

Internal Quality Assurance Cell (IQAC)

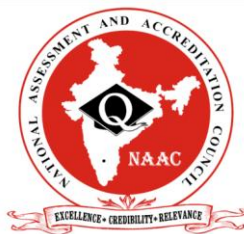
The Annual Quality Assurance Report For the period 1st June 2015 to 31st May 2016

of



G. VENKATASWAMY NAIDU COLLEGE, KOVILPATTI

Submitted to



NAAC

**NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report of the IQAC
Academic Year 2015-2016
June 1, 2015 to May 31, 2016

Part – A

AQAR for the year

1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact No.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83.5	2007	5
2	2 nd Cycle	A	3.21	2015	5
3	3 rd Cycle	-	-	-	-
4	4 th 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)

N.A

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

Manonmaniam Sundaranar University, Tirunelveli

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="√"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="5"/>

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

Inter Personality Skills & Advanced Presentation Skills

2.14 Significant Activities and contributions made by IQAC

- ❖ Academic calendar is prepared.
- ❖ Academic and Administrative Audit was constituted by the External Experts.
- ❖ The IQAC completed the National Higher Education Survey as required by 'Ministry of Human Resource Development of Higher Education New Delhi for the year 2014-2015.
- ❖ Faculty members are motivated to attend programs like workshops, seminars and conferences.
- ❖ Students Feedback on Teachers and Infrastructure was collected.
- ❖ IQAC Newsletter was launched.
- ❖ Promoted research activities among the teaching staff.

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
Preparation for NAAC reaccreditation.	The College was re-accredited with 'A' Grade with 3.21 CGPA.

Enhancing Research Activities	IQAC motivated the staff member to submit UGC sponsored minor research project and 7 Minor Research Project were submitted.
To conduct academic Audit of Departments	Academic Audit was conducted.
Orientation of newcomers	Newcomers' orientation program organised.
Feedback collection.	Feedbacks collected, analysed and communicated.

* *Academic Calendar of the year attached as **Annexure - I**.*

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	5	-	4	-
UG	13	-	8	1
PG Diploma	-	-	-	-
Advanced Diploma	-	3	-	-
Diploma	3	-	-	3
Certificate	15	-	12	15
Others-M.Phil	1	-	1	-
Total	37	3	25	19
Interdisciplinary	-	-	-	14
Innovative	-	-	-	1

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	-
Annual	21

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

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

**Please provide an analysis of the feedback in the Annexure*

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

No

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

N.A

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
71	61	10	-	2

2.2 No. of permanent faculty with Ph.D.

9

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
-	21	-	-	-	-	-	-	-	21

2.4 No. of Guest and Visiting faculty and Temporary faculty

2	-	21
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	12	5
Presented papers	-	57	-
Resource Persons	-	-	-

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

<ul style="list-style-type: none"> ➤ ICT enabled teaching ➤ E-learning portal. ➤ Organizing seminars & conferences. ➤ Industrial visit/workshops were arranged to provide direct exposure to techniques adopted in the relevant field. ➤ Staff & Student participation in Seminars/Conferences/Workshop
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2.7 Total No. of actual teaching days during this academic year

184

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

No

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

As per University Guidelines

2.10 Average percentage of attendance of students

95%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc., Mathematics	40	36	1	-	-	92.5
B.Sc., Physics	37	-	27	1	-	75.68
B.Sc., Chemistry	38	3	35	-	-	89.5
B.Sc., Plant Biology & Plant Biotechnology	33	4	12	6	-	66.67
B.Sc., Computer Science	48	41.6	50	-	-	91.6
B.Sc., Electronics	33	6	19	3	-	84.84
B.Sc., Costume Design & Fashion	26	15	73	11.5	-	100
B.Sc., Information Technology	44	11	48	21	-	80
B.Com	40	-	67.5	12.5	-	80
B.Com (C.A)	46	-	78.26	2.17	-	80.43
B.B.A	47	1	30	15	2	95.74
B.A English	46	-	15	50	24	89
M.Sc., Mathematics	6	6	-	-	-	100
M.Sc, Computer Science	17	100	-	-	-	100
M.Sc., Information Technology	-	-	-	-	-	-
M.Com – C.A	24	3	19	-	-	91.66
M. Phil - Commerce	15	86.87	-	-	-	86.87

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

Contribution:

- IQAC organises seminar and lecture programme to improve the teaching & learning process.

