Arignar Anna Government Arts College
Villupuram-605 602
The Annual Quality Assurance Report (AQAR) of the IQAC
For the Academic Year 2013-2014
(From July 01, 2013 to June 30, 2014)

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Arignar Anna Government Arts College

1.2 Address Line 1

> Villupuram

Address Line 2

>

City/Town

> Villupuram 605 602

State

> Tamilnadu

Pin Code

> 605 602

Institution e-mail address

> vpmgac@gmail.com

Contact Nos.

> 04146– 240681

Name of the Head of the Institution:

> Dr. D. ROOP SINGH

Tel. No. with STD Code:

> 04146– 240681

Mobile:

> 9444037070

Name of the IQAC Co-ordinator:

> Dr.G.BOOPATHY

Mobile:

> 9443987206

IQAC e-mail address:

> aagacvpmiqac@gmail.com

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

> **TNCOGN12338**

1.4 **NAAC Executive Committee No. &Date:**

EC / 35 / 298 dated 28-2-2005

1.5 Website address:

www.aagacvpm.com

Web-link of the AQAR:

www.aagacvpm.com/iqac/AQAR 2013-14.pdf

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C+	61	2005	2005-10

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

10.08.2010

1.8 AQAR for the year *(for example 2010-11)*

2013-14

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 2010-11 submitted to NAAC on 28/12/2015
   ii. AQAR 2011-12 submitted to NAAC on 28/12/2015
   iii. AQAR 2012-13 submitted to NAAC on 28/12/2015

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)   .   Computer Literacy Programme

1.12 Name of the Affiliating University *(for the Colleges)*   Thiruvalluvar University, Vellore Tamilnadu

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

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

UGC-Special Assistance Programme   NO   DST-FIST   NO

UGC-Innovative PG programmes   NO   Any other (*Specify*)   NO

UGC-COP Programmes   NO

2. IQAC Composition and Activities

2.1 No. of Teachers

| 5 |

2.2 No. of Administrative/Technical staff

| 1 |

2.3 No. of students

| 0 |

2.4 No. of Management representatives

| 0 |

2.5 No. of Alumni

| 2 |

2. 6 No. of any other stakeholder and
   community representatives

| 0 |

2.7 No.of Employers/ Industrialists

| 0 |

2.8 No. of other External Experts

| 2 |

2.9 Total No. of members

| 10 |

2.10 No. of IQAC meetings held   2

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

Non-Teaching Staff Students | NIL | Alumni | NIL | Others | NIL |

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

If yes, mention the amount | Rs.3 lakhs |

2.13   Seminars and Conferences (only quality related)

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

Total Nos. | NIL | International | NIL | National | NIL | State | NIL | Institution Level | NIL |

(ii) Themes | - |

2.14 Significant Activities and contributions made by IQAC

- Preparation of annual quality assurance report
- Motivating the staff members to apply research projects and conducting seminars / Conferences / workshops in core areas
- Blood Donation Camp, Blood Group Identification were conducted with Red Cross Club and NSS
- Mass Eye Camp for students and staff with Vasan Eye Care Hospital, Villupuram
- Guidance to PG Students to apply for PG Merit and Indira Gandhi National Scholarships for Single Girl Child
- Seminar for Girl Students for general health were conducted with NSS

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
To start new course PG courses M.A. (English, History, Economics) and M.Sc. (Maths, Chemistry).	Achieved.
To add on Research programmes (Ph.D) in Economics Department.	Achieved.
To provide modern audio-visual aids.	Modern teaching audio visual aids added.
To improve placement records for our students	Placement cell activities increased.

Attach Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed instatutory body   Yes ✓   No ☐

Management ☐   Syndicate ☐   Any other body (College Council) ✓

Provide the details of the action taken

AQAR was placed in College council twice in a year to dissipate the information and update on IQAC status. Improvement of the quality of teaching and learning process was discussed. Feedback from the students and parents were collected and analysed.

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
Ph.D	4	1	NIL	NIL
M.Phil	1	NIL	NIL	NIL
PG	3	5	NIL	NIL
UG	10	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	1	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	19	6	NIL	NIL

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	NIL
Annual	7

1.3 Feedback from stakeholders*   Alumni ☑   Parents ☑   Employers NIL   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.

