GOVERNMENT ARTS COLLEGE FOR WOMEN
(Affiliated to Alagappa University-Karaikudi)

RAMANATHAPURAM-623501

www.gacwrmd.org, principal.gacw@gmail.com ,phone:04567-221343

ANNUAL QUALITY ASSURENCE REPORT 2017-2018

Submitted To

NATIONAL ASSCESSMENT&ACCREDITATIONALCOUNCIL

AUGUST 2018

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **Government Arts College women Ramanathapuram**

1.2 Address Line 1

> Government Arts College (W)

Address Line 2

> Vivekanantha Salai, Kenikkarai

City/Town

> Ramanathapuram

State

> Tamilnadu

Pin Code

> 623501

Institution e-mail address

> Principal.gacw@gmail.com

Contact Nos.

> 04567221343

Name of the Head of the Institution:

> Dr. S. Geetha Manickka Nachiar

Tel. No. with STD Code:

> 04567221343

Mobile:

> 9865557333

Name of the IQAC Co-ordinator: Dr. S. Geetha Manickka Nachiar

Mobile: 9865557333

IQAC e-mail address: gacwiqacrmd@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   TNCOGN 101307

1.4 NAAC Executive Committee No. & Date: -
       (For Example EC/32/A&A/143 dated 3-5-2004.
       This EC no. is available in the right corner- bottom
       of your institution's Accreditation Certificate)

1.5 Website address: www.gacwrmd.org

Web-link of the AQAR: http://www.gacwrmd.org/naac/AQAR2017-2018.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	-	-	-	-
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   28/06/2011

1.8 AQAR for the year   2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

- i.   AQAR 2012-13 Submitted to NAAC on 29-01-2016
- ii. AQAR 2013-14 Submitted to NAAC on 03-02-2016
- iii. AQAR 2014-15 Submitted to NAAC on 05-02-2016
- iv. AQAR 2015-16 Submitted to NAAC on 11-12-2017
- v.   AQAR 2016-17 Submitted to NAAC on 11-12- 2017

1.10 Institutional Status

University   State [ ] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✓] No [ ]

Constituent College   Yes [ ] No [ ]

Autonomous college of UGC   Yes [ ] No [ ]

Regulatory Agency approved Institution   Yes [ ] No [✓]

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

Type of Institution   Co-education [ ]   Men [ ]   Women [✓]

Urban [✓]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [✓]   UGC 12B [✓]

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

1.11 Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify)   [.]

1.12 Name of the Affiliating University *(for the Colleges)*

Alagappa   University
Karaikudi,Tamilnadu
India

1.12 Name of the Affiliating University *(for the Colleges)*

Alagappa   University
Karaikudi,Tamilnadu
India

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

2. **IQAC Composition and Activities**

2.1 No. of Teachers   7

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   1

2.4 No. of Management representatives

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

   community representatives

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   1

2.9 Total No. of members   13

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. 2   Faculty

Non-Teaching Staff Students   Alumni   Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 6   International   National 1   State   Institution Level 5

(ii) Themes

> 1. National Workshop on "Word Press – The art of Web Development"
> 2. TECHSA'18 – Intra Department Meet (Computer Science).
> 3. ELETSA - Intra Department Meet (Electronics).
> 4. Consumer club Meet (Commerce).
> 5. Kanitamizh Peravai (Tamil).
> 6. Nutrifest – One day seminar on "Nutrition awareness and food preferences of young consumers".

2.14 Significant Activities and contributions made by IQAC

> The IQAC chalked out the activities to be implemented on a priority basis and conveyed to the Principal for necessary action.
>
> 1. Motivating teachers to involve in research works
>
> 2. Encouraging the staff members to attend national level and international level seminars conducted by various institutions across the country.
>
> 3. Orientation Programmes for I year UG/PG level of students.
>
> 4. Necessary steps to were taken.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. As planned in the beginning of the academic year 2017-2018, six departments to conduct national level seminars/conferences and workshops.	1. Computer Science, Commerce, Chemistry Electronics , Tamil and Home science departments conducted the seminars/conferences/ workshops and Intra-department programmes.
2. Remedial coaching classes for all weaker/failed students.	2. Result of the student have improved significantly.
3. Parent teachers meeting conduct in a semester.	3. Close interaction with parents has resulted in improving the pass percentage and dropouts.
4. Motivate the students to get the rank in university level.	4. Awaiting the rank list from the university.
5. To conduct soft skill classes for final year students.	5. Under TANSCHE, ICT conducted soft skill classes for final year students, materials and certificates were issued.
6. To promote consumer awareness among the students.	6. Conducted a meeting and resource person was invited, competitions and demonstrations were conducted.

