

# **The Annual Quality Assurance Report (AQAR) of the IQAC**

**M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN  
DINDIGUL , TAMILNADU**

**AQAR FOR THE PERIOD - JULY 01, 2014 TO JUNE 30, 2015**

## **Part – A**

### **I. Details of the Institution**

1.1 Name of the Institution	M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN
1.2 Address Line 1	THADIKOMBU ROAD
Address Line 2	DINDIGUL
City/Town	DINDIGUL
State	TAMIL NADU
Pin Code	624001
Institution e-mail address	mvmwdindigul@gmail.com
Contact Nos.	(91) +451-2422011
Name of the Head of the Institution:	DR. S.MANOLATHA
Tel. No. with STD Code:	(91) +451-2422011
Mobile:	9442520506

Name of the IQAC Co-ordinator:

Dr.T.RAMACHANDRAN

Mobile:

9865055955

IQAC e-mail address:

mvmiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) : TNCOGN 10285

1.4 Website address:

www.mvmcollegedindigul.org

Web-link of the AQAR:

http://www. www.mvmcollegedindigul.org/Reports/AQAR13-14.pdf

#### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		2003	5 years
2	2 <sup>nd</sup> Cycle	A	3.01	2014	5 years

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

08/08/2007

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

2014-15

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 2010-2011 - 30/12/2013
- ii. AQAR 2011-2012 - 30/12/2013
- iii. AQAR 2012-2013 - 30/12/2013
- iv. AQAR 2013-2014 - 28/08/2014

### 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)

PG Diploma in Computer Application

1.11 Name of the Affiliating University (for the Colleges) MOTHER TERESA WOMENS UNIVERSITY

### 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

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

Quality metrics in Higher Education

### 2.14 Significant Activities and contributions made by IQAC

IQAC coordinate with various cells functioning in our campus to organise programs on employability, mental health, fine arts competitions, rally to create social awareness among the public etc., for the benefit of the students.

Students and staff are motivated to participate in various seminars, conferences, workshops, academic activities conducted by other institutions to improve and update their subject knowledge and to contribute to research area.

### 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
Remedial Coaching for slow learners section students to improve the academic performance.  Plan to increase the research publications by the faculty.  Proposal submitted to start new courses.  Plan to increase the students participation in various programs, competitions, seminars, conferences, cultural competitions etc.,	Remedial classes conducted and the results improved.  Research publication increased reasonably.  Under process.  Students actively participated in various events and achieved many awards.

\* 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

#### 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	8			
UG	12			
M.Phil	4			
PG Diploma	1			

##### 1.2 (i) Flexibility of the Curriculum: CBCS with Elective option

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	25
Trimester	-
Annual	-

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.  
Yes.

Revision/ Updating of syllabi for all the programmes are made periodically once in 3years for UG and 2 years for PG.

- ✓ Latest topics incorporated in the respective subject field.
- ✓ Valid requirements of the stakeholder's academic aspects are included in the syllabus.
- ✓ The outdated concepts are condensed in the syllabus.
- ✓ To make the students to learn the latest concepts in their field.
- ✓ New Non major and Entrepreneurship Development Program Elective subjects are introduced.
- ✓ The curriculum B.Sc.,Zoology(Vocational) was changed into B.Sc.Zoology (Regular) and the syllabi was restructured.

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

NO.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	29	14	-	-

2.2 No. of permanent faculty with Ph.D.

25

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	69	-	-	-	-	-	-	2	69

2.4 No. of Guest and Visiting faculty and Temporary faculty

43

0

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	13	3
Presented papers	21	18	5
Resource Persons	2	0	3

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

- ✓ Demonstration using charts, specimens and models.
- ✓ Two way interactions are in practice.
- ✓ Lecture delivered using LCD power point presentation
- ✓ ICT mode of teaching is adapted.
- ✓ Students are motivated to take seminar.
- ✓ Assignment is given to the students to get more practice in topics.

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

182

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

- ✓ Examinations are conducted and evaluated as per the University regulations.
- ✓ Double valuation system was initiated and implemented.
- ✓ Revaluation system was introduced for the benefit of the students who failed at the margin.
- ✓ Instant examination was conducted for the final year students who failed in only one subject.

