



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **GOVERNMENT ARTS COLLEGE FOR WOMEN**

**GOVERNMENT ARTS COLLEGE FOR WOMEN, NILAKOTTAI KULATHUPATTI,  
NILAKOTTAI 624 208 DINDIGUL (DT)**

**624208**

**[www.gacwnlk.org](http://www.gacwnlk.org)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

*"To cater to the higher educational needs of the women of socially backward classes.*

*To prepare the women students academically physically and psychologically fit to become ideal and responsible citizens."*

Government Arts College for women, Nilakottai dawned in the year 1998- 1999 as the result of the constant and continuous effort of the former MLA of the Nilakottai constituency Mrs.A.S.Ponnammal.

For the poor rural girl students this mince a big ordeal hence many girls could not continue their studies and their dream about higher education had come to end, Mrs.Ponnammal wanted to put an end to this pathetic situation. All her strenuous efforts culminated into a great success when the hon'ble chief minister of Tamil Nadu Dr.M.Karunanidhi announced the inception of a new Government Arts College for women in Nilakottai vide the GO NO 338 dated 17.07.1998.

Subsequently the college was affiliated to MKU vide the Register's No.: CDC 2/FRA/GACW-N/98-99 dated 13.8.98. The Institution started functioning at the Periyar-Vaigai scheme building belonging to PWD as there was no specific accommodation for the college them. Initially only five under graduate courses as that of BBA, B.Com, B.Sc (Home Science), B.Sc (Computer Science) and BA Tamil literature were offered and 256 students were admitted in all. The college witnessed gradual but steady development when the hon'ble member of parliament Mr.N.S.V.Sithan offered Rs.1000000 to build additional classrooms in the year 2004-2005.Then in the second phase during 2005-2006 Rs.4, 00,000 was given. Later during 2007-2008 another 3, 00,000 was allotted for the construction of the Auditorium.

The academic year 2004-2005 was a landmark in the history of the college. It obtained 2F and 12B approval from the UGC on 23.6.2004. Then the Central Government scheme 'RUSA' the funding organization was introduced during 2012-13.It is really a blessing for speedy development of college. It allotted 2 Crores for the infrastructure development eight class rooms and further expansion of laboratories, computer peripherals

Presently the college offers 11 Undergraduate, 10 Postgraduate, 5 M.Phil programmes and 5 Ph.D programmes in various disciplines.

### **Vision**

To educate empower and enlighten women to evaluate the society.

### **Mission**

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

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

Many of our faculty members are honoured as Chairpersons and members of the Board of Studies in Mother Teresa Women's University, other Universities and autonomous Institutions.

Our students get scholarships like Rani Mangammal scholarship, State Government scholarship for SC/ST students, scholarship for BC students, scholarship for MBC and minority students, Chief Ministers Merit Scholarship, Education loan for SC/ST students, Eligibility grant scholarship for SC/ST students, etc.,

SC/ST students are exempted from application fees, registration fees and Tuition fees as per government norms

The institute is established with a special mission to empower the rural women through Higher Education, which is progressively accomplished every year.

It offers 11 UG, 10 PG and 5 M.Phil. programmes. Additionally, 5 Ph.D. programmes are offered in English, Economics, Commerce, Chemistry and Computer Science disciplines

There are totally 11 Departments out of which 6 are of Science, 3 Humanities and 2 language departments (Tamil and English.)

It has a faculty strength of 104 which is an aggregation of 32 permanent, 27 Guest Lecturers and 26 under Parent-Teachers' Association.

Among them, 2 are Post Doctoral Fellow, 25 Ph.D. Degree holders and 28 are pursuing their Ph.D., 26 are NET holders and 15 are SET holders

The present students' strength is: 2281

It has 47 research publications among which 37, 6 & 4 SCI indexed, Scopus indexed and UGC referred Journals.

A fund outlay of Rs. 1 Lakh was received for Minor Research Project from the research funding agency TANSICHE

The college is thriving in every possible way to attain excellence, despite its geographical disadvantage.

The students' strength constantly progresses every year.

The physical facilities are augmented within the limit of available funds.

The Faculty members are pursuing their Ph.D has increased.

The faculty members regularly submitting research projects proposals to the funding agencies.

The research publication profile has also increased.

The shortcomings are observed and reported by NAAC team are almost addressed.

The faculty members regularly participate in Conferences/ Workshops/ Seminars etc., to update on their specializations

They also periodically organize trainings, workshops, etc.,

### **Institutional Weakness**

Inadequate number of Teaching and Non-Teaching staff members

Insufficient infrastructure development, it should be immediately addressed

Insufficient allocation of funds for the development of the college

Lack of Sponsored Research projects

Less Campus placements

### **Institutional Opportunity**

There are UG, PG, M.Phil and Ph.D Programmes offered by the college which helps the students to continue higher education at an affordable cost.

Tutors meet their wards regularly once in a week and provide opportunities to them to redress their grievance

Students are encouraged to continue their higher studies by getting scholarships and funds from Government.

The identified issues and problems of the society can be on the basis for research and extension activities.

### **Institutional Challenge**

Inadequate staff strength is prevailing in teaching and non-teaching.

Few students get married during their course of study and discontinue their studies.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Being an affiliated college, this college attaches paramount importance with the conventional teaching-learning process. But keeping in view of the recent development in the teaching process, using modern

gadgets like smart board this institution constantly and continuously striving to come alive with the latest class room proceedings. As the curriculum planning and Designing is formulated by the Board of studies of the university, the effective implementation of the university structures is ensured by the college. Special lecturing sessions by experts, are being arranged periodically to impart depth knowledge. Workshops and seminars on vital topics are being conducted to widen the horizons of knowledge in the subject. Internship is also arranged for the students to give them wider exposure and real time experience. Hence the students are enabled to acquire a multi dimensional perspective about their subject. With the strong idea that the students must be aware of more than what is prescribed within the framework of the syllabus, extended knowledge is given through co-curricular and extra curricular activities.

### **Teaching-learning and Evaluation**

The course outcomes help the stakeholders to manage the resources effectively to the maximum extent. This creates path to improve the processes continually. Program Outcomes: For every degree program, expectations are listed out by the institution under the Program Outcomes. This enables the stakeholders to identify and analyze complex problems. They also learn to design solutions for problems that meet the specified needs with appropriate consideration for the cultural, societal and environmental well being. They learn to use research based knowledge and research methods including design of experiments, analysis and interpretation of data and synthesis of the information to provide valid conclusions. This is followed by modern tool usage, which they select and apply with an understanding of the limitations

### **Research, Innovations and Extension**

Ours is a PG and research level institution. There are more possible avenues to pursue research work. However teachers are motivated to involve in more number of minor/ major research project sponsored by UGC, CSIR, DST and other funding agencies in their area of study. We are having most of the teachers with Ph. D degree. Many other faculty members are in the line to pursue research work. National Seminars and conferences sponsored by UGC, TNSCST and TNSCHE are being organized. Some teachers have presented their research papers in International and national seminars and conferences. Our teaching faculties have publications in various national and international journals to their credit.

Extension - The College has two active NSS units, which organizes different extension Programme such as cleaning/ plantation/ literacy mission/ community health/ National Voters Day/ National Youth Day. The sexual harassment cells, Girls sensitization Cell foster the social responsibilities and impart information on sexual harassment. It provides guidance and counseling to Girl students. YRC unit of the college is involved in various extension activities, it boasts of its excellent record of performances by saving the life of so many poor rural people. It conducts blood donation camps/ education and literacy mission etc.,

### **Infrastructure and Learning Resources**

This foundation being a Government college, structure and learning assets are given by the administering assemblage of Tamil Nadu. This Government College has a genuinely agreeable foundation to the degree land, building and hardware. Despite the manner in which that the college, still needs continuously present day and adequate homerooms and labs to oblige understudies delicately, the college utilizes accessible structures. Regardless of the back and forth movement upsets, another square has starting late been worked under the M.G.R century gathering program with eight open examination halls of around 50 feet x 50 feet size and two research workplaces to invigorate science control among understudies. Different new examination halls in the present squares have in like way been made under RUSA. The college utilizes the accessible area adequately for physical planning. With the accessible zone a 400 meter athletic track, a kabbadi court, a football field, a b-ball court, courts for volley ball, a ball badminton court and a kho-kho field are on the other hand utilized by the understudies.

The focal library of the college has been a traditional one these years as the association universities in common locale set aside some push to make as per changes occurring in the urban systems and in the private foundations. The library is comparably under staffed. In any case, steps have been taken to update the library. The library has beginning late verified the INFLIBNET section enrollment.