Monitor:

- Regular meetings with the Management, the Principal, Head of the Departments and faculty members.
- By conducting academic audit

Evaluation:

- IQAC evaluates the teaching and learning through stake holders feedback process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	7
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	-
Others	61

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	21	13	-	9
Technical Staff	13	7	-	0

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC played a vital role in submitting research project by faculty member
- IQAC propagate various research grants available at UGC as well as other agencies
- Faculty are encouraged to publish research papers in peer reviewed Journals with high impact factor, conference proceedings etc
- Students have been motivated to participate in the summer training programs or workshops by the reputed institutions

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	-	-
Outlay in Rs. Lakhs	7.74	6	-	-

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	10	-	7
Outlay in Rs. Lakhs	-	16,20,000	-	22,37,000

3.4. Details on research publications

	International	National	Others
Peer Review Journals	25	3	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	8	14	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	2015-17	UGC	16,20,222	12,15,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other	-	-	-	-
Total			16,20,222	12,15,000

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 - N.A

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	1	8	1	20
Sponsoring agencies	-	UGC	Management	-	Management

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

2

3.13 No. of collaborations

International

National

1

Any other

3.14 No. of linkages created during this year

3

3.15 Total budget for research for current year in lakhs :

From Funding agency

2,40,000

From Management of University/College

-

Total

2,40,000

3.16 No. of patents received this year

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
-	-	1	-	-	1	-

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

5

8

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)- N.A

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="14"/>
NCC	<input type="text"/>	NSS	<input type="text" value="8"/>
		Any other	<input type="text" value="12"/>

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

- Conducted Blood Donation Camp in which 59 students donated blood.
- Tree plantation & Herbal Exhibition
- Clean & Green Campus
- Awareness Rally about importance of Helmet wearing.
- Awareness meeting on drug abuse and illicit trafficking.
- Celebration of Women's Day
- Various NSS camp activities for the villages
- Exhibition of various products

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	72 acre	-	-	72 acre
Class rooms	46	-	-	46
Laboratories	11	-	-	11
Seminar Halls	4	-	UGC & Management	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Already Existing – E College Management

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44880	5849513	185	47289	45065	5896802
Reference Books	2466	669904	-	-	2466	669904
e-Books	-	-	-	-	-	-
Journals	50	63246	-	-	50	63246
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	179	125	129	1	-	12	23	16
Added	-	10	-	10	-	-	-	-
Total	179	135	129	11	-	12	23	16

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

- College is a Wi-Fi enabled campus which helps staff and students to extensively use the internet for their teaching & learning purpose.
- Every department has been provided with computers, LCD and internet system for the expansion of E-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research.
- Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.
- Internet browsing is available for teachers and students at the Internet Centre at free of cost.
- The seminar hall is well equipped with interactive board, LCD projector and all the accessories required for various kinds of presentation.

4.6 Amount spent on maintenance in lakhs :

i) ICT	13,36,651
ii) Campus Infrastructure and facilities	2,24,190
iii) Equipments	2,532,71
iv) Others	39,00,000
Total :	57,14,112

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- One day orientation program on the first day of the college and aware the students about student support services.
- Students representative In IQAC
- Regular update in College web-site for circulating necessary information.
- The library informs the students' about the new addition of books and journals in the library.
- The Career Counselling and Guidance Cell provide every information regarding PG admission and job to the students.
- Receiving the feedback from the students on the utility of support services.
- Hand Book contains the detailed information of various support services and their conveners, conveners counselling committee, annual examination schedule and grievance redressal cell etc.
- The Physical Director makes special arrangements for coaching/training to outstanding students.

5.2 Efforts made by the institution for tracking the progression

- Personal guidance, on both academic and non-academic matters, is made available to the students through mentoring.
- The Placement Cell conducts training programmes for students and arranges job fair in collaboration with Thoothukudi District Administration.
- UGC sponsored COP & Add-on courses help students get employment opportunities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others-Mphil
1393	148	-	4

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%
	417	27

Women

No	%
1128	73

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
35	197	4	1319	3	1558	32	193	3	1315	2	1545

Demand ratio 1:15

Dropout % -3.88

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

Our College established an academy called GVN Academy for creating awareness about competitive examination to the students. The academy concentrates on the empowerment of students to face the competitive examinations viz MNC'S, Government recruitment examination etc. The academy aims to improve the talents of students in order to face competitive examinations.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

All our career guidance and counselling programme are comprehensive, developmental programmes designed to assist individuals in making and implementing informed educational and occupational choices.

