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***Guidelines for the Creation of the***

**Internal Quality Assurance Cell (IQAC)**

**And Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions**

***(For Affiliated/Constituent Colleges)***

**(Revised as per Revised Accreditation Framework in November, 2017)**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

**विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

## NAAC

### VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

### MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

### Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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**The Director**

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**Bengaluru - 560 072, India**

***Co-ordinated and Prepared by:***

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***Guidelines for the Creation of the  
Internal Quality Assurance Cell (IQAC)  
and Submission of Annual Quality Assurance Report (AQAR)  
in Accredited Institutions***

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## ***IQAC – Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

## **Objective**

***The primary aim of IQAC is***

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions

### *Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## Benefits

### ***IQAC will facilitate / contribute to***

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of the Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.



The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

***The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.***

### **Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31<sup>st</sup> December of every year.

***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.***

### **Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.

- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

***Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.***

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**(For Affiliated/Constituent Colleges)**

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.(For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution***(data may be captured from IIQA)*

<b>1. Name of the Institution: Government arts college for women, Ramanathapuram.</b>	
Name of the Head of the institution	<b>Dr. S. Geetha Manickka Nachiar</b>
Designation	<b>Principal In-Charge</b>
Does the institution function from own campus	<b>Yes</b>
Phone no/Alternate phone no	<b>04567 - 221343</b>
Mobile no	<b>9865557333</b>
Registered e-mail	<b><u>principal.gacw@gmail.com</u></b>
Alternate e-mail	<b><u>gacw128@gmail.com</u></b>
Address	<b>Government Arts College for women, Sigil raja veethi, Ramanathapuram.</b>
City	<b>Ramanathapuram</b>
State	<b>Tamil Nadu</b>
Pin Code	<b>623501</b>
<b>2. Institutional status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Women</b>
Location	<b>Urban</b>
Financial Status	<b>State Government Funded</b>
Name of the Affiliating University	<b>Alagappa University, Karaikudi, Tamil Nadu, India.</b>
Name of the IQAC Co-ordinator	<b>Mr. G. Rajesh Kanna</b>
Phone no	<b>-</b>
Alternate phone no	<b>04567221343</b>
Mobile	<b>9487412642</b>
IQAC e-mail address	<b><u>gacwiqacrm@gmail.com</u></b>
Alternate Email address	<b><u>gacwramanathapuram@gmail.com</u></b>
<b>3. Website address</b>	<b><u>www.gacwrmd.in</u></b>
Web-link of the AQAR (Previous Academic Year)	<b><u><a href="https://gacwrmd.in/Documents/Naac/Aqar/AQAR2018-2019.pdf">https://gacwrmd.in/Documents/Naac/Aqar/AQAR2018-2019.pdf</a></u></b>

<b>4. Whether Academic Calendar prepared during the year?</b>		<b>Yes.</b>			
If yes, whether it is uploaded in the Institutional website		<b>Yes.</b>			
Weblink		<a href="https://gacwrmd.in/Documents/2018-2019%20Calender.pdf">https://gacwrmd.in/Documents/2018-2019%20Calender.pdf</a>			
<b>5. Accreditation Details:</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
				Period from	Period To
<b>1<sup>st</sup> Cycle</b>	<b>B</b>	<b>2.07</b>	<b>2019</b>	<b>08-Feb-2019</b>	<b>07-Feb-2024</b>
<b>6. Date of Establishment of IQAC</b>			<b>28/06/2011</b>		
<b>7. Internal Quality Assurance System</b>					
7.1 Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & duration		Number of participants/beneficiaries	
<b>International Seminar on Computer Vision</b>		<b>23/02/2019</b>		<b>350</b>	
<b>8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.</b>					
Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
-	-	-	-	-	
<b>9. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes.</b>			
*upload latest notification of formation of IQAC		<a href="https://gacwrmd.in/Confidential/Iqac/IQAC%20composition%202018-2019.pdf">https://gacwrmd.in/Confidential/Iqac/IQAC%20composition%202018-2019.pdf</a>			
<b>10. No. of IQAC meetings held during the year</b>		<b>1</b>			
The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website		<b>Yes.</b>			
upload, minutes of meetings and action taken report		<a href="https://gacwrmd.in/Confidential/Iqac/IQAC%20composition%202018-2019.pdf">https://gacwrmd.in/Confidential/Iqac/IQAC%20composition%202018-2019.pdf</a>			
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>			
If yes, mention the amount and Year		<b>Nil</b>			
<b>12. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		<ol style="list-style-type: none"> <li>1. Conducted Seminar/ Workshops/ Training etc. to promote quality, research &amp; Development.</li> <li>2. Conducted academic audit by HODs.</li> <li>3. Collected Feedback from various stake holders and</li> </ol>			

	analyzed. 4. Conducted various awareness programmes and outreach activities addressing social issues. 5. Organized soft skills and personality development programmes for students.																
<b>13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>																	
<table border="1"> <thead> <tr> <th>Plan of Action</th><th>Achievements/Outcomes</th></tr> </thead> <tbody> <tr> <td>1.NAAC Accreditation</td><td>Accredited With B Grade(CGPA2.07)</td></tr> <tr> <td>2.To conduct Internal and External Academic Audit for all the departments and other Cells and Clubs for the effective functioning</td><td>Systematic examination of a quality system was carried out for all departments by various HODs</td></tr> <tr> <td>3.A common and specific format may be designed to collect the feedback from different sectors of people associated with the institution</td><td>Measures were taken to frame a common template to acquire the feedback of - Stakeholders feedback - Parents Feedback - Alumni feedback.</td></tr> <tr> <td>4. To conduct regular events like the College Annual day, Sports day, Graduation day, Annual Alumni Association meeting and so on.</td><td>College day was celebrated on 14th March, 2019. Sports day was celebrated on 16th February, 2019. Graduation day was celebrated on 24th March, 2019. Annual Alumni meet was celebrated on 4th February, 2019.</td></tr> <tr> <td>5. Completion of Student Satisfaction Survey on institutional performance</td><td>SSS 2019 was successfully conducted, feedback of students were analysed and indicated corrective actions.</td></tr> <tr> <td>6. Review of Result analysis.</td><td>Reviewed the results of the year to improve the academic quality of students.</td></tr> <tr> <td>7. Conduct of Bridge Course</td><td>All departments organized an Orientation Program and Bridge Course for the I year student</td></tr> </tbody> </table>		Plan of Action	Achievements/Outcomes	1.NAAC Accreditation	Accredited With B Grade(CGPA2.07)	2.To conduct Internal and External Academic Audit for all the departments and other Cells and Clubs for the effective functioning	Systematic examination of a quality system was carried out for all departments by various HODs	3.A common and specific format may be designed to collect the feedback from different sectors of people associated with the institution	Measures were taken to frame a common template to acquire the feedback of - Stakeholders feedback - Parents Feedback - Alumni feedback.	4. To conduct regular events like the College Annual day, Sports day, Graduation day, Annual Alumni Association meeting and so on.	College day was celebrated on 14th March, 2019. Sports day was celebrated on 16th February, 2019. Graduation day was celebrated on 24th March, 2019. Annual Alumni meet was celebrated on 4th February, 2019.	5. Completion of Student Satisfaction Survey on institutional performance	SSS 2019 was successfully conducted, feedback of students were analysed and indicated corrective actions.	6. Review of Result analysis.	Reviewed the results of the year to improve the academic quality of students.	7. Conduct of Bridge Course	All departments organized an Orientation Program and Bridge Course for the I year student
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<b>14. Whether the AQAR was placed before statutory body?</b>	No																
Name of the Statutory body																	
Date of meeting(s)																	
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?</b>	Yes																
Date	30 & 31 January 2018																
<b>16. Whether institutional data submitted to AISHE</b>	Yes																

