



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE FOR WOMEN
Name of the head of the Institution	Dr. D. ARAVAZHI, M.Com., M.Phil, B.Ed., Ph.D.,
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04364223393
Mobile no.	9486429106
Registered Email	dggac@yahoo.co.in
Alternate Email	dggaciqac@gmail.com
Address	Dharmapuram Gnanambigai Government Arts College, Dharmapuram road, Mayiladuthurai.
City/Town	Mayiladuthurai, Nagapattinam
State/UT	Tamil Nadu

Pincode	609001																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Women																								
Location	Rural																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	Dr. V. VANITHA, M.Sc., M.Phil., Ph.D.,																								
Phone no/Alternate Phone no.	04364223393																								
Mobile no.	9442819823																								
Registered Email	dggac@yahoo.co.in																								
Alternate Email	dggaciqac@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://www.dggacollege.edu.in/																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	https://dggacollege.edu.in/igaccategory.php																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B+</td> <td>80</td> <td>2007</td> <td>31-Mar-2007</td> <td>30-Mar-2012</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.04</td> <td>2016</td> <td>17-Mar-2016</td> <td>16-Mar-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B+	80	2007	31-Mar-2007	30-Mar-2012	3	A	3.04	2016	17-Mar-2016	16-Mar-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
2	B+	80	2007	31-Mar-2007	30-Mar-2012																				
3	A	3.04	2016	17-Mar-2016	16-Mar-2021																				
6. Date of Establishment of IQAC	05-Jul-2000																								
7. Internal Quality Assurance System																									
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Quality initiatives by IQAC during the year for promoting quality culture </div>																									

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Induction meeting for admitted UG Students	17-Jun-2019 2	691
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution, D.G.Govt.Arts College(W), Mayiladuthurai-609001	Yearly Maintenance	State Government	2019 3	11629704
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

? To monitor Teaching and Learning activities and Collecting data and statistics for preparing AQAR. ? Some New Courses PG programme in Commerce and Business Administration were introduced from the academic year 20192020. ? Preparation for submission of Annual Survey Report of AISH and NIRF. ? Peer teaching and Remedial course for slow learners. ? Feedback collection, Analysis and action taken for the expansion of learning facilities and improvement of quality. Action taken report