

**GOVERNMENT ARTS COLLEGE FOR WOMEN,  
SALEM-8**



**ANNUAL QUALITY ASSURANCE REPORT  
2012-13**

**SUBMITTED TO**



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

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

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution	GOVERNMENT ARTS COLLEGE FOR WOMEN, SALEM-8
1.2 Address Line 1	YERCAUD MAIN ROAD
Address Line 2	GORIMEDU
City/Town	SALEM
State	TAMILNADU
Pin Code	636008
Institution e-mail address	gacwslm8@yahoo.in
Contact Nos.	0427-2400421
Name of the Head of the Institution:	Dr. (Mrs). S. MANIMOZHI
Tel. No. with STD Code:	0427-2444474
Mobile	98942 29159
Name of the IQAC Co-ordinator:	Mrs. K.PUNGOTHAI
Mobile:	98941 86389
IQAC e-mail address:	gacwslm8@yahoo.in

**1.3 NAAC Track ID**

EC/45/RAR/03

**1.4 Website address:**

http//  
www.govtwomencollegeslm8.com/AQAR20  
12-13.doc

**Web-link of the AQAR:**

www.govtwomencollegeslm8.com

**1.5 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	Three star		2002	5yrs
2	2 <sup>nd</sup> Cycle	B	2.19	2008	5yrs
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.6 Date of Establishment of IQAC :DD/MM/YYYY**

05.08.2010

**1.7 AQAR for the year**

2012-13

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

- i. AQAR \_ 2012-13 Submitted to NAAC on\_\_\_\_\_
- ii. AQAR\_2013-14 Submitted to NAAC on\_\_\_\_\_

**1.9 Institutional Status**

University                      State     Central     Deemed     Private

Affiliated College                      Yes     No

Constituent College                      Yes     No

Autonomous college of UGC                      Yes     No

Regulatory Agency approved Institution    Yes     No

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

Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="....."/>								

1.11 Name of the Affiliating University (for the Colleges)

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

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

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

2.1 No. of Teachers	<input type="text" value="13"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="10"/>
2.4 No. of Management representatives	<input type="text" value="-----"/>
2.5 No. of Alumni	<input type="text" value="10"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-----"/>
2.8 No. of other External Experts	<input type="text" value="-----"/>
2.9 Total No. of members	<input type="text" value="36"/>
2.10 No. of IQAC meetings held	<input type="text" value="3/Yr"/>
2.11 No. of meetings with various stakeholders:	No <input type="text" value="3"/> Faculty <input type="text" value="3"/>
Non-Teaching Staff	<input type="text" value="3"/>
Students	<input type="text" value="3"/>
Alumni	<input type="text" value="3"/>
Others	<input type="text" value="-----"/>
2.12 Has IQAC received any funding from UGC during the year? Yes <input type="text" value="--"/> No <input checked="" type="checkbox"/>	
If yes, mention the amount	<input type="text" value="-----"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos	<input type="text" value="----"/>
International	<input type="text" value="---"/>
National	<input type="text" value="----"/>
State	<input type="text" value="----"/>
InstitutionLevel	<input type="text" value="---"/>
(ii) Themes	<input type="text" value="-----"/>

## 2.14 Significant Activities and contributions made by IQAC

- Launching of new UG and PG courses.
- Conducting remedial coaching in English and Maths for OBC/SC/ST students
- Planning of more extracurricular activities
- Involving students in activities to reach out to the community
- Infrastructure development
- Motivating teachers and students to involve in research works

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>To sensitize students in availing various scholarships.</p> <p>To get order from the State Govt. to fill up the existing vacancies.</p> <p>To conduct Remedial Coaching Classes for OBC, SC, and ST students.</p> <p>To provide clean drinking water facility.</p> <p>To manage and meet out the power cut problem.</p> <p>To motivate staff and students to take up Research Project Works.</p> <p>To start doing NAAC work</p>	<p>Two senior staff members were allotted to verify the issue.</p> <p>TN Govt. Hr. Edn Dept issued order to appoint 31 Assistant Professors as Guest Lecturers.</p> <p>A proper time schedule was prepared and Remedial Coaching Classes were taken.</p> <p>RO plant with 1000 ltr/per hr was installed.</p> <p>25 KV generator was installed.</p> <p>A few staff and students submitted project proposals to TANSICHE</p> <p>Preparations started.</p>

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body  COLLEGE COUNCIL

Provide the details of the action taken

Each department allocated one staff as co-ordinator for NAAC work. Fortnight meetings were held to discuss the on-going works related to NAAC.