Year	2019
Date of Submission	30/01/2019
<b>17.</b> Does the Institution have Management Information System?	No
If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)	

## **Part-B**

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words					
Government Arts College for women is currently having the following mechanism of action for the effective delivery of the curriculum. At the beginning of an academic year, departmental meetings are held in every department in which the paper is allotted to each teaching staff and the syllabus are distributed to the teachers after discussion with them as per university guidelines.					
College administration provides a central time table for each year/semester for both UG and PG classes. Department Heads prepare the routine which is approved by the Principal duly. Teachers prepare lesson plans for their lectures, according to the syllabus allotted. Classes are held according to the schedule/time table under the supervision of the Heads of the department. We have a very rich central library with open access system and many departments have their Departmental libraries too for the benefit of the students. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as the Chalk and Blackboard method, ICT-enabled teaching-learning method, Use of different software, Use of Scientific models and charts for effective lecture delivery, Group discussions conducted among the students during the class, Seminars by students related to curriculum, Paper presentation by the students, Proper and adequate instrumentation/equipment facility is given to the students for their practical classes. Regular unit tests, internal examinations, continuous internal assessment in theory and practical classes, viva-voce are done to keep track of the improvement of the students. Remedial and slow learner classes are also conducted based on requirements. Departments maintain a detailed record of the classes, assessments, project reports, etc.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
NIL					
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
NIL					
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B. A., Tamil	UG	-	18/06/2018		
B.Sc., Computer Science	UG	-	18/06/2018		

B.Sc., Electronics	UG	-	18/06/2018		
B.Sc., Chemistry	UG	-	18/06/2018		
B.Sc., Home Science	UG	-	18/06/2018		
B. Sc., Mathematics	UG	-	18/06/2018		
B. Com., Corporate Secretaryship	UG	-	18/06/2018		
M.Sc., Computer Science	-	PG	18/06/2018		
M. Sc., Mathematics	-	PG	18/06/2018		
Already adopted (mention the year) : 2008					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
	Computer Literacy Program		-		
No of Students	440		-		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses			Date of introduction	Number of students enrolled	
Communicative English (7NME1C)			18/06/2018	462	
Extension Activities (7BES2)			18/06/2018	421	
Competitive Examination Skills (7SBS3A1)			18/06/2018	421	
Effective Employability Skills (7NME3C)			18/06/2018	421	
Heritage and Tourism Promotion Skills (4SBS5A4)			18/06/2018	311	
Marketing and Sales Management (4SBS5A5)			18/06/2018	417	
Environmental Studies (7BES3)			18/06/2018	462	
Emergency and Medical Lab Skills (7SBS4B2)			18/06/2018	417	
Value Education (7BVE4)			18/06/2018	417	
Basic Internet and Office Automation Lab (4SBS6B3)			18/06/2018	359	
Fruits and Vegetable Preservation Skills (4SBS6B5)			18/06/2018	387	
Entrepreneurial Development Skills (4SBS5A3)			18/06/2018	106	
Equipment Handling Skills for Events (4SBS6B5)			18/06/2018	76	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
M. Sc., Computer Science (Project)			21		
B. Sc., Home Science (Diet Therapy Internship)			29		
1.4 Feedback System					



1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution? (maximum 500 words)					
Feedback is collected from all stakeholders. Feedback on faculty is collected from students at the end of every semester. The feedback form is designed to incorporate the depth of knowledge of the subject, presentation skills, sincerity, commitment, regularity, punctuality, syllabus coverage, ability to relate the course to real-life situations, ability to generate interest, accessibility of teachers for clarifications outside the class, ability to command and control the class, and overall rating students give their feedback on faculty on the basis of 10 parameters and using a four-point scale. The feedback is analyzed by the Heads of departments. In the analysis, the HODs compare the feedback of the previous and current semesters. If any improvements are called for, the matter is brought to the Principal's notice. Then the HOD and Principal share the feedback with the faculty concerned and suggest necessary steps for improvement. Feedback on curriculum is collected from all stakeholders, and the findings are communicated to the respective Boards of studies / Boards of Examiners. Feedback is analyzed and suggestions and recommendations are conveyed to the university. Faculty members are appraised.					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme		Number of seats available	Number of applications received	Students Enrolled	
B. A., Tamil		72	422	72	
B.Sc., Computer Science		80	875	73	
B.Sc., Electronics		40	875	30	
B.Sc., Chemistry		40	875	40	
B.Sc., Home Science		40	875	31	
B. Sc., Mathematics		120	875	110	
B. Com., Corporate Secretaryship		132	422	125	
M.Sc., Computer Science		24	41	24	
M. Sc., Mathematics		36	56	36	
2.2 Catering to Student Diversity					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-2019	1308	110	56	4	60
2.3 Teaching - Learning Process					
2.3.1 Percentage of teachers using ICT foreffective teaching with Learning Management Systems (LMS).					

E-learning resources etc. (current year data)					
Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
60	20	-	-	1	Multipurpose output device, LCD Projector, Internet and Wi-fi facility

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

**Yes.**

Students Mentoring system has been implemented in our college where in-class wise students were mentored by the respective class teacher who was counseling, guiding, and making efforts to improve student's academic as well as non-academic performance and in turn parents were informed regarding the student's progress. The mentoring system of our college ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers. The Student Mentoring system is followed in all departments of our College.

