

GOVERNMENT ARTS COLLEGE FOR WOMEN, SALEM-8

IQAC

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE YEAR 2017-2018

Name of the college: Government Arts College for Women, Salem 636008

Name of the affiliating University: Periyar University

Year of Report: 2017-2018

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement

Plan of Action

ACADEMIC PLANS

1. To motivate the teachers and students to apply for research projects
2. To request the government for introduction of research programmes
3. To request the government for more number of classrooms and laboratories
4. To continue remedial coaching for SC/ST/MBC students
5. To conduct bridge course for the fresher
6. To form a committee for RUSA
7. To register the college for ranking under NIRF
8. To educate all the teachers about the new procedure of NAAC
9. To guide all the departments in taking up 'Academic Audit'
10. To revise stakeholders' feedback form
11. To conduct collaborative programmes in possible areas of subjects
12. To make some more MoU/ collaboration/linkages

ADMINISTRATIVE PLANS

1. To make office procedures automation
2. To further enhance the existing partial automation of library
3. To install napkin vending machines on campus
4. To get the help of local bodies in cleaning the campus
5. To try to beautify the campus with the assistance of NSS

EXTENSION ACTIVITIES

1. To discuss on rendering Institutional Social Responsibility (ISR) at RSTC- Residential and Special Training Centre at Nilavarapatti, Salem Dt. where 75 HIV affected boy children reside and study.
2. To continue doing all extension activities still more effectively
3. To strengthen students' counselling cell
4. To strengthen the activities of placement cell
5. To train students on soft skills

Section B: Details in respect of the following:

1. Activities reflecting the goals and objectives of the college
To keep abreast of the challenges prevailing in the present society, the IQAC decided to initiate a few skill oriented and personality developments programmes for the students.
To enrich the English speaking skills of the students, it was resolved to train the students at their fluency level
To empower girl students with career opportunities, the placement cell was advised to conduct awareness programmes and also on campus drives.
To enhance the quality education, it was suggested to introduce some more research courses on campus
2. New academic programmes initiated (UG and PG):
PG in Physics and Microbiology
M.Phil in Tamil, History, Computer Science, Mathematics, and Commerce
3. Innovations in curricular design and transaction
Students were suggested to practice self-learning, wherever possible
Seminars and quizzes were promoted to motivate the students to take up deep and wide knowledge in their subjects
Learner-centric teaching was continued
Cooperative and collaborative learning was insisted
E sources were utilised
The college is a member of INFLIBNET and it enables both the teachers and students to enhance their quality of teaching and learning.
4. Inter-disciplinary programmes started- NIL

5. Examination reforms implemented

Since the college is an affiliated institution, it follows the rules and regulations implemented by the University. However, the college follows uniformity in conducting centralised CIA tests and Model examinations. In addition, all the departments conducted re-model examinations for those who secured low marks. This year, the University introduced the system of informing the result to students by sending SMS to all candidates on the day of publication of result

6. Candidates qualified: NET/ SLET/ GATE etc.-NIL
State PSC qualified: 15

7. Initiative towards faculty development programme:

The department of Computer Science conducted a three-day seminar (18.01.2018-20.01.2018) for the teachers on "SAP-ERP and opportunities in SAP".

8. Total number of seminars/workshops conducted

| Level of the programme | No. of seminars/conferences | No. of workshops |
|------------------------|-----------------------------|------------------|
| Inter-Collegiate | 01 | |
| State | 01 | 01 |
| National | ----- | ----- |
| International | | ----- |

9. Research projects a) Ongoing b) Completed

| Details of research projects | Ongoing | Completed |
|------------------------------|---------|-----------|
| Teachers' minor project | 01 | --- |
| Students' mini project | NIL | 01 |

10. Patents generated, if any- NIL

11. New collaborative research programme-NIL

12. Research grants received from various agencies

| Nature of research project | Name of the funding agency | Total grant sanctioned |
|----------------------------|----------------------------|------------------------|
| Minor project | UGC | 1,30,000 |
| Students research projects | TANSCHE | 1,00,000 |

13. Details of research scholars

The college does not offer any full time research courses. Yet, the teachers act as research guides in external Ph.D. programmes.

