SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

THIRU VI. KA. GOVERNMENT ARTS COLLEGE

THIRU VI KA GOVERNMENT ARTS COLLEGE, NAGAPATTINAM MAIN ROAD, KIDARANKONDAN POST, THIRUVARUR - 610003

610003

www.thiruvikacollege.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Thiru.Vi. Ka. Government Arts and Science College is 49-year-old, one and only premier government institution of excellencein the rural district of Thiruvarur.Initiated in the year 1970-71 under the name 'Kalaignar Karunanidhi Government Arts College' after the renounded the then Honourable Chief Minister. Kalaignar M.Karunanidhi which was later renamed after the Thiruvarur Viruttachala Kalyanasundaram, a Tamil scholar, essayist and activist. Who was better known by his Tamil initials Thiru. Vi. Ka.

The college initially functioned in the precincts of the Thiruvarur Thiyagaraja temple offering pre-university courses and later started Under graduate courses. The college was then shifted to the Kidaramkodan which was inaugurated by the then Chief Minister. Kalaignar M.Karunanidhi and the Educational Minister Dr.Era.Nedunchezhiyan in the presence of the Governor of Tamilnadu, Mr. K. K. Shaon 2nd June 1972. The college sprang up to meet the demands of the rural students and within 4 years elevated as a postgraduate educational institution.

Today the college conducts 14 undergraduate courses, 12 post graduate courses, with 7 research departments offering 7 M.Phil courses and 8 Ph.D programmes. The college is affiliated to Bharathidasan University, Tiruchirappalli following the CBCS pattern.

The institution serves as a hub for rural background students, majority of them from remote background and first-generation learners.

Vision

The vision of the institution is to become a premier institution by providing higher education with excellent quality to the rural youth by inculcating research spirit with global standard by instilling entrepreneurship with creativity.
The institute strives it best to impart quality education to its students in order to empower the youth and women of this region. Being the only government college in Thiruvarur the college attracts students in and around 30 kms of radius of its location. 93 percent of the students' population are first generation learners and 82 percent are womenwho benefit from this institution.

The institution strives to attain its goal by imparting higher education to majority of the first generation learners, women students and below the poverty line masses in and around Thiruvarur.

Mission

MISSION
* To provide quality education in various fields as to help all-round development of the rural youth.
* To provide conducive academic environment for knowledge sharing with scientific temper and inquiry.
* To achieve innovative latest teaching learning methods, research orientation and extension activities to

realize national goals including the adoption and promotion of knowledge output for human development.
• To hone the students with well developed personality, skill development and creativity.
• To create awareness of human rights, value system, culture, heritage, scientific temper and environment.
• To inculcate spiritual, moral and ethical education, this alone can ensure then nurturing and development of well-balanced personality.

The institute has developed its infrastructure upgrading its lab equipment well reputed with extraordinary characteristics like eminent and stable staff, consistent up gradation of lab equipment's, large number of books and online e- journals subscriptions, special efforts for to develop communication skills and research ability of students. The projects are undertaken to address and resolve social problems related to health, education, environmental protection, water conservation. Various stakeholders such as parents, students, Alumni, Industries, etc were involved in the process of formulation of vision and mission.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Democratic working environment.
2. Efficient & dedicated teaching staff
3. Teaching methods are Learner-centric.
4. Upgraded Laboratories with modernised equipment and ICT laboraty
5. Extensive & effective activities through N.S.S., Youth Red Cross (YRC), on health awareness, blood donation, first-aid-training etc.,
6. Environment awareness programmes led by Eco-Club.
7. Gender sensitization programmes organised through anti-ragging cell and Women cell
8. Remedial coaching classes for to SC/ST/MBC/BC /BCM students apart from regular remedial classes for the students.
9. Career counselling and training for competitive examinations.
10. Government financial assistance through scholarships, schemes and freeships.
11. Motivation & encouragement to students for participation in co-curricular activities.

Institutional Weakness

The socio-economic background of most of the students especially first generation learners do have incompetency language skills especially in English. Within the existing structure of the college funds it is difficult to respond to the varied needs of its students coming from different socio-economic and cultural background.

Regular appointment of Teaching & Non-teaching staff is in shortage that leads to temporary and part time staff enrolment creating various adhocs in administration. The college has not been able to enter into full fledged faculty exchange & student exchange programmes due to structural & Govt. policy limitation. College transport could not be provided which could help many of the girls travelling from interior most places from their rural area.

The institute has Less Industry – Institute interaction hence on campus placement could not be organised in an extensive way. Institute lacks in revenue generation, since it is a government administered college. Involvement

of Alumni at Institute level is very much less.

Institutional Opportunity

The institue has opportunites to organise more number of National Level /International Level conferences, workshops and seminars. Specialized Training programs for teaching and non-teaching faculty could be organised to enhance the involvement of the faculty.
Scope to acquire projects, research grants and government financial assistance need to be concentrated. There is also scope for improvement of digital literacy amongst women.

Institutional Challenge

Challenges faced by the institute are:

1. Efforts to change the mind set of tribal, backward & conservative parents.

2. Strengthen Industry-Institute Interaction.

3. To organise placements in core companies.

4. To strengthen the participation of students in writing competitive examinations and career advancements.

5. Improvement of ICT competencies among rural based students.

6. To implement digital library.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Feedback is taken on curriculum from different stakeholders like students, parents, alumni, employers, academic peers etc. This feedback is communicated to the University through members of Board of Studies, which helps in framing the syllabus for the betterment of the students.Faculties for various departments who are members of Board of Studies have contributed to the curricular developmentof their respective subjects.

The college encourages the faculty to make use of ICT and multiple methodologies for effective implementation of curriculum. Infrastructure facilities like seminar hall, auditorium equipped with LCD projectors are available in the college. Special training programmes for competitive examinations like TNPSC are conducted for the final year students. The college has collaborations with industries and has also signed MOUs to involve industry exposure to the students.

A Choice Based Credit System is followed wherein sufficient number of elective courses prescribed by the

Bharathidasan University is followed by the departments.

It is made sure that the application-oriented courses in every program is given importance by the department. Hands on training are offered to the specialised courses available for the students. Students have to participate in cocurricular and extracurricular activities to get credits for obtaining the degree. The students have access to department libraries as well as common library to enhance their knowledge. Internship for PG students is adapted based on the syllabus prescribed by the Bharathidasan University.Soft Skills and Computer Literacy are offered to students to be a computer-literate. A feedback format is designed for the students, parents, teachers and alumni are analysed for the revision of curricula. This analysis helps the IQAC, Principal and the College Council to take corrective measures.

Teaching-learning and Evaluation

Our objective is to provide quality education in various fields so as to help students to acquire latest knowledge based on the trend. The student's admission is made through transparent single window system following the rules and regulations stipulated by the Government of Tamil Nadu. The College offers remedial coaching classes for S.C., S.T., M.B.C.,B.C. Minority and Economically Backward classes. The State funded Remedial Coaching Committee has been who organises and conducts the remedial classes for the students. A uniform Academic calendar is followed for the smooth functioning of the college activities based on the common schedule of the Bharathidasan university and Government of Tamilnadu. Faculty members engage in teaching methodologies that are innovative and attract the student to indulge themselves in learning. The latest technological developments are exposed to the student community to enhance their learning skills. The tutors of each class are confined as mentors for the students who guide, motivate and counsel them as an when the need arises. The career counseling cell has been constituted to counsel the students for various competitive examinations. Grievance Redressal Cell for both students and staff has been constituted. Examinations are conducted as per the Bharathidasan University Schedule. A self-funded certificate course is offered by CLP (Computer Literacy Programme) department as add on course to all first year students. Certificate courses in individual departments are offered to encourage the students to benefit from other source of knowledge. Bridge courses are conducted in the beginning of the academic year to bridge the gap of the students based on the discipline they enroll.

Research, Innovations and Extension

Research activities are undertaken by most of the postgraduate departments. However teachers are motivated to involve in more number of minor/ major research project sponsored by UGC, CSIR, DST and other funding agencies in their area of study. Of about 90 Ph. D Faculty are working in the institution of which 47 faculty are research guides. National Seminars and workshops sponsored by UGC, ICCSR, TNSCST and TNSCHE are being organized. Faculty members are encouraged to present their research papers in International and national seminars, workshops and conferences. Our teaching faculties have publications in various national and international journals to their credit including UGC care list and UGC approved list of journals.

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

rural people. It conducts blood donation camps/ education and literacy mission.

Infrastructure and Learning Resources

The main building of the College has college Office, Principal's Chamber, Bursar Chamber, CLP Centre, Staff rooms for each and every department and the Classrooms of each and every department are well adjacent to their departments along with Ladies waiting Hall. Class rooms are airy and have capacity to accommodate around 60 students. There are seven laboratories in the College-Physics, Chemistry, Computer Science, visual communication, Botany, Zoology along with English language lab. Recently out of UGC Fund, we have designed conference Room with advanced multimedia computer and internet connectivity, LCD projectors with smart boards in almost all Departments. We have decentralized Departmental Libraries along with General library with a reading-room facility. The total number of library books at present is **46915.** The library automation work is underway and we shall complete it at the earliest. The library is having one photocopier for students and teachers, make use of that. Besides that there are other facilities like internet connectivity, Photocopiers, Computers with Net facilities, Water Purifier is installed the main building. We have a huge playground with all facilities, separate boys and girls rest rooms in the college campus area. We have four hostels for boys and girls belong to S.C./S.T., B.C and M.B.C students situated nearby our campus run by Tamilnadu government S.C/S.T/B.C and M.B.C welfare departments to cater to the need of higher education.

Student Support and Progression

The poor and needy students get financial assistance from the State Government. The College provides scholarship upto 80% of total enrolment as per government directives and some financial assistances are being provided from the various funding sources. Funds are generously granted to the poor and needy students. Remedial coaching has been provided under State Government scheme for S.C.,/S.T.,/M.B.C.,/B.C.,/Girls.