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

12

2

0

As member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

92

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.A.Tamil	69	-	89.9% (62)	4.3(3)	-	94.2
B.A.English	70	5.7% (4)	77.2% (54)	17.1% (12)	-	96.7
B.A.History	75	5% (4)	95% (71)	-	-	100
B.A.Economics	99	83% (82)	17% (17)			100
B.Com	101	3% (3)	53% (54)	34% (34)	10% (10)	100
B.Sc.Geography	49	-	78% (44)	22% (5)	-	100
B.Sc.Mathematics	83	89% (74)	11% (9)	-	-	100
B.Sc.Zoology	29	17% (5)	83% (24)	-	-	100
B.Sc.Comp.Sci.	60	73% (44)	27% (16)	-	-	100
B.Sc.Chemistry	22	23% (5)	59% (13)	14% (3)	-	96
B.Sc.Physics	28	14% (4)	72% (20)	-	-	86
M.A. Tamil	21	-	95% (20)	-	-	95
M.A.English	21	-	100% (21)	-	-	100
M.A.History	12	25% (3)	-	-	-	100
M.A.Economics	20	-	100% (20)	-	-	100
M.Sc.Geography	18	5% (1)	95% (17)	-	-	100
M.Sc.Mathematics	21	86% (18)	5% (1)	-	-	91
M.Sc.Comp.Sci	14	100% (14)	-	-	-	100
M.Sc.Chemistry	16	63% (10)	37% (6)	-	-	100

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

- ✓ Seminars are conducted for faculty members to improve the quality of teaching.
- ✓ Student counsellors are nominated for each class and student counselling classes are conducted every Wednesday. This will help to resolve the academic and other issues of the students.
- ✓ College council will be convened frequently in which the points discussed in the students counselling are discussed and principal gave proper direction to HODs to resolve the issues placed by the students.
- ✓ Feedback are collected from the students at the end of each semester to evaluate the performance of the faculty members.



### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	4
Others	-

### 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	9	21	-	-
Technical Staff	1	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- √ Research forum is constituted in our college and M V M journal of research is published annually faculty members are motivated to prepare and submit their research articles.
- √ Faculty members are encouraged to attend and organise seminars in their area of interest.
- √ Eligible faculty are motivated to apply for minor/major and other UGC, TANSCHÉ sponsored projects.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	-	-
Outlay in Rs. Lakhs	-	4.95	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	8+17	8	-
Non-Peer Review Journals	-	-	1
e-Journals	-	1	-
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	3 1	UGC TANSCHÉ	4.95lakhs 1lakh	3.95lakhs 1lakh
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
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

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					
Sponsoring agencies					

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

4

28

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

2

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

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

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

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

- NSS volunteers conduct rally in the town to create awareness of DENGU.
- Tree plantation program was conducted and more than 1000 saplings were planted.
- Ten days special camp was conducted to serve the people in the nearby village CHENNAMANAYYAKANPATY.
- Coaching for the students of nearby school were given by our Rotract club.

## 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 in Sq. Mts.	40 acre	-	-	40 acre
Class rooms	40	-	-	40
Staff rooms	13	-	-	13
Laboratories	14	-	-	14
Seminar Halls	2	-	-	2
NSS, Sports, Clubs and other rooms	9	-	-	9
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.			Non Plan	
			UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		1.90	Non Plan	1.90
		2.36	UGC	2.36
Others		1.50	Non Plan	1.50
		2.36	UGC	2.36

#### 4.2 Computerization of administration and library

Administrative works are partly computerized.

Steps initiated for the computerization of library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	46804	4237000	375	80000	47179	4317000
Reference Books	17409	1285000	110	40000	17519	1325000
e-Books						
Journals	21	9000	4	2000	25	11000
e-Journals						
Digital Database						
CD & Video						
Magazines	212					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	125	6	3			1	13	3
Added								
Total								

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

Computer Literacy programme conducted for all first year students except computer science students.

Faculty development programme organized for staff members.

4.6 Amount spent on maintenance in lakhs :	Non Plan	UGC	Total
i) ICT			
ii) Campus Infrastructure and facilities		2.36	2.36
iii) Equipments	0.20	1.70	1.90
iv) Others	0.10	1.37	1.47
<b>Total :</b>	5.73		

## Criterion – V

### 5. Student Support and Progression

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

Students are encouraged and trained to participate in various competitions.

Students are informed through circulars and public address system about the program organized by various cells and clubs functioning in our college.

Bridge course is conducted for fresher to know about the college and other student support services available in the campus.

Placement Training programmes are conducted for the students

Skill development training programmes are organised by inviting experts from various centres.

District Employment office conducted meetings and book exhibition for our students to update them about the employment opportunities.

#### 5.2 Efforts made by the institution for tracking the progression

Mentor system keep track on the progress of students.

#### 5.3 (a) Total Number of students

UG	PG	M.Phil	PGDCA	Total
2434	352	23	7	2816

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	-	-		2816	100

Last Year (2014)						This Year (2015)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
5	692	20	1973	1	2690	4	712	30	2070	9	2816

Demand ratio 1:3

Dropout 4%

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

Placement cell is functioning in our campus to train and create awareness among the students about the available employment opportunities by experts from district employment office and other agencies.

