

# The Annual Quality Assurance Report (AQAR) of the IQAC 2013-14

## Part – A

### I. Details of the Institution

1.1 Name of the Institution	RAJESWARI VEDHACHALAM GOVERNMENT ARTS COLLEGE,
1.2 Address Line 1	RAJESWARI VEDHACHALAM GOVERNMENT ARTS COLLEGE, CHENGALPATTU
City/Town	CHENGALPATTU
State	TAMILNADU
Pin Code	603 001.
Institution e-mail address	rvgovtartscollegecpt@gmail.com
Contact Nos.	044-27431257, 044-27427816
Name of the Head of the Institution:	Dr. V. INDUMATHI
Tel. No. with STD Code:	044-27431257
Mobile:	9940208422
Name of the IQAC Co-ordinator:	Dr.N.VASANTHI
Mobile:	9444628700

IQAC e-mail address:

rvgiqacchengalpattu@gmail.com

1.3 NAAC Track ID

**MHCOGN13997**

1.4 Website address:

www.rvgartscollege.in

Web-link of the AQAR:

<http://www.rvgartscollege.in/AQAR201314.pdf>

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

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.50	FEB 2005	FEB 2005-FEB2008
2	2 <sup>nd</sup> Cycle	B	2.75	FEB 2013	FEB 2013-FEB 2018

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

22/09/2009

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

2013-1014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2010-2011 & AQAR 2011-2012 submitted on 22-08-2012
- ii. AQAR 2012-2013 submitted to NAAC on 26-09-2013

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

UNIVERSITY OF MADRAS

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme	<input type="text" value="-----"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text" value="√"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="---"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="--"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="√"/>
Non-Teaching Staff	<input type="text"/>
Students	<input type="text"/>
Alumni	<input type="text" value="√"/>
Others	<input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text" value="√"/> No <input type="text"/>

If yes, mention the amount

Rs.3.00.000

2.13 Seminars and Conferences (only quality related) NIL

2.14 Significant Activities and contributions made by IQAC NIL

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
1.Introduction of Post graduate Courses in Chemistry and Mathematics. 2.Encouraging the staff members to apply for more minor and major projects. 3. Initiation of process of interaction of our students with outside scholars, to impart knowledge and various opportunities available in their respective fields. 4. Strengthening the placement opportunities of the students by giving adequate training in the campus itself.	1.Post graduate course Chemistry is introduced in 2013-14. We are expecting P.G. Mathematics in this year. 2. Six of our staff members have applied for major/minor projects during the year 2013-14. Totally four staff members have obtained the projects ranging from 1 – 6 lakhs from various funding agencies like UGC, DST, TANSICHE. 3. During the whole academic year our institution has conducted several seminars, workshops, trainings with various external experts in curricular as well as co- curricular aspects. Intensive training was given for our students during the whole academic year 2013-14 in Spoken English, Fundamental English, Functional English, Quantitative aptitude, Personality Enrichment and Yoga. 4.At the end of the academic year 2013-14 nearly 40 students have been placed in prestigious corporates like TCS, INFOSYS, ICICI Bank and PIAGGIO Car Company.

\*Annexure (i) – Academic Calendar 2013-14.

2.15 Whether the AQAR was placed in statutory body

Yes

No

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3	1		
UG	7	-		
PG Diploma	-			
Advanced Diploma	-			
Diploma	-			
Certificate	-			
Others	-			
<b>Total</b>	10	1		
Interdisciplinary	-			
Innovative	-			

##### 1.2 (i) Flexibility of the Curriculum: **CBCS**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7
Trimester	
Annual	

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

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

\* *Annexure II - Analysis of the feed back*

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

Our Institution is non autonomous and directly under the control of University of Madras. The University conducts regular board of Studies meeting to upgrade and update the syllabus to provide students to pursue higher studies in India and abroad and also to succeed in various State/National Tests

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

NIL.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52	40	12		

2.2 No. of permanent faculty with Ph.D.

26

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	4								

2.4 No. of Guest and Visiting faculty and Temporary faculty

5	-	18
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5		
Presented papers	7	4	2
Resource Persons			

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

Teachers teach the subjects through LCD Projector, Internet, Models. Experts are invited from various fields to teach subject as well as soft skills and other relevant skills. We hope all these steps and training would make our students as a holistic personality.

