Internal Quality Assurance Cell (IQAC)

The Annual Quality Assurance Report
For the period 1st June 2017 to 31st May 2018

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 2017-2018
June 1, 2017 to May 31, 2018

Part – A

AQAR for the year | 2017-2018

1. Details of the Institution

1.1 Name of the Institution | G.VENKATASWAMY NAIDU COLLEGE

1.2 Address Line 1 | GVN COLLEGE (POST)

Address Line 2 | KOVILPATTI

City/Town | KOVILPATTI

State | TAMILNADU

Pin Code | 628502

Institution e-mail address | gvncollegeoffice@gmail.com

Contact No. | +91-4632-220389

Name of the Head of the Institution: | Dr. S.KRISHNASAMY

Tel. No. with STD Code: | +91-4632-220389

Mobile: +91-9442322999

Name of the IQAC Co-ordinator: Dr.N.R.Santhi Maheswari

Mobile: +91-9486716574

IQAC e-mail address: naacgvn@gmail.com
gvniqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* TNCOGN12971

1.4 **NAAC Executive Committee No. & Date:** EC(SC)/10/A&A/7.2

1.5 Website address: www.gvncollege.org

Web-link of the AQAR:

http://www.gvncollege.org/gvnnew/wp-content/uploads/2018/06/AQAR17-18.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC : DD/MM/YYYY 05/09/2007

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

   i. AQAR 2015-16 submitted to NAAC on 19.12.2016.

  ii. AQAR 2016-2017 submitted to NAAC on 01.07.2017.

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

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	9
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	2
2. 6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	19
2.10 No. of IQAC meetings held	2

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

Non-Teaching Staff | 1 | 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 | 3 |

(ii) Themes

> 1.EFFECTIVE TEACHING PEDAGOGY
>
> 2. ENABLING POSITIVE VALUES.
>
> 3.STUDENT SUPPORT SERVICES(Non-Teaching)

2.14 Significant Activities and contributions made by IQAC

- ❖ Academic calendar is prepared.
- ❖ The IQAC completed AISHE survey for the year 2016-2017.
- ❖ Faculty members and Students are motivated to attend programs like workshops, seminars and conferences.
- ❖ Students Feedback on Teachers and Infrastructure was collected.
- ❖ Promoted research activities among the teaching staff.
- ❖ Development Programmes for Staff, Faculty and Students.
- ❖ Create environmental awareness among students through the activities of NSS and Nature Club.

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
Development Programmes for Staff, Faculty and Students	➢ Faculty Development Programme conducted for Teaching and Non-teaching staff. ➢ Participation in workshops, conferences,

	➢ seminars and poster presentation ➢ by Faculty and Technical staff
Guiding Teachers to qualifying NET/SET/GATE.	For faculty members free seminar for NET/SET examination was conducted.
Orientation of newcomers	Newcomers' orientation program organized.
Feedback collection.	Feedbacks collected, analyzed and communicated.
Organization of various Seminars and Workshops	Organized conferences, seminars and workshops as per Academic calendar

** 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

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	2	2		-
PG	5	-	4	-
UG	14	1	9	
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	15	-	15	15
Others-M.Phil	1	-	1	-
Total	**37**	**-**	**25**	**21**

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	

1.3 Feedback from stakeholders*   Alumni $\boxed{\checkmark}$ Parents $\boxed{\checkmark}$ Employers $\boxed{}$ Students $\boxed{\checkmark}$
  (On all aspects)

  Mode of feedback   :   Online $\boxed{}$ Manual $\boxed{\checkmark}$ Co-operating schools (for PEI) $\boxed{}$

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.

> Yes.1.Mathematics Research centre and
>
>   2. Commerce Research Centre

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
102	93	9	-	2

2.2 No. of permanent faculty with Ph.D.

15+4

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	-	-	-	-	-	-	-	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	46	22
Presented papers	23	32	2
Resource Persons	-		-

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

> - ICT enabled teaching
> - 24X7 Wi-Fi enabled campus providing for technology access.
> - Usage of NPTEL resources.
> - 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
> - Industrial visits & In-plant trainings.