The following are the activities of the Students Mentoring System in our institution:

Mentors are assigned to monitor and guide students all through the year. Mentors coordinate with the parents regarding the progress of the students. Advise students in their career development / Professional guidance. Discuss with a student individually and supports them in all the possible ways to enrich their academic performance. Check on the attendance of the student and the marks obtained in the University examination. The mentor is responsible to provide counseling to the student and provide guidance regarding the person and academic issues of the student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1418	60	1:24

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
<b>Shift I</b>				
Tamil	8	7	1	2
Computer Science	8	8	-	1
Electronics	5	5	-	-
Home Science	4	4	-	1
Chemistry	7	7	-	-
Mathematics	7	7	-	-
Commerce	5	5	-	2
English	3	3	-	1

<b>Total</b>	<b>47</b>	<b>46</b>	<b>1</b>	<b>2</b>	<b>7</b>
<b>Shift II</b>					
Tamil	1	1	-	-	-
Computer Science	6	6	-	-	-
Mathematics	1	1	-	-	-
Commerce	4	4	-	-	-
English	2	2	-	1	-
<b>Total</b>	<b>14</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>	<b>61</b>	<b>60</b>	<b>1</b>	<b>3</b>	<b>7</b>

#### 2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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**NIL**

#### 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year-end examination
<b>B. A., Tamil</b>	<b>101</b>	<b>Year</b>	<b>08/04/2019</b>	<b>20/07/2019</b>
<b>B.Sc., Computer Science</b>	<b>128</b>	<b>Year</b>	<b>08/04/2019</b>	<b>20/07/2019</b>
<b>B.Sc., Electronics</b>	<b>123</b>	<b>Year</b>	<b>08/04/2019</b>	<b>20/07/2019</b>
<b>B.Sc., Home Science</b>	<b>132</b>	<b>Year</b>	<b>08/04/2019</b>	<b>20/07/2019</b>
<b>B.Sc., Chemistry</b>	<b>124</b>	<b>Year</b>	<b>08/04/2019</b>	<b>20/07/2019</b>
<b>B. Sc., Mathematics</b>	<b>121</b>	<b>Year</b>	<b>08/04/2019</b>	<b>20/07/2019</b>
<b>B. Com., Corporate Secretaryship</b>	<b>154</b>	<b>Year</b>	<b>08/04/2019</b>	<b>20/07/2019</b>
<b>M.Sc., Computer Science</b>	<b>314</b>	<b>Year</b>	<b>08/04/2019</b>	<b>20/07/2019</b>
<b>M. Sc., Mathematics</b>	<b>311</b>	<b>Year</b>	<b>08/04/2019</b>	<b>20/07/2019</b>

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated institution of Alagappa University, Karaikudi, evaluation norms of the university are strictly followed. The institute has taken more efforts to improve the performance of students by framing significant

reforms in Continuous Internal Evaluation at the institute level.

The reforms are,

1. At the beginning of the semester, faculty members inform to the students about the various components in the assessment process during the semester.
2. The internal assessment test schedules are prepared during the academic calendar preparation and also communicated to the students well in advance before the commencement of internal examinations.
3. For theory subjects, there shall be a continuous evaluation during the semester .25 marks is allotted for continues internalassessment.25 marks spitted in to 3 categories(15 marks for examinations,5 marks for assignment and 5 marks for seminar)
4. The following procedure to be followed for 25 Internal Marks for theory subjects. Test 15 marks (best 2 out of 3), Assignment 5 marks, and Seminar 5 marks.
5. The following procedure to be followed for 40 Internal Marks for practical subjects. Test 30 marks (best 2 out of 3), Record 5 marks, and Attendance 5 marks.
6. The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process.
7. Result Analysis is done by the class tutors after every CIE Test.
8. The institution is keeping on monitoring the performance of the students and reports to the Parents.
9. Remedial classes are conducted for the slow learners, absentees, and the students who are participated in sports, NSS activities.
10. The marks obtained by the students in internal assessment tests are maintained by the subject faculty members and the hardcopy of the internal marks are sent to the university in a prescribed format, also sent the soft copy of the internal sent to the COE, Alagappa University at the end of each semester.

### **2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)**

As the college is affiliated to the Alagappa University, Karaikudi, the academic calendar follows meticulously the calendar prepared by the university. Our college prepares the academic calendar at the beginning of the academic year and distributes it to the students, teaching and nonteaching staff. The academic calendar contains the information of the working days for the academic year, schedule of continuous internal assessments and also the dates for the model examinations. In addition to this the dates for common examinations like non-major electives [NME] and soft skill are notified. The end of semester practical examinations for science and language departments is also notified in the calendar. The academic calendar contains the list of national, state, local and the institutional holidays. Important information related to student discipline, attendance regulation as prescribed by the university, leave rules and scholarships available are given in detail. Matters relating to student library like issue of books and also the detailed fee structure for the various courses are given here. In addition to National Anthem, its explanation, the college song and note on the emblem of the college is presented here. A brief history of the institution is documented here which highlights the various courses started at different years. This is especially useful as it traces the journey of the college.

## **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 in website of the institution (to provide the web link)

### **ARTS**

**Programme Outcome:-**

PO1: The purpose of student learning is to encourage students to analyze the range of creativity, cultural activities and the convention and methods.

**Programme Specific Outcome:****Tamil:**

1. Investigate the variety of human culture and demonstrate era understanding of the ways in which cultures have changed.

2. To comprehend how language reflects a way of thinking, and other aspects of society.

**Commerce:**

Aims to provide students with the knowledge, tools of analyses and skills with which to understand and participate in the modern business and economics world.

**SCIENCE****Programme Outcome:-**

PO1: To equip students to use modern analytical instrumentation and be skilled in problem solving, critical thinking and analytical reasoning.

Also moulds students to formulate hypotheses, investigate test and interpret data.

**Programme Specific Outcome:****Computer Science:**

Prepare students for positions as computer scientists. Apply algorithmic, mathematical and scientific reasoning to a variety of computational problems.

**Electronics:**

Demonstrate proficiency in the use of data and wireless communication networks, equipment and devices.

**Chemistry:**

To employ critical thinking and efficient problem-solving skills in the four basic areas of chemistry (analytical, inorganic, organic and physical).

**Home science:**

Utilize knowledge from the physical and biological sciences as a basis for understanding the role of food and nutrients in health and disease processes.

**Mathematics:**

To comprehend how fundamental elements of mathematics, are applied to solve real-world problems. To use mathematical reasoning with appropriate technology to solve problems, test connectives.