No. of faculty who are Ph. D guides – 10

Students registered under them - 30

14. Citation index of faculty members and impact factor: 5.0 and above
Nos. in Scopus- 05

15. Honours/Awards to the faculty: National/ international: NIL

16. Internal resources generated- NIL

17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST),
DST, FIST, and other programmes-NIL

18. Community services: National Service Scheme NSS & RRC & YRC

| Date | Event/Programme | No. of Participants |
|--|--|-------------------------|
| 28.06.2017 | Rally to create awareness on Road safety | 50 |
| 29.06.2017 | Rally on 'World Drug Prohibition and prevention day' | 80 |
| 07.08.2017 | Youth day- marathon | 65 |
| 16.08.2017 | Dengue awareness camp at Karungali and Kuruvampatti villages | 75 |
| 03.10.2017 | Mahatma Gandhi youth cleanliness scheme and service camp | 05 |
| 26.01.2018 | Celebrating Republic day with people of SC/ST at MGR nagar, Salem | 2 NSS P.O & 10 students |
| 30.01.2018 | Awareness Rally on "Abuses of consuming illegal liquor" | 91 |
| 30.01.2018 | Awareness camp and seminar on "Abuses of consuming illegal liquor" | 91 |
| 11.02.2018 | Mini marathon to create awareness on " Abuses of illegal liquor consuming" | 200 |
| 19.01.2018 | Awareness programme on 'Role of students in developing society' | 120 |
| 20.01.2018 | Rally to create awareness on 'Solid waste management' | 130 |
| 21.01.2018 | Cleaning of school campus and temple, Salem | 130 |
| 22.01.2018 | Law guidance to women and children | 130 |
| 23.01.2018 | Eye camp by Agarwal eye hospital, Salem | 278 |
| 23.01.2018 | Awareness programme on cancer | 200 |
| 24.01.2018 | Blood grouping for school children | 198 |
| 'Computer Literacy Programme for Rural Women' by C.S. dept | | |
| 21.08.2017-01.09.2017 | Basic computer training for rural village women | 38 |
| 11.02.2018 | Mini marathon to create awareness on " Abuses of illegal liquor consuming" | 200 |

19. Teachers and offices newly recruited- NIL

20. Teaching- Non-teaching ratio: 6:1

21. Improvements in the library services

Library computerization and automation are in progress

22. New books/journals subscribed and their value

New books added – 626, value of 1,81,120

Journals added – 23, value of Rs.22,000

23. Courses in which students assessment of teachers is introduced and the action taken on student feedback

All the courses receive students' assessment of teachers regarding teaching and delivering the contents. Feedback are analysed and the Principal along with the IQAC coordinator has taken the following actions:

1. With the introduction of new courses in PG and Research programmes, the students expressed their happiness and this had increased the competition for UG courses.
2. The students expressed the need of smart classrooms for all subjects and this was discussed in the council and proposals were sent
3. The students wished for a regular librarian and a requisition was sent to DCE for the appointment of regular PD and Librarian.
4. The students wished to have an auditorium and a request for the same was sent to DCE, Chennai
5. The students felt the necessity of getting coaching for competitive examinations and the IQAC coordinator accepted to make arrangement for it.

24. Feedback from stakeholders

All the departments receive feedback from alumni and parents and an analysis was done on them. The following actions were taken based on their feedback:

1. Alumni placed on record their gratitude and happiness for introduction of research courses
2. Alumni assured to guide the present students to take up different jobs other than teaching
3. Alumni also assured to conduct coaching classes for some competitive examinations in their free time
4. Parents are highly satisfied with the quality of the college. They wanted the infrastructure of the campus to be improved and a proposal was sent to the DCE
5. Parents demanded few more free buses from remote places. The staff in charge for transport approached the transport corporation Managing Director and submitted a request for the same and he too agreed to arrange.