Reservation in admission is maintained through a single window system under the rules and regulations of Govt. of Tamil Nadu. The meritorious students get scholarship from the State Govt. fund. We do not have the records of ragging. The institutional Anti ragging cell sincerely work to curb the ragging and has adopted the UGC regulation strictly. In 2014-15, the Govt. of Tamil Nadu Dept. of Higher Education accorded permission to open the M.Phil and Ph.D., courses to subjects in Arts and Science along with existing departments. Because of that the student's progression in Post graduate level has been increased in comparison to previous year's admission ratio.

Governance, Leadership and Management

The principal plays a vital role in the total administration of the institution from governance to management. The Principal along with the council members takes decision whenever the need arises based on the directions of the Directorate of Collegiate Education norms and policies. Different committees of the College coordinate in all the programmes and development of the institution in every sphere. Principal takes initiatives to improve the academic standard of the students in motivating faculty to attend training programmes and thereby encouraging them to adapt to newer modes of technologies in teaching pedagogies. ICT is emphasised among teachers for better performance. Financial and Academic audit is conducted by the authorities respectively. The college adopts transparency in financial affairs and conduct internal and external audit of the accounts on a regular basis. Faculty members are recruited through Teacher's Recruitment Board (TRB) and are to abide all

the norms put forth by the Director of Collegiate Education. The teachers have to undergo orientation programme, refresher and faculty development programmes. Short term courses conducted by HRDC by various universities need to be attended by the faculty members to upgrade their subject knowledge and other related skills. The nonteaching faculty members need to undergo an account examination to upgrade themselves.

Institutional Values and Best Practices

To expose the students to hands on experience programmes to exhibit their talents are organised such as expo on photography and drawing. Short films enacted and directed by students, documentaries made by students are screened to motivate more number or creative results from the students. To reduce the failures in university examination Process every department trains and coaches the weaker students in their respective courses. All the departments have their own schedule based on their timing and availability of the students. Further special attention to SC/ST students were given. Special classes were conducted to improve their level of understanding of the subject. To provide motivation for better performance in studies and to instil confidence among the students. Every department class tutors take care of their wards' academic and personal progress throughout their course of study. The tutors meet the needed student after or before college hours to counsel or know their wards condition on a regular basis. In case any issue sustains the head of the department and Principal involve in the issue who takes care of the issue or student as per the necessity of the situation. The tutors keep in contact with the wards' parent to update them on the student's attendance, progress and discipline. The number of absentees has come down because of counselling and the performances have shown a positive slope. Students sometimes are not interested in sharing their personal problems which is required to follow up on them.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	THIRU VI. KA. GOVERNMENT ARTS COLLEGE
Address	THIRU VI KA GOVERNMENT ARTS COLLEGE, NAGAPATTINAM MAIN ROAD, KIDARANKONDAN POST, THIRUVARUR - 610003
City	THIRUVARUR
State	Tamil Nadu
Pin	610003
Website	www.thiruvikacollege.co.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	G. GEETHA	04366-222463	9840735541	04366-226036	principal@thiruvikacollege.co.in
IQAC / CIQA coordinator	C. TAMILCHELVI	04366-227630	9442456500	04366-	alaganaec@yahoo.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	09-03-1970

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tamil Nadu	Bharathidasan University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	09-02-1998	View Document
12B of UGC	09-02-1998	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

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

Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	THIRU VI KA GOVERNMENT ARTS COLLEGE, NAGAPATTINAM MAIN ROAD, KIDARANKONDAN POST, THIRUVARUR - 610003	Rural	35.707	15439.19

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Tamil	36	HIGHER SECONDARY	Tamil	60	57
UG	BA,English	36	HIGHER SECONDARY	English	55	50
UG	BA,History	36	HIGHER SECONDARY	English,Tamil	170	157
UG	BA,Economics	36	HIGHER SECONDARY	English,Tamil	165	148
UG	BCom,Commerce	36	HIGHER SECONDARY	English,Tamil	180	165
UG	BSc,Mathematics	36	HIGHER SECONDARY	English,Tamil	80	76
UG	BSc,Physics	36	HIGHER SECONDARY	English,Tamil	54	50
UG	BSc,Chemistry	36	HIGHER SECONDARY	English,Tamil	65	64
UG	BSc,Zoology	36	HIGHER SECONDARY	English,Tamil	70	64
UG	BSc,Computer Science	36	HIGHER SECONDARY	English,Tamil	84	80

UG	BA (Journalism),Journalism And Mass Communication	36	HIGHER SECONDARY	English	55	50
UG	BBA,Business Administration	36	HIGHER SECONDARY	English	60	57
UG	BSc,Visual Communication	36	HIGHER SECONDARY	English	40	40
UG	BSc,Botany	36	HIGHER SECONDARY	English	40	38
PG	MA,Tamil	24	BA TAMIL	Tamil	35	20
PG	MA,English	24	BA ENGLISH	English	35	21
PG	MA,History	24	BA HISTORY	English	30	26
PG	MA,Economics	24	BA ECONOMICS	English	35	35
PG	MCom,Commerce	24	BCOM	English	35	35
PG	MSc,Mathematics	24	BSC MATHEMATICS	English	35	35
PG	MSc,Physics	24	BSC PHYSICS	English	25	24
PG	MSc,Chemistry	24	BSC CHEMISTRY	English	25	25
PG	MSc,Zoology	24	BSC ZOOLOGY	English	25	25
PG	MSc,Computer Science	24	BSC COMPUTER SCIENCE	English	35	34
PG	MSc,Visual Communication	24	ANY UNDERGRADUATE DEGREE	English	25	14

Doctoral (Ph.D)	PhD or DPhil,Tamil	36	MA TAMIL	Tamil	30	2
Doctoral (Ph.D)	PhD or DPhil,English	36	MA ENGLISH	English	4	1
Doctoral (Ph.D)	PhD or DPhil,History	36	MA HISTORY	English	20	2
Doctoral (Ph.D)	PhD or DPhil,Economics	36	MA ECONOMICS	English	8	0
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	BCOM COMMERCE	English	8	5
Doctoral (Ph.D)	PhD or DPhil,Physics	36	M.SC PHYSICS	English	24	0
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	MSC CHEMISTRY	English	15	1
Doctoral (Ph.D)	PhD or DPhil,Zoology	36	MSC ZOOLOGY	English	8	1
Doctoral (Ph.D)	PhD or DPhil,Journalism And Mass Communication	36	POST GRADUATION IN ANY MEDIA RELATED COURSESON	English	4	0
Doctoral (Ph.D)	PhD or DPhil,Business Administration	36	POST GRADUATE IN COMMERCE RELATED SUBJECTS	English	16	0
Doctoral (Ph.D)	PhD or DPhil,Visual Communication	36	POST GRADUATION IN ANY MEDIA RELATED COURSES	English	10	0

Doctoral (Ph.D)	PhD or DPhil,Physical Education	36	M.P.Ed	English	6	0
Pre Doctoral (M.Phil)	MPhil,Tamil	18	MA TAMIL	Tamil	19	5
Pre Doctoral (M.Phil)	MPhil,English	18	MA ENGLISH	English	4	2
Pre Doctoral (M.Phil)	MPhil,History	18	MA HISTORY	English	10	10
Pre Doctoral (M.Phil)	MPhil,Commerce	18	POST GRADUATE IN ANY COMMERCE STREAM	English	4	4
Pre Doctoral (M.Phil)	MPhil,Mathematics	12	MSC MATHEMATICS	English	2	1
Pre Doctoral (M.Phil)	MPhil,Physics	18	MSC PHYSICS	English	7	1
Pre Doctoral (M.Phil)	MPhil,Zoology	18	MSC ZOOLOGY	English	9	3
Pre Doctoral (M.Phil)	MPhil,Computer Science	18	MSC COMPUTER SCIENCE	English	8	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				4				146
Recruited	0	0	0	0	4	0	0	4	70	0	0	70
Yet to Recruit				0				0				76
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				73
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				73

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				33
Recruited	7	10	0	17
Yet to Recruit				16
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	1	0	46	11	0	61
M.Phil.	0	0	0	0	0	0	9	8	0	17
PG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	19	11	0	30
M.Phil.	0	0	0	0	0	0	24	12	0	36
PG	0	0	0	0	0	0	4	3	0	7

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	1	0	2

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	4	0	0	0	4
	Female	19	0	0	0	19
	Others	0	0	0	0	0
UG	Male	374	0	0	0	374
	Female	658	0	0	0	658
	Others	0	0	0	0	0
PG	Male	45	0	0	0	45
	Female	247	0	0	0	247
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	216	215	173	171
	Female	482	548	510	477
	Others	0	0	0	0
ST	Male	5	5	6	3
	Female	4	2	7	2
	Others	0	0	0	0
OBC	Male	181	172	165	159
	Female	353	423	468	503
	Others	0	0	0	0
General	Male	47	1	0	0
	Female	93	0	0	1
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1381	1366	1329	1316

Extended Profile

1 Program

1.1

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

Response: 1164

File Description	Document
Institutional Data in Prescribed Format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
53	53	50	48	45

2 Students

2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3610	3557	3560	3457	3032

File Description	Document
Institutional Data in Prescribed Format	View Document

2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
1032	1032	1005	948	944

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
1163	1053	1083	1056	992

File Description	Document
Institutional Data in Prescribed Format	[View Document]

3 Teachers

3.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
152	141	129	134	85

File Description	Document
Institutional Data in Prescribed Format	[View Document]

3.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
169	162	161	157	150

File Description	Document
Institutional data in prescribed format	[View Document]