## Part – B Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	----			
PG	5	2		
UG	11	2		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	16	4		
Interdisciplinary				
Innovative				

#### 1.2 (i) Flexibility of the Curriculum: CBCS

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All UG and PG courses
Trimester	-----
Annual	-----

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

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

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

NOT APPLICABLE AS AN AFFILIATED NON-AUTONOMOUS INSTITUTE

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

B.SC STATISTICS and B.SC BOTANY as Major departments.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	36	11	-	PRINCIPAL

2.2 No. of permanent faculty with Ph.D.

25

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
---	30	---	---	---	---	---	---	---	30

2.4 No. of Guest and Visiting faculty and Temporary faculty

32

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	7	18	3
Presented papers	10	35	1
Resource Persons	nil	5	5



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

- Computer-assisted teaching and learning is done wherever possible.
- Teaching is made more of 'learner-centred' method.
- Sometimes teaching and learning is done with the materials of 'realia.'
- Teacher's study materials, both in hard copy and soft copy are made available for the students.
- Making the students to do their assignment and project works in their own laptops.
- To continue CLP (Computer Literacy Programme) for all UG I year students.

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

180

2.8 Examination/ Evaluation Reforms initiated by the Institution.

- The conduct of University examinations are assigned in rotation to each department every year.
- Tests under CIA system are regularly given and the papers are duly assessed and distributed to students and to maintain transparency, Internal marks are shown to the students and their signature is obtained. In every semester, model exams are conducted and marks are entered in Students 'Academic Performance Report

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

5

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2.10 Average percentage of attendance of students

92%

## 2.11 Course/Programme wise

distribution of pass percentage : UG COURSES:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A. Tamil	96	-----	52	31	-----	86.45%
B.A. English	42	-----	09	18	14	93%
B.A. History	46	-----	07	14	-----	46%
B.Com.	102	70	26	----	----	93.14%
B.Sc. Maths	85	43	36	----	----	93%
B.Sc. Physics	55	06	45	----	-----	92.72%
B.Sc. Chemistry	80	15	43	4	-----	77.1%
B.Sc. Microbiology	24	1	20	-----	----	88%
B.Sc. Comp. Sci	73	3	60	----	----	86%
B.C.A.	33	4	29	-----	----	100%

PG COURSES:

Name of the programme	Total no.of students appeared	Distinction	I	II	III	PASS%
M.A. Tamil	18	03	10	03	----	88.8%
M.Com	35	----	35	----	----	100%
M.Sc.Maths	17	2	3	----	----	30%
M.Sc. Chem	15	---	3	----	----	20%
M.Sc. C.S.	17	17	----	----	----	100%

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

Through bench marking

2.13 Initiatives undertaken towards faculty development :

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	3
HRD programmes	Nil
Orientation programmes	5
Faculty exchange programme	Nil
Staff training conducted by the university	2
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	11
Others	Nil

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	12	-----	12
Technical Staff	1	-----	-----	-----

## Criterion – III

### 3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> <li>➤ Interacting with Teachers and Students to inform the benefits of taking up research projects in the area of their interest.</li> <li>➤ Encouraging of purchase of books related to research topics and research areas.</li> <li>➤ Motivating both staff and students to participate in and organize Workshons /Svmnosium/ Seminar/Conferences.</li> </ul>
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#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-----	-----	-----
Outlay in Rs.	75,000	-----	-----	-----

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	26	nil	nil
Non-Peer Review Journals	-----	-----	-----
e-Journals	-----	-----	-----
Conference proceedings	1	3	Nil

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					1
Sponsoring agencies					Dept

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
----	-----	-----	----	-----	----	----

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

10

18

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="----"/>	State level	<input type="text" value="----"/>
National level	<input type="text" value="----"/>	International level	<input type="text" value="----"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="---"/>	State level	<input type="text" value="----"/>
National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="---"/>	State level	<input type="text" value="---"/>
National level	<input type="text" value="---"/>	International level	<input type="text" value="----"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-----"/>	College forum	<input type="text" value="10"/>		
NCC	<input type="text" value="----"/>	NSS	<input type="text" value="40"/>	Any other	<input type="text" value="----"/>

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

1. Four members of the Rotaract Club participated in the RYLA (Rotaract Youth Leadership Award)

3days camp at Yercaud and won special prizes.

