

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A**1. Details of the Institution**

1.1 Name of the Institution

SRI KUMARA GURUPARA
SWAMIGAL ARTS COLLEGE

1.2 Address Line 1

PADMANABHAMANGALAM

Address Line 2

SRIVAIKUNTAM

City/Town

THOOTHUKUDI

State

TAMIL NADU

Pin Code

628 619

Institution e-mail address

kgcollegesvm@gmail.com

Contact Nos.

04630-255224

Name of the Head of the Institution:

DR.V. RAVICHANDRAN

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Mobile:

+91 94432 63852

Name of the IQAC Co-ordinator:

DR. N. VIJAYAKUMAR

Mobile:

+91 99525 93507

IQAC e-mail address:

iqackgscollege@gmail.com

1.3 NAAC Track ID

(For ex. MHCOGN 18879)

13592 NAAC/SR/JP/13592/PTV

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/60/RAR/038 Dt 05.01.2013

1.5 Website address:

<http://www.skgsartscollege.com>

Web-link of the AQAR:

<http://skgsartscollege.com/pdf/KGS%20college%20AQAR%202016-17.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	63.05	2006	2006-2011
2	2 nd Cycle	B	2.36	2012	2013-2018
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

18/01/2013

1.8 AQAR for the year (for example 2010-11)

2016-17

1.12 Name of the Affiliating University (*for the Colleges*)

MANONMANIAM
SUNDARANAR UNIVERSITY,
TIRUNELVELI

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

Autonomy by State/Central Govt. / University University with Potential for Excellence UGC-CPE DST Star Scheme UGC-CE UGC-Special Assistance Programme DST-FIST UGC-Innovative PG programmes Any other (*Specify*) UGC-COP Programmes **2.0. IQAC Composition and Activities**2.1 No. of Teachers 2.2 No. of Administrative/Technical staff 2.3 No. of students 2.4 No. of Management representatives 2.5 No. of Alumni 2.6 No. of any other stakeholder and
community representatives 2.7 No. of Employers/ Industrialists 2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant activities and contributions made by IQAC:

The IQAC intends to provide openings for all faculty members, administrative staff and students to enhance enactment and cultivate skills at all levels, thereby building quality assurance, an essential part of functioning on college campus. This academic year the IQAC has concentrated attention on increasing personal effectiveness of faculty members, creating opportunities with new technologies of teaching/learning and building capacities at various levels in the college. The IQAC maintains all reports of activities. It also maintains a record of all departmental activities carried throughout the year. The Annual Quality Assurance Report was submitted to the National Assessment and Accreditation Council (NAAC). The All India Survey on Higher Education (AISHE) – Teachers Information Form for Institutions and Annual Data Capture – Format II was submitted to the Ministry for Human Resources Development (MHRD). Staff members are motivated to participate in seminars, workshops, publish papers, apply for research projects. Students are also motivated to participate in seminars, workshops, various cultural activities and sports.

2.15 Plan of Action by IQAC/Outcome:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

PLAN OF ACTION	ACHIEVEMENTS
To monitor the functioning of various committees of the college.	The various committees of the college are periodically monitored.
To encourage staff to pursue their research activities by publishing research articles in reputed journals.	Research publications are made by teaching faculty in reputed National and International journals.
To motivate faculty to organize seminar / work shop.	1. Department of Botany has organized one state level workshop. 2. Department of Zoology has organized one day seminar.
To motivate teaching faculty to attend seminars, workshops, etc.	Teaching faculties have participated in the National/ International/ State level seminar.
Preparation for the submission of AQAR for the year 2016-17	Prepared
Submission of AQAR for the year 2015-16.	Submitted.
Periodical orientation to prepare college for Re-accreditation.	All departments and office are made aware of the need for timely compilation of reports necessary for re-accreditation.
To ensure quality in research.	Faculty members are asked to do research in areas that are of socio-economic relevance.
To instruct faculties to use the internet facility effectively.	Internet facilities are used by the faculties for their research work and effective teaching.
To instruct students to utilize the internet facility for their seminar preparation, etc.	Students utilize the internet facility for their seminar preparation, payment of exam fees etc.