### Student Support and Progression

- The College has an integrated system for student support and mentoring. In our institution, most of the students belongs to rural background and economically poor and the first generation learners. The Central and State Government, Merit /Welfare **scholarship offering monetary benefits to needy students**. The scholarship amounts are disbursed to students through online to their accounts. Apart from these government funded scholarships, various private endowment scholarships are available to meritorious students.
- Our college has **Career Guidance and Placement Cell**. It is headed by a placement officer. Several **Soft Skill Development Programmes** are conducted. Teachers guide and motivate the students preparing for competitive examinations for respective subjects and queries. General library of the college keeps competitive examination books and encourages the students to avail them. **Career guidance and placement cell** organizes special lectures by experts to guide the aspirants. Skill based subjects are integrated in to the UG syllabus.
- **Value Education** is part of the curriculum which help the students to develop various skills for personality enrichment.
- Extra coaching is given for slow learners and weak students. **Remedial coaching classes** are provided academically weaker students through the State and Central Government.
- Students are availing the facility of **English speaking**, reading, writing grammar and accent **through language lab**. The college is catering to the need of communication skill of a student by organizing the bridge course in English language.
- Our college has a **Student Grievance Redressal cell**. Students' grievances are addressed to their respective class tutors during ward meetings.
- Our college has an **Anti-Ragging Committee** with the principal being the head of the committee. Senior students are counseled through ward tutors on the consequences of ragging issues.
- As it's a women's institution there is **no sexual harassment** found so far. Even is students suffer outside the campus they are well informed **to share the problem to the concerned staff** who is in-charge and necessary action is taken through the college.
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## **Governance, Leadership and Management**

Our institution is affiliated to Mother Teresa Women's University, Kodaikanal. Directorate of Collegiate Education and Mother Teresa Women's University are major Stake holders. The Principal plays a pivotal role to govern the institution within the purview of the rules and regulations framed by the Government. The council consists of the Principal, the Heads of Departments and thereby decisions are framed for academic, administrative and financial matters. For effective functioning, and to sustain high standard of education, the Principal has personal interaction with the faculty, non teaching staff members, students and parents through periodical PTA meetings, Council meetings and Alumnae meets.

The needs of the students are identified through student representatives, Office bearers and tutors. The infrastructural needs of the college and the demands of the individual departments are fulfilled by the optimum utilization of funds received from the State Government.

All Financial heads are settled by the incharge staff members approved by the Principal. Both internal and external audits are carried out and external audit is done by the RJD office and AG Office.

The perspective plan is prepared by the IQAC based on the activities proposed by various departments for the calendar year and conducts periodical meeting.

## **Institutional Values and Best Practices**

With the noble vision of improve the institutional values, the institute is following innumerable of best practices. At least eight gender equity programmes per year like antiragging meeting, women's day celebration, parent teacher association meeting etc., are conducted. In order to ensure safety and security, the entire campus is monitored by CCTV camera and staffs are accompanying the students for tours and for awareness programmes which are organized outside the campus.

Students Counseling cell is functioning remarkably. Clean advisors are appointed for each class and students are getting counseling regarding their studies and personal problems. Waste management system functions effectively. Solid liquid and e-waste are disposed properly. Staff and students have been given proper instructions not to litter in and around the campus. Four rain water harvesting structures are installed inside the campus so as to increase the ground water level.

Our campus is a green campus. Among the 109 staff and 2400 students, only 10 staff and 3 students are coming by motor cycles and only 50 students use bicycles. All other staff and students are using public transports. Polythene bags are prohibited inside the campus. Green audit is conducted regularly by NSS volunteers to improve the environmental condition. Considering the inability of the differently abled persons all the new buildings are provided with ramps and western toilets.

Our NSS students are regularly contributing for the welfare of the local community by organizing programmes like one-day seminar on swachhta inside the campus, cleaning the government hospital campus in Nilakottai, and executing social welfare activities in the adopted village. To increase the consciousness about national identification and symbols, the institute celebrate all important days like independence day, Republic day,

National Voters day etc.,

Soft skill training, and Computer literacy Programme (CLP) are offered to our students and also TNPSC coaching classes for Competitive exams for the entry in to government service are being conducted,.

The national festivals and birth/death anniversaries of great leaders are celebrated to improve the human values and ethics.

Last but not least, the institution maintains complete transparency in the financial, academic and administrative matters.

NAAC



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT ARTS COLLEGE FOR WOMEN
Address	GOVERNMENT ARTS COLLEGE FOR WOMEN, NILAKOTTAI KULATHUPATTI, NILAKOTTAI 624 208 DINDIGUL (DT)
City	Dindigul
State	Tamil Nadu
Pin	624208
Website	<a href="http://www.gacwnlk.org">www.gacwnlk.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	A. PETHAL AKSHMI	04543-233196	9047555084	04543-233198	gacnlk_08@yahoo.com
IQAC / CIQA coordinator	S. R. JAYAP RADHA	0452-2669535	9487458499	04543-233197	alaguvisu@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	17-07-1998			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Tamil Nadu	Mother Teresa Women's University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	23-06-2004	<a href="#">View Document</a>		
12B of UGC	25-03-2014	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	GOVERNMENT ARTS COLLEGE FOR WOMEN, NILAKOTTAI KULATHUPATTI, NILAKOTTAI 624 208 DINDIGUL (DT)	Rural	11	2367.91

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Tamil	36	TWELFTH	Tamil	120	102
UG	BA,English	36	TWELFTH	English	60	56
UG	BSc,Maths	36	TWELFTH	English	38	36
UG	BSc,Physics	36	TWELFTH	English	38	36
UG	BSc,Chemistry	36	TWELFTH	English	38	38
UG	BSc,Computer Science	36	TWELFTH	English	76	56
UG	BSc,Nutrition	36	TWELFTH	English	38	36
UG	BSc,Geography	36	TWELFTH	English	38	28
UG	BCom,Commerce	36	TWELFTH	English	144	130
UG	BA,Economics	36	TWELFTH	English,Tamil	120	107
UG	BBA,Business Administration	36	TWELFTH	English	120	94
PG	MA,Tamil	24	UG DEGREE	English	20	17

PG	MA,English	24	UG DEGREE	English	20	18
PG	MSc,Maths	24	UG DEGREE	English	24	23
PG	MSc,Physics	24	UG DEGREE	English	20	14
PG	MSc,Chemistry	24	UG DEGREE	English	20	20
PG	MSc,Computer Science	24	UG DEGREE	English	20	20
PG	MSc,Nutrition	24	UG DEGREE	English	20	10
PG	MSc,Geography	24	UG DEGREE	English	20	5
PG	MCom,Commerce	24	UG DEGREE	English	24	23
PG	MA,Economics	24	UG DEGREE	English	20	11
Doctoral (Ph.D)	PhD or DPhil,English	36	UG DEGREE	English	0	0
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	UG DEGREE	English	0	0
Doctoral (Ph.D)	PhD or DPhil,Economics	36	UG DEGREE	English	0	0
Pre Doctoral (M.Phil)	MPhil,Tamil	12	UG DEGREE	English	0	0
Pre Doctoral (M.Phil)	MPhil,English	12	UG DEGREE	English	2	0
Pre Doctoral (M.Phil)	MPhil,Commerce	12	UG DEGREE	English	1	1
Pre Doctoral (M.Phil)	MPhil,Economics	12	UG DEGREE	English	3	1
Pre Doctoral (M.Phil)	MPhil,Business Administration	12	UG DEGREE	English	1	1

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				104			
Recruited	0	0	0	0	0	0	0	0	19	13	0	32
Yet to Recruit	0				0				72			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				10
Recruited	2	3	0	5
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	13	7	0	20
M.Phil.	0	0	0	0	0	0	6	5	0	11
PG	0	0	0	0	0	0	0	1	0	1

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	5	17	0	22
M.Phil.	0	0	0	0	0	0	7	41	0	48
PG	0	0	0	0	0	0	0	5	0	5

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	3	0	0	0	3
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	3	0	0	0	3
	Others	0	0	0	0	0
UG	Male	0	691	0	0	691
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	172	0	0	0	172
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0



<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	121	122	131	152
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	4	11	9	20
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	313	330	349	391
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	207	223	223	259
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>645</b>	<b>686</b>	<b>712</b>	<b>822</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 22	File Description	Document
	Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
22	22	15	8	8

#### 3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
866	822	712	686	645

File Description	Document
	<a href="#">View Document</a>

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1028	887	751	745	729

File Description	Document
	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
709	574	587	416	402

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

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
107	97	67	65	48

  

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

#### Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
64	64	64	63	51

  

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 46**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1048361	997293	965766	755930	675930

#### Number of computers

**Response: 119**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

Being an affiliated Government college, we follow the centralized system of curriculum planning and implementation. The state higher education policy acts as the backbone of the curriculum design and implementation. It fosters and promotes the objective of higher education by fulfilling the task competently and adequately keeping in view the compelling demands of social and economic justice. It necessarily helps to redeem themselves The Mother Teresa Women's University in tune with the higher education policies of the state government has designed the curriculum plan as follows.

1. PART I -Language
2. PART II -English
3. PART III –Major and Allied
4. PART IV – Skill based and Non- major.

The total credits for the undergraduate course is 140.

Total hours 180

Total marks 4200

Under UGC XII plan remedial coaching classes are conducted for slow learners.

###### a. Infrastructure:

There is ample number of well-furnished classrooms with proper ventilation. The Laboratories are equipped with contemporary technologies and modern amenities. There are ICT classrooms for further embellishment of pre-defined curriculum. The General Library is to enhance students' global competency; a fully equipped Seminar Hall enables for Curriculum based Intra- and Interdisciplinary presentations.

###### b. Handbook:

Every annum the IQAC defines the Handbook which includes Commencement of Academic year, No. of students and Staff, No. of teaching days, Schedule of CIA, list of staff, Important events & Festivals, Departmental activities, Conduct of Seminars, Workshops, Conferences, etc.

###### c. Lesson Plan:

Based on the Handbook, all the subjects of respective disciplines are planned for teaching, coaching and evaluation processes.

**d. Number of working days:**

As per the guidelines of UGC, the institution strictly follows 90 working days per semester.

**e. Syllabus Completion:**

Continuous Internal Assessment (CIA) dates are mentioned in the Handbook, and the syllabus completion of respective CIA is compulsory.

**f. Tests:**

The Examination Cell along with the IQAC team conducts Formative and a Summative test at constant intervals facilitates to identify the learners' stand in each subject, thus letting the teacher and the learner for improvement measures.

