The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2014-2015

Part – A

1. Details of the Institution

1.1 Name of the Institution

> GOVERNMENT ARTS COLLEGE(AUTONOMOUS), SALEM-636007

1.2 Address Line 1

> CHERRY ROAD,

City/Town

> SALEM

State

> TAMILNADU

Pin Code

> 636007

Institution e-mail address

> principalgacslm7@yahoo.co.in

Contact Nos.

> 0427-2413273

Name of the Head of the Institution:

> Dr. R. Dhanalakshmi

Tel. No. with STD Code:

> 0427- 2413273

Mobile:

> 97902 30386

Name of the IQAC Co-ordinator:

> Dr. G. Venkatesan

Mobile:

> 9442211562

IQAC e-mail address:

> naacgacslm7@gmail.com

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address: www.gacsalem7.co.in

1.6 Accreditation Details

S.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	***		2000	5 Years
2	2nd Cycle	**B++**	80.20	2006	5 Years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: 05-03-2014

1.8 AQAR for the year   2014-2015

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

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 ☑

Type of Institution   Co-education ☑   Men ☐   Women ☐

Urban ☑   Rural ☐   Tribal ☐

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

1.11 **Type of Faculty/Programme**

Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☑

1.12 Name of the Affiliating University *(for the Colleges)*   Periyar University, Salem-636007

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

Autonomy by State/Central Govt. / University   ☑

University with Potential for Excellence   ☐   UGC-CPE   ☐

DST Star Scheme   ☐   UGC-CE   ☐

UGC-Special Assistance Programme   ☐   DST-FIST   ☐

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

UGC-COP Programmes   ☐

2. IQAC Composition and Activities

2.1 No. of Teachers | 6 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | - |

2.4 No. of Management representatives | - |

2.5 No. of Alumni | - |

2. 6 No. of any other stakeholder and

   community representatives | - |

2.7 No. of Employers/ Industrialists | 2 |

2.8 No. of other External Experts | - |

2.9 Total No. of members | 10 |

2.10 No. of IQAC meetings held | |

2.11 No. of meetings with various stakeholders: Faculty | 5 | Non-Teaching Staff | 5 |

   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 for the Entire XII Plan Period**

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | 1 | International | | National | | State | | Institution Level | 1 |

   (ii) Themes   **Quality Practices in Higher Education towards Excellence**

2.14 Significant Activities and contributions made by IQAC

1. Designed an enhanced uniform Student Bio-Data format.
2. Developed a new framework for Curriculum Design.
3. Taken initiatives to maintain documents in a uniform pattern.
4. Implemented a new Student feedback system.
5. Formulated activities for implementing CCTV Surveillance in the campus for controlling intruders.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To design an enhanced uniform Student Bio-Data format.	1. Quick retrieval of Student information .
2. To design a new framework for Curriculum Design.	2. Facilitated Deep Learning.
3. To take initiatives to maintain documents in a uniform pattern.	3. Promotes Easy Administration
4. To design and implement a new Student feedback system.	4. Rectifies issues in Teaching/Learning Environment.
5. To initiate activities for implementing CCTV Surveillance in the campus.	5. Enhancement of campus security.

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

Management ☐   Syndicate ☐   Any other body ☐ ✓

Provide the details of the action taken

The AQAR was presented and approved by the College council.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	**10**	--	--	--
PG	**15**	--	--	--
UG	**17**	--	--	--
PG Diploma	**--**	--	--	--
Advanced Diploma	**--**	--	--	--
Diploma	**--**	--	--	--
Certificate	**1**	--	--	--
Others	**--**	--	--	--
Total	**43**	--	--	--
Interdisciplinary	**2***	--	--	--
Innovative	--		--	--

*. **-   MCA and M.A Human Rights (PG Programmes)**

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

Pattern	Number of programmes
Semester	**32**
Trimester	--
Annual	**1**

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☑

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

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

> Yes. The BOS and Academic Council meet and decide on the updation and regulation of the syllabi. The syllabi are updated and revised every three years. To keep pace with the changing employment opportunities, newer job requirements and skills, changes in recruitment policies, training, internships, and research prospects, the syllabi and entire course is reviewed and revised. Courses which appear less relevant are updated, combined, or clubbed with other courses so as to prevent its dilution. Skill based courses are designed to meet the present standards required, with some scope for accommodating future changes if deemed necessary. The BOS is composed of staff, external subject experts, experts form industry, student representatives, and alumni.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
166	**125**	**40**	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

78

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

> **Nil** – Recruitment for faculty positions is done by the Government of Tamilnadu through Teachers Recruitment Board.

