



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GANESAR COLLEGE OF ARTS AND SCIENCE**

MELAISIVAPURI, PONNAMARAVATHI TALUK, PUDUKKOTTAI DISTRICT  
622403

[www.ganesarcollege.edu.in](http://www.ganesarcollege.edu.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**October 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Success is assured by the right choice of an educational institution. The spirit of the institution has the power to influence the personality of the learner. A sound institution alone can give a sound knowledge to the students. That is why very few institutions alone can stand the test of time. Ganesar College of Arts & Science, Melasivapuri, has been a radiant star shining in the firmament of education since 1909. It has a balanced blend of Tradition and Modernity. It has been inspiring students with its quality education. Students have been chiseled to become intelligent citizens who strongly imbibe the spirit of morality. It has been growing like a royal banyan passing its Centenary Year. The University Grants Commission UGC had notified Regulations for recognition of our college under Section 2(f) & 12(B) of the UGC Act, 1956. Our College has been a temple of wisdom, where scholars undertake intellectual pilgrimage to glorify the Classical Tamil. Realizing the fact that Tamil and Saivism are inseparable twins, our College has been rendering services, which are historically, socially and intellectually significant. If we have a glance at the history of our old students who got enlightened in this renowned institution, we can realize the praiseworthy standard of our College. Our students, who got educated and their personality developed here and who have been serving in every walk of life, have been bringing more laurels to our College. Our students get University Ranks in every Academic Year.

### Vision

To enable the young learners of this draught-prone area to receive higher education and to shape their personality and thereby make them good and successful citizens of our nation.

### Mission

#### Mission

- To serve the poor, downtrodden and needy students to receive quality education.
- To motivate the students to gain knowledge with self- confidence by offering good academic exposure.
- To inspire the students to realize the greatness of our traditional and cultural values which would rightly chisel their personality.
- To make use of all the possible opportunities to inculcate the spirit of research and creativity in their minds.
- To develop the employability skills in them to make them reach higher goals in their life.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- 1.The course run by the college are permanently affiliated by University
- 2.Democratic working environment.

3. Efficient & dedicated teaching staff
4. Teaching methods are Learner-centric.
5. Extensive & effective activities through Youth Red Cross (YRC), on health awareness, blood donation, first-aid-training etc.,
6. Environment awareness programmes led by Eco-Club.
7. Gender sensitization through anti-ragging cell.
- 8.. Remedial coaching classes for to SC/ST/MBC/BC /BCM students.
9. Career counselling cell to guide the students for future career.
10. Free studentships awarded to meritorious & poor students and also financial assistance from Government funds are given.
11. Teachers have personal contact with students rendering a humanistic touch
12. Motivation & encouragement to students for participation in co-curricular activities.
13. College Calendar, College Magazine carries a message for the society.
14. Well maintained Health Unit for First-aid facilities.
15. Strong Alumni Assosiation.
16. Rich Computerized Library.
- 17.Excellent University Examination Result.

### **Institutional Weakness**

- 1.The college has not been able to enter into faculty exchange & student exchange programmes due to structural & Govt. policy limitation.
2. The socio-economic background of most of the students (Some are of first generation learners) admitted in the college is responsible for poor language competence (both in mother tongue & English). This leads to an unsatisfactory level of comprehension and communication particularly in the first year.
3. Within the existing structure of the college funds it is difficult to respond to the varied needs of its students coming from different socio-economic and cultural background.
4. Office out look to be changed.
5. No College Bus.

### **Institutional Opportunity**

1. Humanistic approach of dedicated staff.
2. Well experienced and efficient teaching staff.
3. Co-operative & supportive management.
4. Decentralization of duties and responsibilities.
5. Safe Campus for female students.
6. Vision of the college makes it imperative to engage in socially relevant programmes such as organizing voluntary Blood Donation camps, HIV-AIDS Awareness Programmes, Red Cross & Self defence programmes for female students.

### **Institutional Challenge**

1. Filling up of the vacant posts on priority basis. Govt. of Tamilnadu has started the process of recruiting new teachers but non availability of candidates for the reserved category may put an obstacle in the process.
2. Increasing resource (Financial) base.
4. Efforts to change the mind set of tribal, backward & conservative parents.
5. Improvement of ICT competencies among rural based students.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The College follows the curriculum and syllabi designed by the Bharathidasan University, Tiruchirappalli, Tamilnadu and enlisted under 2 (f) and 12 b of the University Grants Commission. Our college offers a UG, PG, M.Phil and Ph.D programs contributing to Tamil Language. Our college follows Choice Based Credit System in all its academic programs. The college interacts with the university in updating the curriculum as and when required. Some teachers of our institution are the members of the Board of Studies of the University and very often consulted on academic matters. A academic calendar prescribed by the Govt. of Tamil Nadu, Department of Higher Education is followed by our institution, Lesson plan have been maintained by the faculty subject wise as well as stream-wise which enable the teachers to prepare themselves for the lectures including revision of the courses and examination. The feedback from students, academic peers, alumni and employers are obtained, analysed and used for improving or restructuring the curricular and co-curricular activities. It reflects the quality enhancement of this institution

### **Teaching-learning and Evaluation**

The Teaching Learning process is strengthened through lectures, seminars, paper presentations, field trips and camp activities. The classes are handled by qualified full time faculty members. The Student are encouraged to keep abreast of latest developments in their respective subjects through well equipped library, seminar participation, writing articles in leading research journals. Well equipped computer laboratory and internet facilities are extended to all teachers and students. The College library purchases the books and subscribes to various e-journals with the funds available for the purpose sanctioned by the Mgnt & Government time to time. Previous year question papers, syllabuses are kept in the library for students' reference. The career counseling cell has been constituted to counsel the students for various competitive examinations. The students secure good results in the University examination. Weaker students are given remedial teaching. The tutor – mentor system is successfully conducted to elicit the problem of the students. Counseling is provided for the needed students.

### **Research, Innovations and Extension**

Our College is a PG and research level institution. There are more possible avenues to pursue research work. We are having all of the teachers with Ph. D degree. National Seminars and conferences sponsored by UGC, TNSCST and TNSCHE are being organized. All the teachers have presented their research papers in International and national seminars and conferences. Our teaching faculties have publications in various national and international journals to their credit.

Our college are made to make students and staff aware about importance and need of research activities in the field of Tamil Language. The college has university approved research programme for M.Phil and Ph.D., with capacity of 16 students per course. The college has 05 Ph.D Guides and 10 Doctorate Faculties.

Students participate in various activities and events. The institution provides financial support to the faculties and students for publishing their research work in reputed national and international journals/conferences. Various social activities are conducted in rural areas. Other activities of blood donation camp, Eye Camp and Medical Camp visits to schools in rural areas and orphanages and donates needful items. The purpose of these activities is to nurture humanistic values among the students and to support the needy students. The institution organizes yoga, life skills development and personality development, *etc* in association with NGOs. The institution has signed 3 MoU's related to organizing research activities.

### **Infrastructure and Learning Resources**

The college has a very good Infrastructure. The area of the land is 3 acres, with well furnished classrooms, with good ventilation highly sophisticated Comp. Lab, Internet facilities with sufficient number of equipments. Spacious and well Auditorium and Library. The sports room with all sports and materials and First Aid kit. Separate Toilet facilities for students and staff which are properly maintained well. For R O water facility, periodic cleaning and maintenance of water tanks are carried out. Awareness programmes about Health and Hygiene are given to the students by eminent Doctors and well qualified staffs. Our college library has very

good collection of 20099 books, 50 magazines, 14 journals, Weeklies, Periodicals and Dailies. The library is kept open for 9 hours on all working days from 9.00 am to 6.00 pm. Also our library has 5 members functioning committee to purchase books and maintenance.

### **Student Support and Progression**

Reservation in admission is maintained through a single window system under the rules and regulations of Govt. of Tamil Nadu. The institution conducted various programme to create an awareness to seek a job in government and non-governmental competitive Exams. College organizes many special coaching classes for students and to clear the exams like VAO, Police and TNPCS exam and all group exams. Students from ST/SC, OBC, Ex-Serviceman and other background are assisted to get scholarship from the government. The College has registered Alumni Association. The alumni members take part actively to promote the growth and development of the institution and come forward to contribute to its development both in financial and non-financial means and our college facilitating mechanisms like Grievance - Redressal Committee, Anti-ragging committee, Guidance and Counselling for the betterment of the students and Certificate courses are offered to all the students to enhance their skills and capabilities.

### **Governance, Leadership and Management**

Our College conducts periodical meetings like Academic Council and IQAC, Staff and Class committee meetings. The principal plays a vital role for the governance and management of the institution. The Principal seeks the advice of the college council whenever need. Different committees of the College coordinate the different developmental work, abiding by the norms and condition. The Principal takes initiatives to improve the academic standard of the students and collects feedback from the students confidentially regarding the performance of the teachers. All permanent staff comes under G.P.F. and CPS. Pensioner benefits are provided to the employees on their retirement by the Govt. of Tamil Nadu. The temporary staffs are paid from the Government of Tamil Nadu and College Mgmt. fund. Different administrative establishment accounts and academic matters are monitored by the Bursar. Purchase Committee plays a vital role in making judicious expenditure of funds maintaining proper procedure of purchase. The college adopts transparency in financial affairs and makes internal and external audit of the accounts regularly.