	Formative(CIA)		Summative	Total
UG	25	TEST (15)	75	100
		ASSIGNMENT (5)		
		SEMINAR/ATTENDANCE (5)		
PG	25	TEST (15)	75	100
		ASSIGNMENT (5)		
		SEMINAR/ATTENDANCE (5)		
M.PHIL	40	TEST (25)	60	100
		ASSIGNMENT (10)		
		SEMINAR/ATTENDANCE (5)		

**g. Intra- and Inter-departmental activities:**

Intradepartmental competitions are conducted through Department Associations, which let the students acquire subject knowledge in a pleasing manner. Eminent personalities from respective disciplines are invited to deliver guest lectures.

**h. Role of Faculty in BOS:**

The members of Board of Studies represent the suggestions of Institution during Curriculum framing process at affiliated university.

**i. Remedial Coaching for Student**

Remedial Coaching is provided for SC/ST students, weak students for improving their subject knowledge.

**j. Library:**

General Library is equipped with Inflibnet and other modern amenities. The multidisciplinary journals and magazines are available. The respective Department libraries have exclusive reference books and materials.

**k. Learner-oriented practices:**

Students' subject knowledge is enriched with the practice of two vocabularies per day from respective disciplines. Instant class tests are conducted after Remedial coaching classes.

**1.1.2 Number of certificate/diploma program introduced during the last five years**

**Response:** 0

**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**

**Response:** 12.99

**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	7	0	0	1

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b></p> <p><b>Response: 100</b></p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 22</p>	
File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
<p><b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b></p> <p><b>Response: 73.33</b></p>	
<p>1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 22</p>	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
<p><b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b></p> <p><b>Response: 79.12</b></p>	
<p>1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p>	

2018-19	2017-18	2016-17	2015-16	2014-15
580	607	596	589	583

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

#### Response:

As per UGC guidelines, a subject on environmental studies is compulsory for all UG students to get awareness on environmental issues. Under NSS programme the following activities undertaken for protecting environment.

1. Tree plantation is conducted both in the adopted village and in the college campus.
2. Under Swachhtapakhwarour NSS Volunteers have undertaken cleaning work in the adopted village, Government hospital and college campus.
3. Under save water save earth concept our students went to different schools in and around Nilakottai and explained the importance of saving water.
4. Uses of plastic bags are banned in our college premises.

#### A.ENVIRONMENT AND SUSTAINABILITY:

1. **ENVIRONMENTAL STUDIES**– The Environmental studies paper has been made compulsory by affiliated University to all UG studies in their II semester to complete the degree as per the UG guidelines.
2. **GREEN AUDITING**– This is for the purpose of NAAC and AAA, to sensitize the students on green campus.

#### B.HUMAN VALUES:

1. Values Education – Based on the CBCS syllabus pattern the institute has enabled value education as a compulsory paper for all the UG students in their first semester.
2. Traditional and Heritage practices – The College focuses on inculcating certain significant traditional and heritage values within students practically. Thereby, insists on the practices of traditional attire on Fridays, to inculcate the noble quality of equality among the students uniform system is followed in this college. All religious festival like Pongal, Ramzan and Christmas are celebrated.



**1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years****Response:** 10**1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years****Response:** 10

<b>File Description</b>	<b>Document</b>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships****Response:** 10.85**1.3.3.1 Number of students undertaking field projects or internships****Response:** 94

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System****1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****A.** Any 4 of the above**B.** Any 3 of the above**C.** Any 2 of the above**D.** Any 1 of the above**Response:** D. Any 1 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:****A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** B. Feedback collected, analysed and action has been taken

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 90.46

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
866	822	712	686	645

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1028	887	751	745	729

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 91.53

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
866	822	712	686	684

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

### Assessment of the students

The college organizes orientation program for the parents and the students at the commencement of the programme for the new batch every year. The program would help students and parents get familiarized with the institution, curricular and co-curricular activities, facilities, rules and regulations etc. Before the commencement of the classes, the different requirements of the students are identified and addressed at the earliest by way of a strategic approach.

As a general practice, before the commencement of teaching of any course, the teachers interact with the students to ascertain their background, subject stream, and medium of education, dispositions, aptitude match for the current programme, aspirations, and areas of interest, their learning needs and skills. Moreover, each faculty during the class hours identifies the slow or advance learners by interacting with them.

During the course of time, a systematic evaluation process is used to assess the learning levels of the students. This evaluation process consist of written examination, open book test, group presentation, project, practical examination with viva, written assignment, surprise test and class performance.

### Special programs for slow learners

For the students from vernacular medium, special care is taken by conducting preliminary English learning classes so that those students are able to cope up with the rest of the classmates. The same is also provided to the students who are weak in English communication based on the feedback from the faculty members. Slow learners take the advantage of tutorial classes conducted by the faculty for one to one interaction. Faculty mentors provide their mentees one to one counseling on improvement areas.

Every year students are given training on communication skills, personality development, time management and motivational sessions. In order to motivate both the slow learners remedial classes are conducted to enhance their skills. Guest Lectures are arranged for the students to help them gain academic and research knowledge from the experts.

#### **Advanced learners:**

Advance learners are identified on the basis of internal assessment, university examination, and involvement in classroom. Students are encouraged to be members of department association and organize association meetings to share knowledge.

Learning needs of the advance students are further fulfilled by activities such as advising to participate in competitive events, academic quizzes to develop analytical and problem-solving abilities in them and thereby to improve their presentation skills.

Various association activities are conducted by all the departments in the respective areas to enrich the knowledge of advance learners in corresponding field. Students are also provided opportunities to develop their creativity by participating and organizing intercollegiate as well as university level academic symposiums. The co-curricular clubs of various departments of our college conducts special workshops to improve the hands-on skills of the students.

Advance learners also attend Workshops/ Seminars/ Symposiums to keep them updated on various advancements. Bright and diligent students are motivated and inspired to get university ranks. Students are also encouraged to take up competitive exams like TNPSC, NET, SLET etc.

TNPSC coaching classes are conducted regularly whenever there is an instant.

#### **2.2.2 Student - Full time teacher ratio**

**Response:** 8.09

#### **2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Response:** 1.04

##### **2.2.3.1 Number of differently abled students on rolls**

Response: 9

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>

## **2.3 Teaching- Learning Process**

### **2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

#### **Response:**

#### **Experiential learning**

The final year UG/ PG students share their experiences for their juniors in searching academic materials, practical knowledge, extra and co-curricular activities which gives them an experience in the academics. Some students also conduct workshop in the field in which they have more experience and knowledge compared to their counterparts.

The students also take active part in organizing various extra and co-curricular events which are help them in developing their management skills. Special programs on Woman's day, Pongal Day, Traditional Food Festival, Independence Day and Republic Day etc. are also conducted by them. Experts from industry share their experience with the students which prepares for the real time job scenario.

The experiential learning method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners.

#### **Participative learning**

In participative learning, the students are given certain topics which are of utmost importance both academically and practically, they are then divided into groups and asked to read various articles or write ups and then to analyze and reflect on it. In this way they get an opportunity to conceptualize the theoretical aspects. It helps them in reflective thinking, problem solving and to logically question what was taught.

Students undertake group activities such as project, assignments, case-study analysis and seminars which lead to participative learning. The learning outcomes of these activities are discussed and shared with the entire class.

They are also taken to field and industry visits, study tours in India. It exposes them to the world of practical knowledge to hone their skills and abilities. After each session of field visits the students are asked to write a report of their activities and experiences and submit to the concerned field visit supervisor. The supervisor conducts individual and group industrial visit seminars regularly.

The participative learning method is used by the faculty members make the learning process more interactive with students by motivating students to participation in group discussion, role-play, subject quiz, news analysis, educational games and question & answer sessions on current affairs.

#### **Problem solving methodologies**

The college adopts student centric learning method along with the classroom teaching and laboratory experiment based learning. The students are also involved in minor and major projects. The projects help towards enhancing the real life problem solving abilities of the students.

The college further follows problem solving methodologies by challenging the students with assignments on regular basis to check their level of understanding on the subject. Moreover, the students are asked to participate competitive quizzes are held from time to time to keep the students in a competitive environment up to date.

The available minimum facilities can be effectively used to train the students to acquire maximum proficiency as lecture talks, motivational talks, educational videos and web reference to support the teaching-learning process. All the departments provide instructional materials to the students for easy follow-up and understanding the concepts.

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 70.09

#### 2.3.2.1 Number of teachers using ICT

Response: 75

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 27.06

#### 2.3.3.1 Number of mentors

Response: 32

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

To make the students life-long learners and innovators, the institute takes various initiatives such as, Institute. Students come to our institution with diverse proficiencies and deficiencies. A homogeneous set of pedagogic technique would not be sufficient to educate such diverse needs. Hence our teachers employ various methods in teaching-learning process, which are not only innovative but also effective.

Efforts are made to encourage the students to participate in various academic events, contemporary

academic topics are covered through guest lectures from subject experts. Proper academics procedure is adopted to evaluate teaching learning process and take appropriate measures for possible improvements.

Faculties are involved in the improvement of teaching learning method and their suggestions are implemented on a regular basis. Transparent and constructive evaluation process ensures fair assessment of student's performance. Performance benchmarks are set to establish qualitative and quantitative improvement in student's performance.

As a part of Industry-Academia cordial relations with industries are continued and enhanced to bridge the knowledge gaps and to solve real life problems. Institute organizes International/National conferences, seminars and workshops.