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 1

4.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
52	50	44	42.28	31.42

4.3

Number of computers

Response: 129

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Thiru. Vi. Ka Government Arts college is affiliated to Bharathidasan University, Tiruchirappalli, and it follows the Choice Based Credit System curriculum as per the university norms and regulations. The programmes offered also comprise of elective courses to enhance the students capability. The queries and suggestions on curriculum are represented to the university through its board of study members representing the college in various disciplines through which new applications and expert inputs are shared and the syllabus of the programme is updated as per the current requisites of the society and industry. Time table is framed for both odd and even semesters based on the courses offered and its allotted hours. The master timetable is prepared by the timetable committee members based on the department timetable prior to the commencement of the respective semester. The faculty members follow the timetable schedule in letter and spirit. An academic calendar is prepared every academic year as per the university and government stipulated working days for each semester and accordingly the lesson plan is framed based on the credits and hours specified. Each department prepares the lesson plan for its programmes for each paper taken by the respective staff members. The attendance register along with record of lessons are maintained so as to ensure effective implementation of the lesson plan through various teaching aids such as PowerPoint presentations, video classes and hands on experience to impart knowledge and information apart from traditional chalk and board. These registers are periodically attested by the heads of the Departments and by Principal. Seminars, guest lectures and workshops are conducted to enhance the knowledge beyond the limits of the curriculum. Educational and Industrial tours or visits are organized as part of the curriculum based on the necessity of the respective departments. Remedial classes are undertaken for the students who perform below average in certain subjects before the upcoming university examinations. These classes are conducted after college hours in the morning or afternoon based on the regular classes. A remedial timetable schedule is followed for the smooth functioning of the classes. The projects/mini projects undertaken by the postgraduate and undergraduate students are guided by the respective faculty members to gain practical learning and exposure. Language lab is consistently conducted by the department of English for the students with extra allotted working hours. Bridge course conducted by the departments during the first week for the newly admitted undergraduate first year students tend to bridge the gap between the general school education and the specific subject oriented under graduate programme. The Head of the Department ensures that the curriculum workload and academic activities are equally distributed among the faculty members and the Principal screens regularly the periodic examinations, submission of assignments and related documents as a continuous process to access the quality in teaching and learning. Feedback is collected from the students, parents, teachers, employers and alumni which is analysed to ensure the need of the stakeholders and represented to the university by the Board of Studies members.

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

Response: 5

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

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

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

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

Response: 17.59

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	0	2	3	2

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 100

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system

has been implemented

Response: 83.02

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 24

File Description	Document
Name of the programs in which CBCS is implemented	VIEW Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 24.72

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
928	871	850	901	908

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	VIEW Document

1.3 Curriculum Enrichment

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

Response:

The curriculum followed by the institution is dependent on Bharathidasan University which also facilitates the holistic development of students through courses such as Environmental studies, gender studies, value education and skill based courses. To create awareness among the students on human values, the concepts of the Sensitizing students to cross-cutting issues relevant to the current pressing concerns both nationally and internationally create an environment of creative development and divergent competencies.

Human values is incorporated with the Value education course that deals with Thirukurals for Family,

Peace in Family, Society, The Law of Life, Brotherhood, The Pride of Womanhood, Five responsibilities/duties of Man to himself, to his family, to his environment, to his society, to the Universe in his lives, Thriftness (Thrift)/Economics, Health, Education, Governance, People's Responsibility / duties of the community and World peace.

Further some other courses that deals with human values which are integrated in the main programmes are Freedom Movement in India by Department of Tamil, Economics, Maths and Computer science; Working of Indian Constitution by Department of Tamil, Economics, Maths; Contemporary Social Issues and Problems by Department of English, Human Rights by Department of English and History; Fundamentals of yoga practice, Stress Management through Yoga, Asanas & Pranayamas by Department of Physics and Computer science.

 Gender issues and Gender equity was instilled among both boys and girl students through various programmes such as rallies, seminars and pa . Various women moments and safeguarding procedures are taught to the female population in the college. Apart from many such programmes, "Women Cell" (Kallori Magalir Sangam) – Grievance Committee with one Senior female coordinator with one faculty and 2 student representatives deal with any issues or problems with the girl students.

Nutrition for Health and Nutrition for Women is dealt by Department of Zoology.

Environmental and sustainability notion is created through teaching them solid waste management and its effects, creates an awareness on the ecosystem, biodiversity and the need to safeguard our environment.

Professional ethics is learnt by the students through their experience while involving themselves in various programmes of the department and college thereby adhering to the norms of the activity and events organized. Professional ethics is imbibed through courses such as Introduction to Office Management, English for Competitive examinations by Department of English; Entrepreneurship Development by Department of Economics, Designing and Layout of Newspapers by Department of Tamil, Mathematics, Department of Journalism and Mass Communication.

 The Evaluation process for these parameters is also adhered among the students to focus on these issues with relative responsibility and interest.

The College organises a variety of activities such as Voter's day, Blood donation camp, SwachhBharath, Tree Plantation and health awareness programmes at institutional and departmental levels to complement the cross-cutting issues discussed.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 20

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five

years

File Description	Document
Details of the value-added courses imparting transferable and life skills	

1.3.3 Percentage of students undertaking field projects / internships

Response: 0.47

1.3.3.1 Number of students undertaking field projects or internships
Response: 17

File Description	Document
Institutional data in prescribed format	
Any additional information	

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

Response: E.None of the above

File Description	Document	
URL for stakeholder feedback report		

1.4.2 Feedback processes of the institution may be classified as follows:

Response: E. Feedback not collected

File Description	Document	
URL for feedback report		

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0

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

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

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 94.31

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

2018-19	2017-18	2016-17	2015-16	2014-15
1310	1415	1384	1329	1316

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

2018-19	2017-18	2016-17	2015-16	2014-15
1508	1508	1428	1346	1142

File Description	Document
Institutional data in prescribed format	[View Document]

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
1032	1032	1005	948	944

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The admission process caters to the needs of the rural students hailing from the poorfinancial backgrounds. Especially majority of the students from backward community and scheduled castes from different locales get benefitted through this institution.

Orientation and Bridge Course

The institution organizes an Orientation programmefor freshers at the department level after their enrollment to introduce them to the subject discipline and also brief them on the facilities and support provided by the college and department.

Sessions that motivate the rural students are conducted to inculcate positive attitude and competitive spirit among the students.

To bridge the gap between the different levels of learners admitted in a year, abridge course is offered to the selected under-graduate students. Bridge Courses are conducted in the first week after admissions to the first years to enable the students to understand the nuances of the discipline they have joined. The opportunities ahead in their respective discipline and further developments that would enable them with employability skills are dealt in the classes.

Assessment of Students

Teachers, as an initial step, interact with the students to know their background, medium of education, aspirations, area of interest, their learning skills and aptitude. Further, the continuous assessment process helps to identify the slow learners as well as advanced learners.

Programmes for Slow Learners

Slow learners are provided with remedial classes, motivation and counselling by the respective tutors of the subject or department. Special attention is given to the slow learners for clarifying doubts. Sometimes, additional teaching and appropriate counseling is also given to improve their performance.

Programmes for Advanced Learners

Advanced learners identified through the continuous assessment system are also given special attention to further enhance their learning skills and knowledge. Tutors encourage them to take up higher education especially research. Assignments, Seminars and internship help such students in a great way. These students are also encouraged to prepare for various competitive examinations. Independent learning abilities are motivated that contributes to their academic andpersonal growth.

General initiatives to motivate both slow and advanced learners

The department organizes various activities involving the students in both organizing and participating to mouldthe students in their corresponding discipline.

Students are also motivated to undergo minor projects based on the curriculum and projects in their Postgraduate level based on their area of interest.

2.2.2 Student - Full time teacher ratio

Response: 712:31

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.66

2.2.3.1 Number of differently abled students on rolls

Response: 24

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem

solving methodologies are used for enhancing learning experiences

Response:

The education system followed in the institution is student centric where lecturing and tutoring is undergone with interactive sessions. The student has to attend the lectures and perform practical exercises to enhance their knowledge skills. Assignments, student seminars, internships, field trips give a better understanding of their discipline. Students undertake projects to achieve greater intent of the programme.

Experiential Learning is well suited for practical oriented sessions especially in motivating the students and helping them to understand the concepts in a better way. Faculty members and students are well acquainted with use of ICT during class room teaching. Most of the faculty are used to present their lectures through power point presentation which gives emphasis through videos and images on the concepts delivered. E-content references for the specified subject are also shared to the students to benefit them in a good way. Software such as Lady Hawk is used to build the confidence among the student motivating and practicing them to speak in English.

An internship is the best way to gain hands on experience. Through internship, the departments of visual communication students gain experience, develop industry contacts and learn new skills in various media institutions. Real experience has given them career prospects in the media field.

In science departments practicalsessions help the students toobserve and learn various experiments hands on and thus gain lot of experience which are useful for employment or entrepreneurship.

Participative learning is practiced through varies strategies based on the disciplines.Group activities and discussions are encouraged among humanities, economics and commerceprogrammes to bring about newer ideas and information among the students. Participatory learning is the backbone for the holistic development of the student which imparts essential life skills for the future.Brain storming method helps the students to interact and discuss their views in an effective way.Efforts are made to serve students of different backgrounds and abilities, through effective teachinglearning experiences.Collaborative learning is also practiced.

Problem solving methodologies:

Academic relatedproblems are addressed by faculty members through counseling and other modes to help and motivate the students. Corrective actions like remedial classes and intensive attention on weak students are administered. The student feedback helps to improve the quality of the learning skill methods which also helps in problem solving in some instances.

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

Response: 38.99

2.3.2.1 Number of teachers using ICT

Response: 62

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

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

Response: 166:5

2.3.3.1 Number of mentors

Response: 1

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The institute offer state of the art infrastructure, seminar hall andclassrooms are provided with computers and compatible accessories for interactive learning environment. Value added programs offer the sense of belongings towards the nation and studentsthat ensures theircontinuous development and growth.

A pedagogy that realizes the recent needs of the student and society is followed by the institute wherever applicable. The institute retains the traditional methods ofteaching-learning combined by technological aids catering to an interactive learning atmosphere.

Some of the measures are listed which was undertaken toimpart creative and innovative teaching-learning environment. The extensive use of smart class rooms, LCD Televisions, and other ICT tools to disseminate knowledge among the students were initiated in the year 2014-15. Departments organized educational tours to give exposure to field work and Faculty members were motivated to attend short term courses is MOOCs so that they could initiate MOOC online courses for the betterment of the students.

Assignment and project works assigned to studentsemphasis on critical thinking leading to innovative and creative outputs.

