

**RAJAH SERFOJI GOVERNMENT COLLEGE (AUTONOMOUS)  
THANJAVUR 613005**

**The Annual Quality Assurance Report (AQAR) of the IQAC  
2015-2016**

**Part – A**

**1. Details of the Institution**

1.1 Name of the Institution

RAJAH SERFOJI GOVT COLLEGE

1.2 Address Line 1

NEAR NEW BUS STATION

Address Line 2

THANJAVUR

City/Town

THANJAVUR

State

TAMIL NADU

Pin Code

613005

Institution e-mail address

tnjrsgc@yahoo.com

Contact Nos.

04362-226417

Name of the Head of the Institution:

Dr. V. SENTHAMIL SELVI

Tel. No. with STD Code:

04362-226417

Mobile:

9443735769

Name of the IQAC Co-ordinator:

Dr.P. MARIAPPAN

Mobile :

9865423322

IQAC e-mail address :

iqacrsg@gmail.com

1.3 NAAC Track ID:

TNCOGN10061

1.4 Website address:

www.rsgc.ac.in

Web-link of the AQAR:

www.rsgc.ac.in/iqac/AQAR-15-16.pdf

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
01	1 <sup>st</sup> Cycle	***	--	2000	5 years
02	2 <sup>nd</sup> Cycle	B+	--	2007	5 Years
03	3 <sup>rd</sup> Cycle	A	3.17	2016	2016-2021

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

24/07/2008

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

2015-2016

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i) AQAR 2010-11 resubmitted to NAAC on : 27.10.2014
- ii) AQAR 2011-12 submitted to NAAC on : 27.10.2014
- iii) AQAR 2012-13 submitted to NAAC on : 27.10.2014
- iv) AQAR 2013-14 submitted to NAAC on : 27.10.2014
- v) AQAR 2014-15 submitted to NAAC on : 28.06.2015

1.9 Institutional Status

University/College      State       Central       Deemed       Private

Affiliated College      Yes       No

Constituent College      Yes       No

Autonomous college of UGC Yes       No

Regulatory Agency approved Institution      Yes       No

Type of Institution      Co-education       Men       Women

   Urban       Rural       Tribal

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

Grand-in-aid + self financing       Total 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

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	NA	UGC-CPE <span style="border: 1px solid black; padding: 2px;">NA</span>
DST Star Scheme	NA	UGC-CE <span style="border: 1px solid black; padding: 2px;">NA</span>
UGC-Special Assistance Programme	NA	DST-FIST <span style="border: 1px solid black; padding: 2px;">NA</span>
UGC-Innovative PG programmes	NA	Any other <span style="border: 1px solid black; padding: 2px;">NA</span>
UGC-COP Programmes	NA	

2. IQAC Composition and Activities

2.1 No. of Teachers	13
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	2
2.4 No. of Management representatives	0
2.5 No. of Alumni	0
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	1
2.9 Total No. of members	18
2.10 No. of IQAC meetings held	12

2.11 No. of meetings with various stakeholders: No.	0	Faculty	09
Non-Teaching Staff/ Students	02	Alumni	1
		Others	0

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

If yes, mention the amount 3,00,000

### 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

- Submission of AQAR
- Initiation to get permanent affiliation to the courses which are being conducted for more than five years with temporary affiliation.
- Coordinating with all the departments and college administration for the enhancement of quality in all the academic activities
- Facilitating preparation and arrangements for NAAC peer team visit
- Guidance given to PG Students to apply for PG Merit Scholarship and Indira Gandhi National Single Girl Child Scholarships
- Motivating the staff members to apply for research projects and conducting seminars/conferences/workshops in core areas
- Setting parameters and bench marks for quality assurance and exploring new avenues for quality enhancement
- Steps taken to increase the no of class room facilities to accommodate the students of new courses

### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Assistance to NAAC steering committee for the preparation of SSR</li> <li>• Introduction of add on courses</li> <li>• Promotion of green activities in the col-</li> </ul>	<ul style="list-style-type: none"> <li>• NAAC expert committee visited the college and the college got “A” grade</li> <li>• Coordinating with various departments and college administration for the enhancement of quality in all the academic activities</li> <li>• Saplings were planted <i>en mass</i> by the</li> </ul>

lege • Taking steps for up-gradation and development of infrastructure	college NSS volunteers • Proposal for construction of additional class rooms have been received funding from MP and MLA constituency development fund
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2.15 Whether the AQAR was placed in statutory body: Yes  No   
 Management  Syndicate  Any other body