2.7 Total No. of actual teaching days during this academic year 180

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 2

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				
		Distinction %	I %	II %	III %	Pass %
B.A., English	90		06	40	01	53
B.A., History	139		03	35	18	40.3
B.Com	91		64			70.32
B.Sc Chemistry	46	3	34			80.00
B.Sc Maths	43	4	26	3		76.7
M.A., History	16		4	12		100

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

IQAC as the whole motivate and gives idea to obtain projects and to conduct seminars, workshops, conferences, competitions etc., and to execute this we make them to aware of utilising various funding agencies for the expenses. Many staff members have been motivated and applied for major and minor projects.

We often get feed back from our students about the benefits of the various programmes. Based on this in coming year we will enhance the programmes.

2.13 Initiatives undertaken towards faculty development



<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	01
HRD programmes	----
Orientation programmes	05
Faculty exchange programme	01
Staff training conducted by the university	01
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	04
Others (Seminars)	12

#### 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	17	07	-	01
Technical Staff	04	-	-	-

### Criterion – III

### 3. Research, Consultancy and Extension

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

Our Institution already has UG and PG Programmes. In this year 2014-15 we are expecting M.Phil and Ph.D., in the Department of Tamil and English. Hence we hope in future the research activities in our institution will grow considerably. Many of the departments have become PG departments and many of our staff members have applied for guideship. Few of our staff members are already having guideship in various universities and guiding nearly 20 students at present. When the University of Madras give the consent for guide ship many number of staff can guide more number of students.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	1385800	
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	01	01
Outlay in Rs. Lakhs			3.70 lakhs	4 lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	08	
Non-Peer Review Journals	02	13	01
e-Journals	02	02	03
Conference proceedings	07	01	01

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	DST-SERB	60,000	55,000
Interdisciplinary Projects	1	UGC	2,05,000	1,80,000
Industry sponsored	1	UGC	3,70,000	2,00,000
Projects sponsored by the University/ College	1	TANSCHE	1,00,000	-
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	1				
	Sponsoring agencies	CENTRAL INSTITUTE OF CLASSICAL LANGUAGE				

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year0-

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

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  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level                      State level  
National level                       International level

3.23 No. of Awards won in NSS:

University level                       State level   
National level                       International level

3.24 No. of Awards won in NCC:

University level                       State level   
National level                       International level

3.25 No. of Extension activities organized

University forum                       College forum   
NCC                       NSS                       Any other

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

- Our college is situated near Government Medical College Chengalpattu. Whenever needed our students donate blood to save the life of the suffering people.
- Our college NSS students cleaned Tirukalukundram Vedagiriswarar temple and its surroundings.
- Our college NCC unit adopted Marutham village and made public awareness of tobacco through Anti-Tobacco Rally and enacted a play in that theme.

## 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	8.29ACRES		--	--
Class rooms	28	02	UGC	11
Laboratories	5	01	UGC	6
Seminar Halls		01	STATE PWD	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		4,37,500 2,20,000	UGC STATE FUND(NON PLAN)	
Others				

#### 4.2 Computerization of administration and library

We have digitalised library. The librarian with an assistant helps our staff and students by giving books in all working days. They have proper schedule for each department. Shift II students and staff also make use of the library. The books can be easily accessed either by the name of the author or by the title of the book.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	50,000	1 crore	621	5,00,000	50,621	1crore 5lakhs
e-Books						
Journals	4	7,500	2	3,500	6	11,000
e-Journals						
Digital Database	1					
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	12	-	-	25	01	15	
Added	11	06					05	
Total	64	18			25	01	20	

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

Knowing the background of the I year students we are regularly giving computer, internet access, training through CLP (Computer Literacy Programme) The Director of Collegiate Education every year conducts examination after the training and issue valuable certificates.