Career guidance and counselling programs help individuals acquire the knowledge, skills, and experience necessary to identify options, explore alternatives and succeed in society. These programs better prepare individuals for the changing workplace of the 21st century by:

- ❖ broadening knowledge, skills, and abilities
- ❖ improving decision making skills
- ❖ increasing self-esteem and motivation
- ❖ building interpersonal effectiveness
- ❖ maximizing career opportunities

No. of students benefitted

385

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
4	254	107	11

5.8 Details of gender sensitization programmes

- At the beginning of every academic year all students are given an orientation on gender sensitization along with other areas of concern.
- Anti-ragging committee was coordinated by the advisors, counselors. Grievance redressal committee was to handle gender related issues
- Women’s cell conducted awareness program for all women students
- International Women’s Day was celebrated in a grand manner.

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/Other events: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	823	20,16,052
Financial support from other sources-UGC	-	-
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 promote knowledge acquisition.
- To develop the total personality of the students.
- To equip them for better service towards the society.

Mission:

Based on the noble vision, the college mission is actuated towards a meaningful and sustainable progress. The college is

- Providing quality and need-based education to the rural students.
- Imparting knowledge for holistic development by inculcating social orientation and ethics.
- Developing innovation in various dimensions of teaching, learning and research.
- Instilling scientific zeal, leadership skills and employable skills in students to meet the contemporary challenges.
- Making the students self-reliant.

6.2 Does the Institution has a management Information System - Yes

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

6.3.1 Curriculum Development

This college is affiliated to M.S University AND follows the academic curriculum prescribed by the University. The faculty members suggest the University in this regard.

- Workshop, Seminar and Conference arranged by various Departments.
- Students are encouraged and provided with relevant guidance to participate in various competitions, workshops & Seminars at other institutions.
- Participating in the BOS bodies, syllabi framing committees etc.

6.3.2 Teaching and Learning

- Arrangement of e-Classes, Powerpoint presentation, Seminars and Conferences organized along with Research programmes.
- Planning and implementing lesson plan.
- Real time learning rendered to the students through industrial visits.
- Seminars were conducted to enhance students learning ability.
- Exposing students for outdoor learning through Field trips and Educational Tours etc.

6.3.3 Examination and Evaluation

The College follows the rules and regulations regarding examination and evaluation as stipulated by the affiliating university.

6.3.4 Research and Development

- Establishing research committee for inculcating research atmosphere.
- Faculty members are encouraged to undertake research through participations in conferences and seminars and present papers related to their field of interest
- Students are encouraged to undertake student research projects.
- Research oriented projects were carried out for U.G and P.G students as per the guidance of the University.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- E-College Management Software is being used for maintenance of Library.
- Our Library subscribes to the UGC N-List INFLIBNET programme.
- The entire campus has access to Wi-Fi.
- Inside the Library three Systems have been provided for internet browsing and one system for the users to browse the OPAC.
- Necessary standards in Infrastructure, instrumentation, Computerization were maintained.

6.3.6 Human Resource Management

- Development programmes are designed in the action plan and are governed by specific committee. Every committee composed of staff and students in PTA, Alumni association, IQAC, Antiragging committee and women's cell.

6.3.7 Faculty and Staff recruitment

- Recruitments were carried out as per the guidance of Government of Tamil Nadu in the aided stream. However in the self-finance stream qualified candidates from the open market are absorbed by conducting regular selection procedure.

6.3.8 Industry Interaction / Collaboration

Relevant departments were holding collaboration with leading industries viz.

- ICSI – The Institute of Company secretaries of India
- Velmoc Foundation.
- Sri Sairam Minerals Pudhu Appaneri
- Orchid Soft system

6.3.9 Admission of Students

- As per the guidelines of Government of Tamil Nadu and Guidance of Manonmaniam Sundaranar University.

