Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

⬧ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

⬧ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. 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) +451-2460120

Name of the Head of the Institution:

DR.S.Manolatha

Tel. No. with STD Code:

(91) +451-2460120

Mobile:

9442520506

Name of the IQAC Co-ordinator:

Dr.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. mvmcollegedindigul.org/Reports/AQAR16-17.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B		2003	5 years
2	2nd 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)*   2016-17

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   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
      v.   AQAR   2014-2015   -   12/07/2016
     vi.   AQAR   2015-2016   -   17/02/2017

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) | . PG Diploma in Computer Applications |

1.11 Name of the Affiliating University *(for the Colleges)* | MOTHER TERESA WOMEN'S 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 [08]

2.2 No. of Administrative/Technical staff [02]

2.3 No. of students [01]

2.4 No. of Management representatives [-]

2.5 No. of Alumni [01]

2. 6 No. of any other stakeholder and

     community representatives [01]

2.7 No. of Employers/ Industrialists [01]

2.8 No. of other External Experts [-]

2.9 Total No. of members [14]

2.10 No. of IQAC meetings held [1]

2.11 No. of meetings with various stakeholders: No. [5]   Faculty [3]

          Non-Teaching Staff Students [1]   Alumni [1]   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 | Measuring quality 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.	Remedial classes conducted and the results improved.
Plan to increase the research publications by the faculty.	Research publication increased reasonably.
Proposal submitted to start new courses.	Started new courses.
	Research projects are on going during the academic year worth.
Plan to increase the students participation in various programs, competitions, seminars, conferences, cultural competitions etc.,To conduct Intercollegiate competition.	Students actively participated in various events and achieved many awards.
	Students from various colleges participated.
To conduct seminars and conferences	Seminars conducted

   Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes .1   No ☐

Management ☐   Syndicate ☐   Any other body cc

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		-	-	-
PG	9	-	-	-
UG	12	-	-	-
M.Phil	6	-	-	-
PG Diploma	1	-	-	--

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

   (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	31
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.

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

   ✓ 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.

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
62	49	13	-	-

2.2 No. of permanent faculty with Ph.D.   43

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
9	45	-	-	-	-	-	-		

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	4	8	8
Presented papers	15	16	6
Resource Persons	1	3	19

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   181

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

1	3	1

2.10 Average percentage of attendance of students

93

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	93.7%	95.00%		-	95%
B.A.English	70	1.42%	82.85%	15.71%	-	100%
B.A.History	69	-	100%	-	-	100%
B.A.Economics	99	6.06%	94.94%	5.05%	-	100%
B.Com	112	2.67%	91.07%	7.14%	-	100%
B.Sc.Geography	56	12%	85%	3%	-	100%
B.Sc.Mathematics	89	56.17%	42.69%	1.12%	-	100%
B.Sc.Zoology	28	35%	67%	88%	77%	77.3%
B.ScPlantBiotechnology	30	76.66%	23.33%	-	-	100%
B.Sc.Comp.Sci.	61	91.80%	8.19%	-	-	100%
B.Sc.Chemistry	25	84%	16%	-	-	100%
B.Sc.Physics	31	100%	-	-	-	100%
M.A.Tamil	22	97%		1	-	100%
M.A.English	19	10.52%	89.47	-	-	100%
M.A.History	20	-	100%	-	-	100%
M.A.Economics	17	6.25%	94.11%	-	-	100%
M.Sc.Geography	13	6%	94%	-	-	100%
M.Sc.Mathemtics	18	61.11%	38.88%	-	-	100%
M.Sc.Comp.Sci.	18	100%	-	-	-	100%
M.Sc.Chemistry	18	11.11%	88.88	-	-	100%
M.'Phil.Tamil	10	100%		-	-	100%
M.Phil.English	9	100%	-	-	-	100%
M.Phil.History	12	-	100%	-	-	100%
M.Phil.Geography	3	100%	-	-	-	100%
M.Phil.Comp.Sci	5	100%	-	-	-	100%
PGDCA	7	-	42.85%	42.85%	-	85.7%

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.

√ Podium, LCD Projector and Copier Machine Purchased in IQAC Fund.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	6
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	6
Others	5

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	22	10	-
Technical Staff	2	8	-	6

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, TANSCHE sponsored projects.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	-
Outlay in Rs. Lakhs	2.25	-	-	-

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	20	3	1
Non-Peer Review Journals	-	1	-
e-Journals	8	4	6
Conference proceedings	13	2	2

3.5 Details on Impact factor of publications:

Range [ ]   Average [2.62]   h-index [3]   Nos. in SCOPUS [12]

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)*	2016-17	TANSCHE	15000	YES
Any other(Specify)(SOFT SKILL)	2016-17	TANSCHE	200000	YES
Total		TANSCHE	215000	YES

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 [11]

3.13 No. of collaborations   International [ ]   National [1]   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 [-]

316 .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

8

30

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

8

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

JRF -   SRF -   Project Fellows 1   Any other   -

3.21 No. of students Participated in NSS events:

University level [ ]   State level 450

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 2   YRC 1

NCC -   NSS 10   Any other LEO CLUB – 4

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

- 150 NSS volunteers Participated in DENGUawareness and Clean India awareness programme at Sennamanayakam patti,Dindigul.