**Provide the details of the action taken**

- Construction of new class rooms were on the way
- Additional facilities were made in the AV Hall
- Publication of semester results on the college website on time (within a month of last examination)
- Conduct of soft skills development programmes for students
- Conduct of off campus programmes (Distance Education) of Bharathidasan University

Part – B  
**Criterion – 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
Ph.D.	19	-	-	-
PG	14	-	-	-
UG	22	-	-	-
PG Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	-	-
Others-M.Phil.	09	-	-	-
<b>Total</b>	65	-	-	-

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

UG and PG students were given guidance and counselling for selecting electives under CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	45 (UG-22; PG-14; M.Phil. 09)
Trimester	--
Annual	--

1.3 Feedback from stakeholders

Alumni  Parents  Employers  Students

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

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

Nil

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

**Criterion – II**  
**Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
137	118	18	-	01

2.2 No. of permanent faculty with Ph.D. 81

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
0	20	0	0	0	0	0	0	0	20

2.4 No. of Guest and Visiting faculty and Temporary faculty 44 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminars/ Workshops	01	15	02
Presented papers	03	42	10
Resource Persons	00	05	12

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

- Continuous monitoring of student attendance.
- Student seminars are organized periodically to give them exposure in descriptive and explorative methods and presentation skills.
- Multimedia gadgets and smart boards are used in the lecture halls
- Organized Group discussions for effective teaching learning process
- Quiz programmes are organized for the students

2.7. Total No. of actual teaching days during this academic year 182

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

Nil

2.9. No. of faculty members involved in curriculum restructuring/revision/syllabus development 137  
as member of Board of Study/Faculty/Curriculum Development workshop

## 2.10 Average percentage of attendance of students

## 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. Lit. Tamil	37	0	11	13	0	64.86
B.A. English Shift-I & II	83	0	9	19	0	33.73
B. A. Economics TM & EM	81	0	22	9	0	38.21
BBA-Shift I & II	109	0	29	29	24	75.22
B. Com.	106	0	67	21	0	83.01
B. Sc. Maths-TM & EM	67	0	45	13	0	86.57
B. Sc. Statistics	12	1	6	3	0	83.33
B. Sc. Physics TM & EM	66	0	36	3	0	59.09
B. Sc. Chemistry	68	0	28	5	0	48.52
B. Sc. Zoology-TM & EM	63	5	32	4	0	65.08
B. Sc. Comp Sci Shift I & II	67	7	54	5	0	98.51
B. Sc. Biochemistry	34	0	10	11	0	61.76
B. Sc. Biotechnology	67	7	54	5	0	85.71
M.A. Tamil	9	2	7	0	0	100
M.A. English	36	0	11	22	0	91.66
M. A. Economics	23	1	20	0	2	100
M. Com.	23	1	21	0	0	95.65
M. Sc. Maths Shift I & II	60	0	59	0	0	98.33
M. Sc. Statistics	14	1	9	0	0	71.42
M. Sc. Physics	26	0	23	0	0	88.46
M. Sc. Chemistry Shift I & II	45	0	33	0	0	73.33
M. Sc. Zoology Section A & B	38	10	28	0	0	100
M. Sc. Comp Science	32	7	25	0	0	100
M. Sc. Biochemistry	24	3	13	0	0	66.67

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

- Receiving regular feedbacks on course content and teaching methodology from the students. These feedbacks were analysed and areas which need improvement were identified and then it was conveyed to staff members for necessary remediation through department staff meeting.
- Staff members were motivated to attend in-service training, refresher courses and orientation courses periodically. They were also encouraged to organize seminar/symposia/workshops/conferences at regional, national and international level.



- Students were encouraged to contribute and attend seminar/symposia/workshop/conferences conducted by nearby institutions.