2.4 No. of Guest and Visiting faculty and Temporary faculty

72   ---   ---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	33	52	39
Presented papers	39	63	47
Resource Persons	2	19	30

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

Teaching and learning is student centric with emphasis on understanding, retrieval, and feedback. Depending on the course requirements, the teaching and learning methods are provided ample time and flexibility in execution. Other than the blackboard – lecture method, available teaching aids are used as needed. Manuals, maps, and templates for the different practical have been prepared. Most of the courses follow the active learning process. Certain practical courses, e.g. GIS are taught using both PC - desk tops and government issued student laptops via local LAN. Laboratory courses involve demonstration using models, microscopes, mineral testing, geochemical analysis, and others. When the topic or course warrants educational films or movies or simple presentations, the multimedia projector is used. Other interactive teaching methods involve field work, sample collection, sample preparation and project work. PG and MPhil students are encouraged to present their project via in house departmental seminars. To facilitate learning, tailored manuals for practical have been prepared and provided to students. These are mostly for internal circulation and efforts are being made to get them in a book form.

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

180 Days

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

Bar coding
Double Valuation
Photocopy
Online Multiple Choice Questions

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

| 100 |

2.10 Average percentage of attendance of students

| 90% |

2.11 Course/Programme wise   Distribution of pass percentage: **Annexure I**

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

The IQAC contributes by promoting internal audit of results and student feedback. The problems
and suggested solutions are discussed by the Academic Council and IQAC.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**18**
UGC – Faculty Improvement Programme	**0**
HRD programmes	**0**
Orientation programmes	**0**
Faculty exchange programme	**0**
Staff training conducted by the university	**0**
Staff training conducted by other institutions	**0**
Summer / Winter schools, Workshops, etc.	**46**
Others	**0**

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 (Non-Teaching)	**33**	**33**	-	-
Technical Staff (Computer Programmer)	**1**	**-**	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Almost all the PG departments of our College have both MPhil and PhD (full time and part time). Staff are encouraged to avail the different UGC and TANSCHE schemes for research grants and recruitment of students with CSIR JRF & NET/SLET qualified students for fellowship. The research climate is an endeavor of the different PG departments. The IQAC has sensitized the other UG departments to upgrade to PG so as to start and promote research in their respective fields. The existing departments are encouraged to widen their scope of research and allow multi-disciplinary research as per the UGC and DCE guidelines in force. The IQAC is planning to promote seminars and workshops for students to expose them to research methodology (in their respective fields), use of free open source software, thesis writing and successful publication of their research work. The IQAC also aims to promote accessibility and availability of research journals.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	**1**	-	-
Outlay in Rs. Lakhs	-	**Rs.13.95 Lakhs**	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**1**	**1**	-	-
Outlay in Rs. Lakhs	**1**	**1**	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**53**	**21**	**0**
Non-Peer Review Journals	**21**	**19**	**34**
e-Journals	**9**	**5**	**0**
Conference proceedings	**6**	**14**	**18**

3.5   Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [10]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 (2013-2017)	UGC-SERB	Rs.13.90 Lakhs	Rs.5.7 (2013-2014)
Minor Projects	1	TANSCHE	1 Lakh	1 Lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total	4		Rs.14.95 Lakhs	

3.7 No. of books published   i) With ISBN No. [   ]   Chapters in Edited Books [   ]

ii) Without ISBN No. [3]

3.8 No. of University Departments receiving funds   **Not applicable**

3.9 For colleges   Autonomy [✓]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

3.10 Revenue generated through consultancy [**Nil**]

3.11 No. of conferences organized by the Institution [**5**]

Level	International	National	State	University	College
Number	1		4		
Sponsoring agencies	UGC		UGC		