### **Institutional Values and Best Practices**

The college ensures environmental consciousness and gender equity in the minds of the students and inmates of the campus by the following practices. They are Gender club, National Service Scheme, Red Ribbon Club, Youth Red Cross, Citizen Consumer Club, Green Club and Literacy Club. Use of non convectional forms of energy, rain water harvesting, increase of tree plantation, e-communication, awarness campaigns and rallies are some of the initiatives of the college. The Remedial coaching has been imparted to the weaker section of the students to enhance their academic standard. All the staff members work sincerely to fulfill the vision and goal of the institution to make it an ideal institution in the State. All have put their sincere efforts to pave the path of success.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GANESAR COLLEGE OF ARTS AND SCIENCE
Address	Melaisivapuri, Ponnamaravathi Taluk, Pudukkottai District
City	Melaisivapuri Pudukkottai District
State	Tamil Nadu
Pin	622403
Website	<a href="http://www.ganesarcollege.edu.in">www.ganesarcollege.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	SV.Sornam	04333-247603	9894813609	-	iqac.ganesar1909@gmail.com
IQAC Coordinator	Suresh Kumar	04333-247218	9443594257	04333-	surhoc1139@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	26-04-1938

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Tamil Nadu	Bharathidasan University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	08-09-2004	<a href="#">View Document</a>
12B of UGC	08-09-2004	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Melaisivapuri, Ponnamaravathi Taluk, Pudukkottai District	Rural	3	13760

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Tamil	36	Hsc	Tamil	60	49
PG	MA,Tamil	24	UG Tamil	Tamil	25	20
Doctoral (Ph.D)	PhD or DPhil,Tamil	36	PG and M.Phil Tamil	Tamil	16	3
Pre Doctoral (M.Phil)	MPhil,Tamil	12	PG Tamil	Tamil	15	4

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				10			
Recruited	0	0	0	0	1	1	0	2	5	3	0	8
Yet to Recruit	1				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				7
Recruited	5	2	0	7
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	2	0	3
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	5	3	0	10
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		0	4	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	2	0	0	0	2
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	4	0	0	0	4
	Others	0	0	0	0	0
UG	Male	7	0	0	0	7
	Female	43	0	0	0	43
	Others	0	0	0	0	0
PG	Male	3	0	0	0	3
	Female	17	0	0	0	17
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	1	0	4	2
	Female	11	5	9	13
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	4	8	6	8
	Female	27	22	17	23
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	1	1	0
	Others	0	0	0	0
Others	Male	7	2	0	4
	Female	0	13	6	8
	Others	8	0	9	0
<b>Total</b>		<b>58</b>	<b>51</b>	<b>52</b>	<b>58</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 60

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	04	04	04	04

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
189	158	166	158	163

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
62	62	62	62	62

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
69	64	56	58	51

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	07	06

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	13	13	13	13

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 15**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
5.65	7.16	5.19	2.9	8.65

#### Number of computers

**Response: 55**



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

Our college was approved as single faculty system. So it has single department (Tamil), but it has four programs they are UG, PG, M.Phil, Ph.D. Our College is affiliated to Bharathidasan University and follows the curriculum prescribed by the same university. Our college has a structured academic plan, for effective curricular planning and implementation, as per following documented process.

The Principal distribute the syllabi among the faculty members. The faculty members are also given lesson plan, in which they chalk out their teaching plans for the term, to complete the syllabi within stipulated time. If, for any reason, a faculty fails to finish his/her syllabi within the stipulated time, he/she arranges special classes for his/her subjects.

The contents in the curriculum and beyond curriculum are delivered by faculties through classroom teaching, project based learning, seminars, guest lectures, workshops, etc.

Equal educational opportunities are provided to all learners. For enrichment of curriculum, expert lectures and internet facilities are encouraged and implemented.

To improve the teaching practices, the institute supports the faculty members in various ways by providing resources like internet and library facility and Our college motivates students by introducing skill oriented programs and various workshops to increase employability. The institute provides teaching learning materials like computers, projectors and software to enable the teachers to ensure effective handling of the curriculum.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**1.1.2 Number of certificate/diploma program introduced during the last five years**

**Response: 3**

**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	1

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 21.74

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	1	00	00	1

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years**

**Response:** 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 50

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 02

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 25.52

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
51	48	42	39	33

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

The institution is adopting Bharathidasan University curriculum only in Tamil literature. Also the institution creates awareness among the students by organizing different programs in which the resource persons are invited to deliver lectures on cross cutting issues. The cross cutting issues like gender,

environment education, human sustainability values and professional ethics are included into the curriculum by organizing seminars and workshops.

The college has Anti-ragging committee and Student Development Committee which works to develop gender equality and other related issues. Environmental studies is a compulsory paper for the all under graduate first year students to enlighten the importance of environment and sustainability. Also Our institution creates awareness on tree plantation to make the campus eco-friendly.

Human Rights is compulsory paper for all the post graduate students which helps to enlighten the human values and professional ethics. To inscribe human value the college conducts various awareness programmes .to know about their rights, individual identity and live with dignity. This encourages love, peace, truth, non-violence and right conduct.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response: 1**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 1

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response: 0**

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** A. Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 66.44

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
68	64	56	60	51

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
90	90	90	90	90

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 85.48

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
62	53	54	53	43

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

Our college follows the single faculty system. So it has single department (Tamil), but it has four programs they are UG, PG, M.Phil, Ph.D. Our students learned this language by their own mother tongue. So, they can passing with higher marks. So, we conduct special programs for advanced learners. In necessity, this can be given to slow learners also.

**Advanced Learners are encouraged to:**

- Participate in group discussions
- Improve their presentation skills
- Secure University ranks
- Secure Awards and Prizes in various competition
- Involve in mini projects and research projects
- Publishing papers / projects in symposium
- Publishing papers in Conferences and Journals
- Use digital library resources

**Slow Learners:**

- All slow learners are given academic counseling.
- Motivational lectures are organized for the benefit of students.
- The class In-charge, Mentors looks into details regarding the academic performance, completion of academic requirements, health follow-ups and grievances, if any.
- They also interact with the parents on issues related to academics, and progress of students.

**2.2.2 Student - Full time teacher ratio****Response:** 5.31**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0

## 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

For the overall development of the students, the college prepares centric methods which covers teaching and learning. The institution provides special facilities for experimental learning. Apart from the use of general class room teaching methods, the faculty uses LCD projectors, computers, internets and laboratories for effective learning. Also the management make the students to expose the real world by visiting study tours and field work. The college has appointed a particular staff for giving counselling to students. Some of the issues include inferiority complex, anxiety, examination phobia, home sickness and stress etcetera.

The institution undertakes participative learning for the development of students' professional values, knowledge and skills. Students are from various backgrounds and experiences; the harder it is for them to understand one another. Overcoming from this problem, the faculties enable participative learning which makes the students learn from each other by introducing group work, audio-visual aids, power point presentations, presenting seminars, assignments and encourage them to participate actively in all events like debates, quizzes, group discussion, projects etc.

**2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.****Response:** 53.85

## 2.3.2.1 Number of teachers using ICT

**Response:** 7

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>



**2.3.3 Ratio of students to mentor for academic and stress related issues****Response:** 17.18**2.3.3.1 Number of mentors****Response:** 11**2.3.4 Innovation and creativity in teaching-learning****Response:**

The college encourages the faculty to adopt new and innovative techniques and methods of teaching to make the learning process more realistic and also to make the classroom activities more student-centric.

- The college encourages the faculty to adopt new and innovative techniques and methods of teaching to make the learning process more realistic and also to make the classroom activities more student-centric.
- In addition to the conventional chalk and talk method, Lecture method is a common method followed by the departments.
- In order to get acquainted with the latest trends in education the college motivates the faculty members to participate in Orientation Programmes, Workshops, Seminars, Refresher courses offered by the university and other institutions. The information gathered by the faculty members during the various training sessions help them to impart the same to their students to broaden the vistas of knowledge.
- The college library is well equipped with e-journals, e-books and well known research journals.
- To make the learning more interactive the college conducts debates, role playing, discussion, peer activity, skits, and workshops very often.
- The faculty members are given full freedom in adopting their own effective approaches in transacting the curriculum.
- Internet enabled computer system have been employed in the computer laboratory for all the students to increase their learning experience.

**2.4 Teacher Profile and Quality****2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 80**File Description****Document**

Year wise full time teachers and sanctioned posts for 5 years

[View Document](#)**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**

**Response:** 90.91**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
10	09	09	07	06

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.3 Teaching experience per full time teacher in number of years****Response:** 12**2.4.3.1 Total experience of full-time teachers**

Response: 132

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0

## 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)

**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

- The institution strictly follows the evaluation procedure prescribed by the affiliating university.
- The evaluation of the students has become internal as well as integral part of the teaching learning process.
- Being an affiliated college there is no scope for reforming the examination system especially in the final semester examination.
- At the beginning of the academic session, during orientation programme and at appropriate intervals students are informed about the evaluation system. About the portion of the curriculum for the assessment, the nature and format of the question paper and weightage of marks for papers prescribed by the university the students are intimated.
- The internal marks are provided on the basis of Class test/ unit test, Paper presentation and Seminar/ assignments. The evaluation weightage is 25% for Internal and 75% for the external exams.

**2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety****Response:**

The institution is affiliated to Bharathidasan University, Trichy and the process of evaluation is followed as per the university guidelines. The process is transparent and is communicated to the students, faculty and parents.

- The evaluation process which includes attendance internal marks, pattern of final semester examinations are printed and distributed to all the students.
- Regular interactions of HOD and faculty with the students during department meetings, class committee meetings and counseling sessions are regularized for better understanding between staff and students.
- At the beginning of each semester, HOD convene staff meeting to disseminate information on any

changes in evaluation / assessment system.