Live lectures from faculty are captured with the help of Lecture Capture system which facilitates the students to learn and revise concepts at their own pace with free access in our website.

Lecture notes, presentations, assignments etc. used by the faculty are shared through group email or group Whatsapp groups.

Computer Literacy programme is mandatory for all the second year students so that they are trained to be computer literate which the greater challenge is for the rural students.

Visual Communication department enhances their student's knowledge through seminars, workshops and exhibitions organized or by attending in various other institutes. Moreover, faculty motivates their students to become entrepreneurs.

The institute also strives to cater importance to research and its related activities. Workshops, Seminars and Conferences are organized by various departments leading to creative an innovative research among the research scholars.

The institute also strives to bring forth Industry-Academia relations for effective learning strategy among the students. The memorandum of understanding signed between organizations and institutions plans to bridge the knowledge gaps that leads to solve practical problems our students face during their career path.

2.4 Teacher Profile and Quality

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

Response: 92.36

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

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

Response: 46.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
75	58	49	41	23

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 8.3

2.4.3.1 Total experience of full-time teachers

Response: 1293

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

Response: 7.44

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

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

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

Response: 0

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

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

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

Bharathidasan university stipulates on 3 assessments and one model examinations for the UG examinations, which is calculated for the internal marks for each subject. The best of two internal

evaluation and model exams are calculated and consolidated for 10 marks which is taken along with 5 marks for attendance, 5 marks for assignment and 5 marks for seminar/group discussion.

The institute follows a decentralized pattern of organizing internal examination based on the requirement of various disciplines. The class tutor takes the responsibility to organize the internal examinations for therespective subjects with the coordination of the subject staff who conducts and evaluates the examination. The internal mark statements are submitted by the class tutors to the principal attested by the Head of the department. The answer sheets are given to the students and collected back which is also submitted to the Principal.

The institution considers the CIE as an authentic indicator of evaluating student performance. The slow learners are identified through the evaluation and extra counselling or coaching is rendered to motivate the students.

Summative evaluation is made through end semester examination which is scheduled by the Bharathidasan University for 75 marks as the external marks. The institution conducts the examinations following the university norms. The question papers are given by the university and simultaneously the answer papers are collected by the University which is evaluated by the central evaluation system followed by the University.

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

Response:

Internal assessment marks based on continuous internal evaluation, assignments, group discussions or seminars is calculated for 25 marks. Answer scripts of students are shown to them and received back for future reference.

The students are required to know the Continuous Assessment (CIE) marks affix their signature against their names of each subject before the last working day of the semester. Similarly, the internal mark statement based on Continuous assessment and other criteria is made known to the students to affix their signature against their names for each subject.Each process of marking is transparent. If there is any grievance in the mark statements the students approach the respective subject teacher and the issue is sorted out.

The Semester End Examination and Continuous Assessment carrying 75 percent and 25 percent respectively of the total marks of 100 for each paper will form the basis for grading each course and for the award of the Degree.

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

Response:

The college has evolved a mechanism for redressal of grievances related to internal and external evaluation is as follows:

1. The assessed internal test papers are shown to the students for self-assessment. In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. The unresolved grievance, if any, is referred to the Principal through the Head of the Department.
2. The college takes special initiative to resolve examination grievances, regarding hall tickets, change of names or changes in the external mark statements.
3. If a student is not able to appear for examination due to medical or any genuine reason the student is provided permission to appear for the examination based on the necessary and proper documents that he/she submits to attend the examination.
4. If any student scores less marks or fails in only one subject in his/her final year the student is allowed to take up an re-exam so that if he/she clears in the examination he/she could be awarded degree. The provision can be availed by both undergraduate and postgraduate students.
5. The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet.
6. As per the university norms, following are the methods of grievance redressal regarding university assessment:
7. The answer books can be verified by acquiring photocopy of the answer books.
8. Revaluation could be applied for university examinations.

If any mark statements or issues arise based on the examination it if forwarded to the university immediately through the principal based on the recommendation of the Head of the Department and class teacher.

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

Response:

Internal Examinations are conducted based on the schedule discussed in the council meeting headed by the Principal based on the academic calendar of the university and college. The timetable schedule is finalized in the council and the examinations are conducted in the stated date. The class teacher also mentions the schedule in their respective classes which is adhered by all the departments. The internal marks along with the assignment and seminar is submitted to the principal as per the schedule announced in the council meet.

File Description	Document
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The program outcome of all the programs offered by the college are uploaded and available on the website for public and stake holder viewing. The ProgrammeOutcome is an indicator of the content and the level of the syllabi offered by the various departments including academic competence and students capability of facing the demands in the employment arena.

Programme specific outcomes indicates the uniqueness of various programs offered by the departments such as Journalism and Mass Communication, English Literature Visual communication and Business Administration.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

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

Response:

The faculty handling the course contents of various programs are highly qualified and experienced. The recruitment of government college teachers is done by Teachers Recruitment Board which strictly adheres to the quality of teachers recruitment. Hence, highly qualified and experienced faculty who have adequate proficiency in the subject are chosen. After recruitment, teachers take initiatives to learn and keep abreast with the latest developments, to innovate, continuously seek improvement in theirwork and strive for individual and institutional excellence. Periodically teachers update their knowledge by attending orientation and refresher courses organised by the Academic staff Colleges of various universities across the nation. Teachers also participate, present research papers and give guest lectures at regional, national and international conferences. They also publish research articles in highly reputable peer-reviewed journals.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 86.99

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

Response: 1117

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution
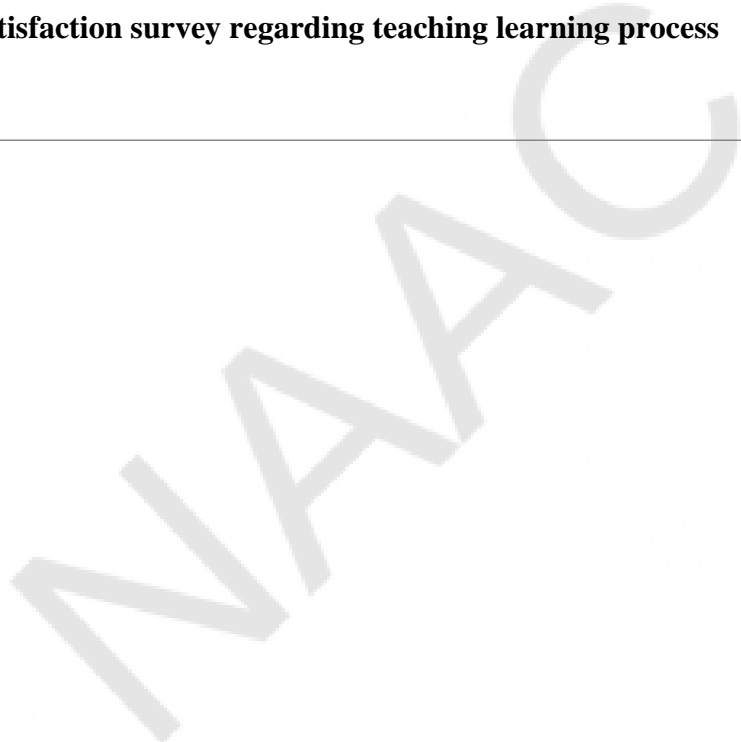
Response: 1284

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.27

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 1129625

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.97	0.00	0.00	5.67	0.00

File Description	Document
List of project and grant details	[View Document]
e-copies of the grant award letters for research projects sponsored by non-government	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 29.56

3.1.2.1 Number of teachers recognised as research guides

Response: 34

File Description	Document
Any additional information	[View Document]

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

Response: 0.19

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

Response: 3

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

Response: 128

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

Institute provides an environment to its students to integrate learning and hands on experience through various innovative ideas and practices. The cumulative efforts of Research departments, Entrepreneurship Development Cell, Incubation centre, Industry-Institute collaborations, Multimedia Centre, Student Projects and Internship have created an ambient ecosystem for development of innovative practices.

Incubation Centre and Startups

Incubation center in the campus strives to provide opportunities for the students to explore their self-interest and nurture their ambition. Globalization have led to a competitive environment leading to the necessity of updating and upgrading oneself in all spheres from one's higher education. Suitable motivation and encouragement by faculty and industry experts are provided through Incubation centers functioning in the campus. This initiative provides a revolution among the students to inculcate ideas and paves way to start ups within the campus or outside the campus. The Institute aims to provide a hub of innovative and high impact ventures in social, educational and other purviews.

Collaborations through MOUs

Innovative measure in collaborating with different organizations such as FINE MEDIA, AATHI DIGITAL STUDION AND VIDEO COVERAGE, NIZHAL, ZANGU PLASTICS and LADY HAWK through memorandum of understanding paves way for the students to gain industrial exposure in their related field.

Entrepreneurship Development Cell: The main objective of this cell is to develop and strengthen entrepreneurial qualities among the students to initiate their own business. Guidance is offered to the students on the process and procedures to acquire business loans or start up loans from nationalized banks. Innovative ideas are brainstormed and is transformed to action that leads to the development of the individual and the society simultaneously. The EDC assists all the aspirants through mentoring, planning and execution of their start up. Every year some students have been found to start their own enterprise in and around Thiruvarur with the help of EDC of the college.

Multimedia Centre/Student Projects and Internship

SPOTLIGHT Audio-visual production studio is a well-equipped audio-visual production studio developed by the Department of Visual Communication. The students have produced more than 50 short films, advertisements and documentaries that are maintained as Video library in the department. Apart from regular project works the students are indulged in producing visual teaching aids for the college for various departments which are uploaded in the website periodically. The undergraduate students are motivated to undergo internship to specialize in their academic area whereas the post graduate students of selected departments undergo a compulsory internship in various organisations which help them to gain knowledge in the industry set up.

Research Departments

The institution conducts workshop/seminars on various areas of thrust in research and societal development and Industry-Academia Innovative practices. The number of major and minor projects undertaken by faculty members is a clear indication of establishing innovative ecosystem in the research area.