Students make use of the library for literature survey of seminar/project topics which develops awareness of the latest trends in respective fields. Classroom sessions are made interactive and students are promoted to ask the questions to create critical thinking and understanding of the topic. Students are encouraged to make presentations on latest topics/ topics of their interest.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 124.15

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 24.36

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
22	20	19	15	14



File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 8.78

#### 2.4.3.1 Total experience of full-time teachers

Response: 939

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 2.6

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0

#### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

The institution has a centralized Continuous Internal Evaluation system (CIE) in place methodically assessing all aspects of a students' development throughout the year. This evaluative mechanism is geared towards preparing students for their final examinations conducted by the affiliating university, and also for their overall enrichment. The college, through the checks and balances built into the system strives to institute reforms in the said process from time to time according to the needs of the situation.

#### Orientation on Evaluation Process:

1. All concerned stakeholders are informed of Continuous Internal Evaluation through the college Prospectus and the institutional website.
2. Students are informed of this educational strategy, namely CIE at the beginning of the First Year during the Assembly cum Orientation Programme through the public address system.
3. Students, along with their guardians are further apprised of it in the Parent-Teacher meetings held by the departments in due course.
4. The Teaching Plan is formulated with the CIE in mind.
5. Teachers' Council Meetings are held to determine dates of internal examinations.
6. Publication of the dates of internal examinations on college notice boards for prior information of students.

#### The Actual Practice (Types of evaluation):

1. Evaluation test after admission to assess the level of understanding and proficiency of the student.
2. Periodic class tests.
3. Midterm examination.
4. Selection Tests (before University examinations)
5. Tutorials
6. Supplementary Examinations.

#### Result Analysis and Review Meetings:

1. The results are compiled by the members of the Result Committee.
2. These are subsequently analyzed in the Examination Committee meeting presided over by the Principal where the pass percentage is decided through general consensus and special inputs from departmental faculty.
3. On the basis of this analysis there is the annual preparation and distribution of Report Cards which is a unique evaluative practice of this institution.

4. The Continuous Internal Evaluation (CIE) system is reviewed and modified from time to time in view of the changing requirements of the curriculum.

Reforms in Continuous Internal Evaluation (CIE) system at the institutional level The institute has taken efforts to improve the performance of students by framing significant reforms in Continuous Internal Evaluation at the college level.

**The reforms are as follows:**

1. Remedial measures are taken by conducting tutorial classes to clarify doubts and reexplaining the critical topics.
2. Unit tests are conducted prior to the seasonal examinations.
3. Topic wise question banks are provided for all subjects.
4. Students are encouraged to solve the previous year's university exam question papers.
5. For all students model exams are conducted prior to university exams.
6. The institute regularly conducts, group discussions, seminars and guest lecture.
7. Poor performance due to frequent absenteeism is dealt by sending letters to the parents of such students.
8. The college effectively communicates exam section wherein all the notices related to the examination and academics can be circulated and communicated to all students.
9. Monitoring the improvement in learning of slow learner and encouraging the advanced learners by reviewing their performance in exams.

**2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

**Response:**

Internal assessment in the college is so transparent for that every student has an idea about the standard internal evaluation process of the theory and practical subjects. The college follows the regulations of Mother Teresa Women's University Kodaikanal. Marks for the examinations performed will be displayed in the department notice boards within a week time of commencement of the laboratory sessions. Marks obtained in all the examinations are grouped and is considered as 25% of total marks for theory and 40% of total marks for practical of the internal exam.

The slow learners are permitted to improve their marks by redoing the experiment if they have scored low. Heads of the departments are fully empowered to suggest the re-assessment of the total marks by the approval of department committee. All such modifications will be displayed in the department notice boards for student reference.

The college prepares an Academic Calendar in line with university calendar prior to the commencement of the academic year in consultation with the Heads of the Departments. Then the College organizes orientation programs to the students to make them acquainted with the rules and regulations of the affiliating university examinations, evaluation process and the extra-curricular activities etc., similarly every department organizes a semester orientation program with parents in the first week after starting a new semester.

The head of the departments communicate about the labs & subjects of the semester to the students, parents and other institutional members in the semester Orientation Programs. College handbooks are handed over to the students after the orientation program and college website link is also provided simultaneously.

Basic eligibility for the evaluation process is made known to the students through university website, notice boards and class counselling. Institute notifies the evaluation process and related documentation on the notice board. This includes the distribution of marks and schedule of internal evaluation and university evaluation. The college also notifies the criteria for allocation of internal marks through notices and class counselling tutor.

The continuous assessment report for all the courses is displayed in respective departments every month. The staff meetings are conducted periodically to review the evaluation process. Display all the unit tests marks within a week after end of unit tests.

The college displays the internal marks at end of each semester for student's information and solving grievances of students if any. Two internal examiners are appointed for each subject to evaluate final internal marks. At the end of the each semester, The Principal verifies the internal marks for all the students.

As far as college is concerned every reform introduced by university were strictly followed and implemented. Student fraternity is properly updated regarding the reforms and new systems introduced in the university. Introduction of projects for some Postgraduate programs are well received and utilized by both faculty and students to improve their research skills and facilitate the paper publications and helped students to secure jobs. Internal assessment process is organized with schematic distribution of marks to students with a continuous evaluation.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

Department Level Grievance Redressal Committee and Institute Level Grievance Redressal Committee will look will after college level grievances related to academic and non-academic matters. Grievance redressed cell of the department helps the students to approach for general and personal grievances. After internal assessment, answer books are shown to all students. The internal marks of the students are then displayed on the notice board to ensure transparency in evaluation. The Head of the department primarily redress all grievances about evaluation, including the internal assessment marks awarded to the students. In case of dissatisfaction, the same is put before the Principal. The committee appointed by the principal looks after such grievances and redress the same. For the purpose of investigating unfair means resorted to by students at the College level, the Student Grievance Redressal Committee shall be appointed by the principal. The committee shall have one/two senior faculty members. The Student Grievance Redressal Committee will function as a recommendatory body and submit its recommendations in the form of a report to the competent authority concerned, which issues final orders with regard to the penal action is taken against the students after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student

concerned in his/her defense, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

### **University level**

Students apply for revaluation and verification of marks. The University provides the photocopy of answer books to students on demand after paying required fee. After receiving own answer-sheet if student wants he/she can apply for reassessment of answer book. In addition, follow up is kept with the University until the grievance is settled. An aggrieved student who has the grievance(s) at university level shall make an application to the university through the principal of the college. The principal, after verifying the facts, shall forward it to the concerned section of the university. The university redresses all such grievances within a reasonable time, preferably within fifteen days of the receipt of application. The application submitted by the aggrieved student shall be forwarded to the concerned section (Dy Registrar) viz. Academic grievance, administrative grievance etc. The university level committee is responsible to redress the matter. If the student is not satisfied with this decision, he/she can submit appeal to the higher authorities (Registrar/ VC) within a stipulated time. University level committee shall process grievance(s) submitted by the students within a stipulated period

#### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

##### **Response:**

The academic calendar is given as a hand book for each student and staff at the beginning of each academic year to plan their academic work accordingly. The institution follows semester pattern with regular inputs and revisions from the Mother Theresa Women's University. The curriculum for under graduate and post graduate courses is designed by academic council of Mother Theresa Women's University. Each semester with 90 working days. The Continuous Internal Evaluation (CIA) comprises 25 marks for each paper is standardized by the university conducted in each semester adhered as per the dates in academic calendar. The end semester examinations announced by the university and timetable is strictly adhered to, with the rules governing its administration. The students are allowed to write the examination attendance, fee payment and CIE scores. All the academic activities are managed concurrently by university and institution.

## **2.6 Student Performance and Learning Outcomes**

### **2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

##### **Response:**

### **2.6 Student Performance and Learning Outcomes**

#### **2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered**

**by the institution are stated and displayed on website and communicated to teachers and students (10)**

The college has a Mechanism of Communication whereby program outcomes, program specific outcomes and course outcomes for all programs offered by it are stated and displayed on the website and communicated to teachers and students.

All internal examination results are communicated to students through concerned teachers and departmental Heads through a robust exchange of views, and eventually at the end of the academic year through their Report Cards.

**Program Outcomes:**

For every degree program, expectations are listed out by the institution under the program outcomes. This enables the stakeholders to identify and analyze complex problems. They also learn to design solutions for problems that meet the specified needs with appropriate consideration for the cultural, societal and environmental well being.

They learn to use research based knowledge and research methods including design of experiments, analysis and interpretation of data and synthesis of the information to provide valid conclusions. This is followed by modern tool usage, which they select and apply with an understanding of the limitations. They apply reasoning and understand the impact of the solutions in societal and environmental context.

They learn to apply ethical principles and become committed to professional ethics and their responsibilities. They realize that individual and team work function effectively in multidisciplinary settings. They learn to communicate effectively with society and they are able to comprehend and write effective reports and design documentation. They also make effective presentations and give and receive clear instructions.

They understand the importance of critical thinking, social interaction, effective citizenship, ethics and environment and sustainability. Ultimately, they acquire the ability to engage in independent and life-long learning.

**Program Specific Outcomes:**

The stakeholders understand the nature and basic concepts. They analyze the relationship between human beings and nature. Based on these outcomes, the stakeholders learn goal-setting, problem solving techniques and decision making. The institution evaluates the stakeholders as class toppers, university rank holders and best outgoing Students.

They are recognized and awarded during the annual day function by giving those certificates and mementos. Gold medals are awarded to the university first rank holders and silver medals to the remaining rank holders. The best outgoing students are evaluated on the basis of five criteria as academic performance, attendance, behaviour inside the class room, behaviour on the campus and extracurricular activities.

The program outcomes and program specific outcomes are measured by conducting class test after the completion of each unit, and by conducting 3 CIA exams in a semester.. The attainment of students is also

measured by keeping surprise test and asking spontaneous questions during the lecture.