- The marks awarded to the students in the continuous assessment tests and the attendance percentage are communicated to parents.
- Any change in the schemes of evaluation, updates on curriculum revision, alterations in the question paper patterns are conveyed to the students and the faculties through circulars received from the University and the same is displayed

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

- The performance of the students is informed to the students immediately after the completion of assessment tests.
- The students who have any grievance in the evaluation process can approach the faculty member who had evaluated the answer sheets for any discrepancies in the mark.
- The students can approach the head of the department with their grievance, when it is not sorted out by the faculty concerned.
- The University provides the students with an option of obtaining photocopy of their answer sheets after the declaration of results.
- The student can review his / her answer sheets and apply for re-evaluation on the recommendation of the subject handling faculty.
- If a student is not satisfied with re-valuation results, he / she can go for a review with the recommendation by the head of the department and Principal.
- Challenge evaluation fee is reimbursed by the University to the students in case of improvement in the grades in comparison to the first evaluation.

### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

#### **Response:**

- The academic calendar provides the date of commencement of the academic session, duration of semester, period of internal assessment tests, final semester examinations etc. The time table is prepared well before starting of every semester to avoid any shortfall in syllabus coverage.
- The Lesson Plan is prepared by the faculties individually with details like Unit wise topics, number of teaching classes allocated for each Unit.
- During the interaction with the students in the Class Committee meeting the objectives of each subject are explained by the respective faculty handling the subject and the Chairperson of the meeting. The expected outcome from the student is also explained clearly.

Syllabus completion is tracked through periodic checking of lesson plan, class committee meetings and Department meetings.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

#### Response:

In our institution student learning outcomes are assessed through attainment of course outcomes and program outcomes. Generally course and program outcomes are assessed by two method.

Method 1: It consists of class test, internal examination, home work, assignment, team paper presentation, seminar, subject related projected etc., and these are called continuous assessment. The continuous assessment marks will be awarded to a batch of continuous assessment made during the semester as per the guidelines issued from the time to time by the common curricular department cell. Furthermore in our institute conduct final examination in all subjects during the last fortnight of each semester in November and in April every year.

Method 2: In this method the HOD conducts class committee meeting twice in a semester with the representatives of each class feedback is collected from students regarding the teaching and the orientation towards attainment of course outcomes. The deviations indicated by the students are communicated to the faculty for necessary corrective action. At the end of the semester, course exit survey is conducted to assess the satisfaction level of the students towards the attainment of course outcomes. The result of the direct and indirect methods are combines and final level of course and program outcomes obtained for each subject based on the attainment of the course outcomes. The committee suggests suitable modification to be incorporated in the level of question papers setting of answer and assessment methods'.

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

- The college has clearly stated its learning outcomes, vision and mission.
- The faculties in the college use evaluation outcomes of the students as an indicator for students performance.
- The college has adopted the semester system in which the students are evaluated twice a year.
- Students also perform in various extra-curricular activities through NSS schemes and cultural activities. All these comprise the overall assessments of the student's performance in the college.
- The result of the out-gone students is sure tools to analyze the learning outcomes of the institution.
- Overall Result analysis
- Identification of weak learners and advanced learners
- The class tutors monitor the slow learners to find out the exact reason of their low performance and give necessary suggestions and motivations.
- Remedial Coaching to slow learners
- If needed, counselors are made available to them.

- Feedback mechanism and action taken report

### 2.6.3 Average pass percentage of Students

**Response:** 87.67

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 263

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 300

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.45

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 0

3.1.2.1 Number of teachers recognised as research guides

Response: 00

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 13

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

The Institution has created an ecosystem for innovation by establishing the Research and Development Cell Our college has started incubation Centre for eco system like environmental club and Tree Plantation club through which the staff and students work together and protect our environment. Our institution is also creating awareness to the society by conducting various awareness programme.

Our institution has signed MOU with several educational institution to conduct Training and Development Programme, seminar and workshop for students and faculties.

Our institution also has signed MOU with several institutions for students & faculty exchange programme.

Our college provides certificates course of yoga classes to train the body and mind of the students and creates awareness for competitive exams.

Our institution is also practicing an innovative system called Tutor mentor system by which our students are motivated and promoted indifferent aspects to get individual attention, interaction and involvement.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	0	00	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

3.3.2 The institution provides incentives to teachers who receive state, national and international



**recognition/awards****Response:** Yes

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 0

## 3.3.3.1 How many Ph.Ds awarded within last five years

Response: 00

## 3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 5

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 4.57

## 3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	11	8	7	11

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

**3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0.54

## 3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in

national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	0	0

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

##### Response:

The college extends research culture through college-neighborhood network to fulfill social responsibility.

Our college has adopted a village and extended its helping hand on doing certain physical help to school, school children and village.

Our college is extending various extension activities to the neighborhood community with the help of NSS, RRC, YRC and other services clubs.

Our college is conducting variety of awareness programme which includes Annual camp in adopted villages on behalf of NSS.

Our college is organizing blood donation camp periodically in on campus and off campus with the help of NSS and YRC teams.

Tree plantation programme is often conducted to protect the environment.

Awareness programmes on prevention of disease like HIV, Virus fever, chikungunya, Blood Sugar and blood presser checking, eye checking, Malaria and Dengue are also conducted.

#### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 0**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	0	0

**File Description****Document**

Number of awards for extension activities in last 5 years

[View Document](#)

**3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years**

**Response: 15**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	2	3	2

**File Description****Document**

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 100**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
69	64	56	58	51

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response: 0**

##### 3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response: 0**

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	0	0	0

<b>File Description</b>	<b>Document</b>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The college campus has 3 acres. The physical infrastructure of the campus is categorized into three domains. We provide the best environment and imbibing knowledge. At present, 1 UG program, 1 PG program and M.Phil and Ph.D Research programs are offered.

The college, plans the requirements for the infrastructure facilities like class rooms, laboratories, faculty rooms, play ground, canteen, safe RO water facility etc.,

The college has adequate class rooms, laboratories, seminar hall and Auditorium, department library and Computer lab Internet facilities. Our faculty members explain any topic with the help of e-source and LCD facility for the benefits of our students.

Our institution is having service cells like Admission Cell, Alumni Association, Anti-ragging Cell, Exam Cell and Grievance Redressal Cell.

The following are some of facilities our institution offers;

- RO drinking water supply
- 24\*7 Internet Facility
- Fully uninterrupted power supply
- Wi-Fi facility
- Canteen facility
- News papers
- Clean Sanitation
- Common rooms for boys and girls
- Yoga Centre
- Indoor and Outdoor games
- Health Camp
- Health Center with Nurse
- Cultural Programmes
- Women's development cell
- Suggestion Box
- Clean with green campus

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities**

**Response:**

Along with the academic activities, quality physical education programs are needed to increase the physical competence, health-related fitness, self-responsibility, and enjoyment. Our college encourages staff and students to be active in sports and extra-curricular activities. Students are trained and encouraged to participate in various levels of competition including intra college events, inter-university events and national events.

### Indoor Games

- Chess
- Table Tennis
- Carrom

### Outdoor Games

- Ball Badminton
- Volleyball
- Netball
- Kho-Kho
- Kabaddi

### Multi Gym

- Orbitreks
- Incline Bench Press
- Barbells
- Lateral Pull Down Machine
- Dumbbells
- Peck Deck Machine
- Hip Twister

### Sports Achievements in the past five years

#### Individual Achievement

Sl.No	Name of the Student	Level of Participation	Sport/Game	Venue & Year
1	G.Srinivasan	South Zone Inter-University	Kho-Kho	Anna University,
2	R.Jayapandi	All India Inter-University	Ball Badminton	B.S.Abdur University 2014
3	P.Manikandan	National Rural Games – Silver Medal	Kabaddi	Hosur, Tamilnadu 2017
4	S.P.Muthusamy	South Zone Inter-University	Kho-Kho	University of Mys 2018

**Team Achievement**

Sl.No	Sport/Game	Level	Position	Venue & Year
1	Kabaddi	State Level CM Trophy	First	Pudukkottai, 201

**Events Conducted**

Year	Name of the activity
2012-2013	01 - Inter Collegiate level = Kabaddi Women
2013-2014	01 - Inter Collegiate level = Ball Badminton Men
2014-2015	01 - Inter Collegiate level = Ball Badminton Women

**YOGA CLASS**

An exclusive facility is provided with a dedicated yoga teacher for training both the students and faculty. Practicing yoga helps a deep lasting personal transformation. Every year on June 21st, the International Day of Yoga is conducted where all the students and faculty proactively participate and also our college conducted, Bharathidasan University's Approved certificate course in Yoga for our student.

**CULTURAL ACTIVITIES**

The college believes in all-round development of its students. It constantly encourages them to take part in extra-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit.

Students clubs like Literary club, Music club are established. Students actively practice and participate in extra-curricular activities, participate in university level competitions and won cash prizes.

**4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**

**Response:** 20

**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

**Response:** 3

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**



**Response:** 5.12

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.27	0.299	0.29	0.23	0.27

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

**Response:**

The Library is provided with fully automated software system. The software system from 2018 and it is regularly updated. The version of the software is (DigitalLib) library automation software with OPAC & Gate Entry.

**Data processing:**

This includes the processing or tabulation of all types of data. Provision of such services on (i) an hourly or time -share basis, and (ii) management or operation of data processing facilities of others on a time sharing basis; on a fee or contract basis

Current status of Nirmal Software Services Private Limited is Active.

**Library Area**

The total area of the library is 2012.85 Sq.ft and the total seating capacity is 72.

