

**Sri Meenakshi Government Arts College for
Women(Autonomous)**

Madurai -2



Annual Quality Assurance Report

(2012-13)

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution	Sri Meenakshi Government Arts College for Women (Autonomous)
1.2 Address Line 1	Panagal Buildings, Kalpalam Road
Address Line 2	Goripalayam
City/Town	MADURAI
State	TAMILNADU
Pin Code	625002
Institution e-mail address	smgcmca@yahoo.com
Contact Nos.	0452-2534988
Name of the Head of the Institution:	Dr.J.UMA
Tel. No. with STD Code:	0452-2534988
Mobile:	9444033052

Name of the IQAC Co-ordinator: Mrs. J.Mary Gracelet

Mobile: 9080947225

IQAC e-mail address: smgciqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) TNCOGN10039

1.4 Website address: www.maduraimeenakshicollege.org

Web-link of the AQAR: <http://www.smgcw.in/aqar1213.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	4*	70-75	07/02/2000	2004-05
2	2 nd Cycle	B + +	80.30	21/05/2006	May20,2011
3	3 rd Cycle			Applied	
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY 02/01/2004

1.7 AQAR for the year (for example 2010-11) 2012-13

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 _____ 2012-13 _____ (20/02/2014)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Madurai Kamaraj University

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="NIL"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="5"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="NIL"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

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 on Feb 2010

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
<ul style="list-style-type: none"> • The proposals for starting new post graduate and research courses were sent during the year 2012-13. • To promote holistic development of the students, extension activities were planned. • To organise Workshops, Seminars and/Conferences • To change the nomenclature of BBE (Business Economics) course in to BA Economics and BA Communicative English in to BA English Literature. 	<ul style="list-style-type: none"> • Five PG courses, Four M.phil and Two2 Ph.D programmes have been started during the year 2013-14. • All the UG departments organised extension activities, • All the UG and PG Departments conducted regional, state and national seminars and workshops • The nomenclature of these two courses was changed with the permission of the Madurai Kamaraj University to increase the employability of the students..

* 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

*Administrative and Academic council

Provide the details of the action taken

- | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Feedback report from faculty and students regarding curriculum, course teachers and infrastructure facilities were collected. • Necessary steps have been taken to introduce Value Education in Part IV inculcating the values. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 2013-14	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	2		
PG	7	5		
UG	13			
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate	1			
Others		4 (M.Phil)		
Total	20 + 2	11	NIL	
Interdisciplinary				
Innovative				

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

- CBCS
- Core papers
- Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	YES
Trimester	NIL
Annual	NIL

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.

- The members of the Board of Studies in each department meet once in a year to review the existing syllabus and recommend suggestions for improving and updating in order to meet the current trends in the subject.
- In order to increase the employability of students many skill based subjects were introduced such as Entrepreneurial Development, Food Preservation, Mushroom Culture, and Software Testing.
- Each department offers two Non-Major Elective papers, which are interdisciplinary to help the students to explore new areas.

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

Yes, keeping in tune to the needs and response to student feedback, five PG courses, four M.Phil courses and two Ph.D programmes have been started in the year 2013-14. The Departments of English, History, Economics and Management of the college have been recognised as research centres

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
154	55	99	NIL	

2.2 No. of permanent faculty with Ph.D.

60

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
Nil		Nil		Nil		Nil		Nil	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL
NIL
29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	56	36
Presented papers	26	59	4
Resource Persons	NIL	2	4

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

Computer aided teaching methods, Edu-sat programmes, field trips, PPT presentations are some of the teaching approaches adopted. Assignments, Seminars, Projects, Internships, Educational Tours, Quiz programmes, Industry Visits and use of Language Laboratories are some of the learning methods.

2.7 Total No. of actual teaching days

during this academic year

180

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

- Provision of revaluation
- Double valuation for PG
- Provision of Supplementary examination
- Off-Campus Question setting