> Update of syllabus falls under the domain of Thiruvalluvar University

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

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
72	53	19	NIL	NIL

2.2 No. of permanent faculty with Ph.D.   41

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
NIL	30	NIL	NIL	NIL	NIL	NIL	NIL	NIL	30

2.4 No. of Guest and Visiting faculty and Temporary faculty   45   NIL   NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	19	3
Presented papers	4	12	NIL
Resource Persons	NIL	4	NIL

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

- Group Discussions/ Demonstrations/ Presentations using LCD.
- Using Physical Models/Audio Visual aids.
- Project work/Industrial visit / Field Visits.
- Students and Staff are encouraged to participate in Seminars, Conferences and Workshops
- Assignments, Seminars, Quiz programmes, Projects, preparing study materials etc., are some of the learning methods adopted.

2.7 Total No. of actual teaching days
during this academic year   181

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

> Thiruvalluvar University guidelines have been followed for examination/ evaluation reforms- Bar Coding / Photo copy

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

4 BoS	0	0

2.10 Average percentage of attendance of students   82

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG						
B.A. TAMIL	86	NIL	58	7	NIL	65
B.A. ENGLISH	44	NIL	5	20	20	45
B.A. HISTORY	137	NIL	26	38	36	70.8
B.A. ECONOMICS	132	NIL	3	73.5	NIL	61
B.Com.	180	NIL	10	21	26.5	57.8
B.Sc. MATHS	110	NIL	70	2	NIL	72.7
B.Sc. PHYSICS	80	NIL	49	26	13.8	89
B.Sc. CHEMISTRY	83	NIL	77.1	NIL	NIL	77.1
B.Sc. BOTANY	31	NIL	26	10	2.5	38
B.Sc. COMPUTER SCIENCE	61	NIL	33	26	NIL	59
PG						
M.Sc. PHYSICS	9	NIL	77	11	NIL	88.9
M.Sc. BOTANY	18	NIL	88.9	NIL	NIL	88.9
M.Sc. INFORMATION TECHNOLOGY	22	NIL	86	NIL	NIL	86
M.Phil. BOTANY	10	NIL	10	NIL	NIL	100

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

➢ Conducting staff/parent meetings to review the progress of students
➢ Planning and execution of lesson plan and CIA as per academic calendar
➢ Encouraging staff to use modern teaching methods/participation in refresher courses.
➢ Suggesting to conduct remedial coaching classes for the weak students
➢ Auditing the academic process and progress of the departments
➢ Encouraging staff and students to contribute and attend seminar/workshop/conferences

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	6
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	2
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	2
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	4	NIL	NIL
Technical Staff	1	1	NIL	NIL

Criterion – III

3.Research, Consultancy and Extension

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

➢ IQAC coordinates with the staff members and motivates them to apply for minor and major projects
➢ P.G.Students are motivated to apply for student project funds provided by TNSCST and TANSCHE
➢ Faculty members are encouraged to extend their research work by making tie up with other research Institutions like IGCAR, IIT, ANNA University, Pondicherry University.
➢ A research committee was formed to monitor and strengthen the research activities of the college.
➢ Faculty and students were encouraged to publish their research work in reputed journals and magazines
➢ Students and scholars were regularly taken on industrial, institutional and fieldtrips.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	NIL	NIL	1
Outlay in Rs. Lakhs	5.17	NIL	NIL	12

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	1
Outlay in Rs. Lakhs	NIL	NIL	NIL	3

3.4 Details on research publications

	International	National	Others
Peer Review Journals	24	3	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	2	NIL

3.5 Details on Impact factor of publications:

Range | 0.47 to 2.35 | Average | 1.41 | h-index | - | Nos. in SCOPUS | - |

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned Rs.	Received Rs.
Major projects	3	UGC	5,17,000	5,17,000
Minor Projects	NIL	NIL	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	NIL	NIL	NIL	NIL
Students research projects *(other than compulsory by the University)*	NIL	NIL	NIL	NIL
Any other(Specify)	NIL	NIL	NIL	NIL
Total		UGC	5,17,000	5,17,000

