

# Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part - A

AQAR for the year (for example 2013-14)

2016-17

### 1. Details of the Institution

1.1 Name of the Institution

Government Arts College

1.2 Address Line 1

Ealiamuthur Road

Address Line 2

Bodipatty

City/Town

Udumalpet

State

Tamilnadu

Pin Code

642126

Institution e-mail address

gacudpt@gmail.com

Contact Nos.

9047852440 / 9994924982

Name of the Head of the Institution:

Dr K. Balakrishnan

Tel. No. with STD Code:

04252 - 223062

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 18879)

**OR**

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B +   |      | 2007                  | 5 years         |
| 2       | 2 <sup>nd</sup> Cycle | A     | 3.01 | 2014                  | 5 years         |
| 3       | 3 <sup>rd</sup> Cycle |       |      |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |      |                       |                 |

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

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

- i. AQAR 2014-15 submitted to NAAC on 28-08-2018
- ii. AQAR 2015-16 submitted to NAAC on 02-09-2018
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Bharathiar University,  
 Coimbatore

1.12 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

2.2 No. of Administrative/Technical staff

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

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 12

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

How to submit accurate data / Improving Student Support Services /  
 Creating awareness among students about Environmental

2.14 Significant Activities and contributions made by IQAC

Suggestions to improve research / placement activities / SEPs /  
 Campus Cleaning

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             |
|---|--------------------------|
| Mutual Academic Auditing to be done periodically            | done                     |
| SEPs and SSs to be organized regularly                      | done                     |
| Obtaining Recognition for research programmes               | Done                     |
| New equipment for PG Science laboratories                   | Purchased from RUSA Fund |
| Placement initiatives (at least four on-campus programmes)  | Done                     |
| e-governance initiative                                     | Initiatives taken        |
| Departmental innovations and best practices to be initiated | done                     |

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## 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                    | 15                            |  |                                     |  |
| PG                     | 10                            |  |                                     |  |
| UG                     | 20                            |  |                                     |  |
| PG Diploma             | 0                             |  |                                     |  |
| Advanced Diploma       | 0                             |  |                                     |  |
| Diploma                | 0                             |  |                                     |  |
| Certificate            | 0                             |  |                                     | 2  |
| Others – MPhil         | 15                            |  |                                     |  |
| <b>Total</b>           | 60                            |  |                                     |  |
| Interdisciplinary      |                               |  |                                     |  |
| Innovative             |                               |  |                                     |  |

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

(ii) Pattern of programmes:

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | 34                   |
| Trimester |                      |
| Annual    |                      |

1.3 Feedback from stakeholders\*

(On all aspects) Alumni  Parents  Employers  Students

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.

The Syllabus under the Part II English was changed. A new course was introduced in BSc

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

**Criterion - II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 101   | 89               | 12                   |            |        |

2.2 No. of permanent faculty with Ph.D.

78

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 |
|                  |   |                      |   |            |   |        |   |       |   |

2.4 No. of Guest and Visiting faculty and Temporary faculty

32

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         |                     |                |             |
| Presented papers | 39                  | 13             | 1           |
| Resource Persons |                     |                | 21          |

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

ICT-enabled teaching has been followed.

2.7 Total No. of actual teaching days

180

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, 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 

|    |  |  |
|----|--|--|
| 21 |  |  |
|----|--|--|

2.10 Average percentage of attendance of students 

|    |
|----|
| 85 |
|----|

2.11 Course/Programme wise distribution of pass percentage :

| 2.12 | Title of the Programme | Total no. of students appeared | Division      |       |       |       | Pass % |
|------|------------------------|--------------------------------|---------------|-------|-------|-------|--------|
|      |                        |                                | Distinction % | I %   | II %  | III % |        |
|      | UG                     | 729                            | 2.79          | 49.30 | 38.45 | 9.46  | 88.47  |
|      | PG                     | 222                            | 22.87         | 71.81 | 05.32 | 0     | 84.68  |
|      | M.PHIL                 | 16                             |               | 100   |       |       | 100    |

How does IQAC

Contribute/Monitor/Evaluate the Teaching & Learning processes :

It suggests measures to improve teaching and learning periodically through constant meetings at the institutional level.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 6                                   |
| UGC – Faculty Improvement Programme            |                                     |
| HRD programmes                                 |                                     |
| Orientation programmes                         | 32                                  |
| Faculty exchange programme                     |                                     |
| Staff training conducted by the university     |                                     |
| Staff training conducted by other institutions |                                     |
| Summer / Winter schools, Workshops, etc.       |                                     |
| Others   | 2                                   |