* *Attach the Academic Calendar of the year as Annexure-I.*

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Plan of action outlined by IQAC was discussed with the members of the Management. Solid measures were undertaken and action plans were formulated. The IQAC members expressed their views on the work to be done in the academic year 2017-18. The Management approved the Plan of action. The management supports for its implementation and also extended their full support and guidance, whenever necessary.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes:

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-----	-----	-----	-----
PG	03	-----	-----	-----
UG	07	-----	-----	-----
PG Diploma	-----	-----	-----	-----
Advanced Diploma	-----	-----	-----	-----
Diploma	-----	-----	-----	-----
Certificate	-----	-----	-----	-----
Others	-----	-----	-----	-----
Total	10	-----	-----	-----
Interdisciplinary	-----	-----	-----	-----
Innovative	-----	-----	-----	-----

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	U.G.: 07 AND P.G.: 03
Trimester	-----
Annual	-----

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabus is revised and modified as per the U.G.C. regulations once in three years by the university to which the college is affiliated.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	54	22	32	--	--

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year: 2016 -17	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	09	02	--	--	--	--	01	--	10	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

---	---	---
-----	-----	-----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	01	07	08
Presented papers	05	14	01
Resource Persons	-----	----	03

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

ICT-enabled teaching-learning process is followed. Student-centred teaching strategies are introduced. College has adopted various innovative teaching methods like the use of smart board, LCD projector, audio-visual aids, internal seminars, power point presentations (PPT), subject videos, etc. Hand written and printed form of study materials are provided to the Post-Graduate students. Members of faculty guide the students to prepare their seminars in the form of power point presentations etc.

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

186

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

Internal examinations are conducted as per the norms of university to which the college is affiliated. Students can get photocopies of their answer scripts from University Examination Office on payment of a prescribed fee within ten days from the date of publication of results. Re-evaluation of answer scripts is permitted for both U.G. and P.G. students. Evaluation for both Undergraduate and Postgraduate students is based on Continuous Assessment and the End Semester Examination is held at the end of each Semester.

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

12

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		No. of Students				
		Distinction	I	II	III	Pass
U.G.	226	06	58	20	---	84
P.G.	29	----	02	01	----	03
----	----	----	----	----	----	----

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

The college encourages faculty members to identify, field practitioners and researchers to share expertise with students through guest lectures, workshops, seminars and conferences. Periodical review of the teaching-learning process is organised at the end of each semester in the respective departments. The Principal also discusses the general comments and specific issues, if any, with individual faculty members.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	----
HRD programmes	----
Orientation programmes	----
Faculty exchange programme	----
Staff training conducted by the university	----
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	01
Others	11

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	32	08	06	----
Technical Staff	----	----	----	----

Criterion – III**3. Research, Consultancy and Extension**

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

- IQAC motivates the faculties to apply for minor/major research projects from U.G.C. and other funding agencies.
- Good research practices are shared with staff and P.G. students at different platforms.
- Steps are taken to encourage and facilitate the staff members to pursue Ph.D.
- Teaching faculties are also encouraged to attend and present papers in International, National and State level—seminars, conferences etc., and to publish research papers in journals, preferably peer-reviewed with high impact factor.
- It motivates the faculty to pursue research and also to avail the benefits of FDP.
- IQAC also encourages faculty members with Doctorate to become research guides.
- The PG students, particularly science, carry out different projects in their 4th semester. This helps them to get a preliminary training of research methodologies.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	----	----	----
Outlay in Rs. Lakhs	3.15	----	----	----

3.4 Details on research publications

	International	National	Others
Peer Review Journals	30	02	----
Non-Peer Review Journals	02	03	----
e-Journals	----	----	----
Conference proceedings	----	----	08

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other Organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs)	Received (Rs)
Major projects	----	----	----	----
Minor Projects	2015-17	UGC	3,15,000/-	2,98,000/-
Interdisciplinary Projects	----	----	----	----
Industry sponsored	----	----	----	----
Projects sponsored by the University/ College	----	----	----	----
Students research projects (other than compulsory by the University)	----	----	----	----
Any other(Specify) Lecture-Workshop	2017	INSA	1,73,500/-	1,73,500/-
Total			4,88,500/-	4,71,500/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-----	-----	-----	-----	-----
Sponsoring agencies	-----	-----	-----	-----	-----

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

3.13 No. of collaboration

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year:

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

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year:

Total	International	National	State	University	Dist.	College
-----	-----	-----	-----	-----	-----	-----

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

	12
	22

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

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

JRF	---	SRF	---	Project Fellows	---	Any other	---
-----	-----	-----	-----	-----------------	-----	-----------	-----