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

UG-6

PG-4

M.Phil-4

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

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage(2012-13) :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA History	117		19.82	80.18	0	98.47
BBE Economics	129		60.48	39.52	0	96.12
BACommunicative English	88		43.04	51.9	5.06	89.77
BA Tamil	121		65.22	33.04	1.74	95.04
B Com	119		86.84	13.16	0	95.8
BSc Mathematics	143		92.81	6.47	0.72	97.2
BSc Physics	81		87.34	12.66	0	97.53
BSc Chemistry	86		91.25	8.75	0	93.02
BSc Zoology	72		60	40	0	97.22
BSc Geography	64		46.88	48.44	4.69	100
BSc Home Science	29		66.67	33.33	0	93.1
BScComputer Science	63		100	0	0	98.41
BSc. Botany	33		50	50	0	96.97
MA History	29		100	0	0	100
MA Economics	29		96.43	3.57	0	96.55
MA English	22		86.36	13.64	0	100
MSc Mathematics	36		100	0	0	97.22
MSc Geography	17		78.57	21.43	0	82.35
MCA	27		100	0	0	100
MBA	43		97.67	2.33	0	100

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

- IQAC contribute towards teaching and learning process by arranging seminars, workshops and conferences.
- Every year feedback is received from the students, alumni and parents regarding teaching and learning process
- IQAC evaluate the impact of new teaching and methods through the Examination result analysis.

2.13 Initiatives undertaken towards faculty development 2012-13

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	25
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	6
Others	NIL

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	24	31	3	5
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- The college has a research committee to encourage and support the teaching staff to take up research projects
- It Provides information and research guidance to teaching staff about the various funding agencies
- It Encourages interdisciplinary research
- It Helps the Departments to upgrade themselves in to research centers

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	4	NIL	1

Outlay in Rs. Lakhs		Rs.26,44,685		8,27,700
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3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	17	6	NIL	NIL
Outlay in Rs. Lakhs	15,36,000	Rs.6,08,750		

3.4 Details on research publications (2012-13)

	International	National	Others
Peer Review Journals	38	5	
Non-Peer Review Journals	NIL	NIL	
e-Journals	NIL	NIL	
Conference proceedings	5	56	

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	1	UGC	5,58,000	3,393,000
Minor Projects	1	UGC	70,000	70,000
Interdisciplinary Projects	NIL			
Industry sponsored	NIL			
Projects sponsored by the University/ College	NIL			
Students research projects <i>(other than compulsory by the University)</i>	NIL			
Any other(Specify)	NIL			
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

NIL

3.11 No. of conferences
organized by the Institution
(2012-13)

Level	International	National	State	University	College
Number	NIL	8	8	NIL	NIL
Sponsoring agencies		UGC ICSSR	UGC		

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

86

3.13 No. of collaborations

International

1

National

NIL

Any other

9

3.14 No. of linkages created during this year

NIL

3.15 Total budget for research for current year in lakhs :

From Funding agency

NIL

From Management of University/College

NIL

Total

NIL

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year (2012-13)

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

15

72

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)

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

- Students actively participated in the river cleaning drive (Vaigai portuvoum) with the local authority(Madurai Corporation)
- Students took a rally to promote the voting awareness among the public.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities(2012-13)

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	16.5 acres	nil	nil	16.5 acres
Class rooms	74	nil	nil	74
Laboratories	20	nil	nil	20
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- The college office administration and accounts is fully computerised.
- All the information, orders, queries are communicated to the Government and Directorate of Collegiate Education through e-mail.
- Admission process like preparation of list of applicants and selection of candidates are computerised
- All the details like issue of free laptops and student transport pass are prepared in special software format.
- The Office of the Controller of Examinations is well equipped with computer system. It provides information and publication of results through its website.
- All the books in the library are digitalised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	45032		2000	60000	47032	
Reference Books	4614		165	40000	4779	
e-Books	NIL		NIL		NIL	
Journals	52		2	13000	54	
e-Journals	NIL		NIL		NIL	
Digital Database	NIL		NIL		NIL	
CD & Video	78	5329	4	950	82	6279
Others (specify)	NIL		NIL		NIL	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	199	3	20	NIL	70	3	101	2
Added	17	NIL	2		NIL	1	14	NIL
Total	216	3	22	NIL	70	4	115	2

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

- The Computer Literacy programme run by the Government of Tamil Nadu inside the college campus, conduct regular classes. The CLP centre has nearly 70 computers with the separate internet connections. Every year the Government of Tamil Nadu conducts examination and certificates are issued regularly.
-

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

Rs.607000

iii) Equipments

Rs.4,80,500

iv) Others

Total : 10,87,500

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC creates awareness among the students about the various scholarship schemes and other welfare schemes.
- It takes necessary actions to avail the scholarships in time.
- Remedial coaching for SC/ST and minority students are scheduled and conducted with the financial support of the Government of Tamil Nadu and UGC.