3.7 No. of books published   i) With ISBN No.   3   Chapters in Edited Books   NIL

ii) Without ISBN No.   NIL

3.8 No. of University Departments receiving funds from

UGC-SAP   NIL   CAS   NIL   DST-FIST   NIL

DPE   NIL   DBT Scheme/funds   NIL

3.9   For colleges   Autonomy   NIL   CPE   NIL   DBT Star Scheme   NIL

INSPIRE   NIL   CE   NIL   Any Other (specify)   NIL

3.10 Revenue generated through consultancy   NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons   4

3.13   No. of collaborations   International NIL   National NIL   Any other NIL

3.14 No. of linkages created during this year   NIL

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	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

3.18 No. of faculty from the Institution   14
        who are Ph.D.Guides
        and students registered under them   52

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 NIL   SRF NIL   Project Fellows NIL   Any other NIL

3.21 No.of students Participated in NSS events:

University level NIL   State level NIL

National level NIL   International level NIL

3.22 No. of students participated in NCC events:

University level [66]   State level [10]

National level [3]   International level [NIL]

3.23 No. of Awards won in NSS:

University level [NIL]   State level [NIL]

National level [NIL]   International level [NIL]

3.24 No. of Awards won in NCC:

University level [1]   State level [NIL]

National level [NIL]   International level [NIL]

3.25 No. of Extension activities organized

University forum [NIL]   College forum [NIL]

NCC [2]   NSS [9]   Any other [NIL]

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

- We encourage the faculty members and students to take up various activities dynamically.
- Our college NCC cadets participated in the Independence Day parade and Republic Day parade organized at the district level.
- 100% results achieved in NCC 'B' and 'C' certificate examinations.
- Blood Donation Camp was organized from voluntary donors. NCC has organized Blood donation camp in association with Govt.Medical College Hospital, Villupuram.
- Various institutional organization like RRC, YRC conducted socially responsibleactivities in association with students.
- Formation of Human Chain by NSS volunteers on National Voter's Day to create awareness among the public.
- Campus cleaning was conducted by the NSS volunteers.
- NSS volunteers assisted in the Differently-abled People Welfare Programme organized by Villupuram District Administration.
- NSS volunteers participated in the Voter's awareness rally to enroll the public as voters in the electoral roll.
- NSS volunteers participated in the rally for youth awareness day and rally for Road Safety.
- 100 students actively took part in the general parliamentary election as Web Camera Operators
- Active Participation of Faculty in conduct of the parliamentary Elections-2014 as Presiding Officers and Zonal officers.

Criterion – IV

4. Infrastructure and Learning Resources

4.1Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	21.0968 acres	NIL	State Govt.	21.0968 acres
Class rooms	54	NIL	State Govt.	54
Laboratories	18	NIL	State Govt.	18
Seminar Halls	01	NIL	State Govt.	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL	NIL	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL

4.2Computerization of administration and library

Administration	Processing UG applications, Preparation of Rank List, conducting counselling in Single window system, Preparation admission Record, Nominal roll, Preparation of Salary Bills, Filling up of on-line Scholarship forms, Daily sending and receiving e-mail and letters, Preparation of Income Tax for staff, Registration of Semester Examination application of all students. Collecting and Sending Internal Marks to the university. Room allotment preparation for conducting University semester examinations.
Library	Downloading e-books and Journals. Downloading lectures from Stanford University, IIT etc., and distributing them.
History	Admission, Nominal roll, Internal Marks
Economics	Admission, Nominal roll, Internal Marks
Maths	Admission, Nominal roll, Internal Marks
Physics	Preparation of quotations and purchase of equipments. Nominal roll, Internal Marks, Students Attendance, PG rank list preparation.
Chemistry	Preparation of quotations and purchase of equipments. Nominal roll, Internal Marks, Students Attendance
Botany	Preparation of quotations and purchase of equipments. Nominal roll, Internal Marks, Students Attendance, PG rank list preparation
Computer Science	Preparation of quotations and purchase of equipments. Nominal roll, Internal Marks, Students Attendance

4.3Library services:

	Existing		Newly added		Total	
	No.	Value Rs.	No.	Value Rs.	No.	Value Rs.
Text Books	39220	60,42,500	555	200000	39775	62,42,500
Reference Books	550				550	
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	NIL	NIL	NIL	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	1	30,000	NIL	NIL	1	30,000
CD & Video	5	500	NIL	NIL	5	500
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

4.4Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	77	59	4	NIL	NIL	2	7	5
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	77	59	4	NIL	NIL	2	7	5

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

   The Computer Literacy programme run by the Government of Tamil Nadu inside the college campus, conduct regular theory and practical classes regarding computer programmes, MS-Word, Excel, DTP and Internet Access to students and training to teachers. The CLP centre has nearly 40 computers with separate internet connections. Every year the Government of Tamil Nadu conducts examination and certificates are issued to the students regularly.

