching methodologies

##### 6.3.3 Examination and Evaluation

- Each course, both theory, practical and sessional (including project works) are evaluated for a maximum of 100 marks.
- For all theory, the continuous internal assessment carrying 25 marks subdivided to unit test (15 marks), assignment(5 marks) and seminar/attendance (5 marks) are done.
- For practical, 40 marks of internal evaluation consists of conduction of laboratory experiment

- The end of semester examination shall carry 75 and 60 marks for theory and practical, respectively, as per the university norms.
- Guiding students to apply for photo copy of answer scripts, evaluation of received answer scripts, apply for revaluation and challenge evaluation.

#### 6.3.4 Research and Development

- To achieve academic excellence, a conducive and supportive environment is provided to faculty members to pursue research work.
- The faculty members are encouraged to publish their research contributions in various national, international journals and conferences
- The institute motivates the faculty members to attend research oriented seminars/workshops/conferences, etc., by providing on-duty leave.
- Research articles published from various departments.
- Encouraging faculty members to pursue post-doctorate programmes in reputed universities

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

Functioning with available physical infrastructure and pursue the required physical infrastructure in near future

#### 6.3.6 Human Resource Management

- Orientation for the newly appointed Faculty about the working atmosphere of the college.
- Career advancement through Refresher courses and Orientation courses to the faculty.
- The faculty and staff members are entitled to avail summer and winter vacations, casual leave and compensation leave
- Medical leave provision was given to the faculty and staff members based on the request
- On duty was provided for pursuing higher studies , attending enrichment courses and external examiner duties

#### 6.3.7 Faculty and Staff recruitment

- Recruitment permanent faculty on merit basis and roster system, as per the guidelines of UGC by Tamilnadu State Government.
- Recruited permanent staff appointment through TRB Examination
- Appointment of Guest Lecturers on merit basis by Principal and Committee members
- Appointment of PTA Lecturers on merit basis by Principal and Committee members

### 6.3.8 Industry Interaction/Collaboration

- A unique and rare opportunity provided for students to learn the theoretical concepts and practical
- Field visits, industrial visits at state and national levels
- Collaboration with industries and other noted institutions to organize seminars

### 6.3.9 Admission of Students

- Admission of students are carried out strictly followed as per rules and regulations based on the Government of Tamilnadu
- The admission of students consists of single window system procedure for the Government of Tamilnadu

### 6.4 Welfare schemes for

Teaching & Non-Teaching (permanent)	<ul style="list-style-type: none"> <li>• CPS/GPF by state government</li> <li>• General health check-up for all.</li> <li>• Linked staff with health insurance scheme</li> <li>• Leave and other schemes as per Tamil Nadu state government norms.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Skill development( Spoken English, Computer Literacy, etc..)</li> <li>• Scholarship provided by State Government</li> <li>• Fresher's are made to undergo a complete medical check-up in the beginning of the year</li> <li>• Medical services are provided for the students in the campus itself whenever needed</li> </ul>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

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

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

8. Does the University/ Autonomous College declare 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?

Not Applicable. Institution was affiliated to Mother Teresa Women's University, Kodaikanal

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Our alumni help the students in placement through their references
- Alumni convey their feedback periodically about the curriculum and content

6.12 Activities and support from the Parent – Teacher Association

- Parents Teachers Meeting conducted every semester. This meeting would facilitate the parents to convey their ideas for their wards better.
- The queries posted by the parents noted and would be solved in the forthcoming semesters.

6.13 Development programmes for support staff

- Both Teaching and Non-Teaching are encouraged to continuous to higher studies
- Faculty members were given enough scope to publish in peer reviewed journals
- Communication class
- Support staffs are sent to workshop, and seminar.

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

- Students and faculty members are being informed through circular, notifications and conducting awareness programmes about the energy conservation.
- Lights and fans are switched off when not required
- Classrooms are provided with large size windows so that usage of the electric lights can be reduced.
- The institution has installed a rain percolation pond on the campus



## 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.

- International Women’s day, International Youth day and International Yoga day celebrated for global connectivity and understanding.
- Feedback on academic activities such as Teaching Learning, curriculum, infrastructure etc., at the end of the every year
- Aptitude and technical skill training are provided to the third year students
- Faculty members participate and present papers in national and International conferences
- Mentor-Mentee are made for all the students
- Skill development and remedial classes are being taken on a regular basis
- Lectures and interactive sessions with distinguished faculty members are organized by the Departments.