## 2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 6                             | 7                          | 0  | 6                                      |
| Technical Staff      | 1                             | 4                          | 0  | 4                                      |

## Criterion - III

### 3. Research, Consultancy and Extension

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

IQAC encouraged the staff to apply for minor and major research projects.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | 1         |         |            | 1         |
| Outlay in Rs. Lakhs | 805000    |         |            | 315000    |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              |           | 1       |            |           |
| Outlay in Rs. Lakhs |           | 70000   |            |           |

#### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 60            | 7        |        |
| Non-Peer Review Journals | 1             | 0        |        |
| e-Journals               | 8             | 0        |        |
| Conference proceedings   | 6             | 4        |        |

#### 3.5 Details on Impact factor of publications:

Range  Average  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 | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects   |               |                            |                        |          |
| Minor Projects   | 1             | TANSCHE                    | 100000                 | 100000   |
| Interdisciplinary Projects   |               |                            |                        |          |
| Industry sponsored   |               |                            |                        |          |
| Projects sponsored by the University/ College                                  |               |                            |                        |          |
| Students research projects<br><i>(other than compulsory by the University)</i> |               |                            |                        |          |
| Any other(Specify)   |               |                            |                        |          |
| Total  | 1             |                            | 100000                 | 100000   |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              |               |          |       |            | 4       |
| Sponsoring agencies |               |          |       |            | IQAC    |

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

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

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
|       |               |          |       |            |      |         |

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

|   |
|---|
| 5 |
| 9 |

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

|   |
|---|
| 1 |
|---|

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

|     |   |     |  |                 |  |           |  |
|-----|---|-----|--|-----------------|--|-----------|--|
| JRF | 1 | SRF |  | Project Fellows |  | Any other |  |
|-----|---|-----|--|-----------------|--|-----------|--|

3.21 No. of students Participated in NSS events:

|                  |   |                     |  |
|------------------|---|---------------------|--|
| University level | 3 | State level         |  |
| National level   | 4 | International level |  |

3.22 No. of students participated in NCC events:

|                  |  |                     |  |
|------------------|--|---------------------|--|
| University level |  | State level         |  |
| National level   |  | International level |  |

3.23 No. of Awards won in NSS:

|                  |   |                     |   |
|------------------|---|---------------------|---|
| University level |   | State level         | 6 |
| National level   | 4 | International level |   |

3.24 No. of Awards won in NCC:

|                  |  |                     |  |
|------------------|--|---------------------|--|
| University level |  | State level         |  |
| National level   |  | International level |  |

3.25 No. of Extension activities organized

|                  |  |               |  |
|------------------|--|---------------|--|
| University forum |  | College forum |  |
|------------------|--|---------------|--|

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

- World Youth Day / Blood Screening Camp / Dengu Fever Awareness / Clean India
- Breast Cancer Awareness / Voters' Day Celebrated / Special NSS camp

**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  |          |               |                |         |
| Class rooms  | 56       |               |                | 56      |
| Laboratories   | 12       |               |                | 12      |
| Seminar Halls  | 2        |               |                | 2       |
| No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year. | 9        |               |                | 9       |
| Value of the equipment purchased during the year (Rs. in Lakhs)                    | 5375249  |               |                | 5375249 |
| Others   |          |               |                |         |

## 4.2 Computerization of administration and library

|      |
|------|
| Yes. |
|------|

## 4.3 Library services:

|            | Existing |       | Newly added |       | Total |       |
|------------|----------|-------|-------------|-------|-------|-------|
|            | No.      | Value | No.         | Value | No.   | Value |
| Text Books | 14203    |       | 277         |       | 14480 |       |

|                  |      |  |   |  |      |  |
|------------------|------|--|---|--|------|--|
| Reference Books  | 2233 |  |   |  | 2233 |  |
| e-Books          | 24   |  | 2 |  | 26   |  |
| Journals         | 40   |  |   |  | 40   |  |
| e-Journals       | 15   |  | 2 |  | 17   |  |
| Digital Database | 5    |  | 1 |  | 6    |  |
| CD & Video       | 95   |  |   |  | 95   |  |
| Others (specify) |      |  |   |  |      |  |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 131             | 4             | 17       |                  |                  | 4      | 22          |        |
| Added    | 32              | 32            |          |                  |                  |        |             |        |
| Total    | 134             | 4             | 17       |                  |                  | 4      | 22          |        |