**2.6.2 Pass percentage of students**

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
101	B. A., Tamil	52	52	100 %
128	B.Sc., Computer Science	59	52	88.14 %
123	B.Sc., Electronics	21	4	19 %
132	B.Sc., Home Science	29	9	31.03 %
124	B.Sc., Chemistry	34	31	91 %
121	B. Sc., Mathematics	100	75	75 %
154	B. Com., Corporate Secretaryship	98	49	50 %
314	M.Sc., Computer Science	21	21	100%
311	M. Sc., Mathematics	31	30	97 %

**2.7 Student Satisfaction Survey**

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

**WEB LINK:**

<https://gacwrmd.in/confidential/IOAC/STUDENT%20SATISFACTION%20SURVEY%20REPORTGACW.PDF>

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**

3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NIL	NIL	NIL	NIL
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other(Specify)				
Total				
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar		Name of the Dept.		Date(s)
International Seminar on Computer Vision		Computer Science		23/02/2019
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NIL				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
NIL				
Name of the Start-up		Nature of Start-up		Date of commencement
Academic Innovation and Entrepreneurship Development Program		Skill and Career development		23/08/2018
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
-	-		-	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
-		-		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	Chemistry	1	1.58	
International	Computer Science	4	5.87 (IETIR)	

			3.022 (IJCSE)			
			5.87 (JETIR)			
			(IJSRC)			
3.3.4 Books and Chapters in edited Volumes / Books published, and Papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Computer Science			5			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Advanced Technique of Improving Homomorphic Encryption Scheme Implementation into cloud Computing	A.JeevaRathinam	Journal of emerging Technologies and Innovative research (JETIR)	2018	14965	Alagappa University, Karaikudi	14965
Advanced Classification Method of Twitter data using sentiment analysis for airline service	T. Hemakala	International Journal of computer Sciences and Engineering (IJCSE)	2018	2325	Alagappa University, Karaikudi	2325
Extended Performance of Multimodal disease risk prediction in machine learning using healthcare big data	G. Alageswari	Journal of emerging Technologies and Innovative research (JETIR)	2018	14965	Alagappa University, Karaikudi	14965
An Efficient Lossless Image Compression Based on Optimized DWT Using Genetic Algorithm	P. Ravi	International Journal of Sciencetific Research in Computing (IJSRC)	2019		Govt Arts college for women, Ramanatha puram.	
An efficient Electro chemical method to	A.Vinipriya	Journal of applied Science	2019		St. Joseph's college,	

<b>oxidise alcohol to aldehyde in biphasic medium</b>		<b>and computation</b>			<b>Trichy.</b>	
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
<b>Advanced Technique of Improving Homomorphic Encryption Scheme Implementation into cloud Computing</b>	<b>A.JeevaRathinam</b>	<b>Journal of emerging Technologies and Innovative research (JETIR)</b>	<b>2018</b>	<b>48</b>	<b>14965</b>	<b>Alagappa University, Karaikudi</b>
<b>Advanced Classification Method of Twitter data using sentiment analysis for airline service</b>	<b>T. Hemakala</b>	<b>International Journal of computer Sciences and Engineering (IJCSE)</b>	<b>2018</b>	<b>16</b>	<b>2325</b>	<b>Alagappa University, Karaikudi</b>
<b>Extended Performance of Multimodal disease risk prediction in machine learning using healthcare big data</b>	<b>G. Alageswari</b>	<b>Journal of emerging Technologies and Innovative research (JETIR)</b>	<b>2018</b>	<b>48</b>	<b>14965</b>	<b>Alagappa University, Karaikudi</b>
<b>An Efficient Lossless Image Compression Based on Optimized DWT Using Genetic Algorithm</b>	<b>P. Ravi</b>	<b>IJSRC</b>	<b>2019</b>			<b>Govt Arts college for women, Ramanathapuram.</b>
<b>An efficient Electro chemical method to oxidise alcohol to aldehyde in biphasic medium</b>	<b>A.Vinipriya</b>	<b>Journal of applied Science and computation</b>	<b>2019</b>			<b>St. Joseph's college, Trichy.</b>



3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Conference/ Seminar	-	11	-	-
Presented papers	-	-	-	-
Resource Persons	-	-	-	1

### 3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Rally on Drugs Abuse Awareness	Youth Red Cross	3	70
Rally on Employment awareness	National Service Scheme	6	100
College campus cleaning	National Service Scheme	3	50
NSS day celebration and Tree plantation	National Service Scheme	3	300
Rally on National disaster management day celebration	National Service Scheme	6	200
Voter's day celebration	National Service Scheme	3	300
National unity day Oath taking on Sardarvallabhbhai Patel birthday	National Service Scheme	3	300
Oath taking for safety diwali	National Service Scheme	5	300
College campus cleaning and Herbal garden plantation	National Service Scheme	10	500
College campus cleaning	National Service Scheme	3	100
Acupuncture medical camp	National Service Scheme	5	300
7 days Special camp in 3 villages	National Service Scheme	3	150

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/re cognition	Awarding bodies	No. of Students benefited
Swachata Hi Seva Celebration - Paper Presentation	Prize I	Swachata Hi Seva(SHS) & NSS	2
National voter's day awareness drama	-	-	5
Seminar on 150 <sup>th</sup> birthday celebration of Mahatma Gandhi – Oratorical competition	Prize II	Ramanathapuram People's Movement	1
	Prize III	Ramanathapuram People's Movement	1
Seminar on 150 <sup>th</sup> birthday celebration of Mahatma Gandhi	Prize I	Ramanathapuram People's Movement	1
Poster Making	Prize I	Election Commission of India	1
Poster Making	Prize II	Election Commission of India	1

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating	Name of the activity	Number of teachers coordinated	Number of students participated
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	agency		such activities	in such activities
<b>Awareness Program</b>	<b>Red Ribbon Club</b>	<b>AIDS awareness</b>	<b>1</b>	<b>100</b>
<b>Awareness Program</b>	<b>Youth Red Cross</b>	<b>Awareness program on Positive vision towards mental illness</b>	<b>3</b>	<b>100</b>

### 3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NIL			

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry/ research lab with contact details	Duration (From-To)	Participants
<b>B. Sc., Home Science (Diet Therapy Internship)</b>	<a href="https://gacwrmdocs.s3.ap-south-1.amazonaws.com/documents/Internship+Asirvath+2018-19.pdf">https://gacwrmdocs.s3.ap-south-1.amazonaws.com/documents/Internship+Asirvath+2018-19.pdf</a>	<b>Arthur Asirvatham Hospital, Madurai</b>	<b>04/02/2019 to 05/03/2019</b>	<b>16</b>
	<a href="https://gacwrmdocs.s3.ap-south-1.amazonaws.com/documents/Internship+Meenakshi+2018-19.pdf">https://gacwrmdocs.s3.ap-south-1.amazonaws.com/documents/Internship+Meenakshi+2018-19.pdf</a>	<b>Meenakshi missin hospital, Madurai.</b>	<b>04/02/2019 to 05/03/2019</b>	<b>13</b>
<b>M. Sc., Computer Science (Project Work)</b>	<a href="https://firebasestorage.googleapis.com/v0/b/gacwrmd-e9001.appspot.com/o/PG%20Project%202018-19.pdf?alt=media&amp;token=91c3e674-eb2d-4351-9d7b-1e4ccb426bbf">https://firebasestorage.googleapis.com/v0/b/gacwrmd-e9001.appspot.com/o/PG%20Project%202018-19.pdf?alt=media&amp;token=91c3e674-eb2d-4351-9d7b-1e4ccb426bbf</a>	<b>SSI Education, Madurai</b>	<b>01/12/2018 to 31/03/2019</b>	<b>8</b>
		<b>OK Solutions, Karaikudi.</b>		<b>9</b>
		<b>Kalvi Institute Private Limited, Ramanathapuram.</b>		<b>2</b>
		<b>Biznet Learning Slutions, Madurai.</b>		<b>2</b>