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

Response: 9

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

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

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.58

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 31

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 53

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1.26

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
35	31	17	4	4

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

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

Response: 0.53

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in

national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	11	14	15	11

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

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

Response:

Extension activities of the college are spear headed through four NSS units, YRC unit and Eco Club Unit seeking to promote a sense of social responsibility and ideal citizenship. These activities create a sense of responsibility towards the society by developing sensitivities towards community issues, gender disparities and social inequity. Programmes such as health and hygiene awareness, medical and blood donation camp, social work, AIDS awareness, environment awareness, cleaning and sanitation work the extension activities try to inculcate a commitment to society among the youngsters. Tree plantation is motivated among the students to increase the awareness of environment safety. The processes and strategies inherent in such activities relevantly sensitize students to the social issues and contexts. Sustainable practices of the institution leading to superior performance results in successful outcomes in terms of generating knowledge useful for the learner as well as the community. Creditsare awarded to the final year students to ensure each and every student participates and involves himself in a social conscious way.

Seminars and Lectures are organized on gender issues, women safety measures and gender equity. Extension activities for society in vicinity to promote society consciousness among students are organized. For holistic development of the students training sessions are organised to prepare them for competitive examinations, counseling is done at times to provide emotional support, campaigns and programmes are organized to develop social awareness among all the students in the campus.

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

Response: 12

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

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

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

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

Response: 171

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

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

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

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

Response: 0.19

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

2018-19	2017-18	2016-17	2015-16	2014-15
200	185	280	420	120

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<u>View Document</u>

3.5 Collaboration

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

Response: 9

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

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

File Description	Document
Number of Collaborative activities for research, faculty etc	<u>View Document</u>

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

Response: 5

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

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

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institution ensures ample availability of classrooms and physical infrastructure for smooth functioning of the college with its sprawling area of **14.44 Hectares (35.68 Acres)** of land.All the departments are being supported with required laborites, furniture and fixtures, financial resources for library books, computers and other requisites depending on the nature and functioning of the department. Some facilities are also acquired through research projects based on the department requirements.

General Infrastructure

Thiru. Vi. Ka. Government Arts College functions with 69 classrooms and 11 laboratories. A grand auditorium that could hold onto 500 students and a seminar hall with 100 members of capacity is utilized for various department and college activities. An open air auditorium is too organized whenever events such as convocation and college day are conducted.

Adequate steps are taken for students with physical disabilities to support their mobility with ease.

Maintenance of Infrastructure

Financial resources for maintenance and repairs are allocated by the authority which is allotted to each department for its equipment maintenance whereas the building and electrical maintenance is allotted to the PWD which ensures the work done for every academic year.

Computing Infrastructure

Apart from department laboratories, computer lab for computer literacy programme and language lab is provided to benefit the students.There are 7 smart board classrooms especially in the science departments which enables ICT teaching in the classrooms.

Computing facility is also provided in the principal office, Administrative Office, Admission Section, Accounts Section, Examination Section and library with internet facility. Each department is also provided with a computer for flexible functioning of the department activities.

Library

The library system is decentralized and is been operated from individual departments, so that students and staff have easy access to books or references. Departments are equipped with subject specific books, e-books and e-journals for staff and student references. Every year number of library books are purchased based on the amount sanctioned by the Higher Education Department of Tamilnadu.Similarly any

infrastructure or instruments that required for the department is forwarded to the concerned authorities through the Principal. When the financial support is sanctioned, the purchase of the required infrastructure or instruments is made based on the comparative quotations.

Effective utilization of infrastructure is ensured through awareness and training programmes conducted for staff members. However, optimum utilization of infrastructure and new technological devices is encouraged for innovative teaching practices. The availability of infrastructure in majority of the departments is meant for supporting certificate courses, co-curricular and extra-curricular activities of the college. The campus is also recognized as university evaluation centre and examination center for Bank Recruitment examinations and all types of Government examinations/University Examinations.

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

Response:

The college has excelled in sports and games and has gainedpopularity among thesports community with talents of the college students in various sports competitions. Sports students aregiven privileges to enable them to attend training sessions as well as to participate intournaments. The sports department has a president, director, assistant directorand an assistant (Marker). The services of sports alumni/ae and personnel from the State andDistrict Sports Council are availed for giving training the college teams in games and sports.

The college has 5 acres of playground which represents approximatelyone-seventh of the total area of the campus. The playground includessegregated allocation of spaces for cricket, baseball, kabaddi and throw ball.Coco-coco and shuttle practices are also done. Indoor games such as carom and chessare also played.

Sports events such as Packirisamy Cricket Trophy is conducted annually in the name of our former physical director. Athletic events are conducted eventually to encourage the students in the field events.Throw ball for both women, men, staff and students are organized.

Special classes and training programmes on self-defence are organized specially for female students.

National Independence Day and Republic Day are celebrated in the Institution by unfurling the national flag inculcating national consciousness among the present generation.

Fine Arts and Cultural Activities

A staff is in charge for fine arts motivates the students who are interested in finearts, creative skills and cultural activities are trained and encouraged to take part inintra and inter collegiate cultural competitions. The college has one indoor auditorium named asMadhaviKalaiarangam and one seminar hall named as Thiruvalluvar Arangam. Open air auditorium is set and used for Annual daycelebrations and Convocation day. The Fine Arts Coordinator and the team membersare entrusted with the responsibility of training and ensuring student-participationin competitions.

Oratorical competitions, Rangoli competitions and other co-curricular programmes are organized to

inculculate innate talents of the students. Intercollegiate programmes, APJ Kalam birthday, Ramanujam birthday, Yoga day, fabulousPongal celebrations are conducted every year with great pomp and grandeur.College day is celebrated with many performances enacted by students on stage has gathered popularity among the audience. Every year the Department of Visual Communication conducts photography exhibition "Olibimbangal" and Department of Journalism and Mass Communication conducts "Olipezhai" exhibiting the talents of the student in the field of Arts and Photography.

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

Response: 9.86

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

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

Response: 99.93

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

2018-19	2017-18	2016-17	2015-16	2014-15
7.11	7.86	7.54	6.25	5.71

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The general library comprises books only for competitive examinations. Departmental libraries are maintained by each department by professors who are assigned in charge for library. Utilization of books from department libraries are based as per the regulation imposed by the department.

General online resources are used such as scribd, academia and open access journals. The total books purchased for the report period is about 3199 apart from free ejournals and ebooks available.

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

Response:

The library in every department has its own specilised books in its rare collections. Of about 63 books have been segregated as rare books in the individual departments. The Science departments possess some important books that are not available in print but are very essential for their discipline. Some books are listed below

1	Maclean's manual of the Administration of the Madras presidency	C.D.Maclean	Asian Educational New Delhi-1987
2	Encyclopaedia Britannica (Index)	William Penton	William Penton Pu Chicago
3	Madras Gazeteer	W.Francis	Cosmo Publication New Delhi
4	India - an encyclopaedic Survey	P.N.Chopra	S.Chand & Compa New Delhi
5	India - an encyclopaedic Survey	P.N.Chopra	S.Chand & Compa New Delhi
6	Who's who of Freedom Fighters (Tamilnadu)	Govt of Tamilnadu (M.Karunanithi) 1973 Silver Jublee year	Govt of Tamilnadu
7	The wealth of India (A Dictionary of Indian Raw Materials and Industrial Products	Council of scientic & Industrial Research	Council of Scientic New Delhi 1952
8	The imperial Gazetteer of India	Secretary of state for India	Today & tomorrow NewDelhi
9	South Indian Inscriptions	E.Hultzsch	Archaeologic Surv
10	Organic Chemistry - second edition	G.Marc Loudon	The Benjamin Publishing Compa California, 1988
11	Textbook of Pharmaceutical Chemistry	L.M.Atherden	Oxford University Delhi, 1969

12	A short course in organic chemistry	Edward E.Burgoyne	Mc Grow Hill, Kogakegha Ltd, 19
13	Textbook of organic chemistry	Lloud N.Ferguson	East-west press Pri New Delhi, 1968
14	Preoretical Inorganic chemistry	M.Clyde Day & Joel Selbin	East-west Press Pv New Delhi, 1971
15	Introduction to Ligand Fields	B.N.Figgis	Wiley Eastern Lim New Delhi,1966
16	Physical & Theoretical Chemistry	George, Thomas & Joseh	Chand & Co (PVT New Delhi, 1971
17	Kinetics & mechanism	Arthur A.Frost & Ralph G.Pearson	Wiley Eastern Priv New Delhi,1970
18	Introduction to Polymer Chemistry	Raymond B.Seyman	Mc Graw Hill Inc
19	Power of Birth Place	S.K.Parashav	Kalpaz Publication
20	R.K.Narayanan's Fiction A Search for Roots and Indentity	A.K.Mukopudhey	Axis Book Pvt. Lt
21	Indo-English Fiction	Aravind M.Newmule	Aadi Publications
22	Naratives the Child Indian Context	Rakesh Desai	Sarub Book Publis
23	A Text book of Nanoscience and Nanotechnology	T.Pradeep	Tata Mcgraw Hill
24	Classical Mechanics	Herbert Goldstein & Charles P.Poole	Pearson Publicatio
25	Classical Electrodynamics	John David Jackson	Wiley Student Edit
26	Quantum Mechanics	Leonard I.Schiff	Mc Graw Hill Publ
27	Fundamentals of Molecular Spectoscopy	Banwell	Mc Graw Hill Publ
28	Mathematical Physics	B.D.Laud	New Age Internati
29	Classical Electrodynamics	jackson	Wiley Student Edit
30	Jhermodynamics and Statistical Mechanics	P.V.Panat	Narosa Publishers

4.2.3 Does the institution have the following:

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

5.Databases

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

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

Response: 173916.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
1.99	1.99	1.50	1.50	1.69

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 19.89

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

Response: 12

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Thiru. Vi. Ka Arts College located at Thiruvarur a rural district aims to provide the best education to its students. To enable the students to usurp with all the technological innovations, frequent updates in enhancing the IT facilities within the campus is undertaken. 7 of our classrooms and labs have been

equipped with LCD projectors and most of them are supported by audio visual systems. The entire campus is monitored by CCTV installed at various points to enable safety of girl students who are in majority. The whole premises could be monitored from the principal cabin that helps in the smooth functioning of the college. Wi-Fi is available at various labs and staff rooms which is utilized by students at times.