Last year Government of Tamil Nadu has conducted three days training in e governance and computing skills to the staff. All our staff members are greatly involved themselves and benefitted. Apart from this our CLP and staff members of Computer Science support the staff members in this field whenever required.

4.6 Amount spent on maintenance in lakhs :

i) ICT	50,000
ii) Campus Infrastructure and facilities	15,00,000
iii) Equipments	20,000
iv) Others	--
<b>Total :</b>	<b>15,70,000</b>

## Criterion – V

### 5. Student Support and Progression

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

Through out the academic year IQAC contributed by providing ideas and assistance. We work out along with various support services such as NSS, NCC, YRC, Examination cell, Women Cell, Consumer Awareness Centre, Anti Ragging Committee and Placement Cell and we provide all the necessary awareness and support for the comfortable learning atmosphere.

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

We are following tutorial system in our institution. In this system each staff member is allotted particular number of students to provide individual attention and care throughout their courses. Our students from various backgrounds utilise the support for a balanced stay with proper

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

UG	PG	Ph. D.	Others
1466	130	---	--

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

1

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

NIL

Men	No	%	Women	No	%
	592	37.09		1004	62.91

Last Year 2012-13						This Year 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	580	13	849	10	1452	--	622	15	945	16	1596

Dropout 3.3%

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

SLET/NET COACHING IAS TRAINING, BANK , TNPSC, RRB,VAO COACHING
---

No. of students beneficiaries

27
----

5.5 No. of students qualified in these examinations NIL

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Name of the Programme/ Training	Field Expert	Date of the Programme	Number of students benefitted
1.Personality Development	Swamiji Neelamathavanantha	18.09.2013	377
2.Leadership qualities	Catherine Yucor, World peace speaker	29.09.2013	559
3.Psychological counselling	Mrs.Inba Subramaniam	07.03.2014-15.03.2014	362
4.Fundamentals of Functional English	IELTS Trainee Mr.V.Sethumathavan	07.03.2014-15.03.2014	432
5.Personality Enrichment Training	TANSCH Dr.K.G.Uma Shankar	24.03.2014-28.03.2014	432
6.Yoga Training	Mr.K.Kasi	24.03.2014-28.03.2014	250
7.Jute Training	JUTE IVERS BAGS Mrs.Dhanalakshmi	24.03.2014-29.03.2014	160
8.Quantitative Aptitude Training	Mr.Manoharan	24.03.2014-29.03.2014	124

No. of students benefitted

763
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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
08	55	36	52

### 5.8 Details of gender sensitization programmes

Programmes on General Health and Hygiene for both boys and girls were given separately by Experts of Chengalpattu Government Medical College. Doctors from Tagore Medical College of Tambaram, Chennai conducted one day programme on free master check up. They also provided free medicines and follow ups. Both our male and female students without any inhibitions approached the medical team personally for clarifying their personal queries about their health.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	1430	3872887
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: \_Enough class rooms, Purified drinking water, Indoor sports facility with proper trainers.

## Criterion – VI

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

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

This is purely Government Institution run by Government of TamilNadu. Our institution is located in rural area. All our students are coming from socially, economically backward area. Most of our students are first generation learners and so they are first graduates in their family. The fee structure is almost free for them. Other than that the government is giving scholarship for them to encourage their studies. It also gives free bus pass, free lap top, free insurance, free health camps and endowment prizes. The only mission of the institution is to give education to the poor students.

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

Our institution is purely under the direct control of Government of Tamil Nadu.

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

##### 6.3.1 Curriculum Development

Our Institution is non autonomous and directly under the control of University of Madras. The University conducts regular board of Studies meeting to upgrade and update the syllabus to provide students to pursue higher studies in India and abroad and also to succeed in various State/National Tests

##### 6.3.2 Teaching and Learning

Teachers teach the subjects through LCD Projector, Internet, Models. We have language lab where we take our students to actually do all the internet oriented learning. This is very useful for them to update the subject.

##### 6.3.3 Examination and Evaluation

Our college is affiliated to University of Madras. University of Madras conducts Semester pattern examination. It evaluates through central valuation and gives results.