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
NIL			

### CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development (Rupees in
--	---

(Rupees in Lakhs)			Lakhs)						
240			240						
4.1.2 Details of augmentation in infrastructure facilities during the year									
Facilities			Existing		Newly added				
Campus area			3.75 acres		-				
Class rooms			17		8				
Laboratories			6		2				
Seminar Halls			1		Nil				
Classrooms with LCD facilities			1		Nil				
Classrooms with Wi-Fi/ LAN			Nil		Nil				
Seminar halls with ICT facilities			Nil		Nil				
Video Centre			1		Nil				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.			Nil		Nil				
Value of the equipment purchased during the year (Rs. in Lakhs)			Nil		Nil				
Others									
4.2 Library as a Learning Resource									
4.2.1 Library is automated {Integrated Library Management System -ILMS}									
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation			
4.2.1 Library Services:									
		Existing		Newly added		Total			
		No.	Value	No.	Value	No.	Value		
Text Books		16,880	33,01,436	453	2,06,224	17,333	35,07,660		
Reference Books									
e-Books									
Journals									
e-Journals									
Digital Database									
CD & Video									
Library automation									
Weeding (Hard & Soft)									
Others (specify)									
4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computer s	Comput er Labs	Internet	Browsing Centres	Comput er Centres	Office	Depar tment s	Available band width (MGBPS)	Others
Exist ing	77	25	-	-	-	3	5	2 MBPS	45(CLP - 11 Language Lab - 10 Electronics Lab - 20 Library - 4)

Add	-	-	-	-	-	-	-	-	-
Total	77	25	-	-	-	3	5	-	45

#### 4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

.....2..... MBPS /GBPS

#### 4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
--	--

**NIL**

#### 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
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**NIL**

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on facilities (Rupees in Lakhs)	Expenditure incurred on maintenance of academic facilities (Rupees in Lakhs)	Assigned budget on physical facilities (Rupees in Lakhs)	Expenditure incurred on maintenance of physical facilities (Rupees in Lakhs)
<b>98 [Rs.98,37,644]</b>	<b>90 [Rs.90,50,482]</b>	<b>21[Rs.21,00,000]</b>	<b>21 [Rs.21,00,000]</b>

#### 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.(maximum 500 words)

Web Link: <https://gacwrmd.in/Confidential/Iqac/Procedures%20and%20policies.pdf>

The grants received by the college from government are utilized for new construction, renovation and upkeep of all the infrastructure of the college. This is done by holding of regular meetings of various committees to ensure optimal allocation and utilization of the available financial resources. Currently the seven undergraduate and two postgraduate courses have shortage of adequate space. A spacious laboratory for the newly started B.Sc Chemistry course/M.Sc Computer Science and around eight classrooms are under construction. The construction and maintenance of buildings is carried out by the State Public Works Department [PWD] and the engineers and officials work in consultation with the college committee.

The laboratories of the science and language departments are well maintained with good equipment's for the undergraduate and postgraduate. The consumable and non-consumable items for the laboratories are purchased by individual departments with the help of purchase committees/HOD after getting comparative statements of quotations from competitive suppliers.

Every academic year we are conducting NSS Camps and also various Sports programme such as Volley ball, Badminton, Handball, Throw ball, Kabaddi, Kho-Kho, etc., We provide a special coaching regarding sports

experts to students by Physical Director (In-charge).

All the payments to vendors are made through electronic clearance system [ECS] of banks. The items purchased are entered item wise in the respective stock registers of the departments and these are routinely checked by verification officers appointed both at the college level and also by the government. At the end of the academic year items from the laboratories which are unserviceable or condemned are auctioned off and the amount is credited to the state treasury.

The library of the college has text books and also suitable furniture for students to do their reference and reading works. The library is also in possession of some very old and rare books and manuscripts. The general library maintains a register of each visitor staff or student. The Library has special facilities for visually challenged students. The annual purchase of books is done with the input given by the various departments. Some of the books are also turned to the respective departments and a departmental library is maintained, where a staff in-charge helps with safe keeping and issue of the books to students.

Sports play an important role in the lives of many a student. The physical education department caters to the need of such students.

To maintain computer literacy among the students, all the students whose major is not a computer science or computer applications have to study basics of computer and internet applications for a year. This Computer Literacy Program envisioned by the government helps the students hone in their computer skills. At the end of the study they have an examination and on successful completion of which the students are given a government recognized certificate.

#### **CRITERION V - STUDENT SUPPORT AND PROGRESSION**

##### **5.1 Student Support**

##### **5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees
<b>Financial support from institution</b>	<b>BC,BCM, MBC Scholarship</b>	<b>929</b>	<b>11,96,893</b>
	<b>SC/ST scholarship</b>	<b>259</b>	<b>13,56,125</b>
	<b>GRAND TOTAL</b>	<b>1188</b>	<b>25,53,018</b>

##### **Financial support from other sources**

a) National	-	-	-
b) International	-	-	-

##### **5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,**

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>Competitive Examination</b>	<b>27/08/2018</b>	<b>160</b>	<b>TNPSC</b>
<b>Career Counselling</b>	<b>22/03/2019</b>	<b>500</b>	<b>GACW</b>
<b>Slow Learners Coaching</b>	<b>15/10/2018 &amp; 25/03/2019</b>	<b>299+358=657</b>	<b>TANSCH</b>
<b>Language Lab</b>	<b>25/04/2009</b>	<b>932</b>	<b>Govt of TN</b>
<b>Personal Counselling</b>	<b>02/07/2018</b>	<b>100</b>	<b>GACW</b>

##### **5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the**

institution during the year						
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed	
2018-2019	TNPSC	160	160	-	-	
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year						
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal		
3		3		7 days		
5.2 Student Progression						
5.2.1 Details of campus placement during the year						
On campus			Off Campus			
Name of Organizations Visited		Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Blue Ocean Personnel and Allied services Pvt. Ltd, Chennai.		100	71	-	-	-
5.2.2 Student progression to higher education in percentage during the year :						
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to	
2018 - 2019	6	B. Sc., Computer Science	Computer Science	Govt arts College for Women, Ramanathapuram.	M.Sc., Computer Science	
	1	B. Sc., Computer Science	Computer Science	Syed ammal arts and science College, Koottampuli.	M.Sc., Computer Science	
	2	B. Sc., Computer Science	Computer Science	Caussanal college of arts and science, Muthupettai.	M.Sc., Computer Science	
	1	B. Sc., Computer Science	Computer Science	Sathak Engineering College, Kilakarai.	MCA	
	1	B. Sc., Computer Science	Computer Science	Govt arts College, Paramakudi.	M.Sc., Computer Science	