### BOOKS

TOTAL NO.OF VOLUMES

TEXT BOOKS.....: 20099

TITLES.....: 16427

BOOK BANK.....: 5351

REFERENCE BOOKS..... : 1206  
 GENERAL BOOKS..... : 2211

**PERIODICALS**

NATIONAL JOURNALS.....: 10  
 INTERNATIONAL JOURNALS.....: 04  
 MAGAZINES.....: 50

**DAILIES**

TAMIL DAILIES.....: 06  
 ENGLISH DAILIES.....: 02  
 JOB ORIENTED NEWSPAPER..... : 02

**THESIS/DISSERTATIONS**

THESIS(M.A&M.Phil) .....: 632  
 DISSERTATIONS(Ph.D) .....: 48

**UGC INFLIBNET N-LIST**

E-BOOKS.....: 90  
 E-JOURNALS.....: 80  
 BOOKS CD'S/DVD'S ---: 30

NON

**CHENNAI ONLINE TAMIL LIBRARY MEMERSHIP**

**FACILITES/SERVICES**

**OPAC (Online-Public Access Catalogue)**

**CLOSED ACCESS SYSTEM**

**REPROGRAPHIC  
 ORIENTATION/INFORMATION LITERACY**

**USER**

**REFERENCE  
 CLIPPINGS**

**NEWSPAPER**

**QUESTION BANK**

**INSTITUION REPOSITORY**

**INTERNET/E-LIBRARY**

**BARCODE PRINTER**

AUDIO/VISUAL

BARCODE SCANNER

CURRENT AWARENESS

JOURNALS DISPLAY RACK

SCANNING PRINTING

CD/DVD DISPLAY RACK

RESERVATION

6KVA/144 VDC ONLINE UPS

DISPLAY OF NEW ARRIVALS

INTER LIBRARY LOAN

SDI SERVICES

CURRENT CONTENT SERVICES

LIBRARY WEBSITE

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**

##### *Reference Books List*

Sl.No	Book No	Book Name	Author Name	Publisher	Date of Purchase	Price
1	21723	Se;jy;	JAYAMOHAN	NEW CENTURY BOOK HOUSE	25/06/2012	60.00
2	21700	%d;whtJ fiu	LATHA RAMAKRISHNAN	NEW CENTURY BOOK HOUSE	25/06/2008	70.00
3	21790	%ypif> kyh; Vyk;>gj;jphp> fpuhk;G kUj;Jtk;;	THIRUMALAI NADARASAN	SABAREESH BHARATHI PUBLISHERS	25/06/2013	80.00
4	10255	ENCYCLOPEDIA OF NOBLE LAUREATES	P.T.RAJASEKHARAN	PANTHER PUBLICATIONS	25/06/1999	40.00
5	19357	EVEREST MOUNTAIN WITHOUT MERCY	BROUGHTON COBURN	IMAX PUBLISHERS	25/06/2010	3,202.00
6	19374	GANESH THE BENEVOLENT	PRATAPADITYA PAL	MARG PUBLICATIONS	25/06/2003	1,700.00
7	1938	HAMLIN ALL COLOUR BEST	HAMLIN	OCTOPUS	25/06/2	695.0

	8	PLANTS		PUBLISHING	008	0
8	1935 4	IMAGES OF INDIAN GODDESSES	MADHU BAZAZ WANGU	ABHINAV PUBLICATIONS	25/06/2 005	1,800. 00
9	1938 6	INDE SINGULIERE PLURIELLE	ETMIREILLE- JOSEPHINE	LAPART	25/06/2 011	2,000. 00
10	1936 8	INDIA COLOUR SPIRIT,TRADITION, STYLE	MITCHELL CRITES, ANDAMEETA NANJI	CHRONICLE BOOKS	25/06/2 012	1,716. 00
11	1936 1	INDIAN TEMPLE SCULPTURE	JOHN GUY	WESTLAND BOOKS	25/06/2 009	1,995. 00
12	1937 6	MADRAS THAT IS CHENNAI. GATE WAY TO THE SOUTH	MUTHIAH	RANPAR PUBLISHERS	25/06/2 007	1,700. 00
13	1937 5	MARVELS OF THE SOUTH INDIAN RAILWAY 1859-1951	S.SUBRAMHANYA N	RAILWAY HERITAGE CENTRE	25/06/2 012	900.0 0
14	1939 0	RIPLEYS BELIEVE IT OR NOT	ANNE MARSHALL	IMPULSE PUBLISHING	25/06/2 012	1,295. 00
15	1936 2	SILK SAREES OF TAMILNADU	NESA ARUMUGAM	ABHINAV PUBLICATIONS	25/06/2 013	1,400. 00
16	1937 0	SPLENDOURS OF IMPERIAL INDIA	ANDREAS VOLWAHSEN	PRESTEL PUBLISHING	25/06/2 006	5,000. 00
17	1935 8	THANJAVUR A CULTURAL HISTORY	PRADEEP CHAKRAVARTHY	NIYOGI BOOKS	25/06/2 012	1,250. 00
18	1938 2	THE DANCE ORISSI	MOHAN KHOKAR, ASHISH KHOKAR	ABHINAV PUBLICATIONS	25/06/2 013	3,360. 00
19	1935 6	THE ELEGANT IMAGE	PRATAPADITYA PAL	MARG PUBLICATIONS	25/06/2 013	2,800. 00
20	1935 2	THE SOLE OF INDIA	TARUN CHOPRA	PRAKASH BOOKS	25/06/2 012	4,000. 00
21	1936 4	THE UNFORGETTABLE MAHARAJAS	EE.JAIWANT PAUL, PRAMOD KAPOOR	ROLI BOOKS	25/06/2 011	4,500. 00
22	1938 4	TIGERS MY LIFE	VALMIK THAPAR	OXFORD UNIVERSITY PRESS	25/06/2 013	3,950. 00
23	1935 1	VISHNU HINDUISMS BLUE- SKINNED SAVIOE	JOAN CUMMINS	MAPIN PUBLISHING	25/06/2 013	3,500. 00
24	7917	= ehyhapu jpt;agpuge;jk; eaTiu	JEGATHRATCHAG AN	AALVARGAL AAIVU MAIYYAM	25/06/1 995	300.0 0
25	2171 2	,e;jpa tpLjiyg; Nghupy; jkpof kfspu;	V.N.SAMI		25/06/2 013	40.00 0
26	1647 4	,e;jpa rupj;jpuf; fsQ;rpak; njhFjp-1	P.SIVANADI	AGANI PUBLICATIONS	25/06/2 013	625.0 0
27	1647 5	,e;jpa rupj;jpuf; fsQ;rpak; njhFjp-2	P.SIVANADI	AGANI PUBLICATIONS	25/06/2 013	625.0 0
28	1647 6	,e;jpa rupj;jpuf; fsQ;rpak; njhFjp-3	P.SIVANADI	AGANI PUBLICATIONS	25/06/2 013	625.0 0
29	1647 7	,e;jpa rupj;jpuf; fsQ;rpak; njhFjp-4	P.SIVANADI	AGANI PUBLICATIONS	25/06/2 013	625.0 0

30	16478	e;jpa rupj;jpuf; fsQ;rpak; njhFjp-5	P.SIVANADI	AGANI PUBLICATIONS	25/06/2013	625.00
31	16479	e;jpa rupj;jpuf; fsQ;rpak; njhFjp-6	P.SIVANADI	AGANI PUBLICATIONS	25/06/2013	625.00
32	16480	e;jpa rupj;jpuf; fsQ;rpak; njhFjp-7	P.SIVANADI	AGANI PUBLICATIONS	25/06/2013	625.00
33	16481	e;jpa rupj;jpuf; fsQ;rpak; njhFjp-8	P.SIVANADI	AGANI PUBLICATIONS	25/06/2013	625.00

### Competitive Exam Book List

Sl.No	Book No	Book Name	Author Name	Publisher	Date of Purchase	Price
1	21302	GENERAL INTELLIGENCE AND TEST OF REASONING	VIKAS GROUP	VIKAS PUBLICATION	25/06/2015	750.00
2	21301	GENERAL INTELLIGENCE AND TEST OF REASONING	VIKAS GROUP	VIKAS PUBLICATION	25/06/2015	750.00
3	21349	OBJECTIVE NON-VERBAL REASONING	VIKAS GROUP	VIKAS PUBLICATION	25/06/2016	300.00
4	20387	GENERAL KNOWLEDGE 2013	MANOHAR PANDEY	ARIHAND PUBLICATION	25/06/2015	150.00
5	14831	GENERAL KNOWLEDGE DIGEST	EJ.K.CHOPRA	UNIQUE PUBLISHERS	25/06/2012	95.00
6	21894	GENERAL KNOWLEDGE MANUAL -2014	EMUKTIKANTA MOHANTY	TRINITY PRESS	25/06/2016	210.00
7	21889	GENERAL KNOWLEDGE MANUAL -2014	EMUKTIKANTA MOHANTY	TRINITY PRESS	25/06/2016	210.00
8	22288	GROUP-IV KNOWLEGDG	GENERALP.SHANMUGA M	SLR PUBLICATIONS	25/06/2015	270.00
9	21987	MENTAL ABILITY & QUANTITATIVE APTITUDE EDITION -3	EDGAR DETHORPE	MCGRAW HILL EDUCATION P.LMTD.	25/06/2015	375.00
10	22287	GROUP-IV KNOWLEGDG	GENERALP.SHANMUGA M	SLR PUBLICATIONS	25/06/2015	270.00
11	22288	GROUP-IV KNOWLEGDG	GENERALP.SHANMUGA M	SLR PUBLICATIONS	25/06/2015	270.00
12	22285	GROUP-IV KNOWLEGDG	GENERALP.SHANMUGA M	SLR PUBLICATIONS	25/06/2015	270.00
13	24934	A [p rp jkpo; 2-3	KOWSALYA LARAN .B	SAKTHI PUBLISING	26/05/2014	420.00

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**4.2.3 Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**

**Response:** 0.69

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.51455	0.61386	0.51517	0.90902	0.90908

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

**4.2.5 Availability of remote access to e-resources of the library**

**Response:** No

**4.2.6 Percentage per day usage of library by teachers and students****Response:** 91.46**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 75**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:****IT FACILITIES**

- The Institution provides Computer facility.
- We have 1 computer Lab for College Campus with Internet Facility
- Computer with net facilities are provided to Administrative office.
- Wi-Fi Facility available.
- Students can access the study materials by using the Internet Lab.
- Systems are configured by Windows 7 Operating Systems, Intel Pentium processors Min 500 GB and Hard Disks and 1 GB RAM.