5.2 Efforts made by the institution for tracking the progression

- Final year students of the college are informed about higher education and career opportunities by conducting seminars and special lectures.
- The outgoing students are in regular contact with their tutors and the department.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2811	382	NIL	NIL

(b) No. of students outside the state

1

(c) No. of international students

NIL

Men	No	%
	NIL	0

Women	No	%
		100

Last Year(2010-11)						This Year(2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4	749	8	2179	17	2940	6	816	4	2367	15	3193

Demand ratio 5.5:1

Dropout % UG -20

PG- 6

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

- Free coaching classes to the students for writing NET and SET examinations are conducted and free study materials are provided.
- Efforts are made to purchase reference books for this type of examination to help the students for better preparation.
- The syllabus of UG and PG students are planned in such a way that covers the general content of these type of competitive examinations
- The college is one of the IAS Preliminary Coaching Centre of the Government of Tamil Nadu. The centre has a well equipped library with three thousands books.

No. of students beneficiaries

450

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

- The Career Guidance and Placement Cell is functioning effeciently in our college.
- It provides awareness to students about skills required in the job market.
- Through various training and awareness progrmmes, students are made to equip for facing the interviews and competitive examinations.

No. of students benefitted

186

5.7 Details of campus placement (2012-13)

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

4	186	45	
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5.8 Details of gender sensitization programmes

- Most of the academic programmes have ingredients that stimulate girls to raise themselves above the gender bias and gives them enough encouragement in all the cores.
- The extension programmes conducted by the college at various levels help the students to free themselves from wrong notions and to brake the taboos and shackles of women enslavement.

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 (2012-13)

	Number of students	Amount
Financial support from institution(CSS)		
Financial support from government	2839	Rs. 4,78,9033
Financial support from other sources(SC	322	Rs.2,42,9000

Loan/Support)		
State Government Tamil Medium Stipend	936	374400
Number of students who received International/ National recognitions	NIL	NIL

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:

- Coaching for NET/SET and TNPSC examinations
- Arrangements to get voter ID
- Provision for Soft Skill Development Programmes

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To strive for the elevation and emancipation of individuals with total dedication, commitment to hard work.

Mission:

- To provide an all round development to the students to mould themselves for an effective, efficient and proactive contribution to the country.
- To turn each student into an able and responsible citizen with good values for building a strong nation.
- To facilitate the young women from all the strata of society by enabling them to pursue learning process to liberate, transform and empower them in the society.

6.2 Does the Institution has a management Information System

- Each department is provided with computers and all the communications and details are presented only in computer printouts.
- All the details about the department, academic activities and data base of students are prepared by the respective department

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

6.3.1 Curriculum Development

- Each department has formulated its own objectives and curriculum to suit the current needs and aspirants of the higher education needs.
- The framework recommended by the Tamil Nadu State Council for Higher Education (TANSCH) was designed by the the Curriculum Development Committee
- Students have a good deal of freedom in designing their own curriculum to suit their needs

6.3.2 Teaching and Learning

- Providing diverse opportunities such as access to internet by Wi-Fi facilities in the campus, creation of smart class rooms, increasing the opportunities for interdisciplinary approach for all the students.

6.3.3 Examination and Evaluation

- Choice Based Credit System is introduced for both the UG and PG courses
- Continuous assessment has been done by tests, assignments seminars and modal examinations,

6.3.4 Research and Development

- To promote quality in research all the faculty members are encouraged to take up minor and major research projects
- Conferences, workshops and seminars were organised to inform and enrich the faculty and the students about new concepts, applications, new research tools and research areas.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Total area of the library is 3500sq.ft and the total seating capacity is 150 students at a time.
- It has an air-conditioned reading room.
- Every department has computer, Xerox machines, public address system, water purifiers, CCTV and LCD facilities are provided for various departments and the college. that has enabled quality of .
- one PG hostel, open auditorium and adequate furniture were provided

6.3.6 Human Resource Management

- Steps are taken to fill all existing and non-teaching vacancies
- In case of delay in the appointment by the government, the College administration hires the services of guest lecturers and technically qualified persons.

6.3.7 Faculty and Staff recruitment

- Faculty and administrative staff recruitment is under the purview of the state government, however in case of necessity, the college administration takes steps to appoint both guest lecturers and non-teaching staff through Parent-Teacher Association.