The formal and institutional result sheet as issued by the Mother Teresa Women's University is signed by the Principal and is prominently displayed on the college notice board for the benefit of students. Once the mark sheets and certificates are received from the University,

### **2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

#### **Response:**

Measurement of the outcomes of the Program Outcomes, Program Specific Outcomes and Course Outcomes, in a sense, is a consolidation of the combined efforts of the institution to improve its academic quality for these quantified results provide, at a glance the degree of change registered. These outcomes represent numerical data which may be analyzed, compared and used to predict trends in the overall academic graph of the college. Thus, this quantification of programme and course outcomes is of immense potential value leading, as it does to a vivid graphical model of the reality on the ground, as it were.

The institution uses the following methods of measuring the attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes.

1. After publication of results, mathematical calculation is applied to find out the pass percentage of POs, PSOs and COs. The success rate is always cent percent and also first class marks for some students of each department.
2. The Mother Teresa Women's University sends a detailed numerical report of the Part III BA/BSc Examination results with the numbers of students placed in First Class, Second Class and other categories clearly spelt out.
3. However, when after the Review and RTI procedures this figure changes the administrative staff of the college calculate and register the changes giving rise to final revised outcome.
4. For the Part II and Part I BA/BSc Examination the office staff members prepare the detailed numerical summary of the outcomes.
5. In case of course outcomes, departmental faculty members meet the students for a stock taking, identify those whose performances have not been satisfactory, enquire the reasons of underperformance and then meet guardians also to discuss with them corrective measures.
6. The Principal discusses programme outcomes with faculty members in Academic Council, Teachers' Council and Result Committee meetings, appreciates faculties for their efforts and encourages them to work harder for further betterment of performances.
7. Every year the Principal places the POs, PSOs and COs in the Governing Body meeting where the august members take note of the same and express their observations.
8. The results of the students for the past four years, in keeping with earlier trends, have been consistently good. There have been University toppers from all the departments and first class marks have been obtained by some students of every department quite consistently.
9. Those students who attain a position in the university rankings are specially felicitated on the annual Prize Day of the institution to recognize their achievement and to also inspire and incentivize others to emulate their feat.

The college administration has a clear vision to ensure that all our courses remain socially and economically relevant over time. The specific initiatives/measures taken up by the institution are noted below.

The University strives to uphold its mission in moulding students into disciplined citizens with intellectual, emotional and spiritual balance. The courses are designed and having social relevance are offered either as part of the programme curriculum or as enrichment courses value added programmes.

### 2.6.3 Average pass percentage of Students

**Response:** 91.9

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 613

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 667

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response: 1**

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>
e-copies of the grant award letters for research projects sponsored by non-government	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response: 7.48**

3.1.2.1 Number of teachers recognised as research guides

Response: 8

File Description	Document
Any additional information	<a href="#">View Document</a>

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response: 0.05**

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 108

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

The Institution encourages and assists the faculty to get extramural research grants from various funding agencies to conduct Workshops on Research Methodology and National Conferences. The faculty members are empowered to take up research activities by utilizing the existing facilities. The college has a Research and Development Committee that monitors and exhibits the research-oriented activities.

The college has developed many facilities for basic and clinical researches so as to meet the needs of researchers in emerging disciplines.

As the Institution is located in the regime surrounded by agriculture-based villages, naturally it is overwhelmed with the atmosphere of greenery that enables for an impressive outline of Eco-park with an amazing concept – (ie) absolutely packed with variety of trees and consequently with their shadow like an umbrella.

The College invites eminent personalities from small/large industries as resource persons for seminars and workshops. Student visit nearby villages and promote entrepreneurial education to the backward farming community. Besides, the college has received fund from government funding agencies like TNSCST, Chennai to organize scientific awareness programme.

The library has been enabled with **Inflibnet** access that helps the students and faculty to make use of the e-resources available here.

The Institution has an eco-friendly campus and it adheres to the responsibility of making the campus as Zero plastic zone. Our college students have committed themselves to reduce their plastic usage with the focus of reducing and eliminating plastic bottles, plastic straws and utensils, single-use plastic bags and Styrofoam food packing. The institution has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge.

Entrepreneur Development Cell (EDC) initiated various activities for the career enhancement of

students at different medium like self employment, start up initiatives, collaboration with research institutions and other industrial manufacturing related careers are enriched through various training programmes. EDC has created a platform like IDEABOX through which different perspectives of students' research ideas are received. On the basis of qualitative and quantitative outcome based, ideas are shortlisted and suggested for incubation and development. EDC encourages on establishing different clubs constituted by the students thereby favoring the students by providing guidance on healthy innovation interactive sessions. Further these discussions are converted into innovative projects and other development activity in the research context. EDC organized a three day Entrepreneurship Awareness Camp.

The college has developed many facilities for basic and clinical researches so as to meet the needs of researchers in emerging disciplines.

The College invites eminent personalities from small/large industries as resource persons for seminars and workshops. Student visit nearby villages and promote entrepreneurial education to the backward farming community. Besides, the college has received fund from government funding agencies like TNSCST, Chennai to organize scientific awareness programme.

The Institution has an eco-friendly campus and it adheres to the responsibility of making the campus as Zero plastic zone. Our college students have committed themselves to reduce their plastic usage with the focus of reducing and eliminating plastic single-use plastic bags and Styrofoam food packing.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 9

#### 3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

<b>Response:</b> No	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards</b>	
<b>Response:</b> No	
<b>3.3.3 Number of Ph.D.s awarded per teacher during the last five years</b>	
<b>Response:</b> 1.13	
3.3.3.1 How many Ph.Ds awarded within last five years	
Response: 9	
3.3.3.2 Number of teachers recognized as guides during the last five years	
Response: 8	
<b>File Description</b>	<b>Document</b>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

<b>3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years</b>											
<b>Response:</b> 0.91											
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years											
<table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>20</td> <td>19</td> <td>17</td> <td>9</td> </tr> </tbody> </table>		2018-19	2017-18	2016-17	2015-16	2014-15	5	20	19	17	9
2018-19	2017-18	2016-17	2015-16	2014-15							
5	20	19	17	9							
<b>File Description</b>	<b>Document</b>										
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>										
Any additional information	<a href="#">View Document</a>										

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 0.91

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	11	17	15	27

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

The College is committed to carving out a generation which would take up an active role in social activities. With this aim in view, extension services are made available to nearby schools, villages and communities.

It is mandatory for a student to participate in any of the extension activities provided by the college which provides a link between the College and the Society. In order to create socially sensitive citizens, the first year students are made aware of the common extension activities through **NSS, RRC, YRC** and department specific extension activities during the Orientation Programme at the commencement of each academic year.

Institution aims at imparting knowledge and quality education to all sections of society. To provide knowledge and quality based education to the students by inculcating moral value, scientific temper and employing state of the art technologies; to sensitize students about social issues for holistic development with social responsibility to upgrade them from theoretical learning to practical application, the College has **NSS, RRC, and YRC** which consists of one Coordinator for each unit. The institution plays an important role in campus-community connection and welfare of its neighbourhood by initiating a number of community development activities. It also organizes various programmes and rallies on important days and events related to health and Blood donation, and multispeciality health camps are organized regularly.

The NSS unit adopts villages and organizes various social activities and programmes. It helps the government machinery to implement their schemes in the adopted villages easily. The NSS unit also carries out socio-economic surveys and educational camps in rural and semi urban areas where the students acquire training and also contribute to the sustainable community development.

NSS unit in collaboration with Lions Club organizes awareness programmes on Road safety by distributing pamphlets insisting on wearing helmet, seatbelts, drink and drive, minor driving, following safety rules etc. As per the UGC directions, a special programme on Swachh Bharat Abhiyan is also organized to inculcate values among the students. Students have been given the responsibility of cleaning the campus for two hours every week and to carry out their voluntary work in the adopted villages too. The NSS volunteers actively participate in creating awareness about the importance of cleanliness through door-to-door campaign among the public. Through these activities, students will become socially responsible citizens with moral values.

Apart from the NSS activities, the other functional committees carry out the following extension activities such as "Yoga and meditation programmes, visiting Orphanages and providing some necessary commodities for orphan children" organizing career guidance programmes in the village to create awareness among school going students in choosing career oriented courses after finishing their school education and Developing leadership qualities among the students and unemployed youth through Health awareness camp, Blood Donation Camps and literary programmes.

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response:** 0

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

#### Document

Number of awards for extension activities in last 5 years

[View Document](#)

**3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years**

**Response:** 33

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	11	13	1	3

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response:** 50.65

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
500	300	600	300	200

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 17

##### 3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	11	2	2	1

#### File Description

#### Document

Number of Collaborative activities for research, faculty etc

[View Document](#)

Any additional information

[View Document](#)

#### 3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response:** 4

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	1	1

#### File Description

#### Document

Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years

[View Document](#)



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

This government college has a fairly sufficient infrastructure in terms of land, building, and equipment. Even though the college still needs more modern and spacious classrooms and labs to accommodate students comfortably, the college makes optimal use of available buildings. The average classroom size is 30 feet x 25 feet, that can comfortably accommodate 40-60 students. The labs are twice the size of the classroom. Government of Tamil Nadu periodically issues personal computers with advanced processors of the time and good configuration. The department computer science has a good number of computers to offer their students hands on practice in programming skills. Other academic departments are equipped with computers for administrative and material preparation purposes. More importantly, more than fifty percent of our students own government issued free laptops in their schools. In addition to the existing blocks, a new block has just been constructed under the M.G.R centenary celebration programme with eight spacious classrooms of about 50 feet x 50 feet size and two laboratories to motivate science fervour among students. Many new classrooms in the existing blocks have also been constructed under RUSA.