### 2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	12
UGC – Faculty Improvement Programme	01
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	131
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of</b>			
	<b>Permanent Employees</b>	<b>Vacant Positions</b>	<b>Permanent positions filled during the Year</b>	<b>Positions filled temporarily</b>
Administrative Staff	48	30	00	02
Technical Staff	18	07	04	00

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

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	-	2	2
Outlay in Rs. Lakhs	2032648	-	800600	5700000

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	0	4
Outlay in Rs. Lakhs	-	590000	0	400000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	62	03	02
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	07	03

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 Years	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	ICSSR UGC	1600600	797600
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
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.  iii) 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	0	0	0	1	2
Sponsoring agencies	0	0	-	RGNIYD	IQAC

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

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	0	2	1	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides

236

Students registered under them

12

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

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

JRF 06 SRF 02 Project Fellows 04 Any other 17

3.21 No. of students Participated in NSS events:

University level 400 State level 0
National level 01 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 3
National level 16 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0
National level 0 International level 0

3.25 No. of Extension Activities organized

University Forum 0 College Forum 4
NCC 01 NSS 10 Any other 2

3.26. Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility (ISR)

- ✓ Youth development programme on protection of environment
✓ Awareness programme on women's legal rights
✓ Free coaching for State Eligibility Test for Lectureship
✓ Awareness programme on Ebola Virus and Ban on Plastic campaign
✓ Participation of various awareness rallies organized by district administration
✓ Consumer Awareness Programm
✓ Celebration of National mathematics Day

**Criterion – IV**  
**Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	44 Acres	-	-	-
Class rooms	64	-	-	64
Laboratories	22	-	State Govt	22
Seminar Halls	1	0	0	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	UGC	-
Value of the equipment purchased during the year (Rs. 1 Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Office of the Controller of Examinations is fully computerized.
- College Office is computerized to handle student data

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	64813	1709107	545	131583	65352	1840690
Reference Books	164	11602	0	0	164	11602
e-Books	--	--	--	--	--	--
Journals	90	194635	22	43303	22	234733
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology Up-gradation (overall)

	Total Computers	Computer in Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	181	59	11	Nil	Nil	8	13	84
Added	0	0	0	0	0	0	0	00
Total	181	59	11	-	-	8	19	84

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

- Computer Literacy Programme is conducted for all the UG First year students
- Internet facility with Wi-Fi connection is available in all the departments.
- UGC-INFLIBNET facility is available
- Digital library and Virtual Laboratory facilities are available for both students and staff

4.6 Amount spent on maintenance in lakh:

i) ICT	0
ii) Campus Infrastructure and facilities	0
iii) Equipments	2
iv) Others	1348
<b>Total :</b>	1350

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

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Tutors were instructed to take most care and monitor the progress of each student in his/her academic progress. Grievances and complaints received from students were addressed then and there.

5.2 Efforts made by the institution for tracking the progression

- The progression of the students in their academic activity is monitored through tutorial system

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others	Total
2802	714	260	153	3934

(b) No. of students outside the state 0

(c) No. of international students 0

No		%	Men	No		%	Women
0		0		0		0	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
06	548	06	882	3	1442	3	578	5	942	12	1528

Demand ratio : 3.02                  Dropout %: 10.39

5.4 Details of student support mechanism for coaching for competitive examinations

- Coaching class for SET was conducted by Tamil Department
- Career Guidance and Placement Cell regularly organizes coaching classes for students who aspire to get through competitive examinations
- Career Opportunity in Insurance Sector on 16.07.2015 (Commerce Dept)
- Seminar on SEBI and Stock Market Function on 11.08.2015 (Commerce Dept)

No. of student beneficiaries 1247

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

No. of students benefitted

Banking Financial and Service in Insurance a 150 hrs training course was conducted and 22 PG students completed the program

Government of India sponsored certificate course on BFSI at St Blakes School wherein 46 students participate

#### 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
3	150	12	25

#### 5.8 Details of gender sensitization programmes

- Women Cell organizes gender sensitization programmes regularly

#### 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	3830	10998448
Financial support from other sources	291	435452
Number of students who received International/National recognitions	1	10000



5.11 Student organised / initiatives

Fairs: State/ University level  National level  International level

Exhibition: State/ Univ level  National level  International level

5.12 No. of social initiatives undertaken by the students: 01

5.13 Major grievances of students (if any) redressed:

- New toilets have been constructed for physically challenged staff and students.
- For physically challenged staff and students ramps have been constructed wherever necessary.

## **Criterion – VI** **Governance, Leadership and Management**

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

#### **Vision:**

To provide the youth with quality higher education, with values of nationalistic and moralistic spirit, in order to empower them to overcome social and economical backwardness and to equip them to meet the standards of academic knowledge and research at the national and international level.