4.6 Amount spent on maintenance in lakhs :

i) ICT   NIL

ii)Campus Infrastructure and facilities   Under the care of Public Works Department, Govt of Tamilnadu

iii) Equipments   NIL

iv) Others   NIL

                        Total :   NIL

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC takes the responsibility of quality improvement in academic as well as co-curricular activities of the students.
- IQAC imparts the necessities of Remedial coaching for SC/ST and minority students conducted with the financial support of the Government of Tamil Nadu and UGC.
- Central and state governments circular and notification on scholarship, privileges and special notification are circulated.
- IQAC suggests the effective management of Tutorial system.
- IQAC played a role in disseminating the information on MHRD programmes that are available for students.

5.2 Efforts made by the institution for tracking the progression

- Tutor – ward system provides necessary guidelines to the students
- Every department maintains bio-data register to monitor the progress of the students
- Tutor informs the parents periodically about their attendance and progression by sending letters.
- The college management and the faculty always encourages the student achievers
- Achievements of students are widely publicised to the society to boost up the motivation and morale of the fellow students.
- Even after completion of the course the students are in touch with the faculty to carry on their higher studies and to decide their career.

5.3(a) Total Number of students

UG	PG	Ph. D.	Others(M.Phil)
2733	228	52	10

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
1164	38

Women

No	%
1858	62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
8	2019	23	3061	11	5122	12	1889	23	2957	9	4890

Demand ratio   1:6 Dropout %: 5

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

- UGC funded remedial courses are conducted for the slow learners.
- Special classes and awareness programs are conducted in collaboration with District Employment Office for preparation of competitive exams (TNPSC, SSC, UPSC) .
- Computer Literacy Programs are conducted for all the UG students to get enough knowledge in Computer softwares.

No. of students beneficiaries | 821

5.5 No. of students qualified in these examinations

NET | NIL | SET/SLET | NIL | GATE | NIL | CAT | NIL

IAS/IPS etc | NIL | State PSC | NIL | UPSC | NIL | Others | 3 | (Army and Tamilnadu Police)

5.6 Details of student counselling and career guidance

Career Guidance and Placement Cell functions under the direct control and directions of the Principal of the College from 2013 onwards.

- The **Student counselling** extends counselling assistance to students with ailments, academic and social concerns to enable students to function effectively and improve their wellness quotient.
- The **Career Guidance Cell** provides, options regarding higher studies and placements for both undergraduate students and post-graduate students

No. of students benefitted : 66

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
5	354	66	-

5.8 Details of gender sensitization programmes

- Orientation programmes are conducted in gender sensitization by the college management for staff members.
- Personal counselling to the women students have been given to bring awareness among college students about the existing legal rights, protection and free counselling available for women.

5.9 Students Activities

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

State/ University level | 1 | National level | NIL | International level | NIL

No. of students participated in cultural events

State/ University level | NIL | National level | NIL | International level | NIL

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

Sports : State/ University level | NIL | National level | NIL | International level | NIL

Cultural: State/ University level | NIL | National level | NIL | International level | NIL

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NIL	NIL
Financial support from government	2362	51,78,887
Financial support from other sources	NIL	NIL
Numberof students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs   : State/ University level | NIL | National level | NIL | International level | NIL

Exhibition: State/ University level | NIL | National level | NIL | International level | NIL

5.12 No. of social initiatives undertaken by the students | 2

5.13 Major grievances of students (if any) redressed:

- Steps were taken to pursue the scholarship applications with various agencies for timely processing and disbursal
- Drinking water – Installed RO system in the college campus
- Class room convenience – Sufficient number of Ceiling fans have been provided
- Seating arrangements – To accommodate increased strength adequate number seating and Writing benches have been provided

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision
- ✓ To ignite in our students a lifelong love for learning.
- ✓ To open the world to our students
- ✓ To celebrate and learn from diversity.
- ✓ To pursue knowledge for its own sake.
- ✓ To prepare Indian youth to encounter the world.
- ✓ To make the students committed to justice and ethical action.
- ✓ To be an academic institution in dynamic equilibrium with its social, ecological and economic environment striving continuously for excellence in education, research and technology service to the nation.
- ✓ The college shall strive to become a centre of excellence in teaching and research in Higher Education.
- ✓ To transform organization and individual potential to create productive and responsible citizens.
- ✓ To transform students into a globally competent human resource.
- ✓ To make significant contribution in developing an inclusive and responsible society.