The college conducts workshops and awareness programs for students and training programs to facilitate the use of new technology. The second year students are enrolled in computer literacy programme compulsorily to educate them in the attributes of computer operation. A certificate is also provided to the students who duly complete the course.

The requisites of the students to engage themselves in IT sector are formulated by the concerned departments and necessary infrastructure is upgraded. For example., UPS connections and internet facility.

4.3.2 Student - Computer ratio

Response: 388:17

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

Response: <5 MBPS

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

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 85.66

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

2018-19	2017-18	2016-17	2015-16	2014-15
11.59	7.34	7.37	5.86	4.46

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

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

Response:

The college is administered through various committees headed by the principal for maintaining the physical, academic and support facilities of the college. Advisory Council The heads of all the departments, librarian and physical director headed by the principal discuss and decide distribution of the fund allotted by the government towards maintenance of the respective departments based on their needs. Public Works Department: The physical facilities such as civil and electrical maintenance are being done by the public works department with the guidance of the principal. The allotment by the government for the academic year 201415 is utilised for maintaining the physical structures of the college campus under the headship of chief executive engineer followed by assistant executive engineer with a team of staff members. All the maintenance works of the college is done by the public works department. Computer Maintenance Committee: A committee comprising of computer literacy programme coordinator and 1 senior faculty headed by the principal of the college recommends the requisites, repairing works and maintenance of the computers to the government. The maintenance fund which is generated from the computer science student's admission fee is utilised for minor repairing works of the computers that are functioning in the department of Computer Science. Laboratory Maintenance Advisory Committee: The heads of the Science departments headed by the principal decide on the split up of the laboratory maintenance amount allotted by the government to be given to the needy departments based on their requirements. Sports Committee This committee comprising the physical director along with 2 faculty members of the college is headed by the principal. Sports complex comprising of gym and yoga room facilities is maintained from the sports fund. General Campus Maintenance: The herbal garden is maintained by the students of Department of Botany whereas the gardening and plantations are done and maintained by the NSS student volunteers under the guidance of NSS staff incharge. The cleanliness of the campus is maintained with the coordination of NSS volunteers. Campus conducive environment is followed in a regular basis by the following: Classroom furniture are checked and repaired regularly from the petty construction maintenance amount allotted by the government. • The college campus is maintained as Plastic Free Campus and LitterFree zone by creating awareness through displaying posters and placards around the campus. • College has a wellset mechanism to perform auditing of materials in different departments and other facilities like library and laboratory instruments.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 90.18

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

2018-19	2017-18	2016-17	2015-16	2014-15
1131	1342	3379	849	3032

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

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

Response: 20.5

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

2018-19	2017-18	2016-17	2015-16	2014-15
856	830	1001	699	312

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

7.Yoga and meditation

8.Personal Counselling

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Link to Institutional website	[View Document](#)

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

Response: 39.17

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

2018-19	2017-18	2016-17	2015-16	2014-15
805	732	812	720	798

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

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

Response: 0

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

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

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: No

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 6.63

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

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

File Description	Document
Details of student placement during the last five years	[View Document](#)

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

Response: 13.76

5.2.2.1 Number of outgoing students progressing to higher education

Response: 160

File Description	Document
Details of student progression to higher education	[View Document](#)

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

Response: 24.02

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg:**

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	02	10	3	8

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

2018-19	2017-18	2016-17	2015-16	2014-15
48	34	22	18	16

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

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

Response: 15

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

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

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

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

Response:

The students participation could be witnessed in both the academic and administrative committees in various departments and also in the college level.The various committees like student grievance addressal cells, IQAC, cultural, fine arts and the sports committee have student representation. The NSS, NCC, YRC, Rotaract have student coordinators to facilitate smooth functioning and execution of projects to the satisfaction of the Institution, students, parents and society as a whole. The alumni also guide the students, share their experiences and thus enable a better campus atmosphere. Each class has its representatives elected/selected by the class students to facilitate smooth conduct of academic activities. Gender equality and representation is taken care of by having both boy and girl representative in each and every class. This helps resolve gender issues at the grassroot level itself.

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

Response: 23.8

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

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

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

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

Response:

Alumni of the college helps to coordinate synchronize and promote the students in all aspects. They share their experiences and the current requisites of the industries and organization enabling the students to relate to the current scenario.

Alumni Interaction: Alumni are invited as resource persons at various events, such as seminars, department discussions and programmes. Alumni visiting college share their experiences with regard to the industry expected skills, recent technologies & trends and their application of knowledge in the working

environment.

Guidance and Suggestions: They provide feedback on the syllabus and infrastructural facilities offered by the institution which is in turn represented to the university appropriately. They give their valuable guidance in **Placement & Career Assistance.** Alumni working in various capacities provide an opportunity and facilitate for placement opportunities. Career opportunities and guidance are updated by the Alumni to the students' directly in contact or through the respective department faculty members.

Internship and Entrepreneurial Opportunities: Internship programmes are offered to the current students through some Alumni that help the students in various ways. Some of the Alumni have established startups in different sectors of which many are first generation entrepreneurs. These entrepreneurs enlighten the students to overcome the challenges in their field of work.

Alumni Meet: Every academic year departments organize Alumni meet that provides an opportunity for the current students to interact with the alumni and get abreast information on the current industrial scenario. This meet provides a platform to interact, serves as the networking event among students passed out from various batches.

Institute Social Responsibility: Our Alumni are engaged in conducting social activities for the welfare of the society through various forms of Donations and services. Recently, during the natural calamity "GAJA CYCLONE", our Alumni students along with the current studying students stepped in to help the needy people during their hard times.

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

Response: 4 Lakhs - 5 Lakhs

File Description	Document
Alumni association audited statements	[View Document]

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

Response: 5

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

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

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document]

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Thiru Vi Ka Government Arts College, has been functioning smoothly catering to the needs of the aspirants of higher education in this socially and economically backward area of Tamilnadu. The College constantly endeavors to move towards its goal of excellence keeping in view of the global scenario and present-day challenges of life in the fast-changing world.

The Academic Council, headed by the Principal, governs the academic functioning of the college and also suggests measures for improving the standards of teaching-learning and evaluation. Meeting periodically, the council deliberates on various developmental measures for the student's community.

Effective leadership of the college leads to bring forth the vision of the college in reality. Faculty strive to achieve the mission and through constant persistence to achieve the vision of the college.

VISION

The vision of the institution is to become a premier institution by providing higher education with excellent quality to the rural youth by inculcating research spirit with global standard by instilling entrepreneurship with creativity.

The institute strives it best to impart quality education to its students in order to empower the youth and women of this region. Being the only government college in Thiruvarur the college attracts students in and around 30 kms of radius of its location. **93 p**ercent of the students' population are first generation learners **and 82 per**cent are womenwho benefit from this institution.

MISSION

- To provide quality education in various fields as to help all-round development of the rural youth.
- To provide conducive academic environment for knowledge sharing with scientific temper and inquiry.
- To achieve innovative latest teaching learning methods, research orientation and extension activities to realize national goals including the adoption and promotion of knowledge output for human development.
- To hone the students with well developed personality, skill development and creativity.
- To create awareness of human rights, value system, culture, heritage, scientific temper and environment.
- To inculcate spiritual, moral and ethical education, this alone can ensure then nurturing and development of well-balanced personality.

The institute has developed its infrastructure upgrading its lab equipment well reputed with extraordinary characteristics like eminent and stable staff, consistent up gradation of lab equipment's, large number of

books and online e- journals subscriptions, special efforts for to develop communication skills and research ability of students. The projects are undertaken to address and resolve social problems related to health, education, environmental protection, water conservation. Various stakeholders such as parents, students, Alumni, Industries, etc were involved in the process of formulation of vision and mission.

6.1.2 The institution practices decentralization and participative management

Response:

The principal is the administrative head of the college who delegates some powers to the Head of the Departments and conveners of certain committees. All decisions for the smooth functioning of the college is undertaken during the council meeting comprising of all Heads of the department.A participative management of affairs in all the institution related decisions could be witnessed. Resolutions are adopted based on the discussions in the council meet considering the best interests of the college. Heads of departments are fully responsible for teaching and other activities of the department. The institution possesses a transparent systematic decision making process both in academic and administration. Departmental staff meetings are conducted and their suggestions are represented in the Council which indicates active participation of each faculty in all the academic and administrative policies and issues of the college.

Various committees comprising of faculty members from different department coordinates programs and events of the college. The committees have autonomy to work in accordance with the government norms based on the guidelines given by the principal and council of the college.

Some of the main committees that render support in the administrative and academic activities of the college.

- College Council
- Admission Committee
- Library Advisory Committee
- Stock Verification Committee
- Purchase Committee
- Magazine Committee
- Examination Committee
- Anti Ragging Committee
- Disciplinary Committee
- Grievance Redressal Cell

In addition to these committees many adhoc committees are formed duringCollege functions like College day and Graduation day. These committees serve as a team delegating the necessary services towards the upliftment of the institution.

Financial decisions are followed based on the suggestion and consultation with the Bursar and principal.

6.2 Strategy Development and Deployment

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

Response:

Thiru. Vi. Ka. Government college being a government institution strictly follows the policies laid down by the Department of Higher Education, Government of Tamil Nadu.

The college encourages faculty members to pursue research and publish papers in impact factor journals. Faculty are encouraged to attend orientation and Refresher Courses to keep abreastwith the recent trends in teaching-learning. They are encouraged to use modernteaching aids. The college has taken steps to promote ICT enabled teaching and tobridge the gap between the traditional teaching methods and recent trends in teaching.