6.4 Welfare schemes for

Teaching & Non Teaching	<ul style="list-style-type: none"> ➤ The non-teaching staff members like drivers/sweepers are provided with two sets of free uniform apparels per year. ➤ Women staff from aided stream can avail maternity leave for six months. ➤ Aided staff members are covered under Health Insurance scheme offered by Government of Tamil Nadu. ➤ In the self-financing stream 12% and 4.75% of the staff salary is contributed towards provident fund and ESI respectively by the Management. ➤ The faculty members, who attend workshop/conference, are provided 'on duty' and the registration fee is borne by the Management. ➤ Maternity leave with 50% pay and pongal festival bonus are awarded by the Management to self -financing staff members.
Students	<ul style="list-style-type: none"> ➤ Computer with internet access free of cost. ➤ Admission fees in installments. ➤ SC/ST & OBC Remedial courses. ➤ Government Scholarships are acquired and dispersed to eligible students. ➤ Facility of 'Earn while you Learn' scheme. ➤ Endowments from Peer groups. ➤ Facility of 'Earn while you Learn' scheme. ➤ Group Health Insurance.

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	No	-	Yes	IQAC
Administrative	No		Yes	Trust Auditing.

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?

N.A

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

Providing valuable suggestion / advise through University representative in statutory committees like Board of Studies, Syllabus development, senate etc.

6.11 Activities and support from the Alumni Association

- Alumni Association meeting held and suggestions are taken for consideration.
- Alumni General Body Meet conducted.
- Fund contributions of Alumni were accepted for improvement of General Facility like provision of safe drinking water in the Campus, Table top computers, Text Books and safe lockers for the Department.

6.12 Activities and support from the Parent – Teacher Association

- The college has an active parent's forum to support the management with various suggestions and feedback.
- Financial support for additional staff to manage the inadequate in staff crunch.

6.13 Development programmes for support staff

- Annual gathering arranged through staff club.
- Participation in the training programmes.
- Computer & Internet awareness programme.

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

- Greening of the campus by tree plantation.
- Organic fertilizers are used for plants and trees.
- Use of CFL lights is encouraged in the campus to save electricity.
- Provision of Food and water to the wild avifauna inside the campus.
- The campus is enabled with rain water harvesting system.

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.

- Training in Soft Skills increases self confidence, builds leadership qualities and skills for holistic development.
- Promotion of research activities among the faculty.
- International yoga day celebration.
- Weekly programme 'Vasipom – Nesipom' conducted to inculcate reading attitude among the students.

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

- Publication and distribution of student handbook cum Prospectus done in time.
- Academic Audit was conducted.
- Golden Jubilee year Celebrated.
- 4 meetings were held to facilitate interaction between IQAC and Departments.
- Feedbacks collected from students on library facilities, on teaching and learning. These are analysed and communicated to the concerned persons. Feedbacks from parents also obtained.
- Computer training given to the students and interested staff members.
- Training on Office automation imparted to concerned teaching and non-teaching staff.
- Weekly programme 'Vasipom – Nesipom' conducted to inculcate reading attitude among the students.

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

Attached as Annexure - II

7.4 Contribution to environmental awareness / protection

- All the students of under-graduate programme study the subject of Environmental Studies.
- Campus Green cover with trees
- Herbal garden
- Swatch Bharath Scheme.
- Plastic free zone.

7.5 Whether environmental audit was conducted?

Yes

No

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

SWOC analysis conducted periodically to help the Departments document quality enhancement activities regularly and to implement quality related measures in the forthcoming years.

8. Plans of institution for next year

- To submit the Autonomous proposal to UGC.
- To organize national seminars/conferences for dissemination of information
- To conduct an academic audit of departments
- To establish more MoUs with Industries/Universities.
- To Promot research and development in the campus.
- Training to students on cultural activities.
- To organize NAAC sponsored seminar.
- More number of extension activities in NSS & other clubs.
- More no. Students' participation in sports and cultural activities.
- To encourage the students to participate in the social activities.
- Insurance of students'.
- Collection of feedback.