6.3.8 Industry Interaction / Collaboration

- There is a plan to introduce internship programmes to UG and PG students.
- Collaboration with various industries is planned to give thrust to campus placement of students
- The collaboration of certain department with the local organisations helped their students to train their professional skills and employability.

6.3.9 Admission of Students

- The received application of forms is computerised on the basis of merit by the faculty members. The admission process is carried transparently through open counselling system, which ensures equal opportunity to all the applicants.
- MCA and MBA candidates are selected through Tamil Nadu Common Entrance Test (TANCET)
- For M.Phil Courses entrance exam is conducted and admissions are given on the basis of merit.

6.4 Welfare schemes for

Teaching	As provided by the Tamil Nadu state government
Non teaching	As provided by the Tamil Nadu state government
Students	CSS, Co-operative Stores, Scholarships, free laptops, free bus pass, subsidised canteen facilities, good hostel facilities and free medical camps.

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		Yes	
Administrative	Yes	Directorate of Collegiate Education	Yes	Office

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?

- The college seek the advice of experts of various university departments in its academic planning and the university sends its nominees to discuss the development needs of the college through Board of Studies, Academic Council, and Awards committee.

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

- The College Development Council of the university offers expertise to promote and protect the autonomy status of the college.

6.11 Activities and support from the Alumni Association

It has been made customary and mandatory to include successful alumni as the member of Board of Studies to record their evaluation in the syllabus, academic activities and course of action which they expect to be introduced, so that the students would be benefitted.

6.12 Activities and support from the Parent – Teacher Association

Sri Me The college organises Parent Teacher meeting frequently to gather aspirations and requirements of parents regarding their wards and accordingly their feedbacks are used to provide better amenities and academic help. By these meetings the college plan to get the support and co-operation of the parents in the entire task for the betterment of student community.

6.13 Development programmes for support staff

- Computer training programmes, networking, e-mail and other related aspects are given training to the support staff by the department or by hiring external experts.

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

- Organised special programmes for tree plantation by NCC and NSS students to make the campus green.
- Solid waste in the chemistry lab is collected separately and disposed off carefully.
- Integrated environmental Education in the curriculum
- The Department of Zoology has formulated NICHE club to protect environment and small birds in the campus.
- A proposal has been prepared to install solar lamps on the campus for reducing electricity consumption.

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.

- Class lectures are also supported by the videos to aid the student in understanding the lessons
- Once in a week, an hour in the campus has been extended to promote the teacher- student interaction
- Real time mini projects are encouraged to be taken up the students

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

- Most of the plans decided in the meeting of the IQAC was carried out and efforts were taken to

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

1. Modified Course Specific Continuous Internal Assessment pattern
2. NCC, NSS and extension activities to mould the students as socially responsible citizens.

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

7.4 Contribution to environmental awareness / protection

- Students have participated in the massive river cleaning programme called Vaigai portuvoum
- Usage of paper cups and paper plates is suggested in the canteen
-

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

- Installation of solar lamps to cope up with the policy of energy conservation.
- Plan to introduce internship to PG students, which increases their employability.
- To nurture the professional skill of students, institution-industry collaboration will be focussed.
- To encourage the faculty to acquire good research skill and knowledge through workshops and research projects..

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

DATE	DETAILS
18-06-12	College for reopens for odd semester and Payment for semester fee begins
16-07-12	Last date for payment of semester fees
20-09-12	Last date for the payment of examination fees without fine and submission of examination application forms
10-10-12	Commencement of model examination
19-10-12	End of modal examination
29-10-12	Last date for submission of internal marks
31-10-12	Last working day for the odd semester
09-11-12	Commencement of End-semester examination
14-11-12	Commencement of valuation
03-12-12	College reopens for even semester
05-12-12	Completion of valuation
24-12-12	Publication of odd semester of results
27-02-12	Last date for the payment of Even Semester Examination fees with fine and submission of application forms for even semester examination
07-03-13	Last date for the payment of Even Semester Examination fees with fine and submission of application forms for even semester examination.
08-03-13	Commencement of practical examination
28-03-13	Commencement of model examination
04-04-13	End of model examination
10-04-13	Last date for submission of internal marks
18-04-13	Last working day for the even semester
19-04-13	Commencement of end semester examination
22-04-13	Commencement of valuation
10-05-13	Completion of semester examination

13-05-13	Completion of valuation
24-05-13	Publication of results

Annexure II: FEED BACK SYSTEM

The success of an educational endeavour lies in the positive feedback from the students. The process of evaluation of curriculum will be incomplete without necessary reactions from the students, subject experts, future employers and the society at large.