25. Unit cost of education

26. Computerization of administration and the process of admission and examination results, issue of certificates
Admission related work is completely computerized
All account statements, including salary bills, are automated
University examination application forms, CIA marks, viva-voce marks and practical marks are uploaded online to the university
Every year, e-filing of e-TDS and quarterly statements of income tax of all the teaching and non-teaching staff is done
As an affiliated college, there is no provision to publish results
27. Increase in the infrastructural facilities
In this current year, the state government had sanctioned order for construction of 20 classrooms and 2 laboratories in commemoration of the centenary year of Dr. MGR, the former CM.
28. Technology up gradation
No additional up gradation was done in the current year
29. Computer and internet access and training to teachers, non-teaching staff and students
Like every year, computer literacy programme (CLP) was carried out for under graduate first year non-computer science students exclusively by teachers appointed for CLP
The computer science department taught basic computer training for the first year PG students who never had such an opportunity earlier.
30. Financial aid to students
Almost all BC, MBC, SC & ST receive government scholarship every year.
The students who study in Tamil medium also receive medium fund from the state government
31. Activities and support from the Alumni Association
Our college alumni association is a registered one.
Alumni meeting were conducted twice in the year. From the accumulated fund of OSA, 5 sweepers and 3 scavengers were appointed to keep the campus clean.
Alumni expressed their gratitude towards the college in moulding them as good citizens.
32. Activities and support from the Parent-Teacher Association
Our college parent-teacher association is a registered one.
Teachers also contribute their share of fund to PTA.
In the current year, 2 office assistants (OA), 4 lab assistants, 2 watchmen, 6 temporary teachers and 1 temporary librarian were appointed for the welfare of the college with the help of PTA fund. Twice in a year PTA meetings were held

33. Health services

NSS of the college carried out the following health services on campus:

- 16.08.2017- Oath taking on 'Dengue awareness'
- 17.08.2017- Dengue awareness seminar and distribution of green Chirayta juice
- 05.10.2017- Dengue awareness camp and signature campaign- District Collector presided and initiated the movement
- 09.10.2017 - Awareness programme on 'breast cancer' by Dr. Vijaya Murugan & Dr. Kathirvel kumaran, SKS Hospital, Salem
- 06.02.2018 - Awareness programme 2018 on Leprosy by Dr. A. K. Kumutha, Health department, Salem
- 06.02.2018 - Sparsh Leprosy awareness campaign 2018 by Joint Director, Health Services (Leprosy), District collectorate, Salem
- 08.02.2018 - Road accident & Cell phones, awareness programme on Sexual harassment by Mercury educational & Medical health social Service trust, Madurai
- 26.02.2018 - National de-worming day

33. Performance in sports activities

In spite of the absence of a regular physical director, the college carried out sports activities by assigning the work to a department, every year in rotation. In the current year, the department of Chemistry was given this additional duty to perform.

- 24.08.2017- M. Vijaya II B.Sc., Chemistry won II prize in high jump at inter-collegiate level conducted in commemoration of centenary anniversary of Dr. M.G.R at Gandhi stadium, Salem
- 28.08.2017- T.K.S. Shalini II M.A. English qualified for semi final in inter-collegiate basket ball tournament conducted at Paavai Arts & Science college, Namakkal
- 01.09.2017 - Qualified for semi final in inter-collegiate KhoKho tournament at Periyar University constituent college, Mettur
- 01.09.2017 - Qualified for semi final in inter-collegiate Khabbadi match at Ganesh Arts & Science College, Salem
- 02.09.2017 - Participated in inter-collegiate Volley ball tournament
- 27.09.2017& 28.09.2017 - Qualified for semi final in inter-collegiate KhoKho tournament at Sri Vidya Mandir Arts & Science College, Harur
- 08.01.2018 - S.Priyanka II M.A. Engl won Silver medal, II place in inter- Collegiate Fencing tournament at Selvam Arts & Science college, Namakkal
- 21.02.2018 Sports day was celebrated at its grandeur with Mrs. Sangeetha, Joint Director, Ex-servicemen welfare department, Vellor as chief guest of the event. The students used to perform march past, mass drill, and some more group events, for which a trainer was temporarily appointed by the sports in charge department.

34. Incentives to outstanding sportspersons

As a government run college, there is no such provision. Yet, as a sign of motivation, such outstanding students were helped by the concerned departments whenever they needed to participate off campus sports events.

The outstanding students in sports were awarded shields on sports day.