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, As per
University
Guidelines

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

8

2.10 Average percentage of attendance of students

90%

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	39	61.53	89.74	10.26	0	100%
B.Sc., Physics	37	5.4	54.05	18.92	0	72.97
B.Sc., Chemistry	34	2.9	38.24	32.35	0	70.59
B.Sc., Botany	36		83.33	5.55	0	88.89
B.Sc., Computer Science	28	-	64.28	14.29	14.29	92.86
B.Sc., Electronics	13	7.69	61.54	15.38	-	76.92
B.Sc., Costume Design & Fashion	29	13.7	75.86	13.79	-	89.65
B.Sc., Information Technology	19	5.3	84.26	-	-	84.26
B.Com(regular)	54	-	46.30	42.59	0	88.89
B.Com (C.A)sfc	44	-	-	-	-	86.36
B.B.A	38	-	15.79	68.4	2.6	86.8
B.A English	43	-	16.28	55.81	13.95	86.04
M.Sc., Mathematics	18	-	100	0	0	100%
M.Sc, Computer Science	14	42.86	92.85	-	-	92.85
M.Sc., Information Technology	13	30.8	100	-	-	100
M.Com – C.A	24	12.5	100	-	-	100
Statistics	20	-	95	-		95
M.A. English	11	9.09	54.55	27.27	-	81.82
B.Com(P.A)	32	71.87	71.87	-	-	71.87

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

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	
HRD programmes	-
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	2
Others	24

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	23	15	8	6
Technical Staff	11	7	4	4

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
> ➢ PG Students are encouraged to get funds for student projects, schemes and to present papers in seminars.
> ➢ IQAC has organised research conference exclusively for students and for all

3.2**.** Details regarding major projects Nil

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

3.3. Details regarding minor projects

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

3.4. Details on research publications

	International	National	Others
Peer Review Journals	15	6	2
Non-Peer Review Journals	2	-	-
e-Journals	7	-	-
Conference proceedings	15	24	5

3.5 Details on Impact factor of publications:

Range [.5-6.]   Average [3.5]   h-index [-]   Nos. in SCOPUS [1]

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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other	-	-	-	-
Total				

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	2	6	7	-	18
Sponsoring agencies	-	2 UGC 4 Management	Management	-	Management

3.12 No. of faculty served as experts, chairpersons or resource persons [1]

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

3.14 No. of linkages created during this year [2]

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
-	-	2	2	1	-	-

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

  8

     and students registered under them

  8

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

  5

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   5   State level   17

National level   1   International level   0

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   1   State level   0

National level   0   International level   0

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 26

NCC ☐ NSS 50 Any other 6

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

- ➢ Conducted Blood Donation Camps.
- ➢ Seed Ball Throwing.
- ➢ Distribution of Nilavembu kudi neer.
- ➢ Free Medical & Eye Camp.
- ➢ Awareness Camp on Eye Donation.
- ➢ Celebration of World Forest Day.
- ➢ Tree plantation & Herbal Exhibition
- ➢ 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	49		-	49
Laboratories	11	-	-	11
Seminar Halls	4	-		4
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	101018	-	101018
Value of the equipment purchased during the year (Rs. in Lakhs)	-	101018	-	101018
Others	-	-	-	-

4.2 Computerization of administration and library

> Already Existing – E College Management & Nirmal

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	54202	7883081	633	206418	54749	805060
Reference Books	2466	669904	4	-	2466	669904
e-Books	-	-	-	-	-	-
Journals	50+6	74246	10	25000	66	99246
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	161	131	130	11	-	5	15	10
Added	-	-	-	-	-	-	-	-
Total	161	131	130	11	-	5	15	10