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

**Response:**

The college makes use of the available area effectively for physical education. With the available area a four hundred meter athletic track, a kabbadi court, a football field, a basketball court, courts for volley ball,

a ball badminton court and a khokho field are alternatively used by the students. Students also practise shot put, javelin and discus throw in the ground. Indoor game facilities for carom and chess are available on the campus. The college makes use of the auditorium for all cultural activities. These facilities have come into existence gradually over the years. The Department of physical Education of our college functions effectively in making the students to participate in various Track and Field events at the University, District and National Level. Many of our passed –out students are serving as Police Personnel and in the Department of Sports and Youth affairs, due to proper motivation, orientation and training given to them by the Physical Education Department of our college. Last year alone four of our students got selected in the Police Department. Every year 'Form 3' certifications are being secured by more number of our students who excel in various sports and games activities. These certificates enable the students to get jobs in Sports Quota.

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

**Response:** 17.39

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

#### File Description

#### Document

Number of classrooms and seminar halls with ICT enabled facilities

[View Document](#)

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 0

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
26.25	24.65	22.8	21.5	21.9

#### File Description

#### Document

Details of budget allocation, excluding salary during the last five years

[View Document](#)

Any additional information

[View Document](#)

## 4.2 Library as a Learning Resource

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

#### Response:

The central library of the college has been a conventional one all these years as the government colleges in rural areas take time to evolve in tune with changes taking place in the cities and in the private institutions. In addition, the library is also under staffed. The compulsion to use BSNL for internet services, the huge investment and operational cost involved in this process, and the absence of funds under this heading play as a deterrent to the modernization of library. As a result, the library still remains a conventional library. However, steps have been taken to enrich the library. The library has recently acquired the INFLIBNET portal membership. At present, we have enrolled in NLIST programme for e-pgpathshala and e-shodhsindhu services. We have validity upto 31 st of March 2020. Our students and faculty have access to about six thousand plus e-journals and 31, 35,000 plus e-books. We have about 170 memberships at present and we hope to increase our readership and scholarship in the years to come. With this small initiative, the library is hopeful of modernizing in the future with the support of RUSA fund.

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

The college was started as recently as 1998 in a rural area. Hence, the library has remained only a functional one for academic purposes. The introduction of PG and research programmes from 2013 onwards helped the library being sanctioned separate building. Despite being understaffed, the library has served the students' academic needs with the available resources. Hence, the library holds only a few rare books. Chief among them are the TamilNadu Textbook Society's books that are out for print for more than a generation. In order to cater for the student's interest in manuscripts and rare collection of book sources we have signed the memorandum of understanding with the Gandhi Museum , Madurai and they exhibit their collection consisting of antique palm manuscripts and other curios in our college premises as and when the need arises.

### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**

**Response:** 2.08

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.5	2.0	2.5	2.1	1.3

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

**4.2.5 Availability of remote access to e-resources of the library**

**Response:** Yes

**4.2.6 Percentage per day usage of library by teachers and students**

**Response:** 54

4.2.6.1 Average number of teachers and students using library per day over last one year

**Response:** 526

### 4.3 IT Infrastructure

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

**Response:**

As stated earlier, as a government institution, the college depends solely upon the government distributed computers periodically. Now the state government has just sanctioned 50 new computers that will be shared among the departments with a major share going to the computer science department. The college also makes use of the government issued free laptops to the students while they in schools. However, due to the absence of special fund, remote location, and rural area deprives the college of synchronization with other colleges in the city as far as IT connectivity is concerned. Similarly, Wi-Fi to connect teachers, departments, labs, students, office and the library is a dream the college would like realize in the near future with the government support. Despite these short comings, departments and teachers and students access IT by own resource. In the age of mobile computing and smart phones, the presence of a large number of smart phones among the teachers and students are effectively used for academic and administrative purposes. A good example is the department wise “WhatsApp” social network groups help students and teachers exchange information about classes, notes, syllabus, test/exam time table, placement details, alumni details and soon. During NAAC accreditation SSR preparation, IT played a very vital role. WhatsApp and email were extensively used for data collection and collation. Thus, even in the absence of a systemic IT support, the college and its members use all the available resources to tap the IT potential.

#### 4.3.2 Student - Computer ratio

**Response:** 7.28

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** 35-50 MBPS

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Response: 0**

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
26.25	24.65	22.8	21.5	21.9

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

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

**Response:**

The college pursues a policy of resource sharing. As a government institution, the infrastructure in the college is strictly utilitarian, need based, sustainable and minimalistic in nature. The seminar hall and Botany lab are two examples. Departments use these two resources to the maximum extent for various purposes like seminars, viva voce tests, presentations etc... The playgrounds and gymnasium are well utilized by the students of all departments. These facilities are maintained by the designated marker with the help of PWD. Similarly, the central library is a facility that caters to the needs of students and faculty. The college has hostels on campus managed by the college with the help of government appointed staff, and hostels outside the campus that are run by the government itself. Both the type of hostels accommodates all students who come from distant places. These hostels run at an affordable fee also offer easy government loans to the poor students to pay the hostel fee, which they could repay in installment after their graduation. As is the practice in all government institutions, the college's civil and electrical infrastructure are maintained and serviced by the Public Works Department (PWD). Amenities like RO plants, generators and inverter are maintained by outsourced service personnel under Annual Maintenance Contract (AMC). The PWD services are systematic and are under the leadership of an Assistant Engineer who works as a team with the college Principal and Faculty in charge for PWD works.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 80.5

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
579	578	673	564	606

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0.84

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	9	6	6	8

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 13.8

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
100	51	344	20	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 63.92

## 5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
550	800	91	551	449

**File Description****Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 1.65

## 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	20	4	3	5

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 35.26

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 250

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 20

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response:** 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

#### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

There is an active Student Council, which is commonly known as College Union in our institution. College union plays a vital role in the college activities. The College Union comprises the Principal as the President, a nominated senior faculty as the Vice-President, the student President, the Student Secretary and office bearers.

Institution holds democracy in selecting the office bearers of the Student council. III UG and II UG and PG students with academic, non-academic and communication competencies and good conduct and character are nominated by the HODs of each department and approved by the staff council. Students contest and contestants are selected through election. They canvass for their candidature before the Poll in every academic year.

- The candidates elected by the students are appointed as the
- Student President-Manages all the activities and Grievances of the students.
- Student secretary-Co-ordinates and executes students activities.
- Student Treasurer-Maintain financial accounts of the College Union.
- Fine arts Secretary-In-charge of Fine arts competitions and college function.
- Sports Secretary-In-charge of Sports competition.
- Magazine Secretary-In-charge of Magazine preparation.
- PG representative-Represents PG students.
- Shift II representative-Represents Shift II students.

The college union meets the Principal and HODs once in a month to discuss about the queries and suggestions of students, and to plan for the routine college activities.

The College Union conducts the college general Assembly, organizes and co-ordinates functions like Union Investiture, Junior Welcome, World Environment Day, World Population Day, Gandhi Jayanthi, Independence Day, Republic Day, Graduation Day, College Day, Teacher's Day, Women's day, Farewell, Sports Day and various other functions. It makes suggestions to offer other useful certificate courses for the students, arranges workshops, seminars, department association activities etc. to promote leadership quality and to update current knowledge among students.

The College Union is responsible and accountable for all activities conducted in the campus throughout the year. The college union has been provided the liberty to plan and assess goals for various implementations. The College Union maintains a holistic approach to enhance the student's general etiquette. It creates a platform for developing social values such as unity, teamwork, partaking etc. so as to make them socially responsible citizens. Being a part of governing body, the union harmonizes all the committees with a common ideology "Enhancement of the college".

The college union provides an opportunity for students to engage in a structured partnership with teachers, parents and college Administration. It suggests necessary measures to improve academic standard and to reduce dropouts in the college. College rules are clearly understood and accepted by all students, thereby the College Union insists to follow the rules.

The investiture of the College Union is not an end by itself, but rather offers all concerned and enhanced means of building partnership and effective communications within the college.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 26.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
30	29	23	17	34

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

### Response:

The College has an Old Students Association(OSA) which acts as a link between the institution and the society. For every academic year the OSA meet is conducted with the gathering of all old students. Frequently, notable old students are invited to share their college experience and how to progress academically and professionally. During the old students visit, feedback on curriculum is obtained from them. Our old students settled in college neighborhood villages help the NSS, RRC and YRC units to carry out extension activities and monitor the follow up activities. They also help in arranging collaboration for carrying out extension activities, and who excelled in sports, coach our students in their field of excellence. In OSA meeting, old students share about their successful achievements and give feedback for Institution growth. Old student who excelled in extracurricular activities have been as 'Role Models' for other students. Old students who passedout in competitive examinations give tips for getting success in exams. The fund contributed by the old students has been spent for the payment of salary for OSA staff, college expenses and convocation expenses. Thus, the Old students play a vital role for the augmentation of various aspects of the college.