	2	M. Sc., Computer Science	Computer Science	JJ college, Pudukottai.	M. Phil., Computer science
	1	B. Sc., Electronics	Electronics	Govt arts College, Paramakudi.	M.Sc., Electronics
	1	B. Sc., Home Science	Home Science	Meenakshi college, Madurai.	M. Sc., Home Science
	1	B. Sc., Home Science	Home Science	TBAK college, Kilakarai.	M. Sc., Home Science
	9	B. Sc., Chemistry	Chemistry	Sethupathy arts college, Ramanathapuram.	M. Sc., Chemistry
	2	B. Sc., Chemistry	Chemistry	R.K. Samy B.Ed., College, Ramanathapuram.	B. Ed., Chemistry
	16	B. Sc., Mathematics	Mathematics	Govt arts College for Women, Ramanathapuram.	M. Sc., Mathematics
	5	B. Com (CS)	Commerce	Sethupathy govt arts college, Ramanathapuram.	M. Com.,
	1	B. Com (CS)	Commerce	ICAI, Madurai.	CA

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Nil	Nil
SET	Nil	Nil
SLET	Nil	Nil
GATE	Nil	Nil
GMAT	Nil	Nil
CAT	Nil	Nil
GRE	Nil	Nil
TOFEL	Nil	Nil

Civil Services	Nil	Nil
State Government Services	Nil	Nil
Any Other	Nil	Nil

#### 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
<b>Fine arts (Cultural activities)</b>	<b>Institution level</b>	<b>100</b>
<b>Sports</b>	<b>Institution level</b>	<b>250</b>
<b>TECHSA' 19 (Technical Events for Computer Science students)</b>	<b>Institution level</b>	<b>75</b>
<b>Seminar on Women Entrepreneur Development – Nutrifest 2019 (Home Science)</b>	<b>Institution level</b>	<b>90</b>
<b>MATH – TALENTIA (Mathematics)</b>	<b>Institution level</b>	
<b>Consumer club meet (Commerce)</b>	<b>Institution level</b>	<b>119</b>
<b>Essay Writing on Recent Trends in Electronics</b>	<b>Institution level</b>	<b>27</b>
<b>Chemistry</b>	<b>Institution level</b>	<b>105</b>
<b>Tamil Ilakkiya mandra vizha</b>	<b>Institution level</b>	

#### 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)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
<b>2018 - 2019</b>	<b>Winner I Prize</b>	<b>State level</b>	<b>Long Jump</b>	-	<b>Chemistry</b>	<b>A.Sneka</b>
	<b>Winner I Prize</b>	<b>State level</b>	<b>800mtr Running</b>	-	<b>Chemistry</b>	<b>A.Sneka</b>
	<b>Winner I Prize</b>	<b>State level</b>	-	<b>As You Like it</b>	<b>Computer Science</b>	<b>1.M. Dhivyadharshini 2. M. Suganya 3. R. Aiswarya 4. K. Thanalakshmi</b>

##### 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a student council. The student's president, secretary are nominated according to their Academic performance and election. The institution constitutes the student council every academic year. This student council organizes the college function and sports day function. The expenditure is met out from student's special fees, collected every academic year.

Students are the members of various committees such as the Cultural committee, Sports committee, and NSS committee. Their views and opinions are given due consideration while making decisions.

Student's Union of our college works for the benefit of the students throughout the year and pursues several activities within and outside of the college campus. The major activities pursued by the Student's Union in



2018-2019 are Cultural Activities.

Organizing an orientation program to welcome the newly admitted students in the college.  
Observation of Teachers' Day to mark the birth anniversary of Dr. S. Radhakrishnan.

Organization of the Pongal Festival.

Organization of the annual day, a cultural program of the college.

Observance of the International Mother Language Day on 21st February 2019.

Observation of the Women's day celebrations

Celebration of Sarasvati Pooja in the college.

Sports Activities: Organization of inter-college Badminton /kabaddi/Volleyball Tournament. Organization of Annual Sports Meet of the college/college day.

Organization of Annual Sports Meet of the college day.

The principal conducts meetings with student union members. During this meeting, Student's council members bring ideas, requests, and feedback of the students and submitted to the principal. Student representatives will share their views about the growth of the college and the progress of students. The student council not only addresses the immediate needs of the students, but it also helps to participate in students to offer solutions for long lingering problems of administration and student conflicts. After the meeting with the Principal, the HOD and other members arrange a meeting with the class representative of all the departments.

### **5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The college has an unregistered active Alumni Association. All the outgoing students are required to become members of the association. The alumni are guided by a Teacher convener in their activities. The funds are properly utilized for student's welfare. Sometimes if there is any teaching staff scarcity at that time, the college appoints teachers and gives the salary from this head.

Each department maintains the contact address, email address and mobile number of the alumni through which the institution communicates with the alumni. The alumni itself form a network like face book and Whatsapp through which they communicate with each other.

The former faculties of the institution are invited to various functions as guests and resource persons. Their experience and the expertise are used by the Institution as and when needed. We seek their guidance regarding various activities and while conducting seminars.

The grievances are considered and proper actions are taken. The OSA is functioning actively where the alumni plays a key role in soliciting welfare programmes like construction of "Rest Room" for the students.

5.3.2 No. of ~~registered~~ enrolled Alumni:

<b>462</b>
5.3.3 Alumni contribution during the year (in Rupees) :
<b>Rs. 1,38,600.00</b>
5.3.4 Meetings/activities organized by Alumni Association :
<b>1</b>
<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
<b>6.1 Institutional Vision and Leadership</b>
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>Our College administration is participatory and decentralized. The Principal is the academic and administrative head of the College, supervises all activities of the College and ensures maintenance of the academic discipline of the institution. He is assisted by the College Council which consists of all Head of the Departments. The decentralization of administration ensures to have free and independent thinking among faculty. Principal along with faculty members decide about the calendar of events, subject distribution, course plans, lesson plan schedules, curricular, co-curricular, and extracurricular activities. HODs are accountable for the smooth functioning and completion of syllabus, internal assessments, student seminars, university examinations, and all other regular academic activities. This facilitates to grow and foster academic leadership among the faculty members. A decentralized functioning mechanism empowers the departments to function with greater flexibility and at the same time, they share the responsibilities. Departmental heads also delegate work to their Colleagues to ensure smooth completion of work in the expected time frame. For the smooth functioning of the institution, several committees have been formed and the committee members are authorized to take suitable actions. The college encourages participative management practices by constituting various committees like, Admission Committee, Discipline Committee, IQAC Committee, Anti Ragging Cell, etc. The participative management approach helps the College in planning and implanting various activities of the institution.</p>
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: <b>No</b>
<b>6.2 Strategy Development and Deployment</b>
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):
<p>❖ Curriculum Development:</p> <p><b>Inclusion of field work, industrial visit and educational excursion in both Undergraduate and Post graduate levels. Complementing traditional written examination, Practical examination, internship work, project work and seminar presentation. Monitoring continuous internal Assessment of student.</b></p>
<p>❖ Teaching and Learning:</p> <p><b>Access to internet facility to inculcate online learning management resources. ebook, ejournal facility for carrying out project works. Learning through Field Work, Industrial visit, Internship work, Project work. Enhancement of learning skills of the Students through participation in different seminars and competitions.</b></p>
❖ Examination and Evaluation:

College has complemented traditional written examination with project work assignments, internal examinations, group discussion, literature review, power point presentation, grand viva and seminar lectures.
State Higher Education Council provides MRP to faculty members with an increased ceiling of allotted money for Arts, Science and Commerce. Motivates faculty members for research publications in peer reviewed journals with high impact factor. Encourages them to present papers in International/National/State Level Seminars, workshops and to act as resource persons. Exhibits the publication of research work of the faculty members in the college library to inspire further research. College explores various funding agencies for sponsoring major / minor projects. (DBT, DST, ICSSR, UGC etc.) Motivates the faculty members and the students to organize various seminars workshops at Institutional / State / National / International levels. Encouraging faculties to act as M.Phil/ Ph.D supervisors.
❖ Library, ICT and Physical Infrastructure / Instrumentation: Provision for wifi facility in the campus for use of the e-learning resources. Increase of the internet bandwidth from 2mbps to 50 mbps through broadband. Provision for access of eBook facility through online resource. Separate internet connection in the library to access the e-resources. Procurement of more equipment, teaching aids and books under State fund.
❖ Human Resource Management: Faculty recruitment is done through Teachers Recruitment Board (TRB) as per the Government of Tamil Nadu and UGC regulations. The recruitment procedures, service rules and promotion policies are made transparent by TRB and employees are benefitted with CL, ML and EPF. Nonteaching Staffs are recruited as per the regulations of Government of Tamil Nadu. Faculties and staffs' salaries are credited in the bank account directly. Pay slips are issued every month. For professional development of the human resource, Government of Tamil Nadu provides opportunities to the faculties to undergo development programs outside the college. • The college organizes HR development Programmes for faculties, staffs and students for skill upgradation and training. • Faculties and students are felicitated for their academic achievements. • Women's cell organizes programmes on various gender issues. • Exclusive career guidance classes are organized by the training and placement cell
❖ Industry Interaction / Collaboration : Guest lectures are conducted for the students by the Industry experts. Alumni placed in the reputed industries are invited for dialogue about industrial trend and need with the students. Entrepreneurship orientation activities are organized for the students.
❖ Admission of Students : Admission of students is done completely on the basis of merit adhering to the circulars and Schedules issued by the Higher Education Department, Government of Tamil Nadu and the parent University (Alagappa University). • Admission Committee is constituted. • Counselling dates are allotted for admission of UG and PG students.
6.2.2 : Implementation of e-governance in areas of operations:
❖ Planning and Development : The college regularly enhances the power backup facility for laboratories.
❖ Administration: The awareness among students is created through College website, academic calendar, circulars, Grievance Redressal Committee. • The College regularly enhances the Internet connectivity facility. • CCTV cameras are installed in the college campus.
❖ Finance and Accounts:

**e-payroll system. Software applications are installed in order to facilitate treasury transactions, management of Service Record of Faculties. • Faculties and staffs' salaries are credited in the bank account directly.**

❖ **Student Admission and Support :**

**Student Admission is done completely on the basis of merit adhering to the circulars and Schedules issued by the Department of Higher Education, Government of Tamil Nadu and the parent University (University of Madras). • Admission Committee is constituted. • Counselling dates are allotted for admission of UG and PG students. • Progression of students in attendance and academic performance are monitored continually. • Result Analysis is done.**

❖ **Examination :**

**Theory examinations and practical/oral examinations are conducted as per University schedule and norms. • Online Portal is available for all examination associated activity. Attendance, Internal marks, Examination Fees are all entered through this portal. • Examination related information is updated on this portal.**

### **6.3 Faculty Empowerment Strategies**

**6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year**

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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**NIL**

**6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year**

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
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**NIL**

**6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year**

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
<b>Refresher Course in Computer Applications and Information Technology</b>	<b>1</b>	<b>09/11/2018 to 29/11/2018</b>

**6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):**

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
<b>11</b>	<b>53</b>	<b>9</b>	<b>5</b>

**6.3.5 Welfare schemes for**

Teaching	<b>Health insurance, housing loan, various loans for purchasing goods provided by government of Tamil Nadu for the welfare of the employees</b>
Non teaching	<b>Health insurance, housing loan, various loans for purchasing goods provided by government of Tamil Nadu for the welfare of the employees</b>

Students	Yearly community scholarships, free bus pass and train travel pass, government hostel, eligible students are getting scholarships based on their parents occupation like agriculture, fishermen etc.			
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)				
AUDIT				
General Audit:				
To audit the various accounts maintained in this college under the following heads such as,				
(i) Fees collection				
(ii) Scholarship				
(iii) Funds received from the Government/other agencies.				
Activities:				
(a) In order to find out the irregularities if any in the maintenance of the accounts.				
(b) To locate the loss of Government money as well as misappropriation. To assure whether the Grants / funds received in this college has been utilized for the purpose for which it was sanctioned based on the rules and orders.				
Internal and External Auditing:				
Internal Auditing is being done periodically by RJDCE, Madurai region and the external audit is being carried out by the Accounts General of Tamil Nadu. Based on the inspection report by AG and audit report issued by RJDCE, adequate steps will be taken to rectify the objections as raised there in.				
INTERNAL AUDIT: At the end of every financial year all the income and expenses of the college are audited internally by a committee appointed by the principal. The comparative statements for the quotations obtained are scrutinized and purchased are streamlined. The committee also checks whether the purchase amount is within the budget allotted.				
EXTERNAL AUDIT: The External audit is carried out by Govt. staff from the Higher Education Department. The comparative statements containing the lowest quotation, the entry in stock registers are thoroughly checked for the correct entries. Every register checked carries the sign and seal of the verifying officer concerned.				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
6.4.2 Total corpus fund generated				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Other Department of our college
Administrative	Yes	Higher Education Department	Yes	Various College committees
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				