An interesting feature that was planned and implemented in the Department of English was an one day workshop for students aiming for NET/SET. Social networking application was used to create a group of all the aspirants throughout Tamilnadu which was successfully initiated by the students themselves. The platform debated, deliberated, discussed the approaches, methods and syllabus of NET examination. An one day workshop was conducted to create awareness and to instill motivation amidst the young aspirants. This initiative was successful and this strategic plan towards improving the standards of competitive examinations would be continued in future academic years.

PG Students of Visual communication are always send for individual internships in media related industry to gain hands on experience and thereby develop themselves in industry oriented environment which later offers them employability.

Further the institution plans the following in future

- Complete Wi-Fi enabled campus
- Enhancing the e-resources by subscribing e-journals and e-books.

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

Response:

The institution has a well defined internal organizational structure for both academic and administrative reasons. The Principalis the decisionmaking authority in all concerned issues and is solely responsible for the implementation of all the policies. The Head of the Departments assist the principal in academic and administrative matters. Bursar is the financial head of the college taking care of the matters related to financial administration in consultation with the Principal. Bursar with the help of the Superintendent, Assistant and other supporting staff are responsible for the management of office and other financial and establishment matters.

The college is administered through various committees headed by the principal for maintaining the

physical, academic and support facilities of the college.

Advisory Council

The heads of all the departments, librarian and physical director headed by the principal discuss and decide distribution of the fund allotted by the government towards maintenance of the respective departments based on their needs.

Public Works Department

The physical facilities such as civil and electrical maintenance are being done by the public works department with the guidance of the principal. The allotment by the government for the academic year 2014-15 is utilised for maintaining the physical structures of the college campus under the headship of chief executive engineer followed by assistant executive engineer with a team of staff members. All the maintenance works of the college is done by the public works department.

Computer Maintenance Committee

A committee comprising of computer literacy programme coordinator and 1 senior faculty headed by the principal of the college recommends the requisites, repairing works and maintenance of the computers to the government.

The maintenance fund which is generated from the computer science student's admission fee is utilised for minor repairing works of the computers that are functioning in the department of Computer Science.

Laboratory Maintenance Advisory Committee

The heads of the Science departments headed by the principal decide on the split up of the laboratory maintenance amount allotted by the government to be given to the needy departments based on their requirements.

Sports Committee

This committee comprising the physical director along with 2 faculty members of the college is headed by the principal. Sports complex comprising of gym and yoga room facilities is maintained from the sports fund.

General Campus Maintenance

The herbal garden is maintained by the students of Department of Botany whereas the gardening and plantations are done and maintained by the NSS student volunteers under the guidance of NSS staff incharge. The cleanliness of the campus is maintained with the coordination of NSS volunteers.

College has a well-set mechanism to perform auditing of materials in different departments and other facilities like library and laboratory instruments.

However all the procedures related to service rules, procedures, recruitment, promotional policies are administered by government of Tamilnadu

6.2.3 Implementation of e-governance in areas of operation

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

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

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

Response:

Department Club: Each department have a club governed by the rules and regulations specified by the principal. Every student of the department offering B.A/B.Sc./B.Com/M.A./M.Sc.,/M.Com. will be the members of their respective department clubs. The Principal shall be the Patron of all clubs.

Placement and Entrepreneur cell: Workshops and seminars are organized by the cell to kindle the entrepreneurial skills prevalent among the students. Every year employment office gives a seminar on various employability skills to the final year students. Prequisities of the industry and organizations are highlighted to create awareness of the required skills for employment.

NAAC committee: The core committee and department members of the NAAC committee adhere to the requisites based on the IQAC and with the guidance of the NAAC coordinator in consultation with the principal.

IQAC: To instill motivation among students to attend competitive examinations, the internal quality assurance cell initiated a coaching session for Final year UG and PG graduates from 2018-19 especially for TNPSC examinations.

Coaching classes for III year UG students and PG II year students were implemented as finalized in the council meeting. Dr. Natarajan of Tamil department is the convenor for conducting the classes for various departments which is recorded in the council meeting.

6.3 Faculty Empowerment Strategies

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

Response:

The institution has effective welfare measures for teaching and nonteaching staff

• Maternity and paternity Leave • Group Health Insurance Scheme for major treatments •Counselling services Financial welfare schemes • Government College Employees' Thrift society loan facility • Contributory Employees' Pension Scheme (CPS after appointment in 2003) and Old Pension Scheme • Long Tour Concession (LTC) • Family Security Fund • Gratuity benefits • Earn order for family member of the deceased employee during their service. Infrastructure • Parking facility for car, two wheelers and bicycle • Student teachers cooperative store providing stationary, books and notes and Canteen facility at subsidized rate leave encashment facility • Tour TA • Transfer TA • Compassionate appointment order for family member of the deceased employee during their service. Infrastructure • Parking facility for car, two wheelers and bicycle • Student teachers cooperative store providing stationary, books and notes and Canteen facility at subsidized rate.

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

Response: 32.59

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

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

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

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

Response: 2.8

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

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

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

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

Response: 9.14

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

2018-19	2017-18	2016-17	2015-16	2014-15
33	7	21	4	5

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

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

Response:

The institution follows the government/UGC prerequisite for career advancement, a self appraisal report is submitted by each staff, which is endorsed by the head of the department and the principal alongwith the principal's observations and remarks to the Director of Collegiate Education. This is mandatory process which assesses the performance of each faculty at the academic level, research level, professional and administrative level. This self appraisal is also a confidential report for advancement from one stage or cadre to another.

UGC prerequisite of completing orientation and refresher courses at specific stage of career is also a part of the performance appraisal system.

The career advancement of non-teaching staff is time bound and their performance appraisal is governed by the college office superintendent, bursar and the principal.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The task of financial management and inspection is entrusted with the principal assisted by bursar and the accounts officer of the college. All the financial support for the college is been provided by the government and hence duly external audit is conducted annually for all the financial approvals. The principal who is the chairperson of the committee deals with all the approvals related to finance. Accountant general (AG office), Central Government will be auditing at regular intervals. Besides Tamilnadu Government Higher Education Department conducts annual audit of the salary and other related accounts of the college. The accounts are regularly audited and whenever there are audit objections, systematic followup and actions are initiated. With regard to internal audit, the college has a stock verification team appointed by the principal who visit every department to physically verify the equipment, stock registers systems and other resources kept in the departments and also inspect the records maintained by them.

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

Response: 3135840

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

2018-19	2017-18	2016-17	2015-16	2014-15
0.00	0.00	0.00	0.00	0.00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

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

Response:

The Principal has sole responsibility for planning, implementing, managing and accessing all programs and activities related to fundraising for the college and its departments, various cells and extension programs.

The institution provides support in terms of financial, academic and human resources required and timely administrative decisions to enable smooth functioning of the departments.

The faculties are empowered to take up research activities utilizing the existing facilities. The institution encourages its staff to acquire projects through which funds could be generated.

The institute strives to acquire funds from ICSSR, IQAC and UGC for campus development in both academic and administrative purpose.

Plan grants are obtained by the institution on submission of proposals to state government which gets sanctioned in the state assembly in the financial budget. This includes infrastructure development like construction of class rooms and central purchase of equipments.

6.5 Internal Quality Assurance System

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

Response:

Most of the quality initiativesare suggested by the IQAC which are followed by the institution.

Some important initiatives are as follows:

- Accreditation and ranking
- Consultancy and collaborations
- Attendance monitoring
- Feedback analysis
- Internal promotion guidance
- Training for competitive examinations

In addition to the above, the IQAC has also introduced Internship Programme for all UG students and Mentoring and Professional Counselling for both UG and PG. These practices are aimed at providing enhanced employability opportunities, hassle-free transition from institution to industry and improved ability to cope with stressful situations.

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

Response:

The college plans and organizes the teaching, learning and evaluation processes based on the norms, regulations and the academic calendar declared by the Directorate of College Education, Government of Tamil Nadu and Bharathidasan University to which the institution is affiliated.

IQAC ensures a proper well planned time table through the timetable committe and also monitors its effective implementation. It helps faculty for organizing seminars, workshops, training programmes and extracurricular activities.

The students and faculty members are encouraged to participate in seminars, conferences and workshops which helps them to enhance their knowledge respectively.

Bridge courses are conducted for the first year under graduate students admitted which helps them to develop their skills during the entire degree course.

IQAC also assesses the teaching and learning process based on effective student's feedback system. The format for the feedback is prepared by the IQAC committee members in consultation with the principal. The questionnaire feedback is distributed to the students at the end of the semester and academic year, which is later consolidated by the IQAC members. The feedback system comprises two parts namely, feedback about the faculty and feedback about the college. The feedback report is discussed with the principal and based on the outcome of the feedback, the Head of the Department will inform the staff about their strengths and weaknesses.

Further, IQAC also assesses the teaching-learning process through Alumni feedback, Faculty feedback and Parent's feedback. The feedback system helps in the overall development and growth of the college.

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

Response: 17.4

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

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

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

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

Response:

The institute decided to upgrade the facilities for the enhancement of quality research. All the activities carried out either by the departments and by the college are to be documented in Visual (Audio–Video) Format apart from Print format, which will be supportive documents for the future generation and it will talk about the heritage of the College. Creation of sponsorships from different sources for Funds are to be envisaged to the common cause and uplifting the infrastructure of the campus. Enhancing the employability skills of the students.

Initiatives would be taken to inculcate soft skill among students for their employability. Measures to train the students for clearing NET/SET examinations. Steps to be taken to organise coaching for competitive examinations such as UPSC and TNPSC. Initiatives to improve teaching learning practices through ICT tools.

To enrich the research experience among the research scholars and post graduate students research facilities need to be improved and added laboratory equipments would be concentrated.

To promote extension activities for the welfare of the students, institution, locality, and society at large.