#### **Mission:**

- To provide quality higher education to all with a special focus on educationally, economically and socially disadvantaged and under-privileged sections of the society.
- To provide quality higher education incorporating the latest developments in all spheres of knowledge in order to empower the students to cope with the changing needs and demands of professional excellence at all level.
- To impart knowledge with practical, ethical, social and moral approaches, in order to hone the competencies of the students for enhancing their employability.
- To provide the students a value based education to inculcate a sense of responsibility, righteousness, patriotism, and social awareness to make them responsible citizens of the country.
- To promote academic excellence and research aptitude among the students.

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

- A two way interactive communication system is used to manage the administration of the college. All the information is communicated to the students, through circulars and notice boards. The same information is posted on the college website too.
- Communication regarding various extension activities is intimated to the students by the respective staff-in-charge and the same is displayed in notice boards.
- Communication to the staff members of all departments is sent through circulars.
- Requests and applications from the students are routed through the tutor and the heads of the departments to the principal for necessary action; and the action taken on the applications is intimated to the respective students.
- Scholarship, student records, bus/train passes and curricular aspects are managed by separate sections in the office in coordination with the staff members. These sections coordinate among themselves, provide timely information and fulfil the requirements of the stakeholders.
- Examinations administered by the Office of the Controller of Examinations.

- Service records, salary and other benefits of all the teaching and non-teaching staff members are looked after by the college office.

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

#### 6.3.1 Curriculum Development

- The syllabus framed by the department is approved by the board of studies and ratified by the academic council of the college. The approved syllabus is followed for three years. The Board of Studies meeting is conducted every year to review and update the syllabus if necessary. Addition or omission if any is implemented after the approval of the Board of Studies and the Academic Council. UGC norms are followed in deciding core courses, allied and elective subjects.

#### 6.3.2 Teaching and Learning

- The faculty members regularly attend orientation, refresher courses, in-service training and Faculty Development programmes to keep themselves abreast of the latest development in the field of core subjects and education technology.
- Different approaches, methods, and techniques are used by the faculty to teach the syllabus components keeping in view the academic environment of the class rooms.
- Apart from conventional lecture methods, faculty members are using Mind Mapping Techniques, Concept Tests, Micro-seminar, Power Point Presentation, Videos, Virtual Laboratory and Digital Library to make the teaching and learning process effective and successful.
- Field Visits, Industrial Visits and Educational Trips are arranged to supplement the learning experience of the students on the college campus.
- The faculty of English conduct additional classes to develop the spoken skills of the students in English using the English Language Laboratory.
- Doubts of the students are clarified by the faculties after the class hours.

#### 6.3.3 Examination and Evaluation

- External question paper setting is in force for all the programmes.
- Regarding practical examination, an external examiner is appointed for each paper.
- As soon as the examinations are completed, the answer scripts are evaluated by external examiners and the results are published in the college website within a month of last examination.

#### 6.3.4 Research and Development

- The College Research Committee (CRC) encourages the faculty to apply for funding

- The Departmental research committee (DRC) monitors the development of the research activities of the scholars.
- Necessary information is provided to the PG students to apply Student Projects sponsored by Tamil Nadu State Council for Science and Technology and Tamil Nadu State Council for Higher Education

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

- Efforts were made for automation of library.
- Building Committee placed necessary proposal to state government for funding for construction of new classrooms and toilets
- Applications was submitted to TNSCST for favour of funding under infrastructural development scheme

#### 6.3.6 Human Resource Management

- The teaching and the nonteaching staff members of the college work in tandem under the guidance of the principal for the betterment of the students.
- A student representative is appointed for every class to act as a bridge between the faculty and the class in the execution of regular academic activities
- The teaching and the non-teaching members work together to process the scholar applications for early disposal of scholarships.

#### 6.3.7 Faculty and Staff recruitment

- Teachers Recruitment Board, Chennai recruits eligible candidates as per the norms of the UGC, and the Director of Collegiate Education appoints them in the cadre of Assistant Professors.
- Tamil Nadu Public Service Commission recruits non-teaching staff members and the Director of Collegiate Education appoints them for various positions.

#### 6.3.8 Industry Interaction / Collaboration

- Students from Zoology, Chemistry, Biochemistry and Business Administration periodically visit the industries and institutes to develop their knowledge in practical aspects.
- A member has been nominated from the industry to ensure the participation of the industry in the curriculum development.

#### 6.3.9 Admission of Students

As per the guidelines provided by the Director of Collegiate Education, Chennai, Single Window Counselling System for admission is followed.