Feedback aims at improvement of the curriculum to benefit the students who are of prime importance to the educational system. Feedback is in two forms – positive and negative. Positive feedback is in the form of appreciation of the curriculum, its scope and employability, value inculcation, holistic development and subject orientation. Negative feedback arises in the event of unmatched career expectations, lacunae in fulfilling the requirements of practical knowledge, subjects out of tune with the current trends and inappropriateness to the need of the society, economy and environment. The grievances and suggestions from the students are well taken and possible relevant modifications in the curriculum is carried out every year and presented to the BOS members and Academic Council for approval.

1.4.1. Formal mechanism to obtain Feedback: Tutorial System / OSA / IQAC

As a Student Welfare Measure, the College follows the Tutorial System in which Students meet Tutors after regular teaching hours in order to document their responses. Orientation and Feedback on the Curriculum, Co-Curricular Activities, Infrastructure facilities, Teacher-Student Rapport, Residential facilities, Scholarship, Fee payment for Examinations, etc. are collected, documented, analysed for improvements in future. The Old Students Association obtains the feedback from student alumnae during their Annual meeting on Graduation Day. The Internal Quality Assurance Committee organizes the system of procuring student feedback by framing the feedback format, monitoring the course of procuring feedback, analyzing and addressing the needs arising out of the process. The Grievance Redressal Committee also plays a role in bringing to notice any personal grievances of students with regard to curriculum, syllabus pattern, need for relevant subject oriented courses as felt by the student community.

In 2008-2009, the UG programme B.Sc. Environmental Biology was reverted to its basic nomenclature B.Sc. Botany due to continuous representations from the student alumnae to facilitate better inclusion in pursuing post graduate courses. Similarly, Bachelor of Business Economics has been changed back to its earlier nomenclature of B.A. Economics and B.A. Communicative English to B.A. English in the academic year 2013-2014 conceding to the feedback from the respective alumnae and their parents on the grounds of eligibility for recruitment to government service.

1.4.2 Feedback from National and International faculty

Feedback from subject experts who visit our college at the time of National and International Seminars/Conferences/Workshops, etc. also contribute to the revision of curriculum based on their rich experiences in their respective field of specialization.

1.4.3 Feedback from Trainers, Employers, Industry experts and Community

As an attempt to improve the curriculum, feedback from organisations that provide on-the-job training to students, skill trainers through workshops, employers of passed out graduates are collected. This effort opened the door to improved employability of the students by realizing the needs of the job market in relation to current trends. Special personality development courses and soft skill development courses are conducted to improve competency and facilitate easy access to jobs. During PTA meets feedback from parents are obtained, mostly to facilitate Spoken English classes which have been implemented.

Annexure III:

Best Practice I

1. Title: Modified Course Specific Continuous Internal Assessment Pattern

The internal assessment of students on theory subjects is done through a continuous assessment process throughout the course of study. It is assessed on the following criteria, with effect from 1998.

- Internal Tests
- Class Seminars
- Mini Projects/ Field work
- Case studies
- Technical Quiz (on the respective subjects)
- Assignments

The continuous internal assessment marks carry a weight of 25%, and the final examination marks carry a weight of 75%.

2. Objective

- To ensure that students learn continuously throughout their course of study, instead of putting forth their efforts only during the final examinations.
- To expose the students to areas beyond their syllabus and to inculcate curiosity in them to learn more.

3. The Context

The increased weight age for the internal assessment has made the students to concentrate more on their studies continuously throughout the course period. Out of the internal assessment components, internal tests carry a weight of 15% while the other components carry the remaining 10%. This helps the students to learn beyond their syllabus and also makes them understand their subject better. The burden of memorizing the concepts book materials are reduced and improves their understanding skills.

4. The Practice

The internal assessment components are finalized in advance for each subject. Apart from two internal tests and model exams that are mandatory, the other components are decided based on the nature of the subject. The allocation of internal marks among the various other components is as assignment and seminar

5. Evidence of Success

The college has highly qualified, committed staff members to train the students on various subjects. Internal assessment is given to check their progress continuously. UG students are given two internal tests, Model Examination, class seminars, assignments, oral and written Quiz and Group discussions. Apart from assessments our students are encouraged to do mini-projects, Field-Work and case-study. Project works and practical examinations are scrutinized and examined by external examiners. Our students get 25% marks as internal and 75% marks as external. Hence, the students are monitored and trained to write the examination. The slow learners and intermediate students are highly helped by the internal assessments.