Our Mission
- ➢ To educate students for career success.
- ➢ To provide quality sustained essential higher education at all times adapting to changing environment for a meaningful and self-supporting life to the economically poor and socially under-privileged sections of the society.
- ➢ To provide opportunities for students to participate in co-curricular and extracurricular activities.
- ➢ To sensitize students towards global, social, cultural and religious diversities and to promote tolerance and respect for them.
- ➢ To lay emphasis on developing and nurturing scientific temper with quality research amongst students and staff.
- ➢ To provide value based education to inculcate a sense of responsibility, patriotism, social awareness and to become a good citizen of the country.

6.2 Does the Institution has a management Information System

- All the information is communicated to the students through circulars to the class rooms, and notice boards. The same information isposted on the college website too.
- Communication regarding various extension activities is intimated to the students the respective staff-in-charge and the notice boards.
- Communication to the staff members is sent to all departments through circulars.
- Request and applications from the students are routed through the tutor and the heads of the departments to the principal for necessary action; and the action taken on the applications is intimated to the respective students.
- Scholarship, student records, bus/train passes and curricular aspects are managed

by separate sections in the office in coordination with the staff members. These sections coordinate among themselves, provide timely information and fulfil the requirements of the stakeholders.

- Examination related matters are administered by the Office of the Controller of Examinations.
- Service records, salary and other benefits due to all the staff members are looked after by the college office.
- The principal is the head of administration and all different units of administration report and function as per the orders and instruction given by the Principal

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

6.3.1 Curriculum Development

The curriculum is developedas per the Thiruvalluvar University norms. Senior Staff members in each department of the affiliating colleges constitute the board of studies of the University.The board of study members of the college previously discuss the required modifications in the syllabus with the staff members and outgoing students. Then the syllabus is framed by the board of studies and is approved by the academic council of the Thiruvalluvar University. The approved syllabus is followed for at least three years. The board of studies meets every year to review the syllabus to see if any updating is needed. Any addition or omission is effected only after the approval of the board of studies and the academic council of the University. UGC norms are followed in deciding core courses, allied and elective subjects.

6.3.2 Teaching and Learning

Teaching and Learning processes is the heart and brain of the college.
- Departments are provided with LCD and OHP to enable them to have interactive method of teaching.
- Well stocked library is available for assignments seminars and group discussion.
- Simple innovative handmade sketches, drawings and models are used for effective learning.
- Students of post graduate and research programmes are encouraged e-learning

6.3.3 Examination and Evaluation

- Semester System and continuous internal assessment is followed according to Thiruvalluvar University norms.
- Internal assessment is performed to assess and monitor the progress of the students.
- Department meetings are conducted to evaluate the progress of the students.
- Re-examinations are arranged for the students for the below average students.
- Results are analysed and feedbacks are reported to the students.

6.3.4 Research and Development

- Research programmes were introduced only in recent past; hence research has been not the main stay of the college. However introduction of M.Phil and research programmes in the recent times has laid path for future endeavours.
- To promote quality in research all the faculty members are encouraged to take up minor and major research projects.
- Teaching staff are encouraged to publish their research articles in reputed national and international journals.
- Faculty members are publishing articles in National/ International Journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Library:** Well stocked General Library and internet facilities are available to staff and students
- **Physical infrastructure:** Proposal for requesting enough number of class rooms and Laboratories sent to the Government of Tamilnadu through our authority, Director of Collegiate Education.
- **Instrumentation:** To promote research in all the departments, they are encouraged to equip with required number of instruments/Equipments from various funding allotments.
- **ICT:** Yet to be activated effectively in the campus

6.3.6 Human Resource Management

- To increase the quantum of teaching, as a stop-gap arrangement qualified temporary staff are appointed at the beginning of academic year, following the norms prescribed by the higher education department.
- Non-teaching and support staff are appointed utilizing the fund from PTA .
- Securities, sentries and manpower for menial jobs are recruited through special funds allotted time to time by PTA.
- To update on their interested subjects and to learn modern skills of teaching, faculties are encouraged to attend orientation and refresher courses.
- To step up the academic competences, staff members are encouraged to attend seminars, conferences and workshops.