3.21 No. of students Participated in NSS events:

University level	02	State level	---
National level	---	International level	---

3.22 No. of students participated in NCC events:

University level	NA	State level	NA
International level	NA	National level	NA

3.23 No. of Awards won in NSS:

University level	---	State level	---
International level	---	National level	---

3.24 No. of Awards won in NCC:

University level	NA	State level	NA
International level	NA	National level	NA

3.25 No. of Extension activities organized

University forum	NA	College forum	---		
NCC	NA	NSS	01	Any other	08

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

- ❖ The extension activities sensitize the students about their responsibility towards the society. Participation in these programmes makes them aware of the various social issues and responsibilities.
- ❖ Our college has three units of NSS consisting of nearly 150 volunteers working under the guidance of three programme officers.
- ❖ The NSS special camp was organized at Srivaikuntam from 25.02.2016 to 03.03.2017. 120 volunteers and three programme officers attended the programme. The main theme of the camp was *“Healthy youth for Healthy India”*. The main activities undertaken were
 - a) Aids awareness
 - b) Free medical camp
 - c) Gandhian thought and social service
 - d) Swachh Bharat
 - e) Road safety awareness and rally
 - f) Legal awareness programme
 - g) Biodiversity and Natural awareness etc.
- ❖ World tourism day was celebrated at Kallapiran temple, Srivaikuntam on 27.09.2016.
- ❖ Teacher’s day and Freedom Fighter V.O.Chidhambaram’s birthday were observed at Vijayanarayanayam, Manonmaneeswar on 05.09.2016.
- ❖ U.N. day was observed in our college on 24.10.2016.
- ❖ The volunteers of Gandhian studies of our college regulated the devotees crowd at Nava Tirupathy Temple on account of Purattasi Tamil Month and Vaikunta Ekathesi during September and October 2016.
- ❖ Gandhi Jayanthi was celebrated at Senthilampannai village (Adopted village) on 02.10.2016.
- ❖ Gandhian Peace Corps volunteers rendered their help to regulate the traffic at Kulasekarapatnam village on the occasion of Dasara Festival.
- ❖ More than 20 students were involved to regulate the traffic in front of the temple tower in view of Skanda Shasti on 05.11.2016.
- ❖ Clean India (Swachh Bharat) movement was initiated at Kalvai village on 12.10.2016 on the occasion of Thiruvagasam recitation.

- ❖ Martyr's day was celebrated in the college premises on 30.01.17 and our college Principal addressed the gathering.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in acres)	64	----	----	64
Class rooms	35	----	----	35
Laboratories	06	----	----	06
Seminar Halls	02	----	----	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	----	----	----	----
Value of the equipment purchased during the year (Rs. in Lakhs)	----	----	----	----
Others	----	----	----	----

4.2 Computerization of administration and library

Administration has been partially computerised with internet access as part of the Digitalization Programme in the College. Information on examination, certificates etc. are generated through the technology assisted mechanism. Computerization of the preparation of arrear salary bills using software Arr.pay.exe. has been implemented at our college a few years back. Computer literacy of each department is one of the main objectives of the IQAC. In this context, Science departments maintain a separate computer with internet access and therefore regularly ensure the flow of academic information. Library has been partially computerised enabling students and faculty to access books, journals and reference materials.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs)	No.	Value
Text Books	38715	----	267	23,676	38982	----
Reference Books	1877	3,88,622	----	----	1877	3,88,622
e-Books	----	----	----	----	----	----
Journals	----	----	----	----	----	----
e-Journals	----	----	----	----	----	----
Digital Database	----	----	----	----	----	----
CD & Video	----	----	----	----	----	----
Others (specify)						
Newspaper	07	----	----	----	07	----
Magazine	25	----	----	----	25	----

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	27	06	----	04	-----	13	04	-----
Added	---	-----	-----	-----	-----	-----	-----	-----
Total	27	06	----	04	-----	13	04	-----

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

Internet browsing facilities are available for the students as well as to the faculties in a separate computer centre. Students are allowed to use computers for their project works and also for other academic purposes.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.20
ii) Campus Infrastructure and facilities	1.60
iii) Equipments	0.74
iv) Others	1.46
Total:	4.00

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is one of the active cells of the college. It caters the needs of the students for the all-round development of their personality and growth. Talented students are encouraged to take part in competitions organised in University/ other Colleges/ Institutions.