Students were deputed to attend coaching classes conducted in nearby Technical institutions for preparing them to appear competitive examinations.

No. of students beneficiaries: 750 ( Final year UG and PG Students)

#### 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

Career Guidance and Placement cell are functioning in our campus under the supervision of faculty members. Training programmes were organised for the benefit of students.

No. of students benefitted

#### 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

#### 5.8 Details of gender sensitization programmes

#### 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

##### Financial support

From government	Number of students	Amount(Rs.)
Minority Scholarship	9	27000
Special Scholarship	97	732500
BC,MBC/DNC Scholarship	1872	2808000
SC,ST Scholarship	647	2588000
Tamil Medium Scholarship	386	152800
<b>From Other Sources</b>		
Rani mangammal Trust Scholarship	63	41244

#### 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:

Insufficient classrooms has been redressed by construction of new class rooms by availing MLA fund.

Transport facility should be improved.

## **Criterion – VI**

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

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

**Vision :**

To spread the light of knowledge and to widen the scope and Opportunity of Higher education to women belonging to educationally and economically backward sections of society.

**Mission :**

To impart liberal education committed to quality and excellence.

To enrich students with efficiency.

To pave way for upliftment of students in society.

#### 6.2 Does the Institution has a management Information System

Management information system made partly

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

##### 6.3.1 Curriculum Development

Our college is affiliated to Mother Teresa women's University, Kodaikanal, Tamil Nadu. All Heads of the departments are the members of board of studies of Mother Teresa University and contribute to the development of curriculum after receiving suggestions from the Alumni and stake holders.

##### 6.3.2 Teaching and Learning

Staff members use Chalk and talk method, White board, power point presentation, pictorial and model representation and demonstration to teach their lessons.

Assignments are given to the student and instruct them to refer internet, reference books to prepare the assignment that will help the students to get more clarity and familiarity in the subject.

Seminar topics are assigned to the students which make them to develop presentation skills and improve their confidence level in their subjects.

Slow learners were identified based on their performance in the class test conducted periodically and special attention was given to them and extra classes were conducted to improve their performance.

Innovative method of teaching was encouraged by providing enough facility.

Faculty members were motivated and deputed to attend faculty development programs, refresher courses, conferences and seminars which help them to update the knowledge in their field of specialization.

Students were also encouraged to participate in the seminars, conferences and competitions such as paper presentation, quiz etc., conducted by other colleges and universities.

General library and department library are available for the access of staff and students which help them to improve their subject knowledge.

Feedback was received from the students to analyze the performance of the staff members. Based on the report steps will be taken to improve the skill of the respective staff members to fulfil the students' expectation.

Class wise Students counselling cells were also functioning in our college, where the students can present their problems and steps will be taken to rectify the same.

#### 6.3.3 Examination and Evaluation

Examination and Evaluation systems are strictly followed as per the regulations and guidelines of the Mother Teresa Women University.

Three internal tests are conducted, regular assignments are given and seminar topics are assigned. 25 % of total marks was calculated based on the performance in the tests, assignments and seminar.

75% of total marks was calculated from the External examination conducted by the University system and evaluated through Central Evaluation system organised by the University. Our faculty members are also take part in examination supervision and central evaluation.

Periodical Monitoring and evaluation system is in place.

#### 6.3.4 Research and Development

Minor and Major Projects are undertaken by the eligible faculty members of our sponsored by UGC and Tamil Nadu State council for Science and Technology.

Research contribution was made through MPhil Programmes in different disciplines.

Research Committee is effectively functioning in our college, MVM Journal of Research is published through this committee.

Staff and Students are encouraged to prepare research papers and to present at conferences Faculty members were also motivated to publish research articles in journals.

Departments are motivated to organize national and international conferences for the benefit of staff and students.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

General library is functioning with lot of books in spacious building for the benefit of staff and students.

All the Departments are maintaining a separate department library possessing a lot of latest books which will be issued to the staff and students.

Three computer labs, English language lab and Mathematics lab are available for the use of staff and students.

Two seminar halls with LCD projectors are available for conducting meetings and seminars.

Based on the requirement Physical infrastructure are established.

#### 6.3.6 Human Resource Management

All teaching, Non teaching, technical and supporting staff members are recruited by the government.

Guest lecturers were appointed with the approval of the government in place vacant post.

In addition to guest faculty, temporary faculty were also appointed through Parent Teachers Association to support student services without interruption.

Government will take care of the welfare of all employees of the institution.

Subject allotment for faculty was made based their preference and specialization.

Staff members are encouraged to do higher studies by providing leave and other facilities as per Tamil Nadu government norms .