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)**

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** 1 Lakh - 3 Lakhs

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

#### **5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**

**Response:** 5

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

**Response:**

Being a Government Arts College, our college has centralized governance and the Director of Collegiate Education, Government of TamilNadu, is the highest administrator in the hierarchy. The college has its own Governing Council under with the Principal as the head. The Government Arts College has a limited choice in the subjects it wants to offer to the students excepting autonomous colleges because the colleges are affiliated to the different state Universities concerned. Therefore the UG and PG programmes currently offered by the college have been chosen to lay a strong foundation to the rural students in higher education for their social and economical upliftment. Hence our vision is to offer a “good education to improve women with social responsibilities”. It lays its importance on educating the rural girl students in all aspects of higher education so that they can take up responsibilities in their personal, professional and social life. To make the vision real, the senior faculty members of the college serve in various academic boards in the University, and the boards introduce necessary developments in the curricula. This may elevate the life of rural girl students of higher education as to the level of urban students. The college council members employ a two way communication between the council and their respective academic departments. Through which the developmental ideas flow between the department and the council. The Faculty who serve as class advisers, research guides, members of board of studies and other members of the departments express their ideas that become items on the agenda of the council meetings. The introduction of new courses at Under Graduate and Post Graduate levels are the results of these collective governance in the best interest of the rural girl students.

#### 6.1.2 The institution practices decentralization and participative management

**Response:**

The decentralized administration of the Government Arts and Science college involves the participation of senior members of the faculty and Heads of the departments in Policy making and day-to-day administrations. The developmental strategies and their implementation in the college are governed by the committees/cells framed by the college with the alone said faculty members. In such a way the preparation for the NAAC Accreditation and the accreditation like AISHE, AQAR, HEI, HQA and SSR are handled by these committees.

### 6.2 Strategy Development and Deployment

#### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

**Response:**

Since a Government Arts college, our college has certain limits in autonomy to make strategic decisions regarding academics and administration. The college serves as an agency in expediting social welfare booted by the State and the Central Governments. Hence, the college follows, in letter and spirit, the policies envisioned by the higher authorities in the form of advisories and Government Orders. The Government Orders related to scholarships and their reference numbers are printed in the college handbook and distributed among the students. Hence, the college has little lacking in strategic plan and development documents as of now.

### **6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

#### **Response:**

As a Government Arts college, our college is governed by the Director of Collegiate Education (DCE), Government of TamilNadu. A council framed and lead by the college Principal comprises all the Heads of the Departments. It looks into the administration of the college. The faculty members of the college are recruited by the Teachers Recruitment Board (TRB) an organ of the State Government. The pay structure and the promotions of the faculty members are based on the policies framed by the University Grand Commission (UGC). The regional government treasuries of the state government settle the pay particulars of the faculty members through ECS. The same particulars are available with the state government's official website "tngov.in". The service rules and regulations are implemented as per the state government norms. The promotions are made as per UGC and state government norms, using time scale. Transfer of faculty members are handled by the Director of Collegiate Education through an open counseling system. The transfer counseling is preceded through getting online application and the option of transfer has been given on the basis of the availability of vacancies, seniority of the applicant and other inevitable factors. All grievances regarding the faculty members are addressed to the Principal and the same will be forwarded to the DCE if necessary. Thus the college has a well established and secured system of governance of its employees.

### **6.2.3 Implementation of e-governance in areas of operation**

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**



**Response:** E. Any 1 of the above

<b>File Description</b>	<b>Document</b>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

The institution adhere the norms given by the affiliated university, UGC, Government of TamilNadu. Under Principal, there are Heads of Departments who are Council members. Different activities of the institution are managed through several committees formed under the chairmanship of the Principal.

Committees are Admission Committee, Anti Sexual Harassment Cell, AntiRagging Committee, Placement Cell, Entrepreneurship Development Cell, Examination Cell, health Club Magazine Committee, Research Committee, Discipline Committee, Grievance Cell, Library Committee, Alumni Association, Infrastructure Committee, College Union, Ward System Committee, Counselling Cell, Fine-Arts Committee, Calendar Committee, Timetable Committee, Assembly Committee, , Parent-Teacher Association, Consumer Club, Sports Committee, Eco club, the general functions like College Day, Sports Day, Graduation Day, etc.

Opportunities are provided to the students to organise various programmes, and the guidance is given by respective staff members. Periodical meetings are conducted with them to carry out the programmes effectively. All the committees are formed in the beginning of the academic year.

The committees meet as and when required and take appropriate decisions. The college has students grivence redressal committee. The objective of this cell is to develop a responsive accountable attitude among all the stakeholders in order to maintain a stressfree student friendly environment within the institute. It has been constituted for addressing the problems reported by the students. The committee formally meets to review the reported cases and provides necessary guidance and directions.

### **6.3 Faculty Empowerment Strategies**

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

**Response:**

Through the implementation of 7th Pay Commission scale of pay by Government of Tamilnadu, the permanent teaching staff is benefited on par with the central Government teachers. The non teaching staff

is recruited through the TamilNadu Public Service Commission (TNPSC) and they all enjoy the status as State Government employees. The welfare measures for the teaching and non teaching staff include medical insurance for the self and the family, house rent allowance, opportunity for refresher courses or training for career advancement, paid leave for higher studies/ research, maternity leave, medical leave, pension for staff recruited prior to 2004, gratuity and earned leave surrender encashment are the major factors of the welfare measures for the staff.

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

#### Document

Details of teachers provided with financial support to attend conferences,workshops etc during the last five years

[View Document](#)

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

#### Document

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 8.57

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	8	2	5	7

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

Government Colleges do not employ comprehensive Performance appraisal system as the opportunity for accelerated promotion is absent in the government colleges. Instead the colleges follow time scale promotion, giving importance to the experience and qualifications of the staff. However the teaching staff should attend stipulated number of refresher courses, short term courses acquisition of research degrees and the proposed API score system serve as appraisal system. Since the government college in a rural area functions as an agent of social equity for inclusive growth, the measurement of a faculty's performance is based more on the qualitative aspects such as overall pass percentage effective delivery of welfare schemes such as scholarship, freeship and support systems to the students

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

The college has very effective mechanism to monitor effective use of financial resources. Financial resources are sanctioned by the state Government.

Expenses are first distributed by the principal. The principal of the college ensures that expenses are incurred for the purpose of implementing the needs raised by the Departments. Essential equipment is

purchased at most relevant price analyzed through comparative statements. For any requirement for equipment or other major items, requisition is submitted by the Head of the departments to the Principal. After getting sanctioned, HOD invites tenders from various suppliers. Their quotations are evaluated, comparative statement is prepared, and after comparing all aspects from various suppliers, orders are placed. The institution is subject to internal and external audit. internal audit is conducted at the end of every academic year any discrepancy noticed is brought to the notice of principal.

The NSS and RRC accounts audit is done by the university, and the utilization certificate with vouchers has been submitted to the Mother Teresa Women's University Kodaikanal. The University provides both the regular and special camp fund to NSS and RRC fund for the regular activities in the form of cheque at the end of the every academic year.

#### **6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**

**Response:** 130000

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
45000	25000	60000	0	0

<b>File Description</b>	<b>Document</b>
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

**Response:**

The college has very effective mechanism to monitor effective use of financial resources. Financial resources are sanctioned by the state Government.

Expenses are first distributed by the principal. The principal of the college ensures that expenses are incurred for the purpose of implementing the needs raised by the Departments. Essential equipment is purchased at most relevant price analyzed through comparative statements. For any requirement for equipment or other major items, requisition is submitted by the Head of the departments to the Principal. After getting sanctioned, HOD invites tenders from various suppliers. Their quotations are evaluated,

comparative statement is prepared, and after comparing all aspects from various suppliers, orders are placed. The institution is subject to internal and external audit. internal audit is conducted at the end of every academic year any discrepancy noticed is brought to the notice of principal.

The NSS and RRC accounts audit is done by the university, and the utilization certificate with vouchers has been submitted to the Mother Teresa Women's University Kodaikanal. The University provides both the regular and special camp fund to NSS and RRC fund for the regular activities in the form of cheque at the end of the every academic year.

## 6.5 Internal Quality Assurance System

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

#### Response:

To complete with the changing demands of the society, IQAC is the major tool in preparing the college for NAAC accreditation and shifting the paradigms. The people and agencies involved in the college such as students, parents, teachers, government employees and society at large are stake holders in the educational industry and how they have to be addressed and integrated in to one function and all these ideas infused by the IQAC. As an umbrella agency, the IQAC serves and pervades all areas of operation in the college and it stimulates the enhancement of quality in every aspect. IQAC engaged all the major stake holders in the process of higher education like the college introduced PG and M.Phil and Ph.D programs organized and participated in Seminars/conferences/workshops in all levels carried out projects, published many number of papers, and converted many teachers into doctorates and guides. IQAC also introduced computers in administration, organized welfare programmes through NSS to undertake activities for social welfare.

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

#### Response:

As per the framework of the syllabus structure, lessons are imparted to the students and periodical reviews are conducted. Information about the college, ethical issues, norms, evaluation pattern, and welfare schemes for the students. To enhance learning process, students are motivated through counseling n classes. Modern gadgets like audio visual aids and computers are used in the teaching learning process.

Well equipped laboratories are established to provide practical knowledge. Special lectures are arranged to provide knowledge on recent developments. Special coaching classes for slow learners and remedial coaching classes for non creamy layers. Motivating students to participate in seminars, workshop, and conference help them to build confidence and update their knowledge in their discipline

IQAC encourages the student participation in intercollegiate competitions to expose them to the academic words beyond their college. The performance of our students in the university exams, competitive exams, recruitment and higher studies are observed and the inferences of the students are discussed.

IQAC receives feedback from the teachers and incorporates their ideas into our quality policy. The IQAC in turn encourages our teachers to improve the quality of teaching.