Name Dr. S. KRISHNASAMY

Name Dr.G. MARIAPPAN

Signature of the Coordinator, IQAC

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Co-ordinator
G.Venkataswamy Naidu College
Kovilpatti - 628 502
Thoothukudi - District
Tamil Nadu

Signature of the Chairperson IQAC

Pr
PRINCIPAL
G. VENKATASWAMY NAIDU COLLEGE,
KOVILPATTI

Annexure – I

ACADEMIC CALENDAR 2015-16

S.No	Activity	Date	Collaborating Department
1.	FDP	June 10, 2015	All Departments
2.	College reopen-Academic year begins	June 18, 2015	--
3.	Orientation Programme	June 18, 2015	All Ist Year Students
4.	IQAC First Meet	June 22, 2015	IQAC Members & All staffers
5.	Bridge Course	June 18-30, 2015	All Departments
6.	Students Council Election	July,2015	--
7.	Fresher's Day	July 13-17, 2015	All Departments
8.	I Internal Cycle (odd Semester)	July 23-30, 2015	
9.	Talent Day	August 7, 2015	All Departments
10.	Patron's Day Celebration	August 12, 2015	All Departments
11.	National Seminar on "Innovative Teaching Strategies"	August 21, 2015	---
12.	Orientation Training Programme on Career Avenues	August 28, 2015	Career Guidance & Placement Cell
13.	II Internal Cycle (odd Semester)	September 1-8, 2015	--
14.	Teachers Day celebration	September 5, 2015	Student Council & All Departments.
15.	Library Week	Sept. 28 -1 October	Library
16.	Parent Teachers Meet	September, 2015	All Departments
17.	III Internal Cycle (odd Semester)	October 5-11, 2015	--
18.	IQAC Second Meet	October 26, 2015	IQAC Members & All Department Heads
19.	Alumni Meet	November, 2015	All Departments
20.	FDP	November, 2015	All Departments
21.	College reopens	December 7, 2015	----

22.	IQAC Third Meet	December 30, 2015	IQAC Members & All Staffers
23.	I Internal Cycle (even Semester)	January 4-9, 2016	
24.	Pongal Celebration	January 13, 2016	All Departments
25.	Sports Day	February, 2016	All Departments
26.	Training programme on 'Design your destiny'	January 22, 2016	Career Guidance & Placement Cell
27.	II Internal Cycle (even Semester)	February 15-20, 2016	---
28.	Women's Day Celebration	March 8, 2016	All Departments
29.	Collection of Feedback on Faculty by students	March 28-31, 2016	All Departments
30.	III Internal Cycle (even Semester)	April 4-9, 2016	---
31.	College Day Celebration	April, 2016	All Departments
32.	IQAC Fourth Meet to Introduce Best Practice	April 18, 2016	IQAC Members & All Staffers
33.	Farewell Celebrations	May, 2016	All Departments
34.	Internal Infrastructure Audit	May 30, 2016	All Departments
35.	Feedback Analysis and Action	May 5-8, 2016	All Departments
36.	Internal Academic Audit	May, 2016	All Departments
37.	Academic & Administrative Audit by External Experts	June, 2016	External Experts & IQAC

Annexure – II

1. Title of the Practice:

Health club practices – “**Sound mind in sound body**”

2. Goal

- Health club of the institution strives on the holistic well being which includes physical, emotional and social health of the students.
- It can favourably influence on the good habits, attitude and knowledge related to an individual’s health and community health.
- Counseling sessions can enhance the students’ behaviour towards the attainment of optimum health.

3. Context

Good health is the key to good performance in the class and in life. But most of our students are from poor and under privileged section of the society. Since the students are from poor economic status, many students do part time job to meet their educational expenses. Family background of many students also poses stress on students. These psycho-social pressures have a bearing effect on the attitude towards their studies and behavioural practice. Hence the health club conducts various activities focusing on the well being of the students.

4. Practice

Health club keeps an eye on the students’ health by organizing hemoglobin test general medical checkup, and medical advice by doctors. A sick room and firstaid box is maintained for emergency use.

The college students in their teens are highly vulnerable to social evils like smoking, alcoholism and drug abuse. Need for tobacco free and drug free environment is stressed through awareness meetings. Psychological counseling is given for stress management and suicide prevention. Yoga is suggested as a remedial measure to overcome these stresses. These counseling build self esteem and self confidence in the students.

The following awareness programmes and health checkup were organized.

S.No	Date	Programme	Resource Person
1	27.06.2015	Drug abuse and drug trafficking	Dr.Pauline Suganthi, Rtd. Associate professor, Sadakadulla Appa College.
2	04.08.2015	Blood grouping and Haemoglobin Test	Dr. Kamal Mariammal & Team
3	04.08.2015	General Medical Checkup	Dr. G. D. Ananthi & Dr.P.Rajeswari
4.	27.08.2015	General Medical Checkup	Dr. G. D. Ananthi & Dr.P.Rajeswari

Awareness meetings by medical experts educate the students on current health issues, clean and hygienic practices to be followed for healthy life. Health Club helps the staff by arranging medical test in the reputed laboratories at concessional rates. Health club has taken steps to introduce group health insurance scheme for the students.