3.12 No. of faculty served as experts, chairpersons or resource persons [42]

3.13 No. of collaborations   International [Nil]   National [Nil]   Any other [1]

3.14 No. of linkages created during this year   **Nil**

3.15 Total budget for research for current year in lakhs : **Nil**

3.16 No. of patents received this year   : **Nil**

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

Total	International	National	State	University	Dist	College
3	**3**					

3.18 No. of faculty from the Institution who are Ph. D. Guides   **44**

      and students registered under them   **13**

3.19 No. of Ph.D. awarded by faculty from the Institution   **14**

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

      JRF **6**   SRF   Project Fellows   Any other **4**

3.21 No. of students Participated in NSS events: University level   State level

      National level   **400**   International level

3.22 No. of Students participated in NCC events: University level   State level   **2**

3.23 No. of Awards won in NSS: Nil

3.24 No. of Awards won in NCC   Nil

3.25 No. of Extension activities organized

      University forum   College forum

      NCC   **1**   NSS   **12**   Any other

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

- Blood Donation
- Participation of NSS volunteers of the College in Government sponsored public interest and awareness rallies.
- Special Camp of the NSS volunteers in their adopted villages.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	17 Acres	--	--	17 Acres
Class rooms	103			
Laboratories	16			
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0	1(SPIR & Fluorescent Spectrophotometer)	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.14,40,000		
Others				

4.2 Computerization of administration and library

The complete cataloguing and online access to the library is planned. Our College Office is linked to the different arms of the Education Department. Links between the different departments and office are planned to promote paperless exchange and flow of necessary information.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	65286		1141		66427	
Reference Books						
e-Books						
Journals	73		10		83	
e-Journals						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	92	3	23 connections		1	2	17	
Added	11							
Total	103	3	23 connections		1	2	17	

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

All the Departments have their own internet connection and access. Most of the access is restricted to the teaching Staff and research scholars. Each department have a dedicated system for internet access. It is planned to provide our college a unique email id and to create email ids for all staff and research scholars based on the college email id. This will facilitate and authenticate the staff and research scholars to join websites such as: research gate, academia.edu, several scientific societies, and others.

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs. 13.0716 Lacs.

   • LCD Projectors – Rs. 3,82,992
   • Xerox Machines- Rs. 2,17,860
   • Computers & Accessories – Rs. 4,98,376

ii) Campus Infrastructure and facilities   Rs. 24 Lacs.

   • Government fund for Special Repairs(Rs. 20,00,000)
   • UGC Infrastructure Maintenance (Rs. 4,00,000)

iii) Equipments   Rs.0.2 Lacs.

iv) Others   Nil

                         Total :   Rs. 37.2716 Lacs.

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The Tutor ward system is the backbone of the Student Support Services in our College. The IQAC ensures that the Tutor ward system is active and smooth in functioning. All admitted / new students are intimated and informed about their Class Tutor who will look after the academic and personal aspects of their wards. The Tutor is the Campus parent for their students. Details of the course, student bio data, scholarship, career prospects, and others are taken care of by the Tutors. The Tutors are in turn supported by other teaching Staff and HOD of their respective departments. The Student Support Services has provided quality assistance to students who are economically disadvantaged, first generation college students, and/or students with disabilities. The Student Support Services provides a supportive learning community through alumni and others, to help ensure equal opportunity for success in higher education. Our College aims to provide comprehensive and individualized services to empower first generation students, those with low income or disabilities to realize their educational goals.

5.2 Efforts made by the institution for tracking the progression

Student progression is active during the course and after course completion. Almost all UG students progress to PG. Progression starts in the first semester. Exam results are discussed with students and problems are identified and supportive measures are initiated by the Tutors. The progression is maintained in the student bio data. Remedial classes may be initiated if the need arises.

5.3 (a) Total Number of students : 4723

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%			No	%
Men	3083	65.27	Women		1639	34.7

Last Year						This Year					
Gen	SC	ST	OBC	PH	Total	Gen	SC	ST	OBC	PH	Total
158	1648	127	2765	14	4712	**160**	**1651**	**126**	**2771**	**15**	**4723**

Demand ratio 1:7   Dropout 8.5 %

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

All final UG and PG students are provided with subject wise coaching for competitive examinations in their respective departments. Coaching for UPSC, NET, SLET, and TNPSC are to be planned as a regular feature. Special remedial coaching (for subjects) is provided for all students. The placement cell has organized several job related seminars and meetings. Recruiters are invited to impart training and select students based on aptitude tests, GDs, and others. Some form of student support is provided by the alumni networks who have come forward to offer their expertise as trainers and recruiters.