Students are made aware of the following through academic calendar which is made available for each student at the reopening day of the college and notice board display.

- Opportunities to participate in games and sports events.
- Scholarships are provided under various schemes and financial assistance programmes organized by the government for the students.
- NSS events and other social responsibility awareness programmes organized by the institution.
- Filtered water facilities available to the students.
- Computer facilities are provided to the students.
- South zone inter university Kabadi tournament was organized in the college.
- One of our students got first prize in the Half-Marathon in Manonmaniam Sundaranar University annual athletic meet.
- University level Kabadi (Women) and Ball badminton tournaments were organized.

5.2 Efforts made by the institution for tracking the progression

The following are some of the measurements for tracking the progression.

- The academic performance of the students is analysed every semester (Result Analysis).
- Students' progress was tracked both academically and in extracurricular activities. Academically, the students were tracked by the Continuous Internal Assessment (CIA). In the area of sports, Intramural games were conducted to select the students for representing the college in the university.

- Tutorial system, endowment award to students, guidance to students, etc. helped the students.
- The faculties help the students who have any sort of mental or physical problems to recover and gain peace of mind through counselling.
- Continuous evaluation of the students' performance by conducting series of examinations.
- Continuous internal assessment practices are carried out to track the progress of students.
- Those students who feel difficulties to cope up with the academic standard of the college are provided extra help by the teachers on request.
- The results of students in different internal assessment exams are kept preserved to track the progress and provide proper advice for improvement.

5.3 (a) Total Number of students

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

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

	No	%
Men	-----	

	No	%
Women	-----	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
29	164	12	627	2	834	36			661	2	828

Demand ratio

U.G.	P.G.
1:2	1:1

 Dropout % 1.7

5.4 Details of student support mechanism for coaching for competitive

Students are explained in detail about various career opportunities and their requirements by various faculty members. Advanced reading materials for various competitive examinations are available in the College library.

No. of students beneficiaries 150

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The college has a facility of an in-house counsellor for career planning and counselling. Placement and Career Counselling Cell of the college is involved in student counselling and career guidance. Students are given guidance on all matters of national education, to find the right academic match for higher education according to academic profile. Every possible help is extended to the students appearing for various competitive examinations by the faculty. Faculties provide extra academic support for slow and advanced learners.

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- ❖ The Grievance redressal women’s complaints Committee has been constituted to provide students a safe, healthy and congenial atmosphere within the college for girl students.
- ❖ International Women’s day was celebrated. As part of the International Women’s Day on 08.03.2016, the Chief Guest Mr. G. Venkatesh, Inspector of Police, Srivaikuntam emphasized the need for women to make use of their potentials.
- ❖ Many cultural programmes and competitions for women students and women faculties were conducted and prizes were distributed to the winners.

5.9 Students Activities

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

State/ University level National level International level

5.9.2 No. of students participated in cultural events

State/ University level National level International level

5.9.3 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution	----	----
Financial support from government	444	10,14,360
Financial support from other sources	----	----
Number of students who received International/ National recognitions	----	----

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: -----

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- The vision of the college is to impart higher education to all especially the marginalised communities and consistently maintains a vision to develop an integrated personality in students so as to enable them to face the challenging needs and be responsible citizens of the country.
- The mission is to uplift the poor and under privileged sections of the society, to inculcate in students a comprehensive outlook of life and to encourage unity in diversity and thereby a sense of belonging to a worthy national community.

6.2 Does the Institution has a management Information System

Yes.

The head of the institution ensures the smooth functioning of the activity of the college in collaboration with other faculty members. The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department. Focus of the management information system in the college is to develop improved information flow among stake holders like the students, teachers, management, office staff, library facilities, etc. The college exhibits information regarding placement opportunities, scholarships offered by State Govt.

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

6.3.1 Curriculum Development

Since our institution is an affiliated college to Manonmaniam Sundaranar University, Tirunelveli, the curriculum and syllabi developed and revised by the Board of studies of the University have been adopted. However, certain faculty members of our college served as chairman or member of Board of Studies at undergraduate and postgraduate level and academic council, wherein they present their views for curriculum development. Some of the faculty members served as experts for curriculum development in the autonomous colleges of the state. Within the college the following practices are adopted.

- ✓ Work load distribution as per specialization of faculty members is done at the departmental level.
- ✓ Examination committee ensures smooth conduct of internal examinations.
- ✓ Allowing students to opt for optional/elective as per their interest.