Parent Teacher Association of the institution is well established .Regular PTA meetings were conducted throughout the year. During 2018-19 an amount of Rs.65,000 was generated from the PTA of the college and deposited in the separate bank account. This amount was utilized for various development purposes of institution and appointment of part time teachers and menial staff for the institution with the consent of the PTA of the college.				
6.5.3 Development programmes for support staff (at least three)				
Staff of our institution is getting regular need based training from the higher education department. Our staff assists in the field of computer on line services and income tax calculations and filing activities.				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
Initiation of proceedings for introduction of Research Programme in core Arts and Pure Science subjects working towards academic excellence Certifications. working to launch vocational training courses.				
6.5.5				
a. Submission of Data for AISHE portal : <b>Yes</b>				
b. Participation in NIRF : <b>Yes</b>				
c. ISO Certification : <b>No</b>				
d. NBA or any other quality audit : <b>No</b>				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration	Number of participants
<b>2018- 19</b>	<b>International Seminar on computer vision</b>	<b>23/02/2019</b>	<b>One day</b>	<b>350</b>

<b>CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES</b>			
<b>7.1 - Institutional Values and Social Responsibilities</b>			
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)			
Title of the programme	Period( <b>from-to</b> )	Participants	
		Female	Male
<b>Women’s day Celebration</b>	<b>08/03/2019</b>	<b>1000</b>	<b>-</b>
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources			
<b>LED bulbs: 07%</b>			
7.1.3 Differently abled (Divyangjan) friendliness			
Items Facilities	Yes/No	No. of Beneficiaries	
Physical facilities	<b>No</b>	-	
Provision for lift	<b>No</b>	-	
Ramp/ Rails	<b>Yes</b>	2	
Braille Software/facilities	<b>No</b>	-	
Rest Rooms	<b>No</b>	-	
Scribes for examination	<b>No</b>	-	
Special skill development for differently abled students	<b>No</b>	-	
Any other similar facility	<b>No</b>	-	

7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018 – 2019	7	7	26/06/2018	Rally on Drugs Abuse Awareness	Created awareness about the evils of drugs	73
			09/07/2018	Rally on Employment awareness	Created awareness about employment and its requirements	106
			13/10/2018	Rally on National disaster management day celebration	Created awareness on disasters and precautionary actions taken in that time	206
			25/10/2018	Voter’s day celebration	Created awareness on the importance of voting and voters	303
			31/10/2018	National unity day Oath taking on Sardarvallabhbhai Patel birthday	Created the awareness about the unity	303
			03/11/2018	Oath taking for safety diwali	Created awareness about diwali celebratin with secured manner	305
			06/03/2019 to 12/03/2019	NSS camp in three villages	Created awareness on various social issues among the villagers	153
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
7.1.6 Activities conducted for promotion of universal Values and Ethics						
Activity			Duration (from-----to-----)		Number of participants	
Independence day celebration			15/08/2018		1400	
Saraswathi Pooja			18/10/2018		1000	
Pongal celebration			10/01/2019		1400	



<b>Republic day celebration</b>	<b>26/01/2019</b>	<b>1400</b>
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> <li>• Go green initiative</li> <li>• Eco friendly products usage</li> <li>• Plastic Free Campus,</li> <li>• More tree plantation</li> <li>• Green Maintenance</li> </ul>		
<b>7.2 Best Practices</b>		
Describe at least two institutional best practices		
<p>Our institution lays great emphasis on the development of discipline, maturity, moral standards of the students through various clubs. National Service Scheme, Red Ribbon Club, Youth Red Cross, Consumer Club, Green Club, Literacy Club. Each club functions with the motto and especially NSS Students have rendered astonishing service to society in many ways. Awareness programs are arranged duly to complement academic learning, experience, and inculcate positive values and skills among the student community. The University designs and changes the curriculum through the board of studies once in every three years. The respective course staffs give their suggestions to the concerned board of studies, chairman/member to modify and enrich the curriculum to cater to the needs of the dynamic employment market. The respective department conducts the classes for both UG and PG students for improving the employability of learners. The career guidance cell provides the students with career awareness and the soft skill center provides the various</p> <p>Soft Skills training, training in communication skills, and mock interviews are conducted on the outgoing students.</p> <p>The College has Three Active NSS Units, namely Unit 1, Unit 2, and Unit 3 under the able leadership of three Programme Officers. The Units are actively engaged in several activities within and outside the college. Swatch Bharat programme, Tree plantation programme, General Awareness Programmes. Maintenance of Environment-Friendly campus. The college has an environment-friendly green campus. The college regularly maintains these plant species.</p> <p>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p>		
<b>7.3 Institutional Distinctiveness</b>		
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust		
Provide the weblink of the institution in not more than 500 words		
<p><b>Web Link:</b> <a href="https://gacwrmd.in/Confidential/Iqac/Institutional%20Distinctiveness.pdf">https://gacwrmd.in/Confidential/Iqac/Institutional%20Distinctiveness.pdf</a></p> <p><b>Our institution lays a great emphasis on the development of discipline, maturity, moral standards of</b></p>		



the students through various clubs. National Service Scheme, Red Ribbon Club, Youth Red Cross, Consumer Club. Each club functions with the motto and especially NSS Students have rendered astonishing service to the society through many ways. Awareness programmes are arranged duly to complement academic learning, experience and inculcate positive values and skills among student community. The institution is focusing to promote skills of the students through value added courses cum Earn while you learn cell.

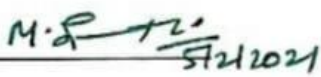
8. Future Plans of action for next academic year (500 words)

As the college is entering into the golden jubilee next year there are plans for improvements in all spheres of the students' lives. While the college is happy about the academic achievements [post graduate students of history and chemistry have obtained gold medal from the University of Madras in 2018-19. In all departments, further excellence is needed in several other fronts as well. The college would have to have increased tieup with industries to help produce graduates who are ready for placement. Talks by experts in industry and in the corporate world would immensely benefit the students. More such programs would have to be organized. Though the placement cell has helped students get job opportunities, strengthening of this area is necessary. Most departments are post graduate and research departments and hence research output in terms of higher quality publications would have to be focused upon. The department of computer science has recently been upgraded as research department and Ph.D., program would have to be started soon. The first batch of students studying B.Sc., Physics and Zoology would be graduating in the coming academic year. Starting of post graduate programs for these courses would widen the scope for these students. As per the directive of the government the use of single use plastics are discouraged to make ours a green campus. All the undergraduate and post graduate students study under the Choice Based Credit System [CBCS] and they have a number of elective papers and also several soft skill papers which enhance their job readiness. These soft skill modules would have to be strengthened so that students would be benefitted even more. The institution has over 65 of women students on campus and programs on gender sensitization would enhance the student outlook for greater awareness. Greater thrust and encouragement would have to be given for students taking up sports activities to enable them to win more laurels for the college.

Name G. Rajesh kanna

Name M. SUMATHI

  
Signature of the Coordinator, IQAC

  
Principal  
Govt. Arts College for Women  
Ramanathapuram - 623 501



## **Annexure I**

### **Abbreviations:**

CAS	-	Career Advancement 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

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For Communication with NAAC

**The Director**

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