2. A Blood Donation Camp was organized by the college Rotaract Club along with the Salem

Midtown Rotary Club and 116 students and 7 staff members donated their blood.

3. 75 YRC volunteers and 1 Programme Officer participated in the '24<sup>th</sup> Road Safety Week'

organized by the Salem City Police and they all contributed their share in traffic regulation for the whole week.

4. NSS conducted 7Days special Camp at Kondappanaickanpatti, a village near the college.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	14.71acres	----	----	14.71acres
Class rooms	42	----	----	42
Laboratories	8	----	----	8
Seminar Halls	----	----	----	----
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	----	2		
Value of the equipment purchased during the year (Rs. in Lakhs)		3lakhs	UGC merged fund	3
Others				

#### 4.2 Computerization of administration and library

- Admission related works are completely computerized.
- Almost all correspondence submitted to office, University and DCE are mainly in computerized formats.
- Library computerization is going on with the addition of new books.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4095	1,74,020	216	55,212	4311	2,29,232
Reference Books	8640	13,39,551	147	24,488	8787	13,64,039
e-Books	----	-----	----	-----	-----	-----
Journals	----	-----	3	18,000	3	18,000
e-Journals	----	-----	----	-----	-----	-----
Digital Database	----	-----	----	-----	-----	-----
CD & Video	----	-----	----	-----	-----	-----
Others (specify) UGC	200	18,000	34	10,000	234	28,000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others lang, lab
Existing	70	4	3	-----	-----	2	7	10
Added	1							----
Total	71							

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

Computer Literacy Programme (CLP) : It is solely for the benefit of I year non-computer major students and the duration of the course is six months. The course was actually started by the State Government in 2000 in tie up with a private concern Ravichandra Systems and Computer Services Ltd, Coimbatore and made a contract for five years only. But after the period was over, the college wanted to cater this service to the financially backward students and so the course was taken over by the college and now it has been conducted successfully every year.

In this course, the students are taught Operating System, Personal Productivity Software, Multimedia, Desktop Publishing, Networking concepts, Internet and its applications, Creating Web pages and Tamil Word Processor.

The interested staff members also could avail this opportunity

4.6 Amount spent on maintenance in lakhs :

i) ICT	5,000
ii) Campus Infrastructure and facilities	300000
iii) Equipments	1,80,000
iv) Others	70,000
<b>Total :</b>	<b>55,5000</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Academic Performance Awareness is created periodically by Tutorial System.
- Financial Aid Awareness, i.e., details regarding various scholarships available to students are informed through circulars.
- Entrepreneurship Awareness is created by putting up details on notice board and also by circulars.
- Eco-green awareness is created through periodical “Mass Cleaning Drive.”
- Any information regarding any other activities is carried over through circulars and announced during the weekly assembly.

5.2 Efforts made by the institution for tracking the progression

➤ Progression is regularly monitored by the Principal at the time of every council meeting.

5.3 (a) Total Number of students both UG and PG: 2012-13

(b) No. of students outside the state 1

(c) No. of international students -----

Men	No	%	Women	No	%
	--	--		2386	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
06	499	45	1463	04	1602	08	607	49	1712	10	2386

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

- No separate coaching classes are conducted. But at the time of ward meeting, the students are briefed about various general competitive exams and they are provided with books to prepare and some outline of how to make use of those books are also well informed.
- For competitive exams like TNTET ( Tamil Nadu Teacher Eligibility Test) and SLET, the students are given coaching even during class hours in the form of Multiple Choice Questions.
- UGC sponsored Certificate course with six months duration under Career Oriented Programme titled “Communication Skills and Spoken English” was conducted by the Department of English. The syllabus was framed by the department and examination was also conducted by the University itself and mark sheets and certificates were issued to the students. . The course was started in 2008-09 and 2012-13 was the last year for the course. The interested III year students enrolled themselves for the course.180 hours per year was handled by the faculties of the Department of English after the college hours. Maximum intake capacity for the course was 50 students. This course really instigated the students to think of jobs at BPOs and IT companies also.