- Three programme officers and 80 NSS Students attended Flood precautions awareness camp at Aathuppatti,dindigul Dt.

- NSS Volunteers participated in One day Conference and a rally on Disaster management.
- Eighty NSS Volunteers participated in Drug awareness rally .
- Three Faculty members and 22 Students donated blood in the blood donation camp held in the college.

- Seven days special camp was conducted to serve the people in the nearby village Chettinayakkanpatty .

- NSS students participates in voters day awareness programme,100%voting awareness rally,environmental awareness program .

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	42	5	RUSA	47
Staff rooms	13	1	-	14
Laboratories	14	-	-	14
Seminar Halls	2	-	-	2
NSS, Sports, Clubs and other rooms	9	-	-	9
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		150000	Non Plan	150000
Others				

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	50865	7433744	563	101500	51428	7535244
Reference Books	17535	1335500	122	90000	17657	1425500
e-Books	-					

Journals	4	2000			4	2000
e-Journals	-					
Digital Database	-					
CD & Video	-					
Magazines	-		18	8500	18	8500

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Other s
Existing	79	6 1- language lab	Broadband connection			8	8	20-CLP
Added	-							
Total	79	6+1				8	8	20

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	RUSA	Total
i) ICT			
ii) Campus Infrastructure and facilities		5600000	5600000
iii) Equipments	150000	-	150000
iv) Others	55000	-	55000

Total : 7650000

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
2485	348	41	15	2889

 (b) No. of students outside the state   ---   Nil

 (c) No. of international students   Nil

Men

No	%
-	-

Women

No	%
2889	100

Last Year (2015)						This Year (2016)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4	701	24	2055	--	2784	4	676	18	2191	16	2889

 Demand ratio 1:3   Dropout 1%

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.

450 Students were trained Jute bag,Jewellery and Chocolate preparation in the Entrepreneurship Workshop.

500 Students attended in an awareness camp conducted by Dindigul District Employment Office on Job Opportunities, awareness and also Services available for Women Candidates in Army ,Navy and Air Force.

One week free coaching classes for Bank Exams were conducted for UG Final year Students in collaboration with District Employment Office.

Aptitute Test was conducted by Institute of Banking and 800 Students were motivated to attend the Test.

5.5 No. of students qualified in these examinations

| NET | | SET/SLET | 1 | 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.

One week free coaching classes for Bank Exams were conducted for UG Final year Students in collaboration with District Employment Office.

Aptitute Test was conducted by Institute of Banking and 800 Students were motivated to attend the Test.

450 Students were trained Jute bag,Jewellery and Chocolate preparation in the Entrepreneurship Workshop.

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4		7	

5.8 Details of gender sensitization programmes

Women students are given counselling about facing social problem occurring in day today life.

5.9 Students Activities

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

       State/ University level   10   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	42	-
Special Scholarship	82	605000
BC,MBC/DNC Scholarship	1836	2803365
SC,ST Scholarship	615	3825110
Tamil Medium Scholarship	365	146000
From Other Sources		
Rani mangammal Trust Scholarship	48	42438

5.11   Student organised / initiatives

Fairs   : State/ University level   3   National level   -   International level   -

Exhibition: State/ University level   _   National level   _   International level   _

5.12   No. of social initiatives undertaken by the students   5

5.13   Major grievances of students (if any) redressed:

     Five new class rooms constructed from RUSA fund.

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. A Separate Website www.librarymvmgac.wordpress.com was generated for the benefit of students and

Staff members.Six Computers are separately maintained for the access of students and

Staff members.

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	-	-	-	-
Administrative	-	-	-	-

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 - Dindimavanum

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, Anti ragging cell Grandfather&mother club
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.a Mass tree plantation of about 3600 tree plants that belongs to 100 different species was done on theGolden jubilee celebration day.The programme was successfully done by the participation of staff and students of our college ni association with Dindimavanum(AVoluteer organization)

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. A Computerised students Election was Conducted for the first time in this Academic year.

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

20 Days Soft Skill training classes were conducted for final year students in Leadership qualities,English Learning Skills and Group discussion.

Number of class rooms and laboratories are not sufficient.

Students get married are discontinued the course.

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

To Organize National/ International conferences.

To Strengthen the research and consultancy activities in the institute.

To Establish WiFi connection in the campus.

To creation of a digital library,airconditioning of the library.

To increase student participation in sport and cultural &social activities

Name __Dr. T. RAMACHANDRAN__

Signature of the Coordinator, IQAC
Head of the Department
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Name __Dr. S. MANOLATHA__

Signature of the Coordinator, IQAC
Principal
M.V. Muthiah Govt.
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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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