The computing facilities available at the institute include:

Students can utilize for research purposes. For faculty, Wi-Fi access is provided. Staff Room contains one PC. The College is having Structured Network Cabling for Self Study. A fiber link is given to connect both the buildings so that the network can be managed at one place.

The College Library is Internet Zone for the students, which will provide open access to internet to the students. Connecting computers from all the area and the office to LAN and the internet Covering.

The College promotes the idea of student-centric study environment and to fulfill that idea the infrastructure has been setup, which include 1 projectors in the computer Lab. A well equipped seminar hall with a capacity of around 200 seats.

<b>S.No</b>	<b>Product</b>	<b>Quantity</b>
1	Computers	55
2	Keyboards	9
3	Mouse	9
4	SONY Projector	6

5	Printer	9
6	Xerox Machine	2
7	Scanner	3
8	External Hard Disc	1
9	Wi-Fi Access Point	1
10	Server	1
11	PC's connected to LAN	18
12	Internet Switches	2
13	Laptop	2
14	Color Printer	1

#### 4.3.2 Student - Computer ratio

**Response:** 1.25

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** <5 MBPS

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No



File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 39.14

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.93	1.83	2.48	1.72	2.50

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

##### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Response:**

Our college has the structured system for maintaining the support systems of the institute to allow uninterrupted access to facilities for teaching and learning

##### **Computers: Maintenance**

Computer maintenance, Electrical repairs and other maintenance work are carried out in-house by lab assistants and in case if it is required, then maintenance work is outsourced.

##### **General Maintenance of Infrastructure:**

Repair and maintenance of the central facilities like transformer, RO, heavy duty digital copier, bore well pumps and water coolers, etc are carried out periodically. Gardens and lawns are maintained by the Gardener.

##### **Classroom: Utilization & Maintenance**

Before the commencement of the academic year, depending on the intake of students, head of departments propound the requirement of classrooms to the Principal.

Classroom allocation is done by the Principal and the HoDs in a meeting. Benches and windows are cleaned and mopping of the class rooms is done every day.

In case of any damage to the projector, internet or the audio systems, the class mentor brings it to the notice of the HOD by registering the problem in the breakdown register. The necessary follow up is done by the department and steps are taken to fix whatever is broken.

### **Sports: Utilization**

Students are permitted to play only during the sports hours and to practice for any competition. Students are permitted to take sports material with prior notice to the Physical Director. Students must enter the details of material in the register. Concerned authority makes a note on return in the same register. In case of any damage observed, which is recorded in the same register pending further action. First aid box is always available for the students in case of any emergency.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 35.75

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
69	64	56	58	51

#### File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

#### Document

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 20.64

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
37	33	38	29	35

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** No

<b>File Description</b>	<b>Document</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 0

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 28.99

#### 5.2.2.1 Number of outgoing students progressing to higher education

**Response:** 20

<b>File Description</b>	<b>Document</b>
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 11.65

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	05	01	5

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
27	19	29	22	27

**File Description****Document**

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)

### 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response:** 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years

[View Document](#)

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

To inculcate leadership skills, organizing skills and to also play an active part in the day to day academic and co-curricular activities of the institution, Our college encourages its students to be part of various administrative committees and academic. College provides opportunity to the student community to express their opinion about the institution and recommends the suggestions as per their expectations. College ensures participation of maximum students in all curricular and extra-curricular activities organized.

The institutional committees have student representative that ensures participation of students in all activities. This helps in maintaining transparency in the overall working of the institution.

Anti-Ragging Committee: The student members of the anti-ragging committee help the new students to improve their confidence through counselling.

Academic Monitoring Committee: It consists of class representatives of all branches along with faculty members to monitor and ensure discipline in academics. Alumni are invited to give their valuable suggestions that are incorporated for supporting the curriculum.

Library Committee: The student members put up their demands about learning material and express the problems faced by students, if any and utilization of library resources.

Internal Complaints Committee: To provide moral support to the students to raise their grievance, if any. This brings transparency in the process.

Sports Committee: The student members of the Sports Committee organize ensure maximum participation in both indoor and outdoor games.

Alumni Committee: The student members of the Alumni Committee organize Alumni meet every year and helps to interact regular students with the institute alumina by means of inspirational speech, guest lectures, gifts, etc.

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 0.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	1

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Response:

The college has been conducting Alumni Association Meeting for the past 25 years. The institution has a registered Alumni association in the name “Ganesar Arts and Science College Alumni Association” which was registered on 21-03-2011.

Ganesar Arts and Science College Alumni Association has been registered under the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975). Regd. NO is Si.No: 18/2011

The objective of this association is to have continuous cordial relationship and contacts with the passed out students in future and forever.

We invite the old students of our college who hold positions in some prominent firms to deliver a special lecture to motivate other students of our college.

Their interaction with students will help them to acquire and enhance their skills to face the challenges during job interviews and placement.

To create a chance to parents to attend important functions, seminars and educational programmes of the college whenever possible.

To have concrete and continuous contact with the college to furnish the latest positions, placements and address of the alumni members.

They suggest some ways and means to develop the infrastructure and academic performance of our students and our college with the current trends.

To help the parent college in its curricular and co-curricular developmental activities.

They also suggest some useful tips to make the students acquire knowledge to compete successfully at the interviews.



They also give their valuable opinion for curricular enrichment.

To help and assist the needy society and community along with social organizations during natural calamities and social unrest situation.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 5

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

**Response:**

Ganesar College of Arts & Science, Melasivapuri, has been a radiant star shining in the firmament of education since 1909. It has a balanced blend of Tradition and Modernity. It has been inspiring students with its quality education. Students have been chiseled to become intelligent citizens who strongly imbibe the spirit of morality. It has been growing like a royal banyan passing its Centenary Year. Our College has been a temple of wisdom, where scholars undertake intellectual pilgrimage to glorify the Classical Tamil. Realizing the fact that Tamil and Saivism are inseparable twins, our College has been rendering services, which are historically, socially and intellectually significant. If we have a glance at the history of our old students who got enlightened in this renowned institution, we can realize the praiseworthy standard of our College. Our students, who got educated and their personality developed here and who have been serving in every walk of life, have been bringing more laurels to our College.

#### 6.1.2 The institution practices decentralization and participative management

**Response:**

Principal heads the academic, administrative and other matter related to students. The different function on the basis of the broad parameters of the Govt. and guidelines of the college.

He has full authority on academic activities and formations of various committees. He delegates various roles to the members in the committee to act autonomously. HODs have functional autonomy to decide on the departmental events and implementing them with the involvement of the faculty members. They have privileges in proposing the budget, framing timetable, subject allocation, assigning department coordinators for various committees, conduction of National and International Conferences, organizing seminars.

#### **DELEGATION OF AUTHORITY**

PRINCIPAL

HOD

FACULTY MEMBERS

NON TEACHING STAFF

STUDENTS

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

**Response:**

**Strategy development and deployment**

The college has a perspective plan for opening of Education subject Arts Classical Tamil Stream. Strategy development in higher educational institution ensures quality and improvement of efficiency in functioning. Our College is managed by eminent persons with the co-operation of like minded persons. The college provides higher education for the deserving students especially students of rural areas. The leadership qualities of the college provide clear vision and mission to the education system. Our Institution has various perspectives and strategies in their best part. Our Institution is very keen in conducting many programs, functions, competitions, awards, seminars for the betterment of the student community

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

**Response:**

**College has a governing body for the proper functioning of the institution.**

The Principal is the main person of both the governing body and the executive committee. He cares for the students of the college and introduces various schemes and policies.

The Secretary is the next authoritative person in the institution. He looks through every event of the college and administration. The position of Secretary is changed frequently within the members of the executive committee.

The other executive committee members work along with the chairman, Secretary and the correspondent and support the administrative activities.

The grievances/complaints of the students which are minor in nature and can be sorted out immediately are put up before the Grievance Redressal Cell of the college. However, grievances concerning infrastructure development are put up before the Governing Body for consideration. The grievances of the members of the staff concerning service conditions and salary are put up before the grievance cell for consideration.

### 6.2.3 Implementation of e-governance in areas of operation

**1.Planning and Development**

**2.Administration**

**3.Finance and Accounts**

**4.Student Admission and Support****5.Examination****A. All 5 of the above****B. Any 4 of the above****C. Any 3 of the above****D. Any 2 of the above****Response:** C. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions****Response:****BODIES:**

The Governing is body primarily formed for the effective functioning of the college. Discussion was made by them and schemes, policies, programs are implemented during the meeting. The minutes of meeting resolutions by the governing body members are recorded in the minutes note. The Principal and other executive members are mainly involved in the minutes of meeting. Academic and Administrative quality is ensured by an Internal Quality Assurance cell that monitors internal and external processes that leads to the Institutional progress in all aspects. Ragging issues if any, are addressed by Anti Ragging Committee. Redressal cell in the college functions to enquire into grievances and initiates redressal of the issues. Internal Compliant cell deals with sexual harassment problems. Issues surrounding caste such as minority and OBC are handled by the Minority and OBC cell. The SC/ST Cell takes care and resolves the affairs and problems related to SC/ST.