No. of students beneficiaries 50/yr

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="10"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="25"/>

5.6 Details of student counselling and career guidance

“Students counselling and Anti-Ragging Cell” of the college participated a one-day workshop on “Menace of Ragging and Preventive Measures” conducted by Anti-Ragging Cell of Periyar University.

In order to make the students aware of their rights, two eminent women lawyers were invited to the college to deliver speeches on “ Women’s Awareness and Women’s Rights.”

Under Career Guidance Programme, TIME Institute and AIMS Institute for TANCET coaching visited the college to address the final year UG students on various job opportunities available to them and they also conducted Scholarship Exams for those students to get qualified for free TANCET coaching.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	256	52	Nil

5.8 Details of gender sensitization programmes

➤ Gender sensitization programmes are conducted along with Counselling programmes.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	----	---
Financial support from government	All BC, MBC, SC and ST students of UG and PG	Scholarship pertaining to the relevant community.
Financial support from other sources		
Number of students who received International/ National recognitions	----	----

5.11 Student organised / initiatives

Fairs : State/ University/college level  National level  International level

Exhibition College /State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. Additional Ladies Special Buses from remote village was requested by the students and it was attended and solved by the Bus In charge Staff members by meeting the MD of the TNSTC of Salem District.
2. Clean drinking water was required and a RO system with a capacity of 1000ltrs per hour was installed in the college campus.

## Criterion – VI

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

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

VISION:

KNOWLEDGE----- UNTO INFINITY.

MISSION:

- TO STRIVE FOR THE DEVELOPMENT OF THE SELF, SOCIETY AND THE NATION.
- TO GAIN AN EDGE IN GLOBAL COMPETITION.
- TO PROVIDE VALUE-EDUCATION, TO SPREAD THE LIGHT OF KINDNESS, LOVE AND COMPASSION.
- TO PRESERVE OUR CULTURE AND TRADITION WHILE IN TUNE WITH TECHNOLOGY AND EDUCATION.
- TO ENSURE ‘MAN-MAKING’ AS THE GOAL OF ALL EDUCATION.

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

- Yes.

ACADEMIC MANGEMENT SYSTEM:

Various policy making bodies such as College Council, Exam Committee, Sports Committee, Library Committee, College Union, IQAC are responsible for ensuring the academic development of the institute.

ADMINISTRATIVE MANAGEMENT SYSTEM:

All accounts pertaining to the State Government, UGC, PDI, PDII, and PTA are maintained by the office and monthly reconciliation is undertaken with the main Treasury of Salem District and also with the office of RJD, Coimbatore.

To make effective and efficient run of the institute, IQAC shares its responsibility and ensures the overall development of the institute.

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

##### 6.3.1 Curriculum Development

- Various records and registers for students’ profile, academic performance, attendance, co curricular and extracurricular activities , sports indoor and outdoor, are maintained in the respective departments.
- Likewise, registers are maintained to enter students’ CIA scores, Model Exam and University Exam scores. These registers are updated regularly.
- To enhance the students’ academic performance, the concerned departments used to conduct parents meeting.

### 6.3.2 Teaching and Learning

- Teaching is focused on communication, learning and reasoning.
- Teachers promote students' participation in classroom activities, which are challenging in terms of doing and thinking.
- Students are encouraged to ask questions and to become involved in open-ended activities.
- Teachers stimulate the students' natural curiosity in learning and thus learning is made a social process, in which student's individuality is cherished and recognized in classroom.

### 6.3.3 Examination and Evaluation

- Monthly CIA tests.
- Unit tests.
- Model examinations in the University Question paper pattern.
- Papers are valued and distributed to students and marks are entered in the department mark registers. Failed candidates are given retests and remodel examinations.
- Evaluation is also done through class seminar, assignment and project works.

### 6.3.4 Research and Development

IQAC is keen on promoting research activities among the teachers and students. The committee also monitors over the sanctioned project's growth.