> - 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 — | 13.5Lakhs |

ii) Campus Infrastructure and facilities — | 9.5 Lakhs |

iii) Equipments — | 3.08Lakhs |

iv) Others-Furnitures — | 2.36Lakhs |

Total : | 28,45000 |

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
> - UGC sponsored COP & Add-on courses help students get employment opportunities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others-Mphil
1697	167	-	10

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
546	31.42

Women

No	%
1192	68.58

	Last Year					This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
42	220	4	1426	2	1697	45	236	2	1535	6	1825

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   200-

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   500

5.7 Details of campus placement

On campus

Number of Organizations Visited	Number of Students Participated	Number of Students Placed.
8	407	105

Off Campus :   Number of Students Placed - 4

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(26.07.2017)
> ➢ International Women's Day was celebrated in a grand manner(08.03.2018).

5.9 Students Activities .

   5.9.1   No. of students participated in Sports, Games and o[26]ents [ ]

      State/ **University level** [115]   National level   International level

      No. of students participated in cultural events

      State/ University level [2/16]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	5	2100/-
Financial support from government	599	15,08,093
Financial support from other sources	-	-
Number of students who received International/ National recognitions-UGC	-	-

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: **Helped the treatment of cancer patient for mother Of S.Maria Micheal Sahaya Mary III Bsc Student(M) . Collected the amount of Rs 34931/-**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<u>**Vision:**</u>

> ➢ To promote knowledge acquisition.
> ➢ To develop the total personality of the students.
> ➢ To equip them for better service towards the society.

<u>**Mission:**</u>

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. Many faculty members are part of the Board of Studies at University level, they suggest the University in this regard.
> ➢ Workshop, Seminar and Conference arranged by various Departments and Students are encouraged to participate in various competitions, workshops & Seminars at other institutions.
> ➢ Along with classroom teaching varieties of other activities are adopted Industrial visit, study tour etc.
> ➢ 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

➢ The Research committee is established to promote research by the faculty members in newly emerging and challenging areas.
➢ Faculty members are encouraged to undertake research through participations in conferences and seminars and present papers.
➢ 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

➢ Nirmal 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.
➢ The college encourages staff members to apply for and participate in timely refresher and orientation courses in order to avail career advancement schemes.
➢ For performance assessment of teachers, students' feedback analysis is done regularly.
➢ Health check-up camps are organised every year for first year students to assess their basic health parameters.
➢ College provides a healthy environment, transparency in working and encourages a spirit of unity among the staff members.

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

> Industrial visits, lectures by industry experts and domain experts are regularly conducted.

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	➢ 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	➢ 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.

6.5 Total corpus fund generated   Nil

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. (Management)

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.
> ➢ Fund contributions of Alumni were accepted for improvement of General Facility.

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.
> ➢ Parent meetings are conducted Department wise to inform the progress of the ward in academics and overall behavior of every student.

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.
> ➢ 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.
> ➢ The college classrooms are spacious, airy and well-lit.
> ➢ The institute ensures that no electric equipment runs unnecessarily.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> ➢Research Sessions and national conference exclusively for students was organised.
> ➢Training in Soft Skills increases self confidence, builds leadership qualities and skills for holistic development.
> ➢Improving social involvement of the students by NSS.

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

> ➢As an outcome of NET/SET training workshop, three faculty members have qualified SET.
> ➢Publication and distribution of student handbook cum Prospectus done in time.
> ➢Academic Audit was conducted.
> ➢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.
> ➢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
> ➢ Rain water Harvesting.
> ➢ 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 Conduct remdial classes ,student counseling .
- ➢ To organize more training programmes for students by career cell for career guidance.
- ➢ To make the campus eco-friendly
- ➢ To organize national seminars/conferences/Workshop .
- ➢ To conduct an academic audit of departments
- ➢ To conduct communication class and computer literacy programmes.
- ➢ To conduct more research oriented programmes in the campus.
- ➢ More number of extension activities in NSS & other clubs.
- ➢ To increase collaboration with industries.
- ➢ Collection of feedback.
- ➢ To increase Student-Teacher collaboration in developing cases.