All the activities carried out either by the departments and by the college are to be documented in Visual (Audio–Video) format apart from Print format, which will be supportive documents for the future generation. Each department club would be motivated to organises student orient programmes to enhance their personality skills and communicative talents. Creation of sponsorships from different sources for Funds are to be envisaged to the common cause and uplifting the infrastructure of the campus. to concentrate on soft skill training and enhancing the students for self employment. To Organize more community Development programmes to benefit the locality, society and promote the social responsibility of the students towards the nation.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 11

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

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

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
   1. Safety and Security
   2. Counselling
   3. Common Room

Response:

Safety and Security

The institution provides safety measures for the girl students who are higher in strength compared to the opposite gender. Programmes on Safety and precautions on health and hygiene, online harrassement and other related issues are organised. Sexual harassment awareness programmes are initiated and the students are given ample confidence to come forward if they are facing any harassment inside the campus.RO facility is provided by the campus to provide clean and safe water to the students. Stores provide stationary within the campus itself to provide the required materials to the students.First Aid facility is available in the women cell which is utilised by the students if required.

Counselling :

The women cell provides counselling to individual students as an when the need arisesSince, many women students are first generation learners of single girl child for the family, guidance in choosing higher education, career counselling, guidance of writing competitve examinations is provided by the tutors of that class. Though counselling is provided to the whole class, in some instances, individual counselling to

many women students need to be done.

Common room

A common womens' room is provided for the girls to take rest when they are sick or they need to wait until the classes commences. Rest rooms for girls are provided with basic amenities at all times.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 62672

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 75

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

7.1.4.2 Annual lighting power requirement (in KWH)

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste management : The campus is cleaned and the waste is collected regularly by a team of house keepers.The wastes are dumbed in the dustbins stationed in each blocks which are collected later collected by the corporation when dumbed in the main corporation dustbin.

Liquid Waste Management : A well maintained sewage and drainage system is equipped by the campus.Disposal of liquid waste in its laboratories is also adhered by the respective departements.

E-Waste Management : All ewaste are dumped in the store room at the respective departments of the college and after a period of time it will be written off and condemned.The major e-waste such as written off instruments/equipment's, CRTs,
Printers, Computers, Electronics gadgets, circuits, kits have been discarded. All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.Some parts of the collected e-waste when found to be good is utilised for some othe purpose it is found suitable.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

A well planned rain water harvest plant has been installed in all the blocks of the campus as per the guidelines provided by the Government of Tamil Nadu. The main block, Economics block (11 class building) , Anna Centenary building, Tamil block (8 class building) and new MGR building are all equipped with rain water harvesting plants.

In the year 2014-15 an estimate amount of Rs. 5.17 lakhs was spent to provide rain water harvesting arrangement to main building, 11 class room building, Anna Centenary building and 8 class room building. However, during the construction of the new building (MGR Centenary building) the provisions of the rain water harvesting was designed and structured efficiently which consists of 14153 sq feet. Awareness of minimizing water efficiency across campus is created. The culture of planting saplings is promoted every year.

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

Response:

The institution has an environment filled with nature blessed with trees and greenery inside the campus. Located on the main road of Nagapattinam byepass it is easier to reach the college by bus. However, it is 5 kms from the railway station too. 90 percent of the students' commutation is through public transport especially through buses with free student passes provided by the state government.

Morethan 130 students commute to college through bicycles along with two staff member. one fourth of the staff member commute through public transport or by walk.
Few staff members use bicycles and four wheelers. Two wheelers are used by 35 percent of the staff members and 75 percent of the staff use public transport to reach college.
The institution strives to maintain a plastic free campus. As an initiative the canteen do not provide tea in plastic or plastic coated cups, the stainless steel tumblers are used.

The Eco club provides the best green landscaping environment of the college. Every year, planting is undertaken followed by taking care of the plant until it flourishes inside the campus. Moreover, the greenary of the college is maintained by both the staff and students.

The roads within the campus is free of vehicles, since all the vehicles commuted by both staff and students are stationed near the entrance in the respective vehicles stand. The whole campus is pedestroam friendly.

Whatsapp group is used frequently to organise meetings and reminders for collection of data. Less paper is used by informing circulars and other requirements through whatsapp and e-mail for speedy progress.

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

Response: 0

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

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

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

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

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

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

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

Response: 8

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

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

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

Response: 5

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

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

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

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

Response: No

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

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

Response: No

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

Response: Yes

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

Response: 13

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

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

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

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

Response:

The institution situated in rural district establishes itself as a tradition following institution by celebrating Saraswathi puja every academic year.

The campus also flourishes with events during the harvest festival "Pongal". This day is celebrated as an initiative towards communal harmony and diverse faith among the students in the name of "SamathuvaPongal" as a thanks giving festival to the agricultural peasants. Traditional dhothi and silk sarees would be worn by the boys and girls respectively. Faculty along with students would cook pongal and distribute among themselves. Traditional sports and events would be conducted leading to greater enthusiasm among the students.

The mathematics department celebrates the legendary Indian mathematician Sri. Ramanujam's birth anniversary every year.

Dr. SarvapillaiRadhakrishnanbirth anniversary celebrated as teachers day is always recognized as an important event amidst the students of TVKGAC.

SubramaniaBharati birth anniversary is celebrated by the Tamil Department annually to motivate the students.

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

Response:

The institute maintains transparency in financial auditing, both external and internal audits.

All the resolutions are clearly discussed in the council meetings which inturn is disseminated to the individual department staff members by the respective head of the departments.

There is a committee for every activity concerned which constitutes faculty members for different departments under the leadership of principal. This committee clearly discusses and brings out the financial recommendations.

The system make sure that every decision made by the college council at the council is reaching the last staff member of the college.

The principal meets all the staff members frequently individually or in the department meetings and compulsorily twice in the staff meeting held in the auditorium.

7.2 Best Practices

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

Response:

BEST PRACTICES OF THE INSTITUTE
Remedial Classes
Goal: To reduce the failures in university examination
Process: Every department selected a list of weaker students in their respective courses and trained them
Practice: All the departments had their own schedule based on their timing and availability of the students.
Evidences : Mostly in the third year majority of the students were able to clear their papers and obtained their degree.
Problems Faced: Students sometimes are not interested to stay back or do not come early enough for the extra classes. Mostly, staff had to compel or pressurize them to take up these classes which mostly led to cancellation of these classes in some departments.
Resources Required: Faculty strength is insufficient and awareness among students is required more.
Further special attention to SC/ST students were given. Special classes were conducted to improve their level of understanding of the subject.
Mentoring/Tutoring
Goal: To provide motivation for better performance in studies and to instil confidence among the students.
Process: Every department class tutors take care of their wards' academic and personal progress

throughout their course of study.

Practice: The tutors meet the needed student after or before college hours to counsel or know their wards condition on a regular basis. In case any issue sustains the head of the department and Principal involve in the issue who takes care of the issue or student as per the necessity of the situation. The tutors keep in contact with the wards' parent to update them on the student's attendance, progress and discipline.

Evidences: The number of absentees has come down because of counselling and the performances have shown a positive slope.

Problems Faced: Students sometimes are not interested in sharing their personal problems which is required to follow up on them. Girls especially don't express their problems. However, majority of the problems surface from their classmates or close friends which is addressed and rectified.

Resources Required: Faculty strength is insufficient. Large numbers of students are handled by a single faculty which keeps the staff restless at times.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

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

Response:

Vision of the Institution:

The vision of the institution is to become a premier institution by providing higher education with excellent quality to the rural youth by inculcating research spirit with global standard by instilling entrepreneurship with creativity. Quality initiatives such as Special classes for SC/SCA/ST and MBC students for this academic year strive forth to impart more inclusiveness to the subject knowledge among the students. Colloborations with the small scale or large scale industries are looked upon to drive self employement for the youngsters. Career counselling and competitive examination coaching classes are conducted to build their confidence and provide them the motivation to face the challenges of the society.

Since majority of the students are women students from single girl child home and also cater to the first generation of learners, individual counselling for their higher education or job opportunites is the most requisite that is provided to them. The college strives to provide quality education to the rural youth who are more or less localized, especially girl students. Besides this in our endeavour to make the students selfreliant and independent, they are given the freedom and guided to explore their own opportunities and to tackle the challenges of life to breed in themselves the strength and spirit to grow with the world around them. The development in their allround personality intellectual, academic, athletic, aesthetic, environmental and ethical values to the fullest extent remains our fundamental objective. Despite hurdles of the economic status, the students are made to acquaint themselves with the immediate needs of the society around them and to develop leadership potentials to guide the deprived masses towards a better standard of living giving due impetus to social justice and democratic citizenship. The teachers as well as the organizations such as the NSS, YRC and Eco Club giving appropriate focus to the above dispositions

work with full determination and commitment towards these goals.

5. CONCLUSION

Additional Information :

First generation learners often hailing from impoverished backgrounds find it difficult to cope with the syllabus. The college does its utmost to facilitate socio-economic amelioration as well as educational succour to these students. Introduction of ICT teaching technology enabled system of class rooms is the targeted goal of the institute.

Programmes such as Target NET/SET by the English deparment and exposure to students talents adds to the strength of the institute to a greater level. The institute is identified to be the oldest institute in this area. Management of solid & bio-disposable waste products of the college. Purchase of more number of Laboratory equipment and e-learning materials for further up-gradation. Institute tries to concerntrate on organizing more community Development programmes for the locality people.

Concluding Remarks :

This institute encourages the faculty members to apply for research grants. Staff members during the report period received 6 projects funded by Government agencies. Upgrading the existing laboratories is undertaken every academic year.

The Science Laboratories (Chemistry and Physics) have undergone a major reformation. After the inauguration of MGR Centenary building ample laboratory facility is provided for the departments such as Journalism and Mass Communication, Botany, Visual Communication and Computer Science. Programmes to benefit students have been conducted for both undergraduate and postgraduate students. College has refurbished laboratories in the Departments of Computer Science and Visual Communication.

Every academic year library books are purchased and are available for students in their department libraries. A total number of 3199 new books have been added to the library for the period of 5 years (2014-19). The campus is enabled with Internet provisions in each department. The installation of reverse osmosis in the campus provides clean and sufficient water for the drinking purpose. Students are facilitated with yoga lab, gymnastic and playground facilities. The playground is also utilised by the local people enabling the college facilities to the locality too. The institute on the whole facilitates educational provisions for the rural students in its best way.