5. Evidences for success

Health club has successfully created awareness on health and sanitation in the minds of the students. The idea was to involve students as advocates for hygiene and sanitation practices. The health conscious attitude of the students is witnessed by their willingness to join in group health insurance scheme suggested by the Health Club. The Positive counseling given to the students by Health Club on Blood donation is evidenced by the donation of 683 units of blood by the Volunteers, which has earned periodical appreciation from District Collector.

Our's is the only college to be installed with the sanitary napkin disposal unit in the entire district to promote hygienic environment. The students are educated on behavioral and stress management techniques and know the evils of alcohol, tobacco and drugs. As a member of health club, students develop leadership skills, communicative skills and also set their own priorities for health and hygiene activities.

6. Problems encountered

Our main problem is to get the schedule of the Medical experts in this stream to visit our campus from their practice. Though the health club educates and creates awareness about the healthy practices to the students, it is difficult to inculcate the novel practices at their dwelling sites of the economically weaker marginalized stakeholders.

Contact Details

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Best Practice - 2:

1. Title of the practice

“Preparing the workforce” - Career Guidance to students interlaced with Career-oriented programmes towards better placements.

2. Goal

- To meet the rural students’ prospect of entrepreneurship and employability.
- To provide awareness about the financial aid, internship and work opportunities with a focus on how to access them.
- To nurture the self awareness, leadership qualities and life skills to fetch a right professional position with viable goals.

3. The Context

Career-oriented programmes & Career guidance programmes help the students to understand the current scenario of job market and their state of competence to target the opportunities. Comprehensive career guidance tries to teach people to plan and make decisions about acquaintances about placement market demands. Career-oriented programmes and guidance provides specific contexts venturing towards placement. Choice of work is heavily influenced by the social strata of the individual in rural areas. Economic interdependence among family and community members is essential to stabilize their survival. Women have less access than men to get better employment and quality in life settlement. In this context we try to implement our best practices to help all the students.

4. The Practice

It is tremendously aimed towards promoting the confidence level of the students and urging them to set definite goals to obtain better career and improved life style. Our practice consists of three aspects listed below:

Career guidance cell and the Departments organize many career guidance programmes. Most of the stakeholders are first generation graduates and they are lacking in their selection ideas with reference to the available career options. The proposal of the best practice is aimed to develop the individual’s competency in awareness, knowledge, education, occupational exploration and career planning.

The institution organizes periodical workshops in various marketable skills like making of Bouquet, Soft toys, Ear rings, Glass paintings, Fashion accessories and Artificial flower making. The guidance of the unit promotes the students to pave the way for marketing their products by conducting Exhibition cum Sale which motivates **“Earn While Learn”**.

The institution also conducts UGC sponsored career-oriented programmes as well as management sponsored add-on courses to ensure better opportunities and placement for students. These practices facilitate to meet the prospect of entrepreneurship and employability of the rural students.

5. Evidence of Success.

The above said practices help the individuals to acquire knowledge skills and activate them to explore and succeed in the alternative opportunities towards placement. Totally 50 students from the marginalized community have been successfully placed in this academic year. These programmes motivate the students to become entrepreneurs. Considerable numbers of our alumni are successfully running Garment and Designer shops. Our students at the campus have launched a boutique called “**Elegant Outfit**” for designing Women’s Wear and Accessories. This opportunity develops confidence in students to become an entrepreneur in future. The add-on courses help the students to set up small businesses to support themselves. The trained students in these courses have been placed in reputed business companies and acting as role models to their juniors as well.

6. Problems encountered and Resources required:

We faced problems in implementing the costly training programmes. Many rural people do not have basic education which hampered their wards access to technical and vocational training or other skill development courses. Female students are generally suppressed in entering the fray of entrepreneurship due to the existing societal constraints. The institute is focusing on the developmental approaches, career oriented programme and guidance to students.

7. Notes

The practices are very useful in placing the rural under-privileged students in better positions, which in turn uplifts their economic strata in the society. The College is planning to implement other beneficial practices for betterment of students.

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