6.3.2 Teaching and Learning

Although the syllabus is framed not by the college but by the university to which it is affiliated, each department espouses some innovative processes in teaching and learning. Mostly chalk and talk method is used in the classrooms for teaching. Class room experiments are demonstrated for the students for better understanding. Internet access is provided to students under the supervision of teachers. Students are encouraged to follow several educational videos available online for better understanding. The learning process is further enriched by Departmental seminars. Faculties are encouraged to impart the curriculum through innovative teaching methods such as power point presentations, assignments, discussion, seminars and field visits. Educational tours to various historical places are arranged so that the students get first-hand knowledge.

6.3.3 Examination and Evaluation

As per the directions of the University, Semester system (Choice Based Credit System - CBCS) with Continuous Internal Assessment (CIA) is followed in the college. Centralized internal examination system is followed in the College. Apart from this, seminar presentations, assignments, attendance etc. are also used as part of continuous evaluation. Examination committee meet periodically to work out strategies for effective conduct of examination. The faculties make an analysis of the performance of students after every internal test. The Principal and the Heads of Department monitor the performance of the students by making an analysis after every internal tests and external examinations. Recruitment examination like TNPSC, VAO, etc. are held at the college.

6.3.4 Research and Development

To promote research, the college encourages its faculty members to participate and present papers in various States/National/International Seminars, Symposia, Workshop and Conferences.

- ♦ During this academic year 37 research papers are published in National and International Journals. 20 papers are presented in National Seminars. 1 minor project is sanctioned by funding agency. 8 papers were published in the Conference Proceedings.
- ♦ Post graduate students are made to understand the importance and significance of research work by way of class projects and assignments.
- ♦ College provides its students an opportunity to come out with their views and experiences through college magazine.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- There is a centralised library with 38,982 books. There are 1877 reference books valued at Rs. 3,88,622. Computer Cataloguing of books is followed in the library. The “*ROVAN LMS*” software is used in the library.
- The Zoology department has a museum.
- The Physics department has a well-furnished computer lab.
- Students can access the library and the lab at any time during college working hours.
- The college campus has been monitored with CCTV facility for vigilance.
- Most of the administrative work are also done using computer.
- Laboratory Instruments/items are serviced and procured on frequent intervals as per the requirement of the students.
- Computer access with Internet facility is provided to the staff and the students.
- Effective implementation of teaching is ensured through the use of modern devices.

6.3.6 Human Resource Management

- Faculties discharged their duties under the guidance of the principal to ensure smooth functioning of the institution.
- Various committees comprising of the staff coordinate different activities of the college throughout the year.
- Faculty members are active representatives of various academic bodies of Manonmaniam Sundaranar University, Tirunelveli i.e. Board of Studies for Undergraduate and Postgraduate courses.
- Faculty members are being constantly encouraged to enrich their academic career by publishing research papers in conferences and journals.
- The faculty members prepare study materials for the needy/poor students.
- Apart from the routine academic classes, the students are also given exposure to participate in sports, cultural and extension activities.

6.3.7 Faculty and Staff recruitment

Faculty recruitment is entirely on the basis of merit which in turn is based on guidelines issued by the U.G.C. The recruitment of non-teaching staff is done on the basis of directions provided by the Government of Tamil Nadu. The following procedure has been adopted for faculty and non-teaching staff recruitment:

Advertisements inviting applications from qualified candidates are published in leading local newspapers. Applicants who meet the eligibility criteria specified by the UGC are called for an interview. Qualified candidates with good academic record are given priority.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Admission committee of the institution ensures a justified and proper admission system in the college on merit basis. To ensure transparency in the admission process, merit lists are prepared and are displayed on the college notice board. Our college strictly follows the recommendations of the Government of Tamil Nadu.

6.4 Welfare schemes for

Teaching	-----
Non teaching	-----
Students	-----

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-----	Yes	Principal
Administrative	Yes	Govt.	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Continuous Internal Assessment system, assignment and seminar are followed and external examination is conducted at the end of each semester by the University in which the college is affiliated.
--

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

6.11 Activities and support from the Alumni Association

The Alumni association is functioning in the college. Many faculty members are alumni of our college. The Department of Zoology has also created such association separately. They have also organized a one day seminar to felicitate Prof. G. Subramanian, Head, Department of Zoology on his retirement.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

The institute has taken all possible measures to make the campus eco-friendly. The campus is well-maintained. All the plants on the campus are taken care of regularly by NSS volunteers. The following steps have been taken.