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

- A faculty member is deputed as the Academic Mentoring Co-ordinator to observe the progressive of the students of the Academic, Co-curricular and extra- curricular activities.
- The students are continuously reviewed about the impact of the innovative teaching methodologies.
- Expert lectures, Seminars and events conducted for the students.
- Quality processes and system ensured.
- Variety of extension activities is carried out with enthusiastic students participation.

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

- Best practice-I: Mentor System
- Best practice-II: Domestic sales programme to promote the

#### Best Practice – I

1. **Title of the Practice:** Mentor System

2. **Objective of the practice:**

The main objective of the Mentor System is to ensure that each student is taken care individually in which they can about their academic and personal development and career planning.

### **3. The context:**

Mentor system has been introduced for the individual attention of the students. Almost for every 10 students in a class will have a dedicated Mentor. The Mentor looks after the academic and personal development of the students. Mentor involves providing academic advice and support to the student across the programme of study and reviewing wider academic progress continually.

Mentor provides an academic reference to expert services with regards to study, industrial readiness and placements. Their support extends to provide a listening care for problems, both personal and academic. This system provides an excellent chance for strong rapport to develop between mentor and student.

### **4. The practice:**

For a group of 10 to 15 students there is one faculty member as the mentor, who can provide guidance, support and resources to the students, where appropriate, schedules suggested agendas and checklist to maximise consistency in the student experience of personal tutoring in a class. Senior faculties are expected to coordinate and share practice with colleagues in similar rules and additional sources of support and guidance to other faculty members in the college of more complex cases such as those involving disciplinary and fitness to study procedures.

### **5. Evidence of success:**

Whenever a student's academic progress is affected due to personal or other circumstances they will discuss the issue with their mentor in order to resolve the issue.

## **Best Practice – II**

1. **Title of the practice:** Domestic sales programme promote the Entrepreneurial culture

2. **Objective:**

Impress to make the students self-employable skills, self-confidence and an aptitude towards the making of the commercial products and making them. To realize one's competency and capacity in the relevant areas.

3. **The context:**

Students were hailing from interior rural areas and 90% of them are first graduation learners. The family background was economically weak and socially backward. The necessity to secure an employment becomes mandatory for the learners. Also they are unable to leave far away from their place of domestic for employment. A programme like domestic sales of the products generated by students themselves will open an opportunity and area where they can establish themselves with confidence and self-esteem.

4. **The Practice:**

Training the manufacturing of domestic products such as millet biscuits, pickles, homemade chocolates, bread, agarpathy etc., were given the campus. The Self-help Group women in the nearby areas were also invited to participated in the programme. The products

hence generated were sold both inside and outside the campus. Uniqueness of this activity has promoted a number of skilled trainers and entrepreneurs. Time allotment was the limitation to this activity as it has to involve the students during their working hours. Financial investment for this activity was a constraint part from the number of participants.

**5. Evidence of Success:**

The students have shown a positive response towards the programme. In near future there was a good scope for the students of working together with Small Scale Industry which can provide them the possibility to knowledge sharing.