Attach the Academic Calendar of the year as Annexure

2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☐

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Nil

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented Programmes
PhD	-	-	-	-
PG	2	-	-	-
UG	7	-	-	-
PG Diploma	-	-	-	-

Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	4(CLP)	-	-	-
Others		-	-	-
Total	13			
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7 UG and 2 PG
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni [✓]   Parents [✓]   Employers [ ]   Students [✓]
   (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

Process of revision and updating of the UG and PG curriculum and syllabi was designed
by the Alagappa University and as a part of this process, the syllabus revision introduced laboratories for
most of the subjects at the same semester. So the student was better understanding in the subject.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	11	1	0	0

2.2 No. of permanent faculty with Ph.D.

6

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	34	0	0	0	0	0	2	0	36

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	40

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			2
Presented papers			
Resource Persons	0	1	0

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

- Taking classes based on the lesson plan.
- Classes handled by using projector.
- Animated videos are played related to the subjects.
- Animated virtual lab videos are played with the help of online

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

180

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

Open Book Examination

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

| | | 1 |

2.10 Average percentage of attendance of students

| 90% |

2.11 Course/Programme wise distribution of pass percentage :

UG Programme 2017-2018

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Tamil	53	-	67.92	13.20	-	81.13
B.Sc.Maths	109	22.01	41.28	16.51	-	79.81
B.Sc. Electronics	29	-	19	-	-	66
B.Sc. Chemistry	33	6	85	-	-	91
B.Sc.Computer science	64	1.56	53.13	-	-	54.69
B.Sc. Home Science	22	9.09	40.90	-	-	50
B.Com (CS)	98	1.02	9.18	39.79	-	50

PG Programme 2017-2018

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc.Maths	32	62.5	34.37	-	-	96.87
M.Sc.Computer Science	22	27.28	63.64	-	-	90.91

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

In beginning of the academic year, the IQAC prepares an academic calendar and constantly monitors its effective implementation. Semester-wise assessment is made a part of the evaluation measures and suitable remedial measures are taken. Based on the feedback from the student's, IQAC conducts SWOC analysis and suitable measures are initiated for compensating the lapses and ensuring excellence in all endeavour's.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	1	0	1
Technical Staff	3	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC of this college encouraged the teachers to apply research projects funded by various agencies.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International
Peer Reviewed Journals	**1.** P. RAVI , Dr. A.Ashokkumar , "An Efficient Image Compression Based on Krill- Herd Optimized DWT and Modified Huffman Encoder", Journal of Advanced Research in Dynamical and Control Systems Vol. 9. Sp– 18 / 2017.

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [6]   Nos. in SCOPUS [1]

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

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

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

ii) Without ISBN No. | Nil |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences/Workshop organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies		TECHSA			

3.12 No. of faculty served as experts, chairpersons or resource persons: 1

3.13 No. of collaborations   International | - | National | - | Any other | - |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil | From Management of University/College | Nil |

Total | Nil |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

| Nil |
| Nil |

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

| Nil |

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

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.23 No. of Awards won in NSS:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [7]

NCC [ ]   NSS [11]   Any other [4]

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

- NSS unit of this college conducted the following programme
    - Planting of Tree samplings
    - Eye test Camp
    - Clean campus campaign
    - Road safety
    - Awareness rally for National voter's day
    - Awareness programme for dengue fever

- o Awareness Programme for drugs addiction.
- o Awareness Programme for women rights.
- o Awareness Programme against Population.
- o Awareness Programme for Removal of babul trees