Name ___Dr. N.R.SANTHI MAHESWARI___

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

Name ___Dr.S.KRISHNASAMY___

PRINCIPAL In-charge
G.VENKATASWAMY NAIDU COLLEGE
KOVILPATTI - 628 502

ACADEMIC CALENDAR 2017-18

S.No	Activity	Date	Collaborating Department
1.	College reopen-Academic year begins	June 16, 2017	--
2.	Orientation Programme	June 16, 2017	All Ist Year Students
3.	International Yoga Day Celebration	June 22,2017	All Departments
4.	Bridge Course	June 16-30, 2017	All Departments
5.	Students Council Election	July,2017	--
6.	Fresher's Day	Aug 21-30, 2017	All Departments
7.	I Internal Cycle (odd Semester)	July 24-31, 2017	All Departments
8.	Patron's Day Celebration	August 12, 2017	All Departments
9.	Orientation Training Programme on Career Avenues	June 27-July 20,2017	Career Guidance & Placement Cell
10.	II Internal Cycle (odd Semester)	Sep 4 -11, 2017	All Departments
11.	Teachers Day celebration	September 5, 2017	Student Council & All Departments.
12.	Library Week	Aug 7-11,2017	Library
13.	Parent Teachers Meet	April 21, 2018	All Departments
14.	IQAC Meet	October 07, 2017	IQAC Members & All Department Heads
15.	III Internal Cycle (odd Semester)	October 11-17, 2017	--
16.	Alumni Meet	March 3, 2018	All Departments
17.	FDP	April 24, 2018	All Departments
18.	College reopens	December 4, 2018	----
19.	I Internal Cycle (even Semester)	January 2-09, 2018	
20.	Pongal Celebration	January 11, 2018	All Departments
21.	Sports Day	March 11, 2018	All Departments
22.	Training programme on 'Design your destiny'	February 17, 2018	IQAC and Career Guidance & Placement Cell
23.	II Internal Cycle (even Semester)	February 19-26, 2018	---
24.	Women's Day Celebration	March 8, 2017	All Departments
25.	Collection of Feedback on Faculty by students	March 28-31, 2018	All Departments
26.	III Internal Cycle (even Semester)	April 02-09, 2018	---
27.	College Day Celebration	April 13 & 18, 2018	All Departments
28.	Farewell Celebrations	April 19, 2018	All Departments
29.	Internal Infrastructure Audit	Apr 30, 2018	All Departments
30.	Feedback Analysis and Action	March 19 -23, 2018	All Departments

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	26.07.2017	Tobacco Usage	Dr.R.Seenivasagan, Thoothukudi..
2	26.07.2017	Awareness Programme on cancer	Dr. A.Abirami & Team
3	31.08.2017	Cancer Screening Camp.	Dr. A.Abirami & Team
4.	16.02.2018	General Medical camp	Dr. A.V.Devasena Kovilpatti.
8.	11.08.2017	National deworming day- Health club in association with primary health centre, illayarasenendal	Distribution of Albendazole tablets.
9.	01.11.2017	Medical Check up – Health club in association with NSS units	Students were tested and their health issues were recorded.
10.	07.02.2018	Awareness programme on - Evils of Drug-	

		meeting organised by Health club,Red Ribbon club and NSS units	

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

Name of the Principal   : Dr.S.Krishnasamy
Name of the Institution   : G. Venkataswamy Naidu College
City   : Kovilpatti, Tamil Nadu
Pin Code   : 628 502.
Accredited Status   : A Grade with G.P 3.21
Work Phone   : +91-4632-220389
Fax   : +91-4632-220443
Website   : www.gvncollege.org
E-mail   : gvncollegeoffice@gmail.com
Mobile   : +91-9442322999

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. Many students from the marginalized community have been successfully placed. These programmes motivate the students to become entrepreneurs. Considerable numbers of our alumni are successfully running Garment and Designer shops. 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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