7.4 Contribution to environmental awareness / protection

- NSS Unit creates awareness of environmental hazards

7.5 Whether environmental audit was conducted?

Yes

No

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

<p><b>Strength</b></p> <ul style="list-style-type: none"> <li>• Dedicated and experienced faculty</li> <li>• Innovative teaching and learning process</li> <li>• Expanding infrastructure with modern facilities and learning resources.</li> <li>• Eco-friendly initiatives</li> <li>• Consistent good performance by the students due to the stable and updated Teaching and learning activities.</li> <li>• Investment and effort in updating pedagogy and faculty development</li> <li>• Qualified, experienced faculty and staff members.</li> <li>• Offering Women making education with an academic spirit and human touch</li> </ul> <p><b>Weakness</b></p> <ul style="list-style-type: none"> <li>• Campus constraints for expansion of the campus</li> <li>• Lack of consultancy service to the public</li> <li>• Students of rural background with low income and first generation learners.</li> </ul> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• To encourage faculty to apply to different state and central funding agencies for research projects</li> <li>• Encourage entrepreneurship development and skill development</li> <li>• To inspire and instigate the rural society about developments of institution and institutional activities.</li> <li>• To provide a platform for learning on par with City College students by conducting institutional visits to reputed institution.</li> <li>• To offer inter disciplinary projects.</li> </ul> <p><b>Threats:</b></p> <ul style="list-style-type: none"> <li>• To compete with the city college ambience (available opportunities towards self-improvement)</li> <li>• To meet the diverse need of student community and to make them employable and to meet the Global competition.</li> </ul>
---

- To introduce more UG& PG Courses
- Communication enhancement among the rural students.
- Preparing students for competitive examinations

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

- To improve student internship programme
- To strengthen rural development activities
- To improve the admission rate and quality
- To encourage more faculty members to pursue higher degree.
- To improve the number of publications in the peer reviewed journals
- To work towards the achievements of the college with potential excellence

**Annexure – I**  
**GOVERNMENT ARTS COLLEGE FOR WOMEN, NILAKOTTAI**  
**ACADEMIC CALENDER FOR THE YEAR 2013 -14**

<b>Sl.no.</b>	<b>Odd Semester</b>	<b>For Ensuring New Batch</b>	<b>For Continuing Batch</b>
1	Commencement of academic programme	15 <sup>th</sup> July, 2013	17 <sup>th</sup> June 2013
2	Admission activities (for ensuing new students)	13 <sup>th</sup> September,2013	N.A.
3	Registration activities (for ensuing newly admitted students for the session 2013 -14)	20 <sup>th</sup> September,2013	N.A.
4	First test slot	3 <sup>rd</sup> – 9 <sup>th</sup> September,2013	1 <sup>st</sup> – 8 <sup>th</sup> august 2013
5	Second test slot	1 <sup>st</sup> – 8 <sup>th</sup> October,2013	3 <sup>rd</sup> – 10 <sup>th</sup> September,2013
6	Third test slot	15 <sup>th</sup> – 21 <sup>st</sup> October,2013	15 <sup>th</sup> – 21 <sup>st</sup> October,2013
7	Semester practical exam	22 <sup>nd</sup> October to 2 <sup>nd</sup> November 2013	22 <sup>nd</sup> October to 2 <sup>nd</sup> November 2013
8	Semester theory exam	4 <sup>th</sup> – 23 <sup>rd</sup> November,2013	4 <sup>th</sup> – 24 <sup>th</sup> November,2013
9	Inter semester break	25 <sup>th</sup> -30 <sup>th</sup> November 2013	25 <sup>th</sup> -30 <sup>th</sup> November 2013

<b>Sl.no.</b>	<b>Even Semester</b>	<b>For Continuing Batch</b>
1	Commencement of academic programme	2 <sup>nd</sup> January, 2014
4	First test slot	21 <sup>st</sup> – 26 <sup>th</sup> January,2014
5	Second test slot	18 <sup>th</sup> – 23 <sup>rd</sup> February,2014
6	Third test slot	12 <sup>th</sup> – 17 <sup>th</sup> march,2014
7	Semester practical exam	25 <sup>th</sup> march to 14 <sup>th</sup> April ,2014
8	Semester theory exam	18 <sup>th</sup> April to 20 <sup>th</sup> may, 2014
9	Inter semester break	21 <sup>st</sup> may to June 15 <sup>th</sup> 2014

## Annexure – II FEED BACK

### STUDENT'S FEEDBACK

The Government Arts College for Women, Nilakkottai was initiated by Government of Tamil Nadu during the academic year 1998-1999 with the only aim of providing higher education for poor, downtrodden and first generation rural women pupil in and around Nilakkottai Taluk of Dindigul district, Tamil Nadu. At present the college offers 11 Undergraduate Courses, ten Post graduate courses and one three M.Phil course. It provides higher education to 2200 women students in various courses. The college is affiliated to Mother Teresa Women's University, Kodaikanal. The college has obtained NAAC Re-accreditation with 'B' grade during 2013-2014.