#### 6.3.4 Research and Development

Now many of the departments are PG departments. We are expecting M.Phil and Ph.D Programmes soon. Many of our staff members are already having guideship in various universities. As soon as we get the approval for the research courses from the government many more students will be benefitted.

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

DIGITALISED LIBRARY

ICT – SOFT SKILL TRAINING

#### 6.3.6 Human Resource Management

As all of our students are compulsorily participate in anyone of the programmes like NSS, NCC, YRC,SPORTS,RRC etc., students involved in these activities and do lot of awareness camps, social services by adopting villages. They make people aware of cancer, cleanliness, general health, legal problems. We hope all these activities unite our students to the society. Many of our students voluntarily involve in the Lok Sabha election may 2014.

#### 6.3.7 Faculty and Staff recruitment

Staff Recruitment is done by Tamil Nadu Government through Teachers Recruitment Board.

#### 6.3.8 Industry Interaction / Collaboration

Special Economic Zone of Mahindra World City which is very close to our institution incorporated several famous industries like , BMW, Infosys, wipro, Apollo,.JK Tyres etc., Experts from these industries often visit our campus and deliver lectures regarding the human resources which is needed for this economic zone. Many of our students approached them for job opportunities and got it successfully.

Apart from the private industries the public sector company BSNL in collaboration with our college soft skill training centre has given three days training on cell phone servicing for our students. After the training they have conducted screening test and issued certificates.

### 6.3.9 Admission of Students

In our institution we strictly follow open window system as per the guidelines given by the state government. During 2013-14 the number of students admitted in various disciplines is as follows.

courses	discipline	Male	Female	GT	BC	MBC	SC	ST	TOTAL
U.G	ARTS	98	194		64	93	132	03	292
	SCIENCE	26	95		44	45	29	03	121
	COMMERCE	43	57		33	33	33	01	100
P.G	ARTS	27	12		09	15	15		39
	SCIENCE	01	14		04	07	04		15
	COMMERCE	08	12		06	10	04		20

### 6.4 Welfare schemes for

Teaching and Non Teaching	Health insurance, housing loan, various loans for purchasing goods are provided by the government of Tamil Nadu for the welfare of the employees
Students	<p>All the Students are covered with regular yearly scholarships. Based on the income students are provided with free hostels with free accommodation and food. Day scholar students are provided with free bus pass and train travel pass.</p> <p>Apart from that eligible students are getting scholarships based on their parent's occupation like agriculture, washerman, fisherman. Women candidates are benefitted by Periyar Nagammai scholarships provided by the welfare department of the Tamil Nadu Government.</p>

6.5 Total corpus fund generated NIL

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	-	-	-
Administrative	yes	-	-	-

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?

We are affiliated to the University of Madras. University appointed board of studies, takes the necessary steps for updating the syllabus and change of examination system.

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

NIL

6.11 Activities and support from the Alumni Association

The Alumni Association of the institution started functioning more efficiently from the year 2013-14. Regular alumni meetings were conducted throughout the year. An amount of Rs.40000 was generated from the Alumni of the college and deposited in the separate bank account. This amount was utilised for various development purposes of the institution with the consent of the alumni of the college.

#### 6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Association of the institution is well established. Regular PTA meetings were conducted throughout the year. An amount of Rs.120000 was generated from the PTA of the college and deposited in the separate bank account. This amount was utilised for various development purposes and appointment of part time teachers and office assistants of the institution with the consent of the PTA of the college.

#### 6.13 Development programmes for support staff

Support staff of our institution is getting regular need based training from the government. If necessary our department staff also assist them in the field of computer, income tax calculation and language skills.

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

Our campus was made more greener by planting one thousand saplings provided by the forest department of Tamil Nadu Government. With the financial assistance of the Government of Tamil Nadu, the rain water passage was cleaned and renovated to enhance the rain water harvesting. With the help of the PWD department of the Tamil Nadu Government we cleaned the campus. The chemistry Department of our institution regularly conducts environmental awareness programme with the financial assistance from the Ministry of Environment and Forest of Government of India. They also conducted an exhibition on Medicinal plants to expose the younger generation about the importance of medicinal plants.