35 Student achievements and awards

The following achievements were performed by our students:

| Date | Event | Achievement |
|------------|---|---|
| 31.07.2017 | Drawing, poem writing and essay writing competitions conducted by Vidyal Fine Arts association | 100 students participated |
| 03.08.2017 | Competitions conducted by Kavitarasar kalai Tamil Association Drawing competition Essay writing Poem writing | R. Saranya II B.Sc Maths (V) V. Nivetha I B.C.A (V) & G. Gomathi Priyadharshini II B.Sc Physics (V) A. Rajeswari I M.A. History (V) |
| 06.08.2017 | Poet Bharathidasan's poem recitation competition conducted by Murasoli Trust | S. Hammidunissa II B.Sc Bot (I) awarded a cash prize of Rs. 5000 A. Arthi I B.A. Tamil (II) Rs. 3000 P. Mouli I B.A. Tamil (III) Rs. 2000 Consolation prizes Rs. 1500 to: C. Gomathi III B.Sc Maths E. Pavithra II B.Sc Chemistry V. Vinodhini I M.A. Tamil E. Rama prabha II M.A. Tamil |
| 24.09.2017 | Oratorical competitions conducted by District Forest Department, Salem | In Tamil S. Banu I B.Sc Maths (II) In English S. Priyadharshini III B.A. English (II) |
| 02.11.2017 | Oratorical Competition conducted by District Income Tax Department, Salem | S. Banu I B.Sc Maths (I) M. Sumaiya Mubeen III B.A. English (I) |
| 17.12.2017 | Oratorical competition held by Indian Muslim Association | S. Banu I B.Sc Maths State Level II Place Rs. 2500 |
| 05.01.2018 | Competitions on Drug Abuses conducted by Officers at Collectorate, Salem | Essay writing: P. Kavitha I B.Com (III) Oratorical: R. Anandhi II B.C.A (I) P. Kavitha I B.Com (III) |

36. Activities of the guidance and counselling unit

The college follows counselling system periodically in every fortnight, where the students' tutor with the help of their Head of the department give personal counselling and guidance in whatever issues they are in need of. The students' parents also are invited and counselled as per the need of the situation.

37. Placement services provided to students

Placement cell provided several awareness programmes for the students and they are listed below:

| Date | Event/Programme | Resource person | Number of beneficiaries |
|-------------------------------|---|--|--------------------------|
| 12.07.2017 | Youth Skill Development programme | Ms.A. Jothimani Assistant Employment Officer, District Employment Office, Salem | 750 |
| 04.07.2017 | Campus Drive | S. Satheesh Kumar, Executive II and Counselling Support, Capgemini Software solutions | 150 |
| 05.01.2018 & 09.02.2018 | Free Coaching classes for TNPSC & SSC competitive exams | Placement cell & District Employment Office, Salem | 280 |
| 06.02.2018 & 07.02.2018 | Guidance programme for placement | Mr. Manikandan, Director, Employment Training Centre, Salem & AVS Arts & Science College, Salem | 900 |
| 06.02.2018 | MoU between GAC(W), Salem & AVS Arts & Science college, Salem | MS. C. Parvathi Principal i/c | |
| 08.02.2018 | Campus Drive | Employees Corner, ICICI, IDBI, AXIS, HGS, HDB, DIGICALL, Cholamandalam associations | 410 students were placed |

38. Development programmes for non-teaching staff

The college did not conduct any separate programme for non-teaching staff. But the state government used to send the assistants for 15 days training

39. Good practices of the institution

1. Tutorial system and ward meeting in every fortnight of a month
2. Inquisitive involvement of the staff and students in carrying out the objectives of various clubs functioning on campus

3. The conduct of Sarvodaya Day every year on January 30th

4. Conduct of International Yoga Day

40. Linkages developed with National/International, academic/research bodies

Our college has been identified as one of the Soft Skills Training Hub by the Tamil Nadu State Council for Higher Education.

Activities performed are as given below:

| Linkage | Event | Number of beneficiaries |
|--|---|--|
| Soft Skills training centre, GAC(W) Salem & ICT Academy, Salem | Soft Skills Training cum Industry Awareness Programme | 10 teachers & 500 students 40 hours |

Our college has also been recognized as one of the Entrepreneurial Development cell by the state Government.

Activities performed are as follows:

| Date | Event | Resource person/participants |
|------------|--|--|
| 04.01.2018 | Seminar on "Entrepreneurial Development" conducted by Jairam Arts & Science college, Salem | 150 students |
| 19.01.2018 | Seminar on "Investment & Job opportunities in Financial Field" | Cholamandalam Securities 100 students |

41. Action Taken Report on the AQAR of the previous year

With the introduction of research programmes, the students started feeling the need to pursue higher studies in this college itself.