In order to analyse the feedback about college, Researcher used Likert scale technique was adopted. The response to each of the items was weighted on a 5–points Likert type scoring scale. The respondents were free to choose Very Satisfied (VS) = 5 points, Somewhat Satisfied (SS) =4 points, Neither Satisfied nor Dissatisfied (NSD) =3 points, Somewhat Dissatisfied (S) = 2 points and Very Dissatisfied (VS) =1 point. From the scale, a criterion score of 3.00 was adopted. The criterion score was obtained as follows:

$$\text{Criterion score} = (5+4+3+2+1)/5 = 3.00$$

Items having a mean score above the criterion score of 3.00 were accepted as the college has while those under 3.00 were not accepted as enough basic amenities. For the present student feedback analysis data collected from 70 students.

Number	Items	Frequency/%					Mean Score
		VS	SS	NSD	SD	VD	
1	Overall impact of college on Student life	35 (50.00)	26 (37.14)	4 (5.71)	4 (5.71)	1 (1.43)	4.29
2	College Office Support	21 (30.00)	35 (50.00)	5 (7.14)	5 (7.14)	4 (5.71)	3.91
3	Overall ambiance / cleanliness of the Campus	29 (41.43)	33 (47.14)	3 (4.29)	2 (2.86)	3 (4.29)	4.19
4	Canteen Facility	30 (42.86)	32 (45.71)	6 (8.57)	1 (1.43)	1 (1.43)	4.27
5	Sports Facility	31 (44.29)	32 (45.71)	4 (5.71)	2 (2.86)	1 (1.43)	4.29
	<b>Aggregate</b>	<b>41.71</b>	<b>45.14</b>	<b>6.29</b>	<b>4.00</b>	<b>2.86</b>	<b>4.19</b>

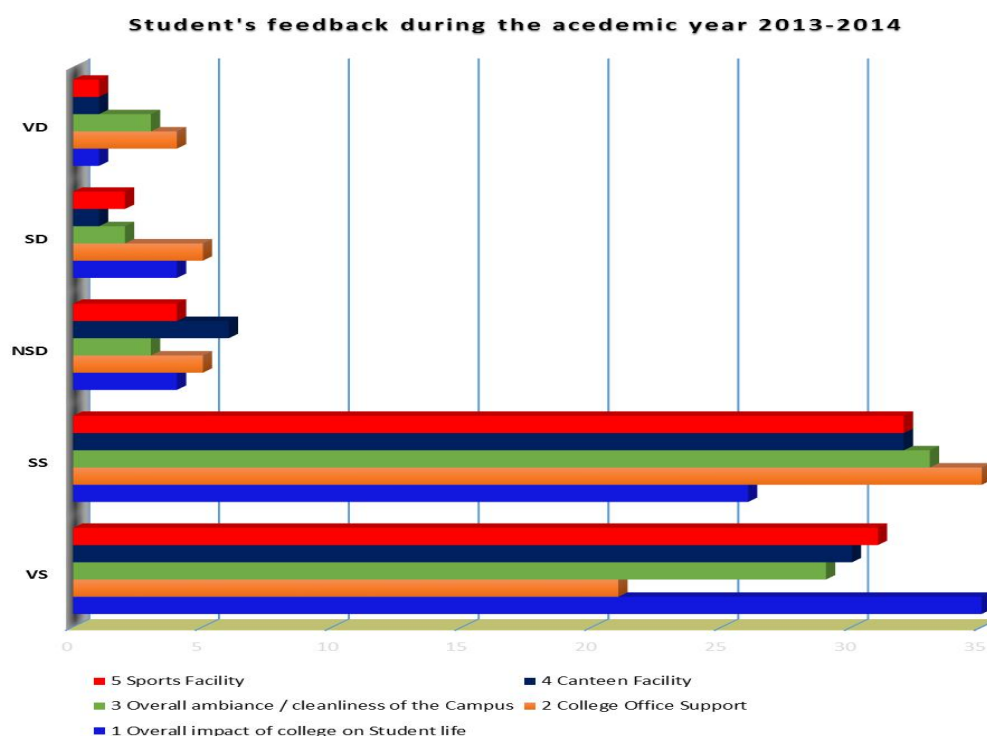
**Source:** Primary data

**Note:** Figures in the parentheses represent percentage of respective items.

As revealed in the above table, the some of the significant aspects which are closely related to assessment of basic quality of the college. Here we found that the sample students

were viewed that the college had required basic amenities for the students hence, the aggregate mean value of Likert was 4.19 were greater than the criterion mean of 3.00.