No. of students beneficiaries   100%

5.5 No. of students qualified in these examinations

NET	3	SET/SLET		GATE		CAT	

IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

Student counselling is done by the Tutor with support from Dept Colleagues. Information about career guidance is initiated by the Department for final year students with inputs from the respective Tutors. Departments have been encouraged to create career guidance cells and materials for student use. Invited lectures from placed alumni have been arranged for the benefit of students. Information of other competitive exams and non-subject job opportunities are provided by the Student Placement Cell.

No. of students benefitted | 100% |

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

5.8 Details of gender sensitization programmes

Women's Day Celebration to impart knowledge about Women Empowerment potential through experts.

Special counselling for women students by the Female faculty members of respective departments.

5.9 Students Activities

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

State/ University level | 180 | National level | 12 | International level | |

No. of students participated in cultural events

State/ University level | 10 | National level | | International level | |

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

Sports : State/ University level | 12 | National level | 12 | International level | |

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government a. Regular BC/MBC Scholarship b. Regular SC/ST Scholarship c. Scholarship for Research Scholars d. Govt. Non-Plan Grant(Books, Lab equipments)	a. 2270 b. 1609 c. 3 d. 100%	a. Rs. 33,19,533 b. Rs. 83,29,075 c. Rs. 1,08,000 d. Rs. 20,67,200
Financial support from other sources **UGC**	100%	Rs. 63,00,000
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | 15 | National level | | International level | |

Exhibition: State/ University level | 1 | National level | | International level | |

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

5.13   Major grievances of students (if any) redressed: Canteen Facility

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To strive for creating socially committed and economically prospective citizens through better quality teaching and efficient learning practices on par with the global standards of education.

Mission

- To augment the resources required for attaining the pinnacle of excellence in teaching- learning process .

- To enable the young learners to strive and achieve the research acumen required for social, economic and intellectual prosperity.

- To foster skills required for employment prospects with the emerging global challenges by autonomous curriculum design.

- To provide equal opportunities for women   students to face and succeed in modern societal challenges.

6.2 Does the Institution has a management Information System | No |

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

6.3.1 Curriculum Development

Yes. The BOS and academic council meet and decide on the updation and regulation of the curriculum. The BOS is composed of Staff, external subject experts, experts form industry, student representatives, and alumni. The curriculum and its different constituents are updated and revised. To ensure quality, external teaching experts, industry representatives, trainers, alumni, and others who have a direct consequence over the present status of the subject are invited and their expertise is used to update the different courses and entire curriculum. To keep pace with the changing employment opportunities, newer job requirements and skills, changes in recruitment policies, training, internships, and research prospects, the syllabi and entire course is reviewed and revised. Courses which appear less relevant are updated, combined, or clubbed with other courses so as to prevent its dilution. Skill based courses are designed to meet the present standards required, with some scope for accommodating future changes if deemed necessary. Being a Government Institute, we are able to introduce the reforms in a staggered manner for flexibility and future students benefit.

6.3.2 Teaching and Learning

Most of the courses follow the lecture method – black board. Certain practical courses are taught using both desk tops and government issued student laptops via local LAN. Laboratory courses involve demonstration using models, microscopes, chemical analysis, and others. When the topic or course warrants educational films or movies or simple presentations, the multimedia projector is used. Other interactive teaching methods involve field work, data collection, data analysis and project work. PG and MPhil students are encouraged to present their project via in house departmental seminars. Active learning is encouraged. Students are encouraged to discuss the topics in the class rooms or via in-department seminars, and others. Students are also encouraged to collect and present topics of their interest. Students are encouraged to present their topics in report form. Students may taken on field trips/internships within Tamil Nadu and other States to enhance their knowledge and to improve their skills. All teachers are lifelong learners. The Faculty subscribe to both print and online journals. Faculty and students are provided with access to NLIST INFLIBNET facilities in the department. They update themselves via journal articles, internet resources and subject related workshops and refresher courses. Multimedia based learning, using open source software for their learning and project related work, purchased software are also used and accessed through the PCs in the department. Students are encouraged to access legitimate course resources suited to their course or in general interest via internet.

6.3.3 Examination and Evaluation

Examination and evaluation aspects are handled by the COE of the College with active support from the Principal and Academic Council. Each semester examination is conducted in a cyclic manner involving departments under the control of the Principal and COE. Candidates are permitted to apply for revaluation within 10 days from the date of publication of results. A student who has completed final semester and failed in only one paper in any Semester of the course (UG and PG) is allowed to write the Supplementary Examination .Evaluation is done by external and internal experts recommended by the BOS. The examination and evaluation process have been fully automated for efficiency and transparency. The results are ensured to be free from discrepancies. The examination system is completely automated using OMR sheets with enhanced security features to ensure the effectiveness of the autonomous office.