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.83	-	-	-
Class rooms	17	-	-	-
Laboratories	5	-	-	-
Seminar Halls	1	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2	Government	2
Others		1 Lakh	-	-

4.2 Computerization of administration and library

Internet services provided to the students and staffs.
Library software used for automation.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12186	18,48,149	496	150000	12682	19,98,149
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	1	25,000	-	-	1	25,000
CD & Video	85	10000	0	0	85	10000
Others (specify)	-	-	-	-	-	-

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others

Existing	78	25	10	-	-	3	6	40
Added	-	-	-	-	-	-	-	-
Total	78	25	10	-	-	3	6	40

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

> 1. Providing Internet access for students weekly twice.

4.5 Amount spent on maintenance in lakhs :

i) ICT — -

ii) Campus Infrastructure and facilities — 20,00,000

iii) Equipments — 2,00,000

iv) Others — 14,000

Total : 22,14,000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC supports the entire Students' activities and college development programmes.

5.2 Efforts made by the institution for tracking the progression

> 1. The Placement Cell trains the students through training programme of soft skills and coaching
>
> 2. Tutor-Ward system provides necessary guidance to students in the choice of their career and monitoring their academic progress.
>
> 3. Every tutor maintains Academic Register, attendance register, Work Diary and mark register for evaluating the performance of each student.
>
> 4. Every month a periodical quiz competition on major subject is conducted.
>
> 5. Department meeting are being conducted in a month to monitor the progress of the action plan.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1336	113	-	-

(b) No. of students outside the state   0

(c) No. of international students   0

	No	%			No	%
Men				Women	1449	93

Last Year(2016-2017)						This Year(2017- 2018)					
UG/PG	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
Tamil	-	43	-	117	-	160	-	46	-	116	-	162
Maths	1	67	-	261	-	329	-	62	-	255	-	317
Electronics	-	16	-	69	-	85	-	15	-	67	-	82
Chemistry	1	23	-	80	-	104	1	27	-	77	-	105
Computer Science	-	38	-	187	-	225	-	39	-	184	-	223
Home science	-	14	-	68	-	82	-	19	-	73	-	92
Commerce	2	75	-	264	3	344	1	73	-	280	1	355
Maths(PG)	-	16		53		69	-	15	-	50	-	65
Computer Science(PG)	-	6	-	40	-	46	-	6	-	42	-	48

Demand ratio   Dropout % UG = 6.81% ,   PG = 1.76%

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

TNPSC free coaching class conducted by department of computer science.

No. of students beneficiaries   30

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

> On 11 Sep. 2017, IDBI federal Life Insurance conducted an " Orientation and Recruitment drive' for the (UG) Final year students. (Group discussion & Interview)

No. of students benefitted   27

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	20

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

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

State/ University level ☐   National level ☐   International level ☐

No. of students participated in cultural events

State/ University level ☐   National level ☐   International level ☐

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

Sports : State/ University level 1   National level ☐   International level ☐

Cultural: State/ University level ☐   National level ☐   International level ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	1223	2512152
Financial support from other sources	-	-
Number of students who received International / National recognitions	-	-

5.11   Student organised / initiatives

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

Exhibition: State/ University level ☐   National level ☐   International level ☐

5.12   No. of social initiatives undertaken by the students   6

5.13 Major grievances of students (if any) redressed: 3

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Motto: "Enlightenment, Empowerment and Enrichment of women by honing their skills, to face any situation in life.

Vision
To build multifaceted women by imparting required skills and to shape them into socially aware citizens.

Mission
To provide education to rural students at an affordable cost to enlighten and empower young women to meet the challenges of the world by building strong character oriented individuals with economic independence.

6.2 Does the Institution has a management Information System

- Admission of the college is managed by the admission committee.

- The internal exam marks, attendance, library usage and scholarships etc. are maintained by with the help of computer system.

- Staff salary and related matters are operated through E-Pay roll online.

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

- Curriculum Development

> - Controlled by the University
> - Staff members served as Members of the Board of Studies.