Additional classrooms would provide more scope for the teachers and students to enhance the quality of education.

Many departments have signed MoU, Collaboration and linkages

42. Any other relevant information the institution wishes to add

The IQAC of the college is earnestly active in uplifting the status of the college. It has been instrumental for all activities carried out on campus. Academically and professionally, the IQAC plays an important role. It conducts internal academic audit which motivate all the departments to involve in more and more activity oriented achievements. As the guidelines of NAAC has taken new format, the IQAC

coordinator of the college has taken efforts in educating the new methodology to the teachers by arranging programmes.

Section C: Outcomes achieved by the end of the year

ACADEMIC OUTCOME

1. One teacher of Computer Science and one student of M.A. English are sanctioned TANSCHHE projects
2. In this academic year the college was granted research programmes in Tamil-M.Phil & Ph.D (PT&FT), History-M.Phil (PT&FT) and Commerce-M.Phil & Ph.D (PT&FT)
3. The college is allotted fund for twenty classrooms and two laboratories by the state government
4. Special induction classes were given to all first year UG & PG students to learn in new syllabus
5. Remedial coaching was given in English and Maths for UG students who belong to SC/ST/MBC community
6. Two committees were formed to monitor the activities of RUSA with the Principal as President and Ms. Sheila Daniel, Asso. Prof. of English as coordinator
Board of Governance- All HODs as members
Project Monitoring Committee- one staff from each department as representatives
7. Clarification regarding AAA format was given to all by the IQAC coordinator
8. Stakeholder feedback form was revised and simplified and provided to all the departments
9. The IQAC conducted a one-day International Symposium on *The Quality Enhancement of Higher Education in Indian Institutions* in collaboration with the department of Educational Technology, Bharathidasan University, Tiruchirappalli, on 05.02.2018 at the college premise.
10. On 08.02.2018 a one-day orientation programme on NET/SET examinations was conducted by the IQAC of the college. Dr. R.Vinodh Kumar, Assistant Professor, Dept of Education, Periyar University, Salem explained the students the importance of taking up NET/SET examinations. Nearly 170 PG students and 22 temporary teachers of the college registered for the coaching class.
11. On 05.03.2018 the IQAC jointly with the department of English conducted a one-day workshop for students on *Love Learning English*. The programme was conducted by Mr. S. Gokula Krishnan, English Language Outreach Coordinator, U.S. Consulate, Chennai.
12. The IQAC coordinator conducted internal Academic audit on 6th and 7th November 2017 & 7th and 10th April 2018
13. It was decided to send a requisition to RSTC to permit our students to render their help to the residential children
14. It was decided to purchase books related to revised syllabus to improve the research quality of the teachers and students

15. The college got registered in NIRF but could not obtain any rank and so decided to enrich all possible areas of education

ADMINISTRATIVE OUTCOME

1. The office is automated in admission work, issue of transfer certificates and service registers
2. To fully automate the library funding is requested to external IQAC members
3. Two napkin vending machines are installed on campus
4. With the help of local Eco Green Organization run by NGO, campus was cleaned

OUTCOME OF EXTENSION ACTIVITIES

1. The IQAC coordinator visited the RSTC, Nilavarapatti, Salem and conversed and distributed sweets to the HIV affected children.
2. All clubs and students' support services continued their activities
3. Students' counselling cell is merged with grievances cell for effective functioning
4. The Placement and Training cell in collaboration with the District Employment Office, Salem conducted free coaching classes from 05.01.2018-09.02.2018 for 280 students who appeared for TNPSC group IV and SSC examinations.
5. Placement cell made a record by conducting mass campus drive on the campus where around four companies recruited 440 students
6. A group of ten teachers attended soft skills training given by the government and they in turn trained the third year students

Section D: Plans of the college for the next year

1. To send proposals for few more PG & Research courses
2. To suggest the departments to arrange intensive internship programme or field visits for their students
3. To motivate the students to try their interest in jobs other than teaching by arranging more number of placement programmes with the help of companies
4. To strengthen the number of MoUs and collaborations
5. To modify the system of getting feedback from the students
6. To start preparing departmental academic calendar
7. To simplify the methods of documentation

G. Ananthan

**Name & Signature of the
Director/Coordinator, IQAC**

C. P. Jay.

**Name & Signature of the
Chairperson, IQAC**