## 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.

Extensive training in soft skills, yoga and personality development was given throughout year for the holistic development of our students. Job oriented training was given to the girl students to enhance their self employability. As part of the strengthening of the learning process, an amount of Rs. 5 lakhs was spent for purchasing books for the library. The infra structure of the institution was well strengthened by one Crore project of Tamil Nadu. Under the new scheme of RUSA our college institution has sent proposals for our needs in the field of science and infra structure.

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

1.Introduction of Post graduate Courses in Chemistry and Mathematics.	1.Post graduate course Chemistry is introduced in 2013-14. We are expecting P.G. Mathematics in this year.
2.Encouraging the staff members to apply for more minor and major projects	2. Six of our staff members have applied for major/minor projects during the year 2013-14. Totally four staff members have obtained the projects ranging from 1 – 6 lakhs from various funding agencies like UGC, DST, TANSICHE.
3. Initiation of process of interaction of our students with outside scholars, to impart knowledge and various opportunities available in their respective fields.	3. During the whole academic year our institution have conducted several seminars, workshops, trainings with various external experts in curricular as well as co- curricular aspects. Intensive training was given for our students during the whole academic year 2013-14 in Spoken English, Fundamental English, Functional English, Quantitative aptitude, Personality Enrichment and Yoga.
4. Strengthening the placement opportunities of the students by giving adequate training in the campus itself.	4. At the end of the academic year 2013-14 nearly 40 students have been placed in prestigious corporates like TCS, INFOSYS, ICICI Bank and PIAGGIO Car Company.



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

- Transparency in students admission and administration
- Extensive Soft skill training to staff and students

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

7.4 Contribution to environmental awareness / protection

Our campus was made more greener by planting one thousand saplings provided by the forest department of Tamil Nadu Government. With the financial assistance of the Government of Tamil Nadu, the rain water passage was cleaned and renovated to enhance the rain water harvesting. With the help of the PWD department of the Tamil Nadu Government we cleaned the campus. The chemistry Department of our institution regularly conducts environmental awareness programme with the financial assistance from the Ministry of Environment and Forest of Government of India. They also conducted an exhibition on Medicinal plants to expose the younger generation about the importance of medicinal plants.

7.5 Whether environmental audit was conducted?    Yes     No

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

NIL

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

1. All our students are provided with free lap top by Government of Tamil Nadu. With the help of this we planned to introduce SMART CLASS, to give advanced learning opportunities to our students. We hope this will change teaching practices too.

2. Our government has started a program called "STUDY ABROAD" especially for students and teachers of Government colleges to pursue training for six months at esteemed universities in UK. For this program fluency in English is essential. To develop or students in this regard we are conducting regular soft skill development training. This skill development program is supported by our staff members as well as experts appointed by Government of Tamil Nadu. Such programs will be made more efficient in future.

3. In order to increase the employability of our students, training are regularly given for the students. This year INTEL and BSNL companies came to our campus for offering training. Students have participated enthusiastically and welcomed such trainings. Hence, we will take more initiatives to conduct more number of such programs from the academic year 2014-2015.

4. In 2013-2014 academic year we sent proposals to the government of Tamil Nadu for 13 new courses. We are expecting approval for these courses from the government.

5. Based on our earlier proposal the government has allotted funds for the construction of 14 new class rooms. The work is to be started soon. Expecting all the courses proposed for the next academic year will be approved, we are going to send proposals for more classrooms, lab facilities auditorium and rest room for girls to the government of Tamil Nadu and UGC.

6. This year government has allotted 54 lakh rupees for the construction of toilets and sanitary facilities. The work has just started and steps are taken to finish the work before the start of the next academic year.

7. In order to inculcate scientific temper and research among the students' seminars and workshops are regularly conducted. We believe such programs will motivate our students to go for higher studies and create awareness about research and various funding agencies for providing financial support to do research. Hence, we planned to give more emphasis to conduct more number of seminars and workshops by utilizing

funding opportunities provided by the government as well as other agencies.