6.3.7 Faculty and Staff recruitment

- Appointments are made by the Government through Teacher's Recruitment Board, in tune with updated UGC regulations.
- Tamil Nadu Public Service Commission recruits and the Director of Collegiate Education appoints the eligible persons for various non- teaching positions

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- Students are selected for admission to UG/PG as per the government rules through counselling by "Single Window System". Students are admitted according to their community .Quota – System strictly adhering to the government norms.
- Admission to M. Phil. course is done as per the guidelines of Thiruvalluvar University, Vellore. The merit list is prepared based on the marks obtained in the entrance test and the marks in the qualifying examinations (PG).
- For Ph.D. the performance in the entrance test and interview conducted by the Departmental Research Committee forms the basis for admission.

6.4 Welfare schemes for

Teaching	GPF,CPS, FBF,SPF,NHIS (5)
Non teaching	GPF,CPS, FBF,SPF,NHIS (5)
Students	Free Bus Pass, Scholarship (BC,MBC,SC/ST),Medical Allowance, Farmers Scholarship, Tamil medium fund, Free Laptops, Study Abroad scheme (7)

6.5 Total corpus fund generated

Being a Government institution any government college cannot generate corpus fund

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	No		No	
Administrative	Yes	State Audit	Yes	J. D. Audit

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 University seeks the advice of experts of various university departments in Examination reforms and discusses the development through Academic Council, Board of Studies and Syndicate members committees.
- Examination fee remittance by the students to the University is made to pay directly in to University bank account.
- The Hall tickets are issued along with the photograph, subject code by the Thiruvalluvar University.
- Bar Coding of the answer scripts is introduced.
- Centralized and Single valuation for UG and PG students.
- An improved answer booklet is supplied to the candidates for better presentation of answers.
- Students can apply for revaluation and retotalling if they are interested.
- Students can apply and get the transparency of their answer booklets
- Instant exams are conducted in which the final year candidates with only one paper arrear are permitted to appear.

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

Not Applicable.

6.11 Activities and support from the Alumni Association

Not Applicable.

6.12 Activities and support from the Parent – Teacher Association

- The parents are extending their support and co-operation for the college.
- PTA stands for the betterment of student community.
- Feedbacks are used to provide better amenities and academic help.

- Departments organize a one-to-one dialogue with parents whose children need attention and counselling services offered to enhance performance.
- Due to the shortage man power in the Non-Teaching staff, a few are being managed by PTA fund.

6.13 Development programmes for support staff

- Supporting staff members are encouraged to pursue higher studies with proper permission from the Director of Collegiate Education, through correspondence mode to equip themselves and to enhance their promotional opportunities.
- They are sent to attend periodic in-service programmes to increase their skills

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

- Tree Plantations and Green Campus Drives by departments involving students and faculty.
- As per the guidelines of UGC, animal use in Zoology practical curricula is minimized. Digital alternatives are used.
- Water /Electricity conservation measures in the Classrooms and Laboratories.
- Rain water harvesting system are in operation to recharge the ground water.

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.

- ➢ Opening of saving bank accounts for the students.
- ➢ Orientation programmes were conducted for the students on environmental awareness, availing scholarships from government other agencies, personality development and social responsibility.

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

Plan of Action	Achievements
To start new course PG courses M.A. (English, History, Economics) and M.Sc. (Maths, Chemistry)	M.A. (English, History, Economics) and M.Sc.(Maths, Chemistry) have been started in this year.
To add on Research programmes (Ph.D) in Economics Department	Ph.D in Economics (Part-Time) is started in this year.
Placement cell activities increased.	5 companies came for campus interview and 66 students are selected.

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

- ✓ A free medical check up and blood grouping is done to all the students.
  - ▪ All the students were screened by a medical team.
  - ▪ Blood grouping was done to each student.