#### 6.4. Welfare schemes for:

##### Teaching and Non-teaching

- Medical insurance scheme
- Employee's Cooperative Thrift Society
- Festival Advance
- Government loan schemes to purchase house and vehicles

##### Students

- Government scholarships are available for all SC and ST students. In case of BC and MBC students scholarships are available for those who belong to low income group. Minority students are also provided scholarships.
- All the day scholars are eligible to get free bus passes issued by the state government.
- Train passes on concessional rates are also issued for students who are from long distances.
- Three free hostels run by government welfare boards offer accommodation to SC/ST, BC/MBC male students who are in need of hostel accommodation.
- For female students a separate hostel is run by the government.
- Group Insurance Scheme is available for all the students.
- Student Cooperative Store is functioning for the benefit of students

#### 6.5 Total corpus fund generated:

Being a government institution all the corpus fund is with the government and all the financial commitments are met by the state government.

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	Academic Council	Yes	IQAC
Administrative	Yes	AG & DCE	Yes	College Governing Body

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

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

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6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? Not applicable

6.11 Activities and support from the Alumni Association

- Alumni Association and College Management shoulder the responsibility of conducting the convocation every year.
- Alumni Association financially supports the graduation day celebration

6.12 Activities and support from the Parent–Teacher Association

- Parent Teacher Association contributes financial assistance for the appointment of temporary teaching and nonteaching staff in the place of vacant posts.
- PTA helps the college management in matters of student discipline and welfare.

6.13 Development programmes for support staff

- Necessary permission and encouragement is given to support the staff members to update themselves in administrative and technical oriented fields. These programmes are much useful to them to equip and to enhance their promotional opportunities.
- They are permitted to attend periodic in-service programmes provided by Government of Tamil Nadu to hone their skills.

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

- Saplings were planted through NSS in the campus to make the campus green.
- Rainwater harvesting system has been constructed in each and every building

## **Criterion – VII 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.

- Orientation programmes are being conducted for the students on environmental awareness, availing scholarships from government and other agencies, personality development and social responsibility.

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

- Staff members are encouraged to conduct more seminars and workshops on curriculum and development. They are provided with adequate guidance to apply for financial assistance.
- Final year PG students are encouraged to present their project work in National Seminars and Symposia. They are also advised to publish their research findings in peer reviewed journals.

7.3 Give Best Practices of the institution

Tutorial System

7.4 Contribution to environmental awareness/protection

- Saplings were planted through a mass sapling programme by the NSS volunteers.
- NCC and NSS volunteers take the responsibility of maintaining a clean and green campus.
- Environmental Awareness Programmes regularly conducted by Zoology department
- A herbal garden at the department of Zoology
- The college is serving as a member of ‘Clean Thanjavur and Solid Waste Management Program’ of Thanjavur district

7.5 Whether environmental audit was conducted?      Yes       No

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

A SWOT analysis was done by the faculty to get a glimpse of the overall profile of the college. The following are the findings of the SWOT analysis:

- Improvement in research activities.
- Improved success rate of students in competitive examinations.
- Construction of a class room complex.
- Improvement in ICT application in teaching and learning
- Development in Communication Skills in English.

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

It is planned to:

- improve the infrastructure of the college
- create at least one smart class room in each department and increase the number of class rooms with smart boards
- motivate the faculty members to publish research papers in indexed journals
- conduct entrepreneurship training in collaboration with national skill development corporation.



*Signature of the Coordinator, IQAC*  
**Name: Dr. P.MARIAPPAN**



*Signature of the Chairperson, IQAC*  
**Name: Dr. V. SENTHAMIL SELVI**





**Academic Calendar  
2015-2016**

<b>Date</b>	<b>Particulars</b>
18.06.2015	College Reopening for the academic year 2015-2016
24.08.2015	Internal Examinations
15.10.2015	Model Examinations
30.10.2015	Odd Semester Last Working day
02.11.2015	Autonomous Examination for ODD semester
23.11.2015	Reopening for even semester
26.11.2015	Practical Examination for ODD semester
16.12.2015	Passing Board & Publication of Results
23.02.2016	M. Phil. Examinations
05.03.2016	Annual Convocation
10.02.2016	Internal Examinations
14.03.2016	Practical Examinations
28.03.2016	Model Examinations
06.04.2016	Last Working day for the academic year 2015-2016
07.04.2016	Autonomous Examination for EVEN semester
27.05.2016	Passing Board Meeting of UG & PG Examination
27.05.2016	Publication of autonomous examination results