6. Problems Encountered and Resources Required

Apart from internal test marks, the internal assessment consists of different components such as test and assignment and seminar. These components are course specific and the component appropriate to a particular course is to be chosen. For example, for an analytical course, tutorial may be a better option, carrying 10 marks while assignment or seminar may be a better option for a theoretical course. The faculty who handles the course has to decide upon the appropriate internal component that will give better exposure on the subject to the student. Some problems were encountered when the opinions of the faculty differ on the appropriateness of a particular component for a particular course. As the choice of the appropriate component depends upon the insight of the faculty in the course he/she teaches and its influence on the learning of the student, the choice of the components needs to be streamlined for making the assessment effective. This problem has been overcome by way of a discussion between the faculty concerned and the HOD and deciding in advance in choosing the different internal assessment components for the different courses. This is being done by the faculty for each course. Since the system of internal assessment is only a methodology followed to correctly assess the knowledge obtained by the students in the

different courses, it does not require any material resources. The only resource required is manpower with acumen to evaluate the students correctly.

7. Notes

The college firmly believes that the mode of internal assessment, granting a higher weight age of 25% for continuous internal assessment and including more components for the assessment will go a long way in improving the learning efficiency of the students. This will also act as a better yardstick for correct assessment of the students.

Best Practices – II

1. Title:

NCC, NSS and Extension activities to mould the students as socially responsible citizens.

2. Objectives:

To educate well-mannered, confident and courageous women to encounter social evils.

3. The context:

NCC and NSS wing which remains active throughout the year. Camps are arranged in order to promote patriotic values and organizational skills. NSS wing and extension activity programmes train the students to serve the society and curb social evils. Frequent programmes are organized to create awareness of various aspects.

NSS team has organized blood donation camp, free eye check up, awareness on AIDS and awareness on heart health. The college has adopted village near Aniyur and a enormous steps has been taken by NSS volunteers to develop the village



4. The Practice:

Identification a common problem which is of a concern in the community

- Service of many kinds like promoting literacy, creating health awareness, maintaining cleanliness etc., are rendered to the rural population through camps and campaigns.

5. Evidence of Success:

Projects details

The activities of NCC, NSS and other students' voluntary groups fetch a positive and encouraging feedback from the public. The college takes special efforts to ensure the health

status of its students through health campus. The Five NSS units of the college make students to become more involved in social awareness programmes. The NSS activity ensures holistic developments of the students by improving the social responsibilities and civics sense, through involvement in various service oriented activities. The college has the culture of involving NSS student in various social awareness programmes like AIDS awareness, hazards of intoxications, blood donations, First Aid and disaster management. The extension activities of the college aims at rendering life oriented education to rural women folk residing in and around Madurai. . The ebullient and untiring NSS officers strive hard and are successful in developing skills among women students hailing from rural milieu.

6. Problems Encountered and Resources Required:

- More support from the government may motivate more effective and efficient contribution.

7. Notes: The institution motivates the students to have increased involvement in the Campaigns organized by the government and nongovernment organizations.

MEMBERS OF THE INTERNAL QUALITY ASSURANCE COMMITTEE 2012-13

1. Principal – Dr.Mrs. P.Annammal
2. Controller of Examinations – Dr(Mrs)G.Gomathy
3. Dr. (Mrs) D.Sarala Thembavani (IQAC Co-ordinator) Associate Professor of Chemistry
4. Mrs. J.Mary Gracelet (CBCS) Associate Professor of Mathematics
5. Mrs. T.Sujatha, Associate Professor of Economics
6. Dr(Mrs) G.Vellammal (IAS Co-ordinator) Associate Professor of Mathematics
7. Mrs.K.Saroja (EDUSAT), Associate Professor of Physics
8. Mrs.P.Kasthuri Rani, Associate Professor of Commerce
9. Mrs.P.Sumathi (PTA), Assisstant Professor of English
10. Bursar – Mr. P. Nagarajan
11. Parent- S.Shanmuga Vel Ex-service man
12. Mrs. V.M.Saraswathi (old Student) Associate Professor of Geography
13. S.Shangavi – II Msc. Maths