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

Computer Literacy Programme is run for all freshers at the UG level. e-governance has just

#### 4.6 Amount spent on maintenance in rupees :

|  |         |
|--|---------|
| i) ICT                                   | Rs.6000 |
| ii) Campus Infrastructure and facilities |         |
| iii) Equipments                          | Rs.2200 |
| iv) Others                               | Rs.2000 |
| <b>Total :</b>                           | Rs.3000 |

## Criterion - V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Tutors were requested to individualize their care and monitor the progress of each student. The grievances and complaints were taken from students and

5.2 Efforts made by the institution for tracking the progression

Departments were asked to maintain a diary of events and record all important events academic and non-academic, and to organize SEPs and FDPs as regularly as possible. They were asked to submit

5.3 (a) Total Number of students

| UG   | PG  | Ph. D. | Others |
|------|-----|--------|--------|
| 2284 | 455 | 111    | 60     |

(b) No. of students outside the state

04

(c) No. of international students

0

Men

| No   | %     |
|------|-------|
| 1682 | 57.80 |

Women \_\_\_\_\_

| ratio<br>Dropout | Last Year |     |    |      |                       |       | This Year |     |    |      |                       |       | Demand<br>1:2.68<br>% 1.23 |
|------------------|-----------|-----|----|------|-----------------------|-------|-----------|-----|----|------|-----------------------|-------|----------------------------|
|                  | General   | SC  | ST | OBC  | Physically Challenged | Total | General   | SC  | ST | OBC  | Physically Challenged | Total |                            |
|                  | 22        | 940 | 23 | 2006 | 9                     | 2991  | 22        | 968 | 19 | 1901 | 11                    | 2910  |                            |

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

Career guidance and placement cell regularly conducts special coaching programmes for students who aspire to get through competitive examinations.

No. of students beneficiaries

124

5.5 No. of students qualified in these examinations

|             |  |           |   |      |  |        |    |
|-------------|--|-----------|---|------|--|--------|----|
| NET         |  | SET/SLET  | 2 | GATE |  | CAT    |    |
| IAS/IPS etc |  | State PSC | 4 | UPSC |  | Others | 48 |

5.6 Details of student counselling and career guidance

Regular student counselling sessions are held by tutors. The CGPC (Career Guidance and Placement Cell) conducts various training programmes and prepares the students to face the interview.

No. of students benefitted

|     |
|-----|
| 124 |
|-----|

### 5.7 Details of campus placement

| <i>On campus</i>                |                                 |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 3                               | 280                             | 28                        | 93                        |

### 5.8 Details of gender sensitization programmes

9 

|  |
|--|
| Women's wing conducts programmes periodically. |
|--|

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

|  | Number of | Amount |
|--|-----------|--------|
|--|-----------|--------|



|  |          |            |
|--|----------|------------|
|  | students |            |
| Financial support from institution                                   |          |            |
| Financial support from government                                    | 2460     | Rs.3700000 |
| Financial support from other sources                                 |          |            |
| Number of students who received International/ National recognitions |          |            |

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion - VI\_

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Vision: To offer quality education with social, moral and ecological codes to the rural, underprivileged, meritorious students of the region for their social mobility

Mission: To admit meritorious students in strict adherence to the reservation policies of the Government of Tamilnadu / To promote effective and technology-enhanced learning teaching practices, and socially relevant research activities / To create opportunities for students to increase their employability with a 'can-do' attitude / To instil into students a sense of responsibility for social and communal harmony and for the protection of environment

#### 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

Members of the board of studies bring about all necessary changes in the curriculum developed by the parent university.

6.3.2 Teaching and Learning

Initiatives were taken to improve the quality of teaching and learning such as casting the board work on the college website, ICT-enabled presentations, provision of remote access to absentees,

6.3.3 Examination and Evaluation

Attempts have been made to centralise the conduct of internal quality assessment tests.