Duties of staff members are well defined and they freely approach the officials to express their views for the improvement of the system.

Faculty members are provided opportunity for their individual growth along with the organizational development.

#### 6.3.7 Faculty and Staff recruitment

Since our college is a Government institution. All teaching faculty are recruited by the government through Teachers Recruitment board. Selection based on the eligibility specified by the University grants commission. Non teaching, technical and supporting staff members are recruited through Tamil Nadu Public Service commission.

#### 6.3.8 Industry Interaction / Collaboration

Experts from industries are invited to give special lecture to create awareness among the students.

MOU signed with nearby Institutions to provide training for our students in some specific courses and vice versa.

Our students are deputed to nearby rural based schools to teach their students.

#### 6.3.9 Admission of Students

College admission committee was constituted headed by principal. Advertisement was given in the newspaper as news mentioning all details. After the last date of receipt of application subject wise rank list was prepared and displayed in the notice board with approval of admission committee.

Open counselling was conducted to admit the candidates on merit basis as per the direction of the government, in which candidates called according to their rank and admission will be given as per their preference if vacancy exist.

Admission based on Tamil Nadu government reservation policy only.

Finally, Selection list will be displayed in the notice board with marks, rank and communal turn.

#### 6.4 Welfare schemes for

Teaching	Contributed pension scheme FDP to pursue research Maternity leave Medical leave Health insurance Earn leave
Non teaching	Contributed pension scheme Maternity leave Medical leave Health insurance Earn leave, Promotion training
Students	Government Scholarships ----- SC/ST Scholarship BC/MBC/DNC Scholarship Special Scholarship Tamil Medium Scholarship Ranimangammal Scholarship Minority, Merit Scholarships Hostel facility Safe drinking water facility Yoga/Meditation classes conducted

#### 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	Yes	Expert Committee	Yes	Head of the Institution
Administrative	Yes	AG, DCE	Yes	Head of the Institution

6.8 Does the University/ Autonomous College declare 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?

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Old Students Association is functioning effectively.

Alumni are invited as resource person for various programs.

Alumni support to improve the infrastructure.(Donate chairs ,books etc.,)

Alumni support and guide the final year students for placement.

Many alumni working as Teaching faculty in our institute.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Association functioning is functioning effectively.

PTA meeting will be conducted once in a year, in which welfare of the students and college were discussed. Parents gave suggestions to improve the academic and administrative activities.

Fund will be generated through contributions made by parents and teachers.

Staff appointed through PTA to meet staff deficit.

6.13 Development programmes for support staff

Staff deputed to attend Orientation program, refresher course sponsored by UGC to update their knowledge in their field of specialization.

Staff permitted to go for higher studies through Faculty Development Program.

Staff contributes to research by presenting research papers in the national, international conferences to enrich their knowledge.

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

Tree plantation

Rainwater harvesting

Campus cleaning program will be conducted every week Friday.

Garbage boxes kept at different points in the 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.

Mentor ward system helps in functioning of the institute in a better way.

Research journal published with the contribution of faculty, which improves the research activity in the campus.

Role of clubs and cells functioning in the campus contribute more in the students support activities.

Students' participation in academic, sports, cultural and social activities improved.

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

Association meeting and programs are organised by each department as per plan.

Programs scheduled at the beginning the year are printed in the college calendar and are followed and conducted.

Staff involvement in the research activities are improved and students participation in paper presentation and competitions conducted in our campus and other institutions are also improved.

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

Organizing more programs through Career Guidance cell, Placement cell, Youth red cross club, Red Ribbon club, Youth welfare cell, Rotary club, Lions club, Consumer club, Population Awareness club, Grievance and Redressal cell, Research committee and Legal Literacy club help to improve the student support activities.

Students are encouraged and motivated by the staff to involve in research activities in order to update their knowledge in the latest development.

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

7.4 Contribution to environmental awareness / protection

Regular campus cleaning and planting saplings are done by the NSS units.

Rain water harvesting system maintained in the campus.

Rally was organised by NSS students to create Environmental awareness among the public.

Eco club arranged awareness program on abstain from plastic use.

7.5 Whether environmental audit was conducted?      Yes ☒      No ☐

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

Student Union is functioning for welfare of the students and to coordinate all the students in the campus in organizing programs. Every year election will be conducted among the student to select the office bearers for the Students Union.

Every Monday Prayer will be conducted in which all staff and students are participating.

Number of class rooms and laboratories are not sufficient.

Students get married are discontinued the course.

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

Organize National/ International conferences.

Strengthen the research and consultancy activities in the institute.

Establish WiFi connection in the campus.

Plan to start new courses for the next academic year.

Name Dr. T. RAMACHANDRAN



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