8. Our staff members have minor and major projects funded by DST and UGC. Due to the constant encouragement given by the Principal, many staff members of our college have submitted their research proposals to various funding agencies. More focus will be given for this in future.

9. Our college is situated very close to many software and hardware companies. Our Principal has approached these companies asking job training for students for their man power requirements. We are expecting a favorable consent from these companies. This year our students have attended many on campus and outside job fairs through our placement cell and got selected. We are going to invite more companies for better job opportunities.

10. In this academic year our college has got basic infrastructures like glass board, desks, chairs, table etc under the Tamil Nadu government scheme of One Crore Project. Our government has implements 100 crore project for enhancing infrastructure needs of an institution like instruments, computers, and various teaching aids. We have submitted our requirements proposal.

11. In order to provide safe drinking water to the college, steps were taken to fix RO system in all the departments.

12. In order to encourage our students in co curricular front many steps were taken. Our students have got Gold medal and First prize and trophy in inter collegiate competition. We have planned to organize and participate in more number of sports and cultural activities. In this aspect proposal is to be sent to the government for the construction of a fitness center and indoor sports facility in our college.

13. We believe character building is more important than the curricular development. For the holistic development and stress free life of a student we offered personality development and yoga classes. Because of this we have noticed encouraging behavioral changes among the student. Hence, we are going to make yoga and personality development training as a regular practice in coming years.

## **ANNEXURE (i)**

### **RAJESWARI VEDHACHALAM GOVERNMENT ARTS COLLEGE, CHENGALPATTU**

#### **ACADEMIC CALENDER 2013-14**

<b>College reopens after summer vacation</b>	<b>18.06.2013</b>
Admission starts on	19.06.2013
University results published on	12.07.2013
Last Date for admission	30.08.2013
Last Date for payment of University Exam fee	31.08.2013
Model Exam commences on	07.10.2013
Practical Exam commences on	15.10.2013
College closes on	31.10.2013
University Exam commences on	04.11.2013
Total number of working days for odd semester -	90
<b>College reopens after winter vacation</b>	<b>25.11.2013</b>
College closes for central valuation from	20.12.2013 – 31.12.2013
College reopens after central valuation	02.01.2014
University results published on	07.02.2014
Last Date for payment of University Exam fee	15.02.2014
Practical Exam commences on	03.03.2014
Model Exam commences on	17.3.2014
College closes for vacation	03.04.2014
University Exam commences on	04.04.2014
Total number of working days in the even semester -	90
Total number of working days in the academic year 2013-2014 is 180 days.	

## ANNEXURE (ii)

### Analysis of the feedback with Alumni, Parents and the Students.

#### FEEDBACK FORMAT AND CONSOLIDATED REPORT

CRITERIA	AVERAGE	SATISFACTORY	GOOD
CURRICULAM ATMOSPHERE			
TIMINGS			
INFRA STRUCTURE FACILITIES			
TEACHING METHODS			
EXTRA CURRICULAR ACTIVITIES			
CO CURRICULAR ACTIVITIES			
LIBRARY FACILITIES			
INTERNAL MARK SYSTEM			
EXAM PATTERN AND VALUATION			
COMPETITIONS			
TEACHER-STUDENT RELATIONSHIP			
PTA			
NSS			
NCC			
RED CROSS			

The college welfare committee after having an elaborate discussion on the feedback with Alumni, Parents and the students noticed that the curriculum atmosphere was good. We need to improve the infra structure in the classrooms. More new courses and coaching classes for competitive exams are needed. Students suggested buying more journals and magazines. Though we have got some new courses, we are yet to build new classrooms. We have taken the necessary steps and proper plan has sent by the PWD department. Students also wished to have a special coaching in the sports area by trained experts. They also wanted to have more inter, intra departmental competitions and wish to participate in more intercollegiate competitions. We consider the feedback and valuable suggestions and set right one by one.

Name N. VASANTHI

Name Dr. V. INDUMATHI

N. Vasanthy

V. Indumathi

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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### Annexure I

#### Abbreviations:

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

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