**GRIEVANCE CELL:**

The Grievance cell was formed for the betterment of the students community. In order to make students mentally stable and healthy. The cell members maintain minutes of meetings and discuss about various problems and proper guidance and counseling is given to the depressed and mentally unstable students.

Academic and Administrative quality is ensured by an Internal Quality Assurance cell that monitors internal and external processes that leads to the Institutional progress in all aspects. Ragging issues if any,

are addressed by Anti Ragging Committee. Redressal cell in the college functions to enquire into grievances and initiates redressal of the issues. Internal Compliant cell deals with sexual harassment problems. Issues surrounding caste such as minority and OBC are handled by the Minority and OBC cell. The SC/ST Cell takes care and resolves the affairs and problems related to SC/ST.

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

##### Response:

Our college is providing accidental **Insurance Policy Scheme** for teaching and Non-Teaching members and other workers of our institution. They can use this policy for their medical purpose.

II) **System with internet facility** is given to all the staff.

III) **On-duty pay** is provided for the faculty members who are attending National/Inter-National Conference/Seminars/Workshops conducted by various universities.

IV) For attending these type of National/Inter-National Conference /Seminars/ Workshops.

The management will provide **financial assistance** to the faculty members.

VII) **Periodic revision of pay scales** of the staff.

VIII) **Casual leave/Medical leave** for all staff.

#### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 5.45

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 9.23

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	0	0	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

Performance Appraisal system is one of the essential drive for providing quality education. The system comprises of various phases. The initial phase includes the Self Appraisal for both teaching and non-teaching staff. Some of the factors considered for evaluating the performance of professional development activities for the teaching faculties are Performance against academic workload for each semester, Number of proposal submitted and grants received, Paper and Journal publications, Conferences attended, Pursuing higher studies, Consultancy projects, ongoing and completed Sponsored Research projects, institution service, Honors, awards, medals received, achievements, professional body Memberships, value added courses, textbooks authored, Editor/ Journal Reviewer, Resource Person, co-ordinators at college and department level, Role in university as panel member .

Randomly, the principal and Head of the Department will visit the classes to assess the teaching ability of the faculty members.

The Principal and Secretary meets the faculties who are lacking in their professional, skills are advised to upgrade themselves. No compromise is given both in discipline and quality of teaching

Excellent performers are appreciated for their excellence and suggestions are given to others to improve their performance

Based on performance, the faculty member will be honored by the Principal and management during the faculty meeting.

**6.4 Financial Management and Resource Mobilization****6.4.1 Institution conducts internal and external financial audits regularly****Response:**

There is mechanism for both internal and external audit. The external audit is done by Local Fund Audit of the government grants and public (students) collection. UGC accounts are audited by Chartered Accountant. Subsequently, external statutory audit is conducted by the auditors and the final audit report with audit findings are submitted to the management. The consolidation of the findings of the Institutions with trustcentral office has been completed and the annual returns have been submitted to Income tax authorities, Registrar of societies TamilNadu and the other relevant authorities concerned. The last audit was done up to Financial year **2017-18..**

**6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)****Response: 0**

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during

the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

At the beginning of the financial year the draft budget is prepared and put up before the Budget Committee. After it is passed by the Budget Committee it is placed before the Governing Body for approval. Apart from the student fund utilization and revenue and contingency expenditure, emphasis is given for utilization of the development fund on infrastructure development. The UGC Committee makes appropriate allocation of development grants on different heads. As far as monitoring effective & efficient utilization of available resources is concerned, the different committees such as construction committee, IQAC Committee, Library Committee etc. monitor its utilization.

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

Our college has established Internal Quality Assurance Cell on 2014 with a mission of enhancing the internal quality of the curricular and co-curricular activities with infrastructural development. The cell meets in regular intervals to analyse the system in operation and its grey areas. Steps are taken for amelioration of short comings which the students and staff members are facing. Students and staff members are encouraged to participate in different programmes of the institution and other institutions of the city to gather knowledge about the quality development of the college.

The resolutions made by the IQAC are presented to the principal for approval. The principal has approved all the decisions till date and the institution has tried its best for its effective implementation.

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms



**Response:**

The institution reviews teaching and learning process with the help of the management and staff committee. Here after we do the process along with IQAC.

**Institutional mechanisms to review the teaching- learning process**

- Management review meeting
- Regular meeting with the head of the principal
- Regular faculty meeting by the head of the department
- Regular all faculty meeting by the management members
- Internal and external audits

**Methodologies**

- Semester exam result analysis
- Student feedback
- Parents feedback
- Feedback from alumnae
- Implementation of innovative teaching methodology
- Teachers feedback
- Logbooks (work done register) for all subjects including practical
- Student attendance
- Student profile

**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response:** 0.6

**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include:**

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

**Response:**

The following incremental improvements are made regarding quality related to Academic and Administrative as given below;

Administration :

1. Fully Automated Library with Barcode Facility
2. Genset, Solar, UPS to get alternative energy
3. R O Drinking Water
4. Napkin Burner provided

Academic:

1. DelNet Facility
2. Tutor Mentor System
3. University Approved Certificate Course
4. Wi-Fi and Net Connection

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 3

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	1	01	00	00

#### File Description

List of gender equity promotion programs organized by the institution

#### Document

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

- Safety and Security
- Counselling
- Common Room

##### 1. Safety and Security

Our college is safe and secure campus. Our college all the faculty is available for mentoring the students with depression, psychological problems and even gender related issues. Counselling can offer students a space to talk and think about problems and difficulties, and many find it helpful to be able to do this with someone who is not a friend or family member. Counselling is not about giving advice, but can help the faculty to understand the difficulties of students. Faculty can help students to make decisions and changes that may work better. Separate common room is available for both boys and girls students. If the students suffered by health issues, college has the medical facility inside the campus. Health center with nurse available in campus.

##### 2. Counseling room

The college has counselling room in which students can meet and discuss their problems at any time and when needed special counselling sessions are organized on demand. Also for academic matters counseling is offered by the class advisor during tutorial hour.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 3.46

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 150

7.1.3.2 Total annual power requirement (in KWH)

Response: 4330

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 9.67

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 176

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 1821

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

#### **Solid waste management**

- We have given the awareness to the students regarding green environment in the campus by fixing awareness boards inside campus.
- Faculty advises the students not to litter waste and unwanted materials inside the campus
- We also provide dustbin in each and every class.
- To bring awareness of proper waste reduction and recycling practices through education and communication efforts.
- To create awareness for using reusable components for manual use and making the environment plastic free.
- Bottles, cans and plastics can be recycled.
- The removable wastages from the hostels are utilized in biomass plant.
- Proposal to set up bio-gas plants based on mess and canteen wastes.

#### **Liquid waste management**

- Waste water from Ro plant is utilized in Garden.

#### **E-waste management**

- E-waste such as discarded computers, printers and broken laboratory equipment are safely stored in an allotted room. They are purchased by new buy back scheme.
- Our college is more than 80 years old, though we don't have any e-waste as a dump because we dispose and replace the electronic goods whenever needed on time.
- On the other hand we have handed over some computers to nearby Govt. schools and to the poor students in our college.

### **7.1.6 Rain water harvesting structures and utilization in the campus**

#### **Response:**

#### **Rain water harvesting structures and utilization in the campus**

There are Three rain water harvesting plants in our campus.

The college has been built in such a way that the rain water will collect automatically in the ground surface as a pool to be absorbed and sucked by the ground soil which helps to increase the ground water level in and around the campus.

There is a separate rain water harvesting plant in Main area which is utilized for solution making and to carry some specific analysis particularly in pump well area.

### **7.1.7 Green Practices**

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### **Response:**

#### **Green Practices**

Most of the student rural based, our college do not provided college bus. So, almost maximum level of student used Bicycles only,

#### **Plastic free campus**

Our college has set up disciplinary committee that aims to reduce plastic pollution on college campus with special focus on the reduction and ultimately the elimination of plastic straws, and plastic food packaging. The plastic items are regularly thrown into garbage or recycling bin.

Discipline committee members and the student volunteers are extensively used to campaign against the dangers of plastic materials.

#### **Paperless office.**

Paperless environment is encouraged with extensive use of E-communication. Staffs are instructed to use both sides of the paper while writing or typing including question papers. Proposal to collect Feedback from students, staff and alumni in e mail. Proposal to upload e-notes and e-assignment to minimize the use of paper. Instructions are strictly given to all to avoid wasteful use of resources.

#### **Green landscaping with trees and plants**

Regular plantation programme is undertaken to maintain the numbers. Tamilnadu Forest Development Corporation has also extended assistance in the plantation activities inside the college campus. The Eco club, NSS & YRC organise tree plantation and maintenance programme in and outside the campus.

### **7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**

**Response:** 3.01

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.176	0.158	0.143	0.156	0.137

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the**

**last five years****Response: 1**

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	1	0

**File Description****Document**

Number of Specific initiatives to address locational advantages and disadvantages

[View Document](#)

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response: 0**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response: Yes****7.1.13 Display of core values in the institution and on its website****Response: Yes****File Description****Document**

Provide URL of website that displays core values

[View Document](#)

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**



<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

<b>7.1.15 The institution offers a course on Human Values and professional ethics</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

<b>7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</b>	
<b>Response: Yes</b>	
<b>File Description</b>	<b>Document</b>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

<b>7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</b>				
<b>Response: 0</b>				
7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00
<b>File Description</b>	<b>Document</b>			
List of activities conducted for promotion of universal values	<a href="#">View Document</a>			

### **7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

#### **Response:**

The Institution organizes national festivals and birth / death anniversaries of the great Indian personalities.