6.3.4 Research and Development

All PG departments offer part time and full time MPhil & PhD courses. Teachers are actively pursuing research projects under UGC, TANSCHE and others. Funds received from the UGC, TANSCHE, and Government of Tamil Nadu for conducting seminars and conferences are advertised to the different departments for the purpose of organizing workshop / seminars. The amount is split and allotted to the PG departments by cyclic choice or allotted by the Principal by proper request by the departments. Staff are encouraged to avail the UGC sponsored Faculty Development Programme for their PhD work. They are provided O.D (On Duty) for paper presentation in seminars / conferences. Autonomy is given to the principal investigator for utilizing allotted project funds. For major research projects, the principal investigator is allowed full freedom to choose project investigators and field workers, assistants etc. based on the norms of funding agencies. The principal investigator is responsible for timely auditing and submission of utilization certificate to the funding agencies through the Principal of the College. The grants received from the UGC and the State Government are used to purchase books and journals, equipments, chemicals and other relevant materials for research activities. The science laboratories are well maintained and equipped to facilitate research. With proper permission, students can use other department laboratories in the College, if necessary. Students may avail research facilities outside the College for chemical analysis, SEM photos, sample testing, and others with proper permission from the Principal.

6.3.5 Library, ICT and physical infrastructure / instrumentation

ICT enabled class rooms - use of projectors, AV aids (and related peripheral equipment), smart boards for teaching and learning.

Spectrophotometer (housed in the Chemistry department) – Available for use by all science departments.

PC or laptop based teaching /learning via local LAN.

Other interactive teaching methods involve field work, data collection, data analysis and project work.

Future Plans

- Cataloguing and automation of library using barcodes and open source library software.
- To introduce Inflibnet access via library for research scholars and teachers.
- To subscribe and promote collection of offline scientific articles and research thesis (PG,MPhil,PhD) for reference and research.
- To introduce RFID/NFC facility for Library ID Card. Offline research/educational video and audio.

6.3.6 Human Resource Management   - Not Applicable

6.3.7 Faculty and Staff recruitment

> Faculty and Staff recruitment is via TRB an autonomous arm of TNPSC under the guidelines of UGC and Higher Education Department. Guest Lecturers are recruited by the Principal based on the guidelines issued by the DCE.

6.3.8 Industry Interaction / Collaboration

> Industry interaction and collaboration is encouraged in all departments. The Geology department has tied up with Nokia Maps for developing and testing geospatial applications. The Cooperation department has tie ups with local Cooperative Societies for training and internship.

6.3.9 Admission of Students

> Admission of students for UG & PG courses are done under the guidelines and recommendations issued by the DCE and Higher Education Department for each academic year.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

All relevant and eligible Central and State Government welfare schemes are made available to students, teaching and non-teaching Staff. Guidelines which are issued from time to time are advertised and informed to those interested in applying for the schemes.

6.5 Total corpus fund

Account	Fund Available
Personal Deposit -I	Rs. 73,96,037
Examination Fund	Rs.1,10,11,628

6.6 **Whether annual financial audit has been done**   ☑ Yes   ☐ No

The College Academic Council/Finance Committee comprising of (i). Principal, (ii). Senior Faculty, (iii). Controller of Examination, and (iv) Bursar, allot the UGC funds / STATE funds / Exam fees for various purposes after getting justification from the departments and audit the expenditure met out by the Departments. Utilization Certificate and Audit Report are sent to the relevant authorities on time.

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

Academic audit was conducted for all departments. The audit was done by two external members for each departments and the report was submitted to the IQAC/Autonomous Office of the College. Each department was scrutinized in detail: results, syllabus, library particulars ,student strength were among the most important details. Each Academic Audit committee made useful recommendations that were submitted to the Controller's office. These recommendations (wherever they are made) are being implemented by the respective departments. They mainly pertain to syllabus content.

The Administrative audit is conducted by the officers of the Head of Department (Director of Collegiate Education) and the External Audit is conducted by the Accountant General. Utilization Certificate and Audit Report are sent to the relevant authorities on time.

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Y	G	Y	G
Administrative	Y	G	Y	G

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?