6.3.4 Research and Development

Members were encouraged to apply for minor and major research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Attempts have been made for automation of library. The Government of Tamilnadu has been requested for the grant of fund for the construction of new classrooms and toilets,

6.3.6 Human Resource Management

Staff are encouraged to participate in various seminars and conferences, to run various student-centred programmes, and to guide and counsel students to achieve their social

6.3.7 Faculty and Staff recruitment

The government has been requested to appoint staff to fill vacancies

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Single Window Counselling System for admission is rigorously followed.

|              |     |
|--------------|-----|
| Teaching     | Yes |
| Non teaching | Yes |
| Students     | Yes |

6.4 Welfare schemes for

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

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

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

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

6.11 Activities and support from the Alumni Association

The Alumni got 720 students registered with it. It organised programmes and events to encourage students. It partially funded the graduation day celebration and other key events in the college

6.12 Activities and support from the Parent – Teacher Association

The PTA organised periodical meetings. Suggestions from parents were recorded and presented to the Principal for action. It provides salary to 14 temporary staff

6.13 Development programmes for support staff

The Government of Tamilnadu runs programmes periodically for support staff. There are four programmes run during this academic year

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

Awareness programmes are conducted to sensitize students about the protection of our environment. They are involved in maintaining a clean and green campus

## 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.

The website has been redesigned and revamped to collect data from staff and students. DCF was enabled to collect data. / Periodical update of files was insisted and all departments kept their files updated./ Special training was offered to students who wished to go to England under Study Abroad

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

Feedback from students was used to update the curriculum through the members of the BOS. Learner-centred teaching was continued with the support of ICT. Requests were submitted to the director of collegiate education for permission to run full time and part time research centres. NSS, NCC and YRC conducted 24 different extension activities. Departments conducted various SEPs and Student Seminars. The college website was revamped for data

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

Revis We continued with the best practices "Periodical File Update" and "Website for Data Collection."

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

7.4 Contribution to environmental awareness / protection

More saplings were planted on the campus under Green Initiatives.

7.5 Whether environmental audit was conducted? Yes  No

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

## **8. Plans of institution for next year**

Feedback to be collected from the outgoing students and action to be taken / Task-based teaching to be practised consistently / over 10 different extension programmes to be organized / Research projects to be undertaken / New labs and classrooms to be constructed / SEPs and Student Seminars to be continued / 24x7 feedback system to be created for stakeholders /Continuing Initiatives to be taken for creating awareness among

Name Dr V. Krishnan

Name Dr K. Balakrishnan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

\*\*\*

## **Annexure I**

### Best Practices - I

Title of the practice "Periodical File Update"

Goal: To update the fifteen different files in each department and be ever-ready with all the details to be retrieved and submitted whenever asked for.

Context: Collecting data from each department was a great challenge. The IQAC charted this plan of having each department maintain fifteen different files for the details of admission, results, schedule of classes, allocation of syllabus, research programmes, student support services, student enrichment programmes, student progression, placement, extension activities, and green initiatives. Fifteen box files were given to each department and they were asked to keep updating the files periodically.

### Evidence of Success

The IQAC through its internal auditing checked each department whether they updated their files. This periodical auditing helped the departments be ready with all the details and to submit whenever demanded by the IQAC. This has been done for the last two years, and it has merged as one of the best practices, even for many colleges to follow it.

### Problems encountered and resources required

When the departments were asked to update the files, only a few departments carried out the task, and the rest just ignored the instruction. Then, the IQAC announced its periodical auditing of files exclusively and asserted that the department should have a coordinator to update the files and that he or she should keep updating the files. This announcement was very effective. All departments updated their files through their coordinators.

### Any other details

This is really practicable. It does not require any great resource of anything but the readiness of the members of the staff.

|                 |                         |                                   |
|-----------------|-------------------------|-----------------------------------|
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### Best Practices - II

Title of the practice "Website for collection of Data"

Goal To collect data from departments and consolidate as effectively as possible

### Context

Collecting data from the departments was a real challenge. Even the data was collected, they could not be consolidated as each department had their own way of submitting data in various forms. Consolidating the data took longer time than one could imagine. In order to avoid this time consuming task, the IQAC decided to find a way out. It designed a DCF and posted it on the college website and sent an sms to all staff members to submit their data accessing the college website where the DCF had been posted on a particular page. Members of the staff posted their data and the IQAC found it very easy and quick to consolidate the data. Now, every form of data has been collected only this way from individual staff members and departments.

### Evidence of Success

The website has a special tab "IQAC" which prompts all to submit the data the IQAC needs. This has led to the placing of 24x7 feedback system on the college website, which too has emerged a good practice.

### Problems encountered and resources required

Designing a DCF was a bit difficult in the beginning. Any conditional DCF was a real challenge but only in the beginning. The free caldera form plugin helped the IQAC to design any kind of form or DCF as effectively as possible.

Any other details

The IQAC has suggested this style of collecting data to many institutions during its visits to other institutions which too have started using this style.

|                 |                         |                                   |
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Annexure II

College Calendar

Web link: [www.gacudpt.in/calendar](http://www.gacudpt.in/calendar)