National integration day is celebrated every year in our institution to grow with unity, peace, love and brotherhood among the students. To bring together students of the various religious, social, cultural, economic and educational background, the birth and death anniversaries of National personalities are celebrated in our institution which includes Dr, Radhakrishnan birth day (Teachers day) celebration, Dr.A.P.J. Abdul Kalam vision for the Nation Fest etc. These encourage the feeling of common identity amongst the students even though they are from different races, cultures, religions, or regions in order to build a strong developed nation.

#### **Every year institution celebrate the following Indian national festivals**

- Pongal festival
- Republic day
- Independence day
- Teacher day
- Gandhi Jeyanthi
- Deepavali
- Vinayagar Chadurthi
- Dussehra

### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

#### **Response:**

Our college filly government aided college. The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions. A complete transparency is maintained in our college in the areas of finance, academic, administration and others. In the academic sector the teachers monitor the students' progress and performance by a number of evaluative methods such as class room interaction, assignment, project, seminars, and class test etc. The process of internal assessment is very transparent. It is same as in financial and administrative section. The college administrates under various curriculum and evaluation is done in the specified time for the welfare of the students. In the financial side also we maintain complete transparency in all transactions such as students, staff and parents. There is no indirect fee, we have given receipt to all their payments.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### *Best Practice- I*

***Title of the Practice:*** Extension Activity

#### ***Goal:***

- ?To motivate the students to become a part of building up a healthy society.
- ?To engage the students in NSS, YRC, RRC in various awareness programmes.
- ?To create an impact on students in different social, political, economical and environmental problems.

#### ***The Context:***

- ?Most of the interested students were enrolled in NSS/YRC/RRC as soon as they join the college.
- ?Awareness programmes were given for those students in various aspects regularly.
- ?Trained students are made to participate in various activities.
- ?Blood donation is one of the best life saving practices in the college.

#### ***The Practice:***

- The students are regularly given many awareness programmes on the important nationally and globally celebrated social days.
- ?The NSS/YRC/RRC students are given opportunities to do social service in nearby villages.
- ?The students are participating in many health related awareness programmes as well as they are made as a part of promoting awareness in Socio-Economical, Political backgrounds.
- ?Tree Sapling Plantations are practiced regularly to promote environmental awareness.

#### ***Evidence of Success:***

Our institution is always proceeding with moral and social responsibilities along with the students as a part of their extension activity. We encourage the faculty members and students to take up various activities dynamically.

- The following are some of the extension programmes conducted during the year 2017-2018
- ?Various Social Services like cleaning programmes and many health related awareness programmes were conducted for the people of the village.
- ?Blood Donation Camp
- ?30 students voluntarily donated their Blood for the helping of poorest people.
- ?Our students (around 30) donated blood for many emergency needs throughout the year.
- ?Eye camp was jointly conducted
- ?Health Check-up is done.
- ?Patients with eye ailments were advised for further treatments.

- ?The five students are enlightened fully to help their growth in future.
- ?HIV/ AIDS Awareness
- ?Students participated in a rally for creating awareness among the public regarding HIV/AIDS.
- Voters Awareness Programme.

***Problems Encountered and Resources Required:***

- ?Regular classes are disturbed by the extension activity.
- ?Financial problems arise while conducting the various extension activities.
- ?Time consumption for carrying out the activities due to which the students has to stay back after the college hours.
- ?Individual care has to be given for the students engaged in the camp which is very tough amidst of a large group.
- ?Our institution is taking the whole responsibility of the student in case of any extension activity.

***BEST PRACTICE- II***

***TITLE OF THE PRACTICE: DISTRIBUTION OF MERIT PRIZES TO STUDENTS***

**GOAL:**

The students today need something more than their academic records to meet the challenges of the modern world. The students have to develop various other skills and qualities to be successful in their lives.

The College unfolds many opportunities to the student community to develop their qualities of leadership, teamwork, etc., and their sense of cleanliness, health and hygiene, environment etc.

Through Part V activities and Certificate and Diploma courses, the College makes specific attempts to improve the employment opportunities of the students.

To inspire a competitive mentality and to motivate the students to secure more marks than his/her peers in the vicinity in the University Examinations. This will indirectly motivate the students to get University Ranks in the Examinations.

**The Practice:**

Immediately after the publication of the University Examination results, a list of students who have secured 75% and more marks is drawn as eligible candidates for this scheme. Cash prizes are distributed to them in a grand ceremony. UG students are given Rs.500 each and PG students are given Rs. 750 each as cash prize.

The merit prize is instituted and sponsored by the management. College organizes separate functions every semester with eminent academicians such as principal for the Merit Prize distribution with the presence of parents. In that function, University Rank holders are also felicitated and Certificate of Merit are also issued to the students.

**The Context:**

As most of the students are from rural and backward areas, it continues to be a challenge to involve them in various extension activities in addition to their regular academic curriculum.

They are found to be lacking interest to involve themselves in such co-curricular activities. Through counseling and constant encouragement, such students are brought to the main stream along with the other students. All the students of the College have enrolled themselves in one or more activities.

**Evidence of Success:**

Many of the students of the college are well placed in life and it can be witnessed in the Alumni meetings. The students trained and educated in the College certainly become respectable citizen of their respective places of living.

The various programme has contributed something substantial to the people of the adopted village. A group of people from this village are also employed by the College.

**Problems Encountered and Resources Required:**

The College is ambitious to carry out as many programmes as possible to provide opportunities towards the holistic development of the students. Accommodating all these activities within the working hours of the College is a major problem encountered. Time constraint is a factor that poses a great challenge both for the members of the staff and the students to accomplish all the activities within the stipulated time to ensure the holistic development of the students.

The regular academic curriculum itself consumes all the working days in a semester. Therefore assigning time for co-curricular activities is an issue that needs lot of planning.

**7.3 Institutional Distinctiveness****7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust****Response:**

- To serve the poor, downtrodden and needy students to receive quality education.
- To motivate the students to gain knowledge with self- confidence by offering good academic exposure.
- To inspire the students to realize the greatness of our traditional and cultural values which would rightly chisel their personality.
- To make use of all the possible opportunities to inculcate the spirit of research and creativity in their minds.
- To develop the employability skills in them to make them reach higher goals in their life.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### **Additional Information :**

Ganesar college of Arts and Science is a fully Government aided institution in a rural area. Most of the students belong to SC, ST and most of them were first graduate with rural based students. Bharathidasan University granted permission and approved our college as Research centres for conducting M.Phil and Ph.D programmes in the university jurisdictions..

"Pandithamani" M,Kathiresa Chettiyar is the founder chairman worked for the development of "SAIVAM" and "TAMIL". The literatures were released by Sanmarga Sabai which has its inception on 1909 having the ancient form of books.

Va.Suba. Manikandar is a former Vice Chancellor of Madurai Kamaraj University as a council member of this college, created a great awareness on Tamil classical language and encouraged the students to get award "Pandit" in Tamil.

Kavignar Mudiyarasan and Kavignar Palani were the famous writers in the early days of 20th century. Published very rare books in Tamil classical language.

### **Concluding Remarks :**

With the unalloyed pride we state that ours is a unique college in Tamilnadu. Founded in the last century crossed its centenary year in 2009. our college has been rendering its service to higher education by extending helping hands to the students, communities that emerge from educationally and economically backward area. Our college is the only aided college in the district of Pudukottai which is a draught prone area.

In 1909 itself the library "Tholkappianar Noolagam" was established with 1870 books. Now our library has books 20099 which include very rare volumes which are available only in our college library.

Being an advanced research centre for tamil language to offer scholar a very good opportunity to do M.Phil and Ph.D. Every academic year we produced doctorates. Through MOU we create or give them chances to present papers. We always encourage our teachers and students to indulge in research.

We started preparing for getting NAAC Accreditation early and now we are very nearly to it. Receiving a good grade from NAAC will be a real boon to progress of the academic activities as well as the research activities of our college.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>2</td> <td>1</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>1</td> <td>00</td> <td>00</td> <td>1</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	2	2	1	2	2	2017-18	2016-17	2015-16	2014-15	2013-14	00	1	00	00	1
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	2	1	2	2																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	1	00	00	1																	
1.2.2	<p>Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>1.2.2.1. Number of programs in which CBCS/ Elective course system implemented.</p> <p>Answer before DVV Verification : 4</p> <p>Answer after DVV Verification: 02</p>																				
1.2.3	<p>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>51</td> <td>48</td> <td>42</td> <td>39</td> <td>33</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>51</td> <td>48</td> <td>42</td> <td>39</td> <td>33</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	51	48	42	39	33	2017-18	2016-17	2015-16	2014-15	2013-14	51	48	42	39	33
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51	48	42	39	33																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
51	48	42	39	33																	
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>Answer before DVV Verification : A.Any 4 of the above</p>																				



1.4.2	<p>Answer After DVV Verification: A.Any 4 of the above</p> <p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : B. Feedback collected, analysed and action has been taken</p> <p>Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website</p>																																								
2.1.2	<p>Average Enrollment percentage</p> <p>(Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 629 1046 763"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>69</td> <td>64</td> <td>56</td> <td>58</td> <td>51</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 842 1046 976"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>68</td> <td>64</td> <td>56</td> <td>60</td> <td>51</td> </tr> </tbody> </table> <p>2.1.2.2. Number of sanctioned seats year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1055 1046 1189"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>90</td> <td>90</td> <td>90</td> <td>90</td> <td>90</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1267 1046 1402"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>90</td> <td>90</td> <td>90</td> <td>90</td> <td>90</td> </tr> </tbody> </table> <p>Remark : Number of actual students admitted from year-wise during the last five years as given in the attachment along with the students of MPhil mentioned in 2.1.2 with the SSR.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	69	64	56	58	51	2017-18	2016-17	2015-16	2014-15	2013-14	68	64	56	60	51	2017-18	2016-17	2015-16	2014-15	2013-14	90	90	90	90	90	2017-18	2016-17	2015-16	2014-15	2013-14	90	90	90	90	90
2017-18	2016-17	2015-16	2014-15	2013-14																																					
69	64	56	58	51																																					
2017-18	2016-17	2015-16	2014-15	2013-14																																					
68	64	56	60	51																																					
2017-18	2016-17	2015-16	2014-15	2013-14																																					
90	90	90	90	90																																					
2017-18	2016-17	2015-16	2014-15	2013-14																																					
90	90	90	90	90																																					
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1798 1046 1933"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>08</td> <td>19</td> <td>19</td> <td>18</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 2011 1046 2089"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	14	08	19	19	18	2017-18	2016-17	2015-16	2014-15	2013-14																									
2017-18	2016-17	2015-16	2014-15	2013-14																																					
14	08	19	19	18																																					
2017-18	2016-17	2015-16	2014-15	2013-14																																					

62	53	54	53	43
----	----	----	----	----

Remark : Number of actual students admitted from the reserved categories year-wise during the last five years. the number of actual students admitted from the reserved categories year-wise CANNOT be more than Number of seats earmarked for reserved category as per GOI/State Govt rule.