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 0.4

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)**

##### **Response:**

The infrastructure facilities are created. New classrooms, laboratories are constructed under of under MGR Memorial centenary Scheme, Classrooms from MLA fund, Class room under RUSA funds, are constructed. Smart classrooms with LCD Facility, Computer labs for BBA and Maths Department Language lab for English Department.College library is enriched with books and few journals with Inflibnet Nlist facility in General Library, Department library has adequate subject books with latest publication of books.Staff members have published research paper in reputed journals. Remedial coaching classes are organized., Soft skill classes are also organized. Computer literacy programme are functioning effectively. University Rank holders are being encouraged with a Gold coin, medals, and books,

- Sustained efforts are taken for clean and green campus through saplings plantation and maintenance
- Use of Mobile Phones are strictly prohibited
- Use of Plastic bags are banned and thus the campus plastic-free campus
- Rainwater Harvesting is implemented
- NSS unit of the College is involved in the extension activities to promote health, Literacy, Sanitation and hygiene
- Value Education is imparted effectively
- Students who have cent. percent attendance are honoured during College Day function
- Free College uniforms are given to economically backward students
- University First Rank Holders of the college is awarded with one gram Gold coin

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 39

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	9	9	3	8

#### File Description

#### Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

##### a. Safety and security:

- By the code of conduct, students are not permitted to have body piercing or tattoos. Wearing heavy ornaments or jewelry on campus is discouraged.
- Girls should wear only salwar or saree with sleeves. Translucent dresses, leggings, jeans are forbidden. Also the shawl should be pinned compulsory as specified by the college.
- Full time security in front of the gate
- Camera
- Teacher escort during tours/field trips
- Supply of napkins at low cost and incinerator is installed

##### b. Counseling room:

- The college has counselling cell where students can meet and discuss their problems at any time and when needed, special counselling sessions are being organized on request.



- Also for academic matters, counseling is being offered by the class advisor during tutorial hours.

**c. Common room:**

- A common room for girls has been set up in the college with essential facilities for the sick.
- A room with proper lighting and ventilation is arranged for this purpose. First aid kit, life saving medicines are available in the room. For easy and free accessibility to sanitary napkins whenever they need it, a sanitary napkin vending machine is installed in the women's common room.
- The Government provides free hostels for BC and SC students with special care for safety, security and privacy. Also separate spacious dining hall for boys and girls are available.

**7.1.3 Alternate Energy initiatives such as:**

**1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 72000

<b>File Description</b>	<b>Document</b>
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs**

**Response:** 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 72000

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

#### Response:

##### Solid waste management

- Proper instructions has been given to the students not to litter waste inside the campus
- Dustbin is provided in each class room and in all the wantage points inside the campus.
- Awareness regarding waste management is imparted through various programmes.
- To create awareness for using reusable components for manual use and making the environment plastic free efforts are taken.

##### Liquid waste management

- Liquid waste from the chemistry lab pass through pipeline and collected in a separate sump.
- To minimize the toxicity of the chemicals plants are planted near the sump.
- Waste water from Ro plant is utilized in the chemistry lab.

##### E-waste management

- E-waste such as discarded computers, note, printers and broken laboratory equipments are safely stored in an allotted room.
- Though our college is more than 21 years old, we don't have any e-waste as a dump because we dispose and replace the electronic goods whenever needed on time.

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

The college is located in a rural area famous for agriculture that depends mostly on seasonal rainfalls and canal irrigation system. The main criterion here is the quantum of water involved and the area of influence. Rain water harvesting is now being-increasingly used for meeting the drinking water needs of rural areas particularly during the periods of drought. The value of rain water harvesting runs deep in the veins of the area. The college has a large land area with open space, trees, shrubs and grass that serves as absorbance natural rain water harvesting system. There are four rain water harvesting units in our campus. The stagnated rain water on the ground is into absorbed and the soil which helps to increase the ground water level in and around the campus. The main objective of the rain water harvesting inside the campus is

- To improve the physical and chemical properties of ground water.
- To reduce storm water runoff and soil erosion.
- To increase the availability of water from wells.
- To reduce power consumption.
- To improve soil condition and fertility of soil.
- To conserve surface water runoff during monsoons.
- For up gradation of social and environmental status.

Recharge of ground water table is a gradual process, we cannot suddenly increase the ground water table after constructing recharge structures, by constructing any type of recharge structure, and we can give our contribution in aquifer recharge. This will help to rejuvenate the depleting ground water resources. Also help to save the little amount of rain water which used to drain away from many years. Rainwater is better than other available or traditional sources (ground water may be unusable due to fluoride, salinity or arsenic). Rainwater is a renewable resources and no damage is done to the environment. Rainfall is a very important natural mechanism for purification of atmospheric air. Roof top rain water harvesting is a good practice to collect rain water and inject it directly in the ground without much contamination. Roof top rain water harvesting is basically use for direct augmentation of ground water from roof top catchment without having any major loses and contamination. Roof water directly falls on building roof top catchment area and with help of pipe lines can be directly inserted into the ground after passing through suitable filtration unit. Roof top rain water harvesting system have various components like catchment area, coarse mesh, drain pipes, gutter, flush pipes, filter unit, storage tank, collection sump, pump unit etc. Rain water harvesting is adaptation to climate change, especially in urban areas where water resources are fast depleting due to rapid increases in population and unrestricted use of water. Studies of historical societal ad potations to climate fluctuations provide insights in possible responses of modern societies to future climate change and sustainable management of water resources.

#### **7.1.7 Green Practices**

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

**Response:**

- Our college student strength is nearly 2400 and the strength of the teaching staff is 110, and Non-teaching staff comprises 10 members.
- Out of 2400 Students, 50 students are using Bicycles, 3 are using Mopet, and 2147 are using Public Transport system.

**Plastic free campus**

- Our college has set up disciplinary committee that aims to eradicate plastic pollution on the college campus.
- The plastic items are regularly dumped in recycling bin.
- Discipline committee members and the student volunteers are extensively used to campaign about the dangers of plastic materials.

**Paperless office.**

- Paperless environment is encouraged with extensive use of E-communication.
- Staff are instructed to use both sides of the paper for writing or typing.
- Proposal to collect Feedback from students, staff and alumni in electronic mode.
- Proposal to upload e-notes and e-assignment to minimize the use of paper.
- Instructions are strictly given to all to utilize the resources perfectly.

**Green landscaping with trees and plants**

- Our college regularly conducts a green audit in our campus, to improve the environmental conditions with the help of NSS and YRC students and officers along with the gardener.
- Our college is eco-friendly, where we promote green and clean environment for more than thousands of students.
- The classrooms are well ventilated with adequate natural lighting.
- The college has more than twenty species of trees and a beautiful landscape, well maintained by our management and caretakers.

**7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years****Response: 0**

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.3	0.3	0.3	0.33	0.33

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 3

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 27

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	12	15	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

### 7.1.13 Display of core values in the institution and on its website

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** Yes

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** No

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 17

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	2	5	3

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

Yes, Institution organizes national festivals and birth / death anniversaries of the great Indian personalities.

National Integration Day is being celebrated every year in our institution to encourage students about the unity, peace, love and brotherhood among them. To bring together students of the various religious, social, cultural, economic and educational background, National personality's birth and death anniversaries are celebrated in our institution which include Dr, Radhakrishnan birthday (Teachers day) celebration, Dr. A.P.J. Abdul Kalam vision for the Nation Fest etc. These inculcate the feeling of common identity amongst the students even though they are from different races, cultures, religions, or regions in order to build a strong developed nation.

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

Yes, our institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

A complete transparency is maintained in our college in the areas of finance, academic, administration and others. In the academic sector the teacher monitors the student progress and performance by a number of evaluative methods such as class room interaction, assignment, project, seminars, and class test etc. The process of internal assessment is very rigorous and transparent. It is same as in financial and administrative section. The college administrate under various curriculum and evaluation is done in the specified time for the welfare of the students. In the financial side also we maintain complete transparency in all transactions such as students, staff and parents. During fees collection we have collected only what we have mentioned in the college Hand Book. Receipts are issued to all payments.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)



**Response:**

**Title of the practice:-**

Trust Scholarship

**Goal:-**

Helping Meritorious and Deprived Students

**The context:-**

To encourage and motivate students the institution has set up the trust scholarship.

**The practice:-**

The college provides equal opportunities to the students belonging to the lower income segment and under privileged of the society.

Since its inception, the institution has been helping the students economically by way of scholarships and grants.

**Evidence of this success:-**

The institution availed Govt scholarship to nearly 1300 students (BC, MBC, SC, ST) the government and around 100 backward and meritorious students are given economic assistance by various charitable trusts.

Our continuous efforts helps to bring out socially and economically deprived students to become a literate enlightened and empowered populace.

**Problems encountered:-**Since this is a voluntary practice no problems are found.

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

**Response:**

Our institution lays a great emphasis on the development of discipline, maturity, moral standards of the students through NSS. NSS Students have rendered astonishing service to the society through many ways. Awareness programmes are arranged duly to complement academic learning, experience and inculcate positive values and skills among student community.

Our institution plans and executes all the extension services consulting with the panchayat president,

representing members and village committee. During the service, the village leaders are invited as the chief guests thereby encouraging the village people.

NAAC

## 5. CONCLUSION

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### **Additional Information :**

Government Arts College for women Nilakottai ensures that it remains responsive to the needs and demands of society especially for the education as well as the empowerment of Women. Strategic plans are the instruments through which educational priorities and activities are set. Educational strategies state the vision and specify the policy directions of education programs. The Institute also outline educational objectives, means of implementation, and review processes. This is where evaluation fits in. By feeding into the strategic planning process, it bridges educational governance and strategy.

### **Concluding Remarks :**

We submit the Self study report in a prescribed format for the kind perusal of NAAC The Institution looks forward for the successful accreditation process.