- Teaching and Learning

> - Departments prepare their own detailed subject-wise time-table. Individual teachers are assigned work by the Head of the Department.
>
> - Teachers prepare the teaching plan of the topics allotted to each of them.
> - The heads of departments and the faculty in charge of various curricular and co-curricular activities furnish a detailed schedule to the office at the beginning of every academic year.
>
> - The College council discusses these programmes and finalizes the College calendar incorporating all such details.
> - Copies of academic calendar are made available to the students and staff

- Examination and Evaluation

> - Details about the pattern/types of questions, number of questions to be answered in each section, weights/marks/credits for each question, etc. are published in the University website.
>
> - All the evaluation reforms of the University are adopted by the college .
> - The new CBCSS grading system developed by the university has been fully adopted by the college both at UG and PG levels.
>
> - At the college level two internal examinations are conducted every semester. Additional internal examinations are conducted for selected courses.
>
> - Assignments, seminars, project works, etc. are regularly given to students and their performance is evaluated. These are made part of the internal assessment. Besides, instant quizzes, objective type tests, etc. are also conducted
> - 'Meet the Parents Programme' is conducted in every semester to discuss the progress of students.
>
> - Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university.

- Research and Development

> - Individual and group projects are given to students and research facilities in the college are extended to them. Project work of each student is guided and supervised personally by teachers.

- Library, ICT and physical infrastructure / instrumentation

- We have a full-fledged and spacious library with over 88421 books, 307 journals/periodicals, 27 copies of newspapers
- Total area of the library-1860 sq. metres.
- Green boards are introduced in selected classes.
- Whiteboards and interactive boards are provided in selected classrooms.
- Computers with internet connectivity are made available in selected Laboratories.
- Most of the departments are applying ICT methods in classroom teaching, project work and lab experimentation.
- Seminar halls are available in library building and selected class room.
- Tutorial spaces, modern laboratories with the latest equipment are available for all the science departments.
- All the science departments have received financial assistance from the Government of Tamilnadu for the modernization of the laboratories.
- All departments are provided with adequate number of computers with internet facility. This facility is available for the staff and students.
- There is a Computer Lab ,Language Lab and selected department with 78 PCs for staff and students in the college. Internet use is free for all the students.

- Human Resource Management

- Induction programmes have been organised to identify and care for the potential of the staff. Staff members are required to attend training programmes, refresher courses, orientation programmes, conferences and seminars.
- Every member of the staff is assigned with the responsibility to coordinate one or more extra/co-curricular programmes.
- Faculty members are given proper freedom of operation with regard to academic as well as research activities
- The Principal helps identify and care for leadership among faculty by entrusting them with the overall charge of academic and non- academic activities such as NSS, IQAC, Fine Arts Club, RRC, Anti-ragging cell, Grievance Redress Cell, etc.
- The Principal plays the key role in planning and mobilization of the human resource of the college.
- HODs are entrusted with coordinating activities at department level.
- To develop leadership qualities among students, college union elections are held and executive committee is constituted for organizing co-curricular and extra-curricular activities.
- Student leaders of subject associations organize various competitions and fests. Leadership training and personality development programmes are organized for students.
- Staff meetings and meetings of IQAC, Staff Council, College Union, etc. are conducted regularly.
- Usually the administrative and the quality related policies are presented and discussed in the college council before implementation. The college council meetings also serve the purpose of gaining feedback for the management on the various policies.
- There is a formal work record of appraisal of the performance and efficiency of teachers and non-teaching staff.

- Faculty and Staff recruitment

  - All appointments are based on pure merit and Recruited by TRB.
  - The college appoints well qualified teachers from different parts of the State.
  - Candidates with higher degrees such as Ph.D., NET/SET., etc. are given weightage in appointments.

- Industry Interaction / Collaboration

  - The collaborations have led to the publication of a good number of research papers in reputed national/international journals.
  - The Computer science   PG students are doing their project works at Various reputed institute.

- **Admission of Students**

  - Students are admitted strictly based on the Govt. /University guidelines and regulations. The reservation policy of the Government, UGC and the University is implemented by the college.
  - Accordingly, 31% seats are filled based on open merit, 19% reserved for SC/ST/SCA, 30% seats reserved for BC/BCM and 20% seats reserved for MBC/DNC.