### 2.3.3 Ratio of students to mentor for academic and stress related issues

#### 2.3.3.1. Number of mentors

Answer before DVV Verification : 10

Answer after DVV Verification: 11

Remark : As per the HEI data in the attached file with the Metric in response to the clarification.

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

#### 2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
13	11	11	09	08

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
10	09	09	07	06

Remark : As per the HEI data in the attached file with the Metric in response to the clarification. The HEI has attached 10 copies of PhD awarded to the faculty.

### 2.4.3 Teaching experience per full time teacher in number of years

#### 2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 134 years

Answer after DVV Verification: 132 years

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	0	0

3.1.2 Percentage of teachers recognised as research guides at present

3.1.2.1. Number of teachers recognised as research guides

Answer before DVV Verification : 5

Answer after DVV Verification: 00

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	0	00	0

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Answer before DVV Verification : Yes

Answer After DVV Verification: Yes

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

3.3.3.1. How many Ph.Ds awarded within last five years

Answer before DVV Verification : 13

Answer after DVV Verification: 00

3.3.3.2. Number of teachers recognized as guides during the last five years

Answer before DVV Verification : 5

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

8	15	8	7	15
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Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	11	8	7	11

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	0	0

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	0	0

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

--	--	--	--	--

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	0	0	0

Remark : All the three MoU's in the attached data, which also includes one submitted originally with the SSR, are dated September 2018 and hence do not start in the assessment period of 2013-18.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 3

Answer after DVV Verification: 3

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
26850	29960	29318	23217	27342

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.27	0.299	0.29	0.23	0.27

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification : 20-35 MBPS

Answer After DVV Verification: <5 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Answer before DVV Verification : Yes

Answer After DVV Verification: No

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support

facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
192800	183000	248000	172000	250000

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1.93	1.83	2.48	1.72	2.50

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
69	64	56	58	51

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
69	64	56	58	51

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

Answer before DVV Verification : A. 7 or more of the above

Answer After DVV Verification: E. 3 or less of the above

5.2.2	<p>Percentage of student progression to higher education (previous graduating batch)</p> <p>5.2.2.1. Number of outgoing students progressing to higher education          Answer before DVV Verification : 23          Answer after DVV Verification: 20</p>																														
5.2.3	<p>Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)</p> <p>5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years          Answer before DVV Verification:</p> <table border="1" data-bbox="306 707 1046 842"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>7</td> <td>3</td> <td>6</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 920 1046 1055"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>02</td> <td>05</td> <td>01</td> <td>5</td> </tr> </tbody> </table> <p>5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years          Answer before DVV Verification:</p> <table border="1" data-bbox="306 1133 1046 1200"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	5	7	3	6	4	2017-18	2016-17	2015-16	2014-15	2013-14	02	02	05	01	5	2017-18	2016-17	2015-16	2014-15	2013-14					
2017-18	2016-17	2015-16	2014-15	2013-14																											
5	7	3	6	4																											
2017-18	2016-17	2015-16	2014-15	2013-14																											
02	02	05	01	5																											
2017-18	2016-17	2015-16	2014-15	2013-14																											
5.4.3	<p>Number of Alumni Association / Chapters meetings held during the last five years</p> <p>5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years          Answer before DVV Verification:</p> <table border="1" data-bbox="306 1440 1046 1574"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1653 1046 1787"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	2	2	2	2	2	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	1	1	1										
2017-18	2016-17	2015-16	2014-15	2013-14																											
2	2	2	2	2																											
2017-18	2016-17	2015-16	2014-15	2013-14																											
1	1	1	1	1																											
6.2.3	<p>Implementation of e-governance in areas of operation</p> <ol style="list-style-type: none"> <li>1. Planning and Development</li> <li>2. Administration</li> <li>3. Finance and Accounts</li> <li>4. Student Admission and Support</li> </ol>																														

## 5. Examination

Answer before DVV Verification : C. Any 3 of the above

Answer After DVV Verification: C. Any 3 of the above

6.5.4	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements</li> <li>2. Academic Administrative Audit (AAA) and initiation of follow up action</li> <li>3. Participation in NIRF</li> <li>4. ISO Certification</li> <li>5. NBA or any other quality audit</li> </ol> <p>Answer before DVV Verification : B. Any 3 of the above          Answer After DVV Verification: D. Any 1 of the above          Remark : As per the HEI data in the attached file with the Metric in response to the clarification. The HEI attached image is illegible and not acceptable. IQAC link works now but the AQAR is still not available.</p>																				
7.1.1	<p>Number of gender equity promotion programs organized by the institution during the last five years</p> <p>7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1384 1046 1518"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>1</td> <td>2</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1599 1046 1733"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>1</td> <td>01</td> <td>00</td> <td>00</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	3	1	2	1	1	2017-18	2016-17	2015-16	2014-15	2013-14	01	1	01	00	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
3	1	2	1	1																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	1	01	00	00																	
7.1.3	<p>Alternate Energy initiatives such as:</p> <ol style="list-style-type: none"> <li>1. Percentage of annual power requirement of the Institution met by the renewable energy sources</li> </ol> <p>7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH)</p>																				



	<p>Answer before DVV Verification : 150000          Answer after DVV Verification: 150</p> <p>7.1.3.2. Total annual power requirement (in KWH)          Answer before DVV Verification : 4330092          Answer after DVV Verification: 4330</p>																				
7.1.4	<p>Percentage of annual lighting power requirements met through LED bulbs</p> <p>7.1.4.1. Annual lighting power requirement met through LED bulbs (in KWH)          Answer before DVV Verification : 17128          Answer after DVV Verification: 176</p> <p>7.1.4.2. Annual lighting power requirement (in KWH)          Answer before DVV Verification : 28256          Answer after DVV Verification: 1821</p> <p>Remark : As per the HEI data in the attached file with the Metric in response to the clarification.</p>																				
7.1.8	<p>Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years</p> <p>7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)          Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>17620</td> <td>15850</td> <td>14320</td> <td>15670</td> <td>13750</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0.176</td> <td>0.158</td> <td>0.143</td> <td>0.156</td> <td>0.137</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	17620	15850	14320	15670	13750	2017-18	2016-17	2015-16	2014-15	2013-14	0.176	0.158	0.143	0.156	0.137
2017-18	2016-17	2015-16	2014-15	2013-14																	
17620	15850	14320	15670	13750																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0.176	0.158	0.143	0.156	0.137																	
7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none"> <li>1. Physical facilities</li> <li>2. Provision for lift</li> <li>3. Ramp / Rails</li> <li>4. Braille Software/facilities</li> <li>5. Rest Rooms</li> <li>6. Scribes for examination</li> <li>7. Special skill development for differently abled students</li> <li>8. Any other similar facility (Specify)</li> </ol> <p>Answer before DVV Verification : C. At least 4 of the above          Answer After DVV Verification: D. At least 2 of the above</p> <p>Remark : As per the HEI data in the attached file with the Metric in response to the clarification.          The HEI has shown general rest rooms and not specific to Differently abled. Scribe facility</p>																				

considered even though not claimed.

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years  
7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	1	0

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

00	00	00	00	00
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**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 04</p> <p>Answer after DVV Verification : 60</p>																				
2.1	<p>Number of students year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>69</td> <td>64</td> <td>56</td> <td>58</td> <td>51</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>189</td> <td>158</td> <td>166</td> <td>158</td> <td>163</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	69	64	56	58	51	2017-18	2016-17	2015-16	2014-15	2013-14	189	158	166	158	163
2017-18	2016-17	2015-16	2014-15	2013-14																	
69	64	56	58	51																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
189	158	166	158	163																	
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>08</td> <td>19</td> <td>19</td> <td>18</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>62</td> <td>62</td> <td>62</td> <td>62</td> <td>62</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	14	08	19	19	18	2017-18	2016-17	2015-16	2014-15	2013-14	62	62	62	62	62
2017-18	2016-17	2015-16	2014-15	2013-14																	
14	08	19	19	18																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
62	62	62	62	62																	
3.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>11</td> <td>11</td> <td>09</td> <td>08</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>11</td> <td>11</td> <td>07</td> <td>06</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	13	11	11	09	08	2017-18	2016-17	2015-16	2014-15	2013-14	11	11	11	07	06
2017-18	2016-17	2015-16	2014-15	2013-14																	
13	11	11	09	08																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
11	11	11	07	06																	
4.2	<p>Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)</p> <p>Answer before DVV Verification:</p>																				

2017-18	2016-17	2015-16	2014-15	2013-14
565470	716114	519101	289838	865553

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5.65	7.16	5.19	2.9	8.65

NAAC