1. Rain water harvesting.
2. Solar panels on the admin roof are used as green energy.
3. Plastic-free campus.
4. Tobacco free zone.
5. Electric sanitizer in the ladies rest room .

Criterion – VII

7. Innovations and Best Practices

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

Students are oriented by the faculties concerned to get admissions for higher education. Prizes are given to the students who secure highest marks in different subjects from the endowments created by the donors, alumni and Faculty members of our college. This is to motivate and to encourage the students for higher studies. Department-wise association activities are also carried out.

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

- ❖ Extension activities such as
 - Aids awareness
 - Free medical camp
 - Swachh Bharat
 - Road safety awareness and rally have been focused.
- ❖ Enrichment of Students counselling.
- ❖ Guest faculty are invited from various departments to interact with students on content other than curriculum during Department Association programmes. It provides insight to skills to be developed to meet the recent trends developed in various fields.

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

Students and Staff observe morning prayers before the beginning of regular classes. Uniform dress code is followed by the students.

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

7.4 Contribution to environmental awareness / protection

- Awareness is created towards avoiding wastage of water and electricity.
- Tree saplings are planted in association with NSS.
- Rain water harvesting is done.
- The Department of Botany has a Green House where medicinal and flowering plants are grown.

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTHS

- Supportive Management and Faculty
- Effective leadership and co-ordination of staff and students by the Principal.
- Eco-Friendly campus with spacious building
- Highly qualified and dedicated faculty; Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- Equal opportunity to all
- We have a fine Library, housed in a separate wing, with more than thirty eight thousand books,
- Excellent collection of rare and latest books
- A large number of scholarships disbursed to students from marginalized and economically deprived section.
- Included under 2(f) and 12 (B) of the UGC Act, 1956
- Well qualified and experienced teaching staff
- Well-equipped laboratories and gymnasium
- Education at low cost.
- Uniform dress code for students

WEAKNESS:

- Limited infrastructure
- Limited number of courses offered
- Students do not exploit all the opportunities available

OPPORTUNITY:

- Excellent Academic environment
- An ideal academic environment towards personal development of the students
- Preparing students for college and career.

THREATS

- Delay in government approvals for filling up retired and resignation vacancies
- Perception that all educational processes should be directed towards preparing students for jobs
- Focus on marks rather than holistic development
- Increase the number of student Placement.
- Reduce the gap between slow and advance learners.
- Increase attendance and admission
- Strengthen research activities of staff and students
- Provide effective library services to large number of students.
- Participation of students in competitive examinations

8. Plans of institution for next year

- a) National level Seminar on 'Physical Fitness' for college students.
- b) "Yoga Camp" for students.
- c) To enhance employability of students
- d) To facilitate remedial coaching for weaker section of the students.
- e) To extend community services through students' participation.
- f) To strengthen the activities of Parent Teacher Association.
- g) To motivate the staff to apply for financial aids from funding agencies.
- h) To strive for the optimal utilization of infrastructure facilities available in the institution.
- i) To encourage the research culture among the faculties.
- j) To organize inter-collegiate sport competitions

Name : Dr. N. VIJAYAKUMAR
Coordinator, IQAC

Name : Dr. V. RAVICHANDRAN
Chairperson, IQAC

Abbreviations:

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

Annexure I**Academic Calendar of the year 2016-17 – Odd Semester**

SRI K.G.S. ARTS COLLEGE - SRIVAİKUNTAM										
CALENDER OF EVENTS FOR ODD SEMESTER (2016-17)										
FROM JUNE TO NOVEMBER, 2017										
Week	Month	Mon	Tue	Wed	Thur	Fri	Sat	No. of working days	Events	Meetings
1	June	13	14	15	16	17	18	2	Commencement of odd semester	16 th IQAC Meeting
2	June	20	21	22	23	24	25	5		
3	June/July	27	28	29	30	1	2	6		2 nd - 52 nd Convocation
4	July	4	5	6	7	8	9	3	7 th Ramzan	
5	July	11	12	13	14	15	16	6		
6	July	18	19	20	21	22	23	5		
7	July	25	26	27	28	29	30	5		
8	Aug	1	2	3	4	5	6	4	3 rd & 4 th Internal Examination	
9	Aug	8	9	10	11	12	13	5	8 th to 11 th Internal Examination	
10	Aug	15	16	17	18	19	20	4	15 th Independence day, 16 th Adithabasu	
11	Aug	22	23	24	25	26	27	5	25 th Krishna Jayanthi	22 to 24 - University Level Kabadi (Women) and Ball badminton (Women) Tournament
12	Aug	29	30	31	1	2	3	5		
13	Aug/Sep	5	6	7	8	9	10	5	5 th Vinayaga Chaturthi,	10 th Founder's day
14	Sep	12	13	14	15	16	17	5	13 th Bakrid	
15	Sep	19	20	21	22	23	24	4	22 nd & 23 rd Internal Examination	
16	Sep/Oct	26	27	28	29	30	1	5	26 th to 29 th Internal Examination	
17	Oct	3	4	5	6	7	8	5		
18	Oct	10	11	12	13	14	15	3	10 th Saraswathi pooja, 11 th Vijaya dasami, 12 th Moharam 14 th to 15 th Internal Examination	
19	Oct	17	18	19	20	21	22	6		17 th Study tour-Dept of Botany, 20 th Physics Asso. Inauguration and 21 st Economics Asso. Inauguration
20	Oct	24	25	26	27	28	29	4		
21	Oct/ Nov	31	1	2	3	4	5	1		
Total No. of Working days								93		
Last working day of Odd semester 31.10.2016									Commencement of Odd Semester	
Commencement of Even Semester 05.12.2016									Holidays	
									Internal test	
									Last working day	
									Commencement of University Examination	

Academic Calendar of the year 2016-17 – Even Semester

SRI K.G.S. ARTS COLLEGE - SRIVAİKUNTAM											
CALENDER OF EVENTS FOR EVEN SEMESTER (2016-17)											
FROM DECEMBER TO APRIL, 2017											
Week	Month	Mon	Tue	Wed	Thur	Fri	Sat	No. of working days	Events	Meeting	
1	Dec	5	6	7	8	9	10	2	Commencement of even semester		
2	Dec	12	13	14	15	16	17	5	13 th Miladi Nabi		
3	Dec	19	20	21	22	23	24	5			
4	Dec	26	27	28	29	30	31	5		28 th Inauguration of Chemistry Asso.	
5	Jan	2	3	4	5	6	7	5			
6	Jan	9	10	11	12	13	14	4	13 th Pogi, 14 th Mahara Sankaranthi	10 th Inauguration of Zoology Asso. 12 th Inauguration of Maths Asso.	
7	Jan	16	17	18	19	20	21	2	16 th Pongal Pandigai, 18 th , 19 th & 20 th Internal exam		
8	Jan	23	24	25	26	27	28	4	23 rd , 24 th & 25 th Internal Exam 26 th Republic day		
9	Jan/Feb	30	31	1	2	3	4	5			
10	Feb	6	7	8	9	10	11	5			
11	Feb	13	14	15	16	17	18	6		15 th and 16 th Two days Workshop- Dept. of Botany	
12	Feb	20	21	22	23	24	25	5			
13	Feb/Mar	27	28	1	2	3	4	5			
14	Mar	6	7	8	9	10	11	6	10 th , & 11 th Internal Exam		
15	Mar	13	14	15	16	17	18	5	13 th , 14 th , 15 th & 16 th Internal Exam		
16	Mar	20	21	22	23	24	25	5		22 nd IQAC Meeting	
17	Mar/Apr	27	28	29	30	31	1	4	29 th Telugu New Year,	31 st Donor's day (College day)	
18	Apr	3	4	5	6	7	8	5	5 th & 6 th Internal Exam		
19	Apr	10	11	12	13	14	15	4	14 th Dr. Ambedkar's Birthday		
20	Apr	17	18	19	20	21	22	6		21 st One day Seminar – Dept. of Zoology	
	Apr	23	24	25	26	27	28	---			
Total No. of Working days								93			
Commencement of Even Semester - 05.12.2016										Commencement of Odd Semester	
Last working day of Even semester - 22.04.2017										Holidays	
										Internal Exam	
										Last working day	
										N.S.S. Camp for volunteers from 25 th Mar to 3 rd Apr.	
										U.G.Practical Examination Commence.	
										P.G.Practical Examination Commence.	
										Commencement of University Examination	