6.4 Welfare schemes for Teaching ,Non-teaching and Students.

- Drinking water, rest room, financial assistance for critical diseases, etc. as well as training in the use of computers is also provided to the staff.

- Besides, there is a well-furnished student amenity centre and canteen under the College. Meals and other refreshments, etc are available to staff and students at reasonable rates.

The following is a list of welfare facilities for students available in the college:

- Endowments, Freeships and Scholarships
- Career Guidance and Placement Cell
- Organizing coaching classes for competitive exams
- Grievance Redress Cell
- SC/ST Monitoring Cell
- Purified drinking water facilities and water coolers
- English Speaking Corner, English Quest
- Commerce and Management Fest
- Food Fest
- Subject Associations for each department
- Soft skill training and personality development programmes
- Red Ribbon Club.
- Opening Bank account with zero balance

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done   Yes [ ]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	--	-
Administrative	-	-	-	-

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

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

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

- The senior staff acts as the Chief Superintendent of University examinations.
- In every department there is a coordinator for monitoring the internal evaluation process. The grades sheets are verified and countersigned by HODs.
- Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university.
- Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level.
- The university is conducting end semester examinations as part of Credit Semester System for UG and PG.
- The university has made facilities for uploading internal marks in the university web portal.
- The exam hall tickets can be downloaded from the university website.
- The results are being published in the university website.

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

-

6.11 Activities and support from the Alumni Association

The College Alumni Association organises a rich variety of programmes aimed at the integral growth of the college.

6.12 Activities and support from the Parent – Teacher Association

- PTA meetings are conducted at least once in a semester and score sheets are given to parents and their suggestions are used to improve the system.
- Complaints are collected necessary changes are made as per their demands

6.13 Development programme for support staff

- The performance of non-teaching staff is monitored and appraised by the Administrative Assistant.
- Spiritual renewal and value education classes are organised exclusively for the support staff.

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

- Water Harvesting: A water harvesting tank with a capacity of 1000 litres is completed. The college has a well and a pond with pure water for drinking
- Planting of trees will take place every year under the auspices of NSS volunteers

Criterion – VII

7. Innovations and Best Practices

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

- Infrastructure development with the support of staff and parents. Renovated laboratories with modern equipment.
- Transformer for uninterrupted power supply.
- High speed Internet Broadband connection with optical fibres.

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

- The plan of action prepared by IQAC was discussed at various levels of administration such as the College Council and Staff Meetings for the effective implementation.
- Various committees were formed to monitor the progress of implementation of the activities.
- The Co-ordinators were directed to submit the reports at the end. IQAC regularly met and assessed the progress.

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

> ➤ We Encourage cleanliness in and around the college campus.
> ➤ Individual attention is provided to students through personal and academic counselling.

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

7.4 Contribution to environmental awareness / protection

> ➤ NSS activities focus more on awareness towards greenery.
> ➤ Students are let aware of the need of Plastic free zone and herbal gardening.

7.5 Whether environmental audit was conducted?　　Yes ☐　　No ✓

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

> ➤ Career guidance to all disciplines.
> ➤ Programmes are designed catering to the need of the hour.

8. Plans of Institution for next year

> ❖ Increase of Pure drinking water facilities.
> ❖ Campus beautification and waste disposal unit.
> ❖ Website updates and renovation.
> ❖ Refreshing room for faculties.
> ❖ Rest room facilities for differently-able students.
> ❖ Hostel.
> ❖ Media Centre.
> ❖ Auditorium.

Name *Dr. S. GEETHA MANICKA NACHIAR.*　　　Name *Dr. S. GEETHA MANICKA NACHIAR.*

_____　　　　　_____
Signature of the Coordinator, IQAC　　　　*Signature of the Chairperson, IQAC*
Principal　　　　　　　　　　　　　　**Principal**
Govt. Arts College for Women　　　　**Govt. Arts College for Women**
Ramanathapuram - 623 501.　　　　　**Ramanathapuram - 623 501.**

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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