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

Physical infrastructure and instrumentations are increased every year with the help of the State Government and UGC fund.

Every year e-filing of e-TDS and quarterly statements of income tax of all the teaching and non-teaching staff is done.



### 6.3.6 Human Resource Management

In order to manage the lack of teaching and non-teaching staff members, the institute makes use of the fund from PTA with the concurrence from the College council. Very essential posts only are filled up in this way. In the current year, 3 more guest lecturers and 7 non teaching faculties were recruited by PTA.

### 6.3.7 Faculty and Staff recruitment

Permanent recruitment for vacant posts is always done by the State Government, as it is a Government run college. However, certain important and essential posts are filled by PTA according to the needs.

### 6.3.8 Industry Interaction / Collaboration

NIL

### 6.3.9 Admission of Students

Transparency is strictly adhered through Single Window Counselling System both for UG and PG admissions.

Reservation of quota is also strictly followed as per the norms and guidelines of the State Government.

### 6.4 Welfare Schemes for

Teaching	GPF, Gratuity, Health Insurance policy as provided by the State Government
Non teaching	----- Do-----
Students	State Government scholarship for BC/ MBC/ SC/ST students. Central Government Minority scholarship for eligible students.

### 6.5 Total corpus fund generated

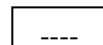
16,27,727

### 6.6 Whether annual financial audit has been done

Yes



No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			yes	Inter-departmental
Administrative	yes	DCE	yes	office

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

For UG Programmes      Yes       No  NA

For PG Programmes      Yes       No  NA

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

NA

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

NA

6.11 Activities and support from the Alumni Association

OSA (Old Students' Association) has been registered and every year auditing is done. Nearly 700 students register themselves as member of the OSA.

6.12 Activities and support from the Parent – Teacher Association

PTA meetings are regularly conducted for twice in a semester. All students are members and a yearly subscription is collected from them at the time of admission. All regular teachers also contribute a yearly subscription to the Association. During the meetings, the grievances of the parents are listened to and remedial measures have been taken. Certain essential posts are filled up only with PTA fund. The current year 3 more Guest Lecturers and 7 non-teaching faculties were recruited by PTA.

6.13 Development programmes for support staff

During Fine Arts Week and Sports Day, the support staff members are also encouraged to participate in various events and are awarded prizes also.

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

Every month, "Mass cleaning Drive" is undertaken by NSS.  
Rain Water Harvesting is installed in the campus.  
The institute is taking all efforts to make the campus "Plastic Free Zone."

## Criterion – VII

### 7. Innovations and Best Practices

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

Academic Innovations: a) Computer- assisted teaching and learning.  
b) Interactive comprehension Strategy.  
c) Feedback Strategy.  
Administrative Innovation : Computerized Documentation of all activities.

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

- Appointment of guest lecturers in vacant posts.
- Installation of RO water plant and 25 KV generator.

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

- Tutorial system and ward meeting every month.
- In spite of the absence of a regular Physical Directress for nearly 18 years, carrying out Sports activities every year, including the conduct of Sports Day.

7.4 Contribution to environmental awareness / protection

Mass Cleaning Drive.  
Tree plantation.

7.5 Whether environmental audit was conducted?

Yes

No

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

**STRENGTHS:**

- Making the teachers to handle Active Peer Teaching Strategy and Rewarding Learner Participation.
- Adaptability of Human Resource Management in administrative frameworks.
- Admission through Single Window Counselling System, where transparency is strictly adhered.

**WEAKNESSES:**

- Large number of vacancies both in teaching and non teaching departments.
- Non availability of Wi-Fi facility in the campus.
- No auditorium to conduct meetings in large scales.

**OPPORTUNITIES:**

- Fostering students' responsibility by allowing them to actively participate in many Community Service Programmes.
- Teaching moral values apart from the prescribed syllabus

**THREATS:**

- Lack of self-confidence and self-motivation among the girl students to take up other professions, than teaching.

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

- To increase the infrastructure facilities, particularly, a huge Auditorium.
- To achieve high standards in Research and Development.

Name: Mrs .K. PUNGOTHAJ

Name : DR. (Mrs). S. MANIMOZHI



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