About 41.71% of the selected students were very satisfied and 45.14% of them somewhat satisfied about overall facilities in the college. 6.29% Satisfied nor Dissatisfied, 4.00% somewhat dissatisfied and only 4.19% were Very dissatisfied about the basic amenities in the college premises. It is depicted in the following diagram for simple understanding about the college.



### PARENT'S FEEDBACK

Most of the student's parents are dependent on agriculture/ agriculture allied activities as their livelihood. The poor parents are play major roles in the educational success of students in the college and are supporting to us to provide positive learning experience to succeed in life; providing support; motivation and quality instruction. Here, we present the feed of the parents about academic, co-curricular and extra-curricular activities of the college is presented below.

**Table: 2**  
**Parent's feedback during the academic year 2013-2014**

S.No	Particulars	Opinion (Put ✓)					Total/%	mean value
		VS	SS	NSD	SD	VD		
1	Overall ambiance / infrastructure of the College	27 (38.57)	27 (38.57)	8 (11.43)	2 (2.86)	6 (8.57)	70 (100)	<b>3.96</b>
2	Administrative Office Support and response	15 (21.43)	44 (62.86)	4 (5.71)	3 (4.29)	4 (5.71)	70 (100)	<b>3.90</b>

3	Value added programmes offered/ Gandhian thought	31 (44.29)	27 (38.57)	4 (5.71)	6 (8.57)	2 (2.80)	70 (100)	<b>4.13</b>
4	Field trips and other trips	10 (14.29)	14 (20.00)	17 (24.29)	5 (7.14)	24 (34.29)	70 (100)	<b>2.73</b>
5	Placement support	14 (20.00)	34 (48.57)	10 (14.29)	8 (11.43)	4 (5.71)	70 (100)	<b>3.66</b>
6	Industry exposure	20 (28.57)	32 (45.71)	6 (8.57)	10 (14.29)	2 (2.86)	70 (100)	<b>3.83</b>
7	Exposure to extracurricular / inter collegiate activities	22 (31.43)	32 (45.71)	5 (7.14)	6 (8.57)	5 (7.14)	70 (100)	<b>3.86</b>
8	Approachability and sensitivity of faculty	23 (32.86)	38 (54.29)	3 (4.29)	3 (4.29)	3 (4.29)	70 (100)	<b>4.07</b>
9	Overall quality of Teaching Support	29 (41.43)	31 (44.29)	2 (2.86)	6 (8.57)	2 (2.86)	70 (100)	<b>4.13</b>
	<b>Total</b>	<b>191</b>	<b>279</b>	<b>59</b>	<b>49</b>	<b>52</b>	<b>630</b>	<b>3.93</b>
	<b>%</b>	<b>30.32</b>	<b>44.29</b>	<b>9.37</b>	<b>7.78</b>	<b>8.25</b>	<b>100</b>	

**Source:** Primary data

**Note:** Figures in the parentheses represent percentage of respective items.

As revealed in the above table, the some of the significant aspects which are accompanying by the parents whom are sent their daughter to this college. The aggregate Likert mean was 3.93, greater than the criterion mean of 3.00. Here we found that the sample parents are viewed that the college had required amenities, i.e. curricular, co-curricular and extra-curricular activities in the college.

Hence the feedback report of both students and parents had revealed that the college is providing a standard and quality education for students with given environment.

About 30.32% of the selected students were very satisfied and 44.29% were somewhat satisfied about the college. 9.37% Satisfied nor Dissatisfied, 7.78 % somewhat dissatisfied and only 8.25% were Very dissatisfied about the educational structure college includes the above said nine components. It is depicted in the following diagram for simple understanding about the college.