- ✓ All students are encouraged to start savings banks accounts in nationalised banks
  - ▪ The scholarships are credited directly to the bank accounts.
  - ▪ Students get familiarised with banking system.

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

7.4 Contribution to environmental awareness / protection

- ➢ Usage of paper cups and paper plates is suggested in the canteen and campus
- ➢ Tree plantation by NSS on Ozone day.
- ➢ Monthly Campus cleaning was conducted by the NSS volunteers
- ➢ Creating Dengue and Swine flu awareness

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

1.STRENGTH:
- ➢ Well qualified and Experienced Faculty.
- ➢ Operating Under the Government of Tamilnadu with the intention to serve (Non-Profit) the students from backward areas (rural) of Villupuram District.
- ➢ AAGAC,Villupuram is the oldest College in VillupuramDistrict(Established. 1968)
- ➢ The college has obtained 2F and 12B status from UGC in 1970.
- ➢ The college is funded by both State and Central Government .
- ➢ Remedial coaching are offered for weaker SC/ST students

2. WEAKNESSES:
- ➢Courses offered in Shift II are covered by Temporary Guest lecturers(As per the instruction of Government of Tamilnadu)
- ➢Higher number of temporary non-teaching and technical staff
- ➢Operating under University (Non-Autonomous status)
- ➢Aptitude of the students for higher learning is poor.
- ➢Number of existing faculty against the sanctioned strength is too low

3.OPPORTUNITES:
- ➢The College has potential to obtain Autonomous status
- ➢Providing knowledge for rural students through education and uplifting them in the society.
- ➢Can offer inter-disciplinary Diplomas and certificate courses to the students to develop employability
- ➢ Operation of college in two shifts offer a great opportunity for the students to learn and earn.

4. THREATS:

- Operating alongside too many self-financing colleges under one university.
- Lack of language proficiency and financially poor background pose a big challenge.
- Students travelling from villages with poor transportation facilities falling sick.
- Early marriage of students before completion of the course.
- Entrepreneurship has been a challenge for the rural students.

8.Plans of institution for next year

- To add on Research programme (Ph.D) in English Department.
- To conduct National level conference in Tamil and Botany Departments.
- To establish of separate research laboratories.
- To increase the number classes fitted with smart boards.
- To update the method of teaching technology using all kind of Audio Visual Aids.
- To motivate the non Ph. D. staff members to do research for the award of Ph. D. at the earliest.
- To increase the infrastructure of the college - more class rooms and laboratories - efforts have to be taken effectively.

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Signature of the Coordinator, IQAC
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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

Annexure-1

Academic Calendar 2013-2014

Date	Particulars
20.06.2013	College Reopening for the academic year 2013-2014
15.08.2013	Independence Day Celebrations
05.08.2013 - 13.08.2013	First Internal Examinations
10.09.2013 - 17.09.2013	Second Internal Examinations
10.10.2013- 23.10.2013	Third Internal / Model Examinations
08.11.2013	Odd Semester Last Working day
27.11.2013- 26.12.2013	Thiruvalluvar University Examination for ODD semester
09.11.2013	Winter vacation starts
04.12.2013	Winter vacation ends
05.12.2013	College Reopening for Even semester
26.01.2014	Republic Day Celebrations
20.01.2014- 28.01.2014	First Internal Examinations
17.02.2014- 22.02.2014	Second Internal Examinations
10.03.2014- 16.03.2014	Third Internal / Model Examinations
26.04.2014- 14.05.2014	Thiruvalluvar University Practical Examinations-schedule
16.05.2014- 12.06.2014	Thiruvalluvar University theory Examinations-schedule
21.04.2014	Last Working day for the academic year 2013-2014
22.04.2014	Summer vacation starts

Annexure-2

FEED BACK ANALYSIS

The Internal Quality Assurance Committee organizes the system of procuring student feedback by framing the feedback format, monitoring the course of procuring feedback, analyzing and addressing the needs arising out of the process. Feedback on the Curriculum, Infrastructure facilities, Teacher-Student Rapport, etc. are collected, documented, analysed for improvements in future. As a Student Welfare Measure, the College follows the Tutorial System in which Students meet Tutors after regular teaching hours in order to document their responses. The departments are required to incorporate the possible and necessary modifications in the teaching methodology to be adopted henceforth.