Introduction of the OMR based application, processing, conduct and result declaration reducing the human resources involved in the previous system

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

Alumni associations of the departments are active via department associations. Meetings are arranged each even semester with involvement of alumni for invited talks, employment opportunities, trends in their respective fields, networking for research and internship.

6.12 Activities and support from the Parent – Teacher Association

The PTA of our College supports by appointing temporary support staff for the non teaching vacancies in the different departments. It also conducts meetings with the support of the academic council.

6.13 Development programmes for support staff

Developmental programs are those allowed as per existing norms and guidelines of the TNPSC and Higher education Department. Support staff may be sent for administrative training, instrumentation training, and are permitted to enhance their educational qualifications for promotion. They are also permitted to enhance their computer proficiency for more efficient work in the Administrative Office and their respective departments.

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

Banning plastic products within the campus, planting trees to increase green coverage, rain water harvesting in all buildings, safe disposal of bio-degradable waste, and campus cleaning. It is planned to build solar power structures in all buildings for viable use of solar energy.

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.

Contribution to national development: The College has activities grouped under NCC, NSS, Rotaract, Jaycees, and YRCs, through which outreach programmes are planned and executed for the general public and community. Security measures via CCTV. Automation and transparency in the examination and evaluation system. Automation of admission details for smooth processing and flow of the admission process. Improved security features in staff and student id cards.

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

To improve campus security; To promote research; To introduce automation in examination and admission; To make the campus plastic free; To introduce orientation and leadership programme for students.

7.3 Give two Best Practices of the institution

- The prolonged process of manual application system and its processing until the issue of results of the examination system of the college, has been expedited with the introduction of the OMR based application, processing, conduct and result declaration reducing the human resources involved in the system, enhancing the timely result announcement with automated result analysis segmented to the needs of various departments for future planning.

- The process of Single Window Application system and counselling for admissions to various courses of the college has been automated using OMR based applications and the entire admission procedures are made efficient and transparent. The introduction of this system has reduced the time consumed by the admission process and has eased the approach of a student requesting admission.

7.4 Contribution to environmental awareness / protection

> Ban of 3 plastic products within the campus, planting trees to increase green coverage, rain water harvesting in all buildings, safe disposal of bio-degradable waste, and campus cleaning. It is planned to build solar power structures in all buildings for viable use of solar energy.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

> Our mission is to strive to provide accessible and quality higher education to the socially, economically and weaker sections of society of this region of Tamil Nadu since its inception. Our vision is oriented towards providing education to all those who choose to enter its portals, on level with other similar Colleges within the Salem region and elsewhere. The courses offered are designed to be simple and affordable, with ample scope for employment with changing job market scenarios.
>
> Salem (and its adjoining districts) is primarily an agricultural, mining, small scale industrial region which caters to the labourer work force, mostly below the national average in terms of education and income. The population is mostly rural with a literacy rate below the national average. A majority of the students admitted in our College are from the school vernacular medium: Tamil medium which includes first graduates and wards of labourers from the following industries: agricultural, mining, weavers, crafts' people, masons, artisans and others day wage workers. About > 90% of the admitted students are from the socially weaker and educationally backward sections of society.
>
> Our College being a State Government establishment provides subsidised education with incentives to students via scholarships, transport passes, and others. The curriculum is designed based on the existing and future trends of the subjects, industrial demands and evolving job scenarios concomitant with our vision and mission.
>
> The College ensures that the courses are generally designed to produce employable and knowledgeable graduates and post graduates and socially responsible citizens. The course curriculum is designed to meet societal needs and promote overall development at the regional and national levels.

8. Plans of institution for next year

- Revive and modify the existing infrastructural facilities.

- All infrastructures to be made friendly to differently-abled students.

- To promote research activities and attract outside agencies for consultancy and training. All departments are encouraged to conduct seminars, workshops, and others.

- To conduct student oriented training programs, placement related seminars, coaching programs, and remedial courses.

- To promote the job related skill development, viable soft skills, important life skills, and social responsibility in the final year students.

- To allow departments to collaborate and sign MOUs with outside agencies: National Laboratories, Banks, Public Sector agencies, private agencies, and Industry (Government or Private)

- To promote entrepreneurship.

Dr.G.Venkatesan

Dr. R. Dhanalakshmi
PRINCIPAL
Government Arts Colleg,
(Autonomous), SALEM-7
D.O.Code No.: CI-106

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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