

# ANNUAL QUALITY ASSURANCE REPORT (AQAR) (2013-2014)

Submitted by IQAC



THIRU VI KA GOVERNMENT ARTS COLLEGE  
([www.thiruvikacollege.co.in](http://www.thiruvikacollege.co.in))  
THIRUVARUR - 03



Submitted to

NAAC  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
BENGALURU

JUNE 2016

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

Here we are submitting the annual self-reviewed progress report of the institution through IQAC to the NAAC. The tangible results achieved by the institution in various fields, identified by the institutional IQAC for the academic year 2013-14 are presented here.

### PART - A AQAR FOR THE YEAR OF 2013 - 2014

#### 1. Details of the Institution

1.1. Name of the Institution	: Thiru Vi Ka Government Arts College
1.2 Address Line 1	: Nagapattinam Road
Address Line 2	: Kidarankondan
City/Town	: Thiruvarur District
State	: Tamil Nadu
Pin Code	: 610 003
Institution e-mail address	: <a href="mailto:principal@thiruvikacollege.co.in">principal@thiruvikacollege.co.in</a>
Contact Nos.	: 04366 - 222463/227630
Name of the Head of the Institution	: Dr. BERNICE BENNETT
Tel. No. with STD Code	: 04366 - 222463/227630
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Name of the IQAC Co-ordinator	: Dr. S. ARIVOLI
Mobile	: 98421 49336
IQAC e-mail address	: <a href="mailto:iqactvkgac@gmail.com">iqactvkgac@gmail.com</a>
1.3 NAAC Track ID	:
1.4 NAAC Executive Committee No. & Date:	EC/39/RA/19 & 21.05.2006
1.5 Website address	: <a href="http://www.thiruvikacollege.co.in">www.thiruvikacollege.co.in</a>
Web-link of the AQAR	: <a href="http://www.thiruvikacollege.co.in/AQAR2013-14.doc">www.thiruvikacollege.co.in/AQAR2013-14.doc</a>

## 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	Two Star	60 - 65	2000	5 Years
2	2 <sup>nd</sup> Cycle	C <sup>++</sup>	68.00	2006	5 Years

1.7 Date of Establishment of IQAC: 1999

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

- i. AQAR 2012 - 2013 Submitted to NAAC on (23/06/2016)
- ii. AQAR 2013 - 2014 Submitted to NAAC on (23/06/2016)

## 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  Men  Women

Urban  Rural  Tribal

Financial Status: Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self-Financing  Totally Self-financing

## 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys. Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University

BHARATHIDASAN UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and

1

Community representatives

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

5

**2.11 No. of meetings with various stakeholders:** No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

**2.12 Has IQAC received any funding from UGC during the year?** Yes  No

If yes, mention the amount

### **2.13 Seminars and Conferences (only quality related)**

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution level

(ii) Themes: Commitment towards excellence, ICT enabled teaching, Quality Enhancement In teaching

### **2.14 Significant Activities and contributions made by IQAC**

- ✚ Motivating teachers to participate in research and extension activities to enhance the quality of teaching and learning. They are also encouraged to carry out major and minor projects.
- ✚ Promoting teachers to participate in Faculty Development Programmes
- ✚ Legal Literacy Cell, Anti-Drug Activities Cell
- ✚ Opportunities are provided to students for attending seminars and workshops to inspire them in research.
- ✚ Fosters innovation and creativity in students through exhibitions, group discussions, poster presentations, photography competitions, short film contests, study tours etc.,
- ✚ Fitness oriented activities are provided in the health club.
- ✚ Nourishes eco-aesthetic concerns through the activities of NSS, Clean Campus Programme, and Campus Beautification Committee etc.
- ✚ Functioning of Anti-ragging committee and maintenance of campus discipline.
- ✚ Activities of Campus Ministry, Morning Prayer and communicative programme before the commencement of the class for the spiritual wellbeing of the teachers and students.

- ✚ Infrastructure enhancement -Health club, Media theatre.
- ✚ Entrepreneurship Development Club to groom young entrepreneurs- Training is provided in the manufacturing of fabric painting, ornament making, artificial flower making.
- ✚ Job oriented and placement assistance programmes were conducted.
- ✚ Walk with a Scholar and Scholar support programme
- ✚ Promotion of the use of technology in teaching and learning - Interactive board, digital visualizer etc.
- ✚ Cultural activities and programmes - Drama club, Film club, writers forum, debate club, quiz club, mock parliament.
- ✚ Digitalisation of administration and Library.

### 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 and Achievements

##### A. Enrichment of the quality of education

##### Plan of Action:

- ✚ Strict monitoring of completion of topics as per the syllabus
- ✚ Evaluation of teaching-learning process is done by the Centralized Internal Examination Management system of the college in accordance with University examination model.
- ✚ Remedial teaching is conducted for SC/ST, other socially and economically backward students.
- ✚ Surprise tests are conducted
- ✚ Scholar support programme, Career guidance, personality development and Counselling classes have been conducted.
- ✚ Teachers are maintaining a teacher's Diary to record their day today activities which promote them to review their action plans.
- ✚ ICT enabled teaching
- ✚ Systematic teaching in strict adherence to the well prepared lesson plan

- ✚ Induction classes to UG & P.G students
- ✚ Many of our teachers are part of the curriculum restructuring committee in the University.
- ✚ Teachers have participated in UGC-sponsored Orientation Programme /Refreshers courses organized by Academic Staff College.
- ✚ Conducted a certificate course on 'Aquarium setting and Management ` to provide training to the students
- ✚ To inculcate research culture among teachers and students

#### **Achievements:**

- ✚ Introduced new journals in the Library
- ✚ Project based Learning and research activities are promoted
- ✚ Department of English turned out to be a research centre.
- ✚ Two minor projects have been sanctioned
- ✚ Currently 9 teachers are doing Ph. D.
- ✚ Approved 1 University research Centre for Ph.D. course work
- ✚ National and state level seminars have conducted by different departments.
- ✚ Students were sent to attend and present papers in Seminars in different institutions.
- ✚ Teachers have published their research papers in referred journals.

#### **1. To upgrade infrastructure:**

- ✚ Renovation of college auditorium
- ✚ Pavement of Tiles in the Courtyard, Dalton Square and Newton square
- ✚ Renovation of volley ball and basketball courts
- ✚ Wi-Fi accessibility in the campus
- ✚ Weight Lifting and Power Lifting Equipment's are added to the Health club
- ✚ Installation of 2 Incineration Units for the healthy disposal of sanitary napkins.

#### **2. Co-curricular activities to enhance talents of the students:**

- ✚ Conducted Additional Skill Acquisition Programme
- ✚ Field trips and industrial visits
- ✚ Talent search quiz competition conducted for +1, +2 students.

- ✚ Optics to School (23rd January 2015): An extension activity of department of Physics.
- ✚ Conducted food fest by English Department
- ✚ A day has been identified to conduct various cultural and co-curricular activities
- ✚ Wall magazines, manuscripts and News letters
- ✚ Conducted Add-on course in Statistical Computing and Data Analysis for the first year degree students
- ✚ Group activities like Vermicomposting and composting using Bio-bins

### **3. Celebration and observance of nationally and internationally important days:**

- ✚ Environmental Day
- ✚ Bio-diversity Day
- ✚ Curie Day
- ✚ Hiroshima Observance Day
- ✚ World Ozone Day
- ✚ National Science Day
- ✚ National Sports Day
- ✚ Women's Day

### **4. To encourage sports and games:**

- ✚ Conducted annual athletic meet
- ✚ Interdepartmental football, volleyball and cricket tournament
- ✚ Introduced new games which are not common in other colleges (net ball, fencing, Taekwondo)
- ✚ Conducted intercollegiate volleyball tournament
- ✚ Organised Bharathidasan University South zone intercollegiate Cricket Championship

### **5. To enhance job skills and ensure placement:**

- ✚ Coaching for Civil Service examination, UGC-NET, CSIR-NET, SET and Bank Coaching
- ✚ Career guidance classes
- ✚ Exposure of students in different types of sports and games activities provide opportunity for jobs



- ✚ Organising campus recruitment fairs
- ✚ Training in soft skills
- ✚ Training in food making under the auspices of N.S.S. and Women cell units of the college
- ✚ Training in cooking, stitching, fabric painting, jewellery making, soap and lotion making

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

**2.16 Whether the AQAR was placed in statutory body**      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The Management (Local Governing Board, Central Governing Board and Educational Agency) approved the plan of action and gave consent to implement them.

## PART - B CRITERION - I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6	Nil	Nil	Nil
PG	11	Nil	Nil	Nil
UG	13	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	30	Nil	Nil	Nil

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

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

Pattern	Number of programmes
Semester	13 (UG) + 11 (PG)
Trimester	Nil
Annual	Nil

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

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

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

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

Nil,

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

Nil,

## CRITERION - II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
64	52	12	Nil	Nil

#### 2.2 No. of permanent faculty with Ph.D. 36

#### 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
48	48	Nil	Nil	Nil	Nil	Nil	Nil	48	48

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty 36 Nil 3

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	46	69	81
Presented papers	08	19	33
Resource Persons	Nil	03	04

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

- ✚ Implementation of the Bridge Course
- ✚ Opportunities to teachers to attend orientation and refresher courses in order to improvise teaching quality.
- ✚ Well-equipped Department libraries
- ✚ Remedial teaching and tutorial system.
- ✚ Virtual laboratories, Workshops, Tutorial Classes, Competitive exam coaching, Continuous Evaluation.
- ✚ Screening of Films and other art forms while taking classes in UG and PG. Arrangement of demonstration sessions for Folk and classical art forms, Conducting Discussions and debates during the class hours of the above mentioned.
- ✚ Group discussions, Peer- team teaching, Demonstration classes

- ✚ ICT enabled teaching methods using Wi-Fi broadband internet
- ✚ Smart classrooms, interactive boards, LCD projectors etc.
- ✚ Interactive learning through field work, study tours; industrial visits, group discussions, quizzes, workshops, and academic seminars.
- ✚ Access to large number of e-books and journals via 'INFLIBNET facility.
- ✚ Digitalized library with advanced system.

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

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 18 18 18

2.10 Average percentage of attendance of students 92

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinct. %	I %	II %	III %	Pass %
B.A., Tamil	54	-	92.59	7.40	-	100
B.A., English	52	-	96.15	3.84	-	100
B.A., Economics	119	5.04	84.00	5.04	-	94.10
B.A., History	136	-	80.38	14.60	-	95.00
B.A., Journalism	45	11.13	66.60	19.98	-	98.00
B.Com	740	-	80.57	13.00	-	94.00
B.B.A	50	-	96.00	4.00	-	100
B.Sc., Chemistry	44	2.26	45.33	22.60	-	68.00
B.Sc., Physics	28	-	71.42	28.56	-	100
B.Sc., Mathematics	86	-	69.29	12.65	-	82.00
B.Sc., Zoology	46	-	86.95	13.02	-	100.00
B.Sc., Comp. Sci.	55	3.63	72.40	21.72	-	100.00
B.Sc., Vis. Com.	37	2.69	80.83	13.45	-	97.00
M.A., Tamil	35	-	85.71	14.25	-	100
M.A., Economics	38	23.66	52.40	20.96	-	97.30
M.A., History	26	3.84	76.92	19.20	-	100.00
M.Com	212	-	90.25	7.25	-	97.50
M.Sc., Mathematics	45	-	66.66	13.32	-	80.00
M.Sc., Comp. Sci.	31	3.22	64.51	32.20	-	100.00

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

- ✚ Organizes Seminars and workshops to enrich the academic climate and enhance the learning process.
- ✚ Orientation classes for the teaching faculty to scale up with newer and advanced methods of imparting higher education.
- ✚ Pays special attention in monitoring and evaluating the performance of the faculty by way of regular departmental visits both at the college level as well as at the Management level.
- ✚ Extends necessary infrastructure and timely encouragement to materialise and implement new methods of teaching.
- ✚ Assesses the learning output via continuous evaluation and student's feedback.
- ✚ Maintains a very healthy and a cordial rapport with the Alumni.

## 2.13 Initiatives undertaken towards faculty development

The management organizes educational conferences for the faculty every year.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC - Faculty Improvement Programme	01
HRD programmes	04
Orientation programmes	02
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
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	17	18	02	12
Technical Staff	Nil	04	Nil	02

## CRITERION - III

### 3. Research, Consultancy and Extension

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

- ✚ Motivates the faculty to pursue research and also to avail the benefits of FDP.
- ✚ Plans to start Research Centres in all postgraduate departments
- ✚ Encourages faculty members with Doctorate to become research guides, to give course work class to PhD students and to do Collaborative research.
- ✚ Encourages teachers to participate in International, National and State level seminars.
- ✚ Allots special rooms for research purpose.
- ✚ Provides research facilities like SPSS (research facilitator software), free Internet, INFLIBNET, Research journals, Equipment for Inter-departmental research etc.
- ✚ Assists in procuring funds from FIST, UGC and DST as well as from the management to purchase new and necessary equipment.
- ✚ Invites eminent resource persons to conduct lectures/workshops/seminars on relevant topics.
- ✚ Conducts various academic programmes to cultivate research culture and scientific temperament among the student community.
- ✚ Every student in PG and UG programmes undertakes a project individually or in group and submits a dissertation in the final semester.
- ✚ Gives students opportunities to do their project work in various universities/colleges/industries.
- ✚ Procures research grants from UGC, SERB, DST as well as other agencies.
- ✚ Provides motivational awards like Best Teacher Award, Best Scientist Award and Best Media Person Award.

#### 3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	02	Nil	Nil
Outlay in Rs. Lakhs	Nil	24	Nil	Nil

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	5	Nil	05
Outlay in Rs. Lakhs	Nil	16	Nil	5

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	64	28	
Non-Peer Review Journals	38	75	
e-Journals	40	12	
Conference proceedings	54	28	19

### 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 (Lakhs)	Received
Major projects	3 Years	UGC & DST-SERB	32	31
Minor Projects	1 Years	UGC	25	25
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects	Nil	Nil	Nil	Nil
Any other (Specify)	Nil	Nil	Nil	Nil
Total			57	56

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	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

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

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

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

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

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level  State level   
National level  International level

**3.22 No. Of students participated in NCC events:**

University level  State level   
National level  International level

**3.23 No. Of Awards won in NSS:**

University level  State level   
National level  International level

**3.24 No. Of Awards won in NCC:**

University level	<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="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text" value="-"/>

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

- Department Physical Education** - Our Kho-Kho team participated in the University intercollegiate Kho Kho championship held at AVVM College, Poondi on 01/12/2014.
- Department Physical Education** - Our Hand Ball team participated in the University intercollegiate Hand Ball championship held at AVVM College, Poondi on 05/12/2014.

## CRITERION - IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total (Lakhs)
Campus area	123529.32 Sq. feet	Nil	Nil	Nil
Class rooms	58	Nil	Nil	Nil
Laboratories	07	Nil	Nil	Nil
Seminar Halls	02	Nil	Nil	Nil
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil

#### 4.2 Computerization of administration and library

 Administrative works are computerized, Library is digitalized

#### 4.3 Library services:

Articles	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	42238	6,28,363	864	1,53,373	43102	7,81,736
e-Journals	12	1580	15	1025	27	2605
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsin g Centres	Computer Centres	Office	Depart -ments	Others
Existing	62	30	01	-	-	02	11	01
Added	10	04	01	-	-	01	04	01
Total	72	34	02	-	-	03	15	02

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

- ✚ Add-on course on Computer Technology in the department of physics.
- ✚ Computers are allowed to use by students for their project works and training in computer application to students are given for other academic purposes.
- ✚ Training programme on ICT enabled teaching was arranged for the teachers in the beginning of the academic year.
- ✚ We have a number of technology assisted quality improvement strategies. Modern teaching methods using Wi-Fi broadband internet, smart classroom, interactive boards, LCD projectors etc., are implemented.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	2.5
ii) Campus Infrastructure and facilities	8
iii) Equipments	3
iv) Others	3
<b>Total:</b>	16.5

## CRITERION - V

### 5. Student Support and Progression

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

- ✚ Orientation Programme for students.
- ✚ Parent teacher meetings.
- ✚ Support for slow learners.
- ✚ Awareness classes on different topics.
- ✚ Selected students are directed to attend 'Walk with a Scholar' Unit of the college.
- ✚ Motivates students to participate in Bank Test Coaching, Civil Service Coaching, and Net Coaching.
- ✚ Identifies students in need of counselling; extends the support of Sophia Counselling Centre.
- ✚ Talented students are encouraged to take part in competitions organised in other Colleges/ Institutions.
- ✚ Scholarships are provided in various schemes.
- ✚ Conducted workshops.
- ✚ Financial assistance is given to economically backward students.

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

- ✚ Continuous Evaluation
- ✚ Alumni meetings
- ✚ PTA meetings
- ✚ Monthly test papers
- ✚ Evening test papers
- ✚ Giving guidance to the PG students in classrooms for NET/SLET/SET etc.
- ✚ Providing awareness for progression of higher studies and training for currier opportunity.

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

UG	PG	M. Phil.,	Ph. D.	Others
2578	553	16	06	-

(b) No. of students outside the state 

Nil
-----

(c) No. of international students 

Nil
-----

No	%
1200	38.13

Men

No	%
1947	61.86

Women

General	Last Year					This Year					
	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
01	520	01	512	Nil	1330	Nil	738	04	528	Nil	1270

Demand ratio: 1:5

Dropout % 2:100

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

- ✚ Conducting Carrier oriented Classes for UG and PG students

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

- ✚ An effective counselling cell is working in all departments and gives guidance, support to those students with behavioural problems and who need moral support. In ordinary cases the class teachers give them counselling and those who need additional support were directed to College counselling cell. Departmental counselling centre is instrumental in identifying and redressing the grievance of needy students. Interaction with parents is also maintained if required.
- ✚ All first year UG and PG students are given Orientation class which focuses on personality development, attitude and aptitude refinement, goal setting.
- ✚ Class teachers and other teachers provide extra academic and emotional support for slow and advanced learners
- ✚ History Department appointed a professional counsellor for counselling the students and parents on every Tuesday

No. of students benefitted

## 5.7 Details of campus placement

Number of Organizations Visited	On campus		Off Campus
	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	500	30	02

## 5.8 Details of gender sensitization programmes

- Teachers arrange women empowering awareness programmes in the class rooms to help them to break social stigmas.
- Students are encouraged to perform cultural activities related to women empowerment.

## 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	6250	12,135,440
Financial support from other sources	-	-
Number of students who received International/ National recognitions	02	2,50,000

### 5.11 Student organised / initiatives

Fairs : State/University level  National level  International level

Exhibition: State/University level  National level  International level

**5.12 No. of social initiatives undertaken by the students** 15

**5.13 Major grievances of students (if any) redressed:**

A grievance redressal cell is active in all departments

- + A reading room has been set up to accommodate more students for reading and other extra-curricular activities.
- + Regarding bus concession, the matter was reported to the officials concerned for redressal.



## CRITERION - VI

### 6. Governance, Leadership and Management

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

**Vision:** To create an educated enlightened society for a brave new world.

**Mission:** Academic excellence for better society; perseverance for better growth

#### 6.2 Does the Institution have a management Information System?

No,

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

##### 6.3.1 Curriculum Development

- ✚ Association programmes
- ✚ Tutorial classes
- ✚ Counselling cell in the department
- ✚ Life guidance class
- ✚ Use of ICT in teaching and learning
- ✚ Visit to research stations and academic Centre of excellence
- ✚ Bridge course

##### 6.3.2 Teaching and Learning

- ✚ Bioscience theatre and ICT oriented teaching.
- ✚ Remedial coaching classes
- ✚ Quiz, debate and Discussions
- ✚ Peer Teaching
- ✚ Innovative methods like Language labs, film Review etc.

##### 6.3.3 Examination and Evaluation

- ✚ Internal examinations twice a semester and strict evaluation methods.
- ✚ Pre-final examinations, model Viva voce and practical exams.
- ✚ Progress Report
- ✚ Assignment and project
- ✚ Regular evening test papers and monthly test papers for continuous evaluation

### 6.3.4 Research and Development

- ✚ General Instrumentation facility for Research Departments
- ✚ Research guides-30
- ✚ Ph.D. Scholars-102
- ✚ Ongoing Major Projects-2
- ✚ Completed Major Projects-1
- ✚ Ongoing minor projects -4
- ✚ Completed Minor projects - 2
- ✚ National and International Seminars-03
- ✚ Faculties with Ph.D.- 36
- ✚ Frequent research oriented lectures by eminent academicians
- ✚ Students are encouraged to participate in presenting papers and competitions.
- ✚ Collaboration with international agencies in research and innovation
- ✚ Research oriented publications in rated journals are given awards
- ✚ Well updated departmental libraries and Computer labs
- ✚ Effective implementation of ICT
- ✚ Students' friendly kiosk has been installed. Online research resources are available through INFLIBNET
- ✚ All science departments are equipped with instrumentation laboratories
- ✚ General instrumentation facility
- ✚ Multi digital science theatres with interactive boards
- ✚ Eco- aesthetic modernization of Botanical Garden
- ✚ Language lab, conference hall and digitalized seminar halls

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

- ✚ Laboratories and Library are updated, ICT based instruments and computers are purchased and used.
- ✚ 24 x 7 Internet, Wi-Fi, CC TV surveillance services.

### 6.3.6 Human Resource Management

- ✚ Women cell takes keen interest in conducting women empowerment programme.
- ✚ Annual orientation programmes for teachers are conducted by the M.O.C College management.
- ✚ Various committees and clubs comprising of the staff coordinate different activities throughout the year

- ✚ Works under the guidance of principal to ensure smooth functioning of the institution.
- ✚ Human resources are effectively and efficiently utilized for the development of departmental activities and community extension activities.

### 6.3.7 Faculty and Staff recruitment

- ✚ Well qualified faculty and staff recruited as per requirement.
- ✚ All recruitments are done as per the norms of Bharathidasan University, U.G.C and Government of Tamilnadu.

### 6.3.8 Industry Interaction / Collaboration

- ✚ Students are encouraged to visit industries and research institutions as part of their projects and research.
- ✚ Collaboration with institutions like CPCL (Karaikkal), ONGC (Narimanam) and CECRI (Karaikkudi) etc. for research and project works.
- ✚ M.Phil. students from the department of Zoology and M.Sc. from the Departments of Chemistry are sent to various institutes and industries for their project works.

### 6.3.9 Admission of Students

- ✚ Admission is through Bharathidasan University Single Window System
- ✚ Selection of candidates to Quota is decided by a committee and is based on merit.

### 6.4 Welfare schemes for

- ✚ **Teaching** - Loan facility is provided by the Staff Co-operative Bank functioning nearest the college campus. Besides PF, SLI, GIS, GPAIS and accommodation are provided.
- ✚ **Non-Teaching** - PF, SLI, GIS, GPAIS and accommodation along with loan facility is provided.
- ✚ **Students** - Free Noon meal coupon, Merit scholarships, PTA endowments, Student aid fund, Medical insurance, National Loan scholarships, Post matric scholarships, post matric for physically handicapped, post graduate scholarships for single girl child.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO 9001 - 2008	Yes	IQAC, Management
Administrative	Yes	ISO 9001 - 2008	Yes	Government Local Fund Audit

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

6.11 Activities and support from the Alumni Association

- ✚ Various Alumni Associations are active in this institution. Many Departments use the support of alumina in academic field.
- ✚ Provide educational assistance to financially backward students.
- ✚ Contributions to Heart foundation.
- ✚ Best teacher, Media person and Scientist awards are given.
- ✚ Members support the college by providing the students with lectures, seminars and counselling classes.
- ✚ Yearly alumni meeting provide the students, a golden opportunity of interaction.
- ✚ Infrastructural facilities including boards and posters for creating subject awareness have also been sponsored by the Alumni members.

## **6.12 Activities and support from the Parent - Teacher Association**

- ✚ PTA meeting is periodically conducted by various departments for each class at least every semester for discussing academic performance of students and also collect feedback for further improvement.
- ✚ Various endowments are provided by Alumni chapters like Kuwait and Dubai chapters.
- ✚ Provide educational assistance to financially backward students.
- ✚ Contributions to Heart foundation.
- ✚ Best teacher, Media person and Scientist awards are given.
- ✚ Members support the college by providing the students with lectures, seminars and counselling classes.
- ✚ Yearly alumni meeting provide the students, a golden opportunity of interaction.
- ✚ Infrastructural facilities including boards and posters for creating subject awareness have also been sponsored by the Alumni members.

## **6.13 Development programmes for support staff**

- ✚ Get together and training programmes are conducted every year by the management.
- ✚ Orientation Programmes organized by the college for newly appointed teachers.
- ✚ Participation of faculty in syllabus oriented workshops, Refresher Courses and Orientation Programmes conducted by Academic Staff Colleges.
- ✚ Staff tour
- ✚ Motivation for research oriented as well as personality development programme.

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

- ✚ Extensive efforts have been taken to plant trees and make campus green.
- ✚ With the support of Tamilnadu Forest Department, a programme of planting and nurturing trees was conducted.
- ✚ Vegetable seed distribution was conducted by NSS in the college as part of "A Vegetable Garden at Home".

- ✚ Ozone day celebration was conducted to make awareness in the youngsters to protect the atmosphere from their part.
- ✚ Garden-maintenance activities were undertaken by the students.
- ✚ Rain water harvesting system is maintained in the campus.
- ✚ Resolve to avoid flex boards in seminars and other programs.
- ✚ Waste bins are placed in all department premises to keep the area clean.
- ✚ Vermicomposting units were maintained and motivational programs were also arranged for students to make them aware of the importance of Nature conservation.
- ✚ Group activities related to vermicomposting and composting using biobin were assigned to students to promote awareness and thereby minimize the amount of wastes in the premises.

## 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.

- ✚ Department-wise association activities: regular meetings, talks, debates, quiz competition, cultural programmes etc.
- ✚ Screening of socially relevant documentaries and films for better understanding of contemporary national and international issues such as terrorism, Refugee problems, environmental issues etc. were conducted.
- ✚ Ozone Day, World Earth Day and Environmental Day etc. were celebrated for creating environmental awareness to the youngsters.
- ✚ Women's Day and other days of national importance for creating social responsibility and national integration.
- ✚ In connection with Blood Donation Day, blood donation camps and blood group detections were conducted. An awareness program on World AIDS Day was also done in association with Red Ribbon Club.
- ✚ Students were assigned group activities like vermicomposting and composting using biobin, aquarium setting and management, rearing and culturing of ornamental fishes, gardening, 'Plant of the Week' program, Mushroom cultivation etc.
- ✚ With the help of students botanical garden maintenance and caring of plants are employing.
- ✚ Incinerators and vending machines set up in the college for girl students to ensure sanitation.
- ✚ Morning Prayer and Communicative Program to inculcate spiritual values and inspire the students and also the National Anthem at the end of the day to impart the spirit of national integrity.

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

- ✚ IQAC is evaluating the systematic and timely implementation of the various activities according to the plan of action chalked out by the departments in the beginning of the year.
- ✚ Periodic verification of time table, monitoring and verifying the completion of portions at the departmental, college council and Principal's levels. Special

classes are arranged for the completion of portions. Remedial and Tutorial classes are arranged for weak students.

- ✚ Award functions are organized for Teachers and students.
- ✚ Encourage teachers to undertake Major and Minor projects.
- ✚ In order to promote student centric learning, the institution provides ICT enabled facilities, field trips and industrial visits.
- ✚ Various clubs are constituted and special training given to students for their overall achievements.
- ✚ Inter departmental competitions are arranged and Environmental day, Ozone day, etc. were celebrated for creating awareness to the youngsters.
- ✚ Coaching classes for UGC NET, CSIR, Bank coaching and Civil Service were organized.
- ✚ A new health club with modern equipment is well functioning in the institution.
- ✚ Counselling facility is arranged for the needy students.
- ✚ Institution has provided plenty of research opportunities to the post graduate students through conducting workshops and seminars.

### **7.3 Give two Best Practices of the institution**

- ✚ Inculcation of research ambience
- ✚ Botanical garden maintenance and caring of plants with the help of students
- ✚ Blood group detection and Blood donation camp
- ✚ Involvement of students in Bird counting and Bird monitoring programmes conducted as a part of the Bird conservation effort by WWF.
- ✚ Culture and rearing of ornamental fishes.
- ✚ An extension program namely 'Fitness Consultation and Exercise Prescription' is conducted to the students, teachers and the public in order to get their correct dose of exercise based on their age, health condition and fitness level.
- ✚ Guidance and physical training are given to candidates who are appearing for physical tests in police, army and other armed forces.
- ✚ Many outside organizations are permitted to use the sports facilities of the institution.
- ✚ Institution also permits local women community to use health club.

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



#### 7.4 Contribution to environmental awareness / protection

- ✚ Tree saplings were planted as part of Environment Day celebrations in association with NSS.
- ✚ Vermicomposting units were maintained and motivational programs were arranged for students to make them aware of the importance of nature conservation.
- ✚ Introduced laboratory waste disposal system.
- ✚ Eco-friendly initiative for minimizing paper wastage.
- ✚ Planted coconut trees in college campus.
- ✚ Observance of World environment day
- ✚ Ozone day celebrations and Exhibition of related posters
- ✚ Seminars and discussion on current environmental issues
- ✚ Avoided flex boards in seminars and other programs
- ✚ Seminars and discussion on current environmental issues

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:

- ✚ Good academic ambience
- ✚ Effective leadership and co-ordination of staff and students by the Principal.
- ✚ Adequate infrastructure.
- ✚ Well-qualified and dedicated faculty.
- ✚ Effective support of PTA and Alumni
- ✚ Education at low cost.
- ✚ Add-on courses and certificate courses.
- ✚ Coaching classes for various competitive examinations.
- ✚ Enthusiastic students
- ✚ Peer-group study
- ✚ Various Scholarships to a large number of students
- ✚ Placement and career guidance

- ✚ Scholar Support Programme (SSP) for needy students
- ✚ Walk With Scholar (WWS) Programme for bright students
- ✚ Remedial coaching was arranged for academically weak students

**Opportunities:**

- ✚ Research and career oriented programs.
- ✚ Strategic alliances with national research and industrial centres.
- ✚ Social acceptance of the institution

**Threats:**

- ✚ Loss of working days due to the unexpected reason.
- ✚ A considerable number of students opting professional courses.

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

- ✚ NAAC Reaccreditation
- ✚ Collaborative learning and research through ICT with other Universities
- ✚ Strengthening of interdisciplinary research activities
- ✚ New Major and Minor research projects from external agencies
- ✚ To start a Centre of research in Botany.
- ✚ Establishment of new lab facilities in science departments.
- ✚ Introduction of new certificate courses.
- ✚ Intercollegiate and Interdepartmental competitions
- ✚ Exhibition, Seminars and Lecture series
- ✚ Establishment of Butterfly garden, Ornamental fish culture and apiculture.
- ✚ Construction of an Indoor Stadium and swimming pool
- ✚ Sports hostel scheme for women athletes.
- ✚ Construction of a Tennis court
- ✚ Floodlighting of Volleyball and basketball courts.
- ✚ Softball academy.
- ✚ Installation of Body Composition Analyzer

Name: Dr. S.ARIVOLI



Signature of the Coordinator, IQAC

Name: Dr. BERNICE BENNETT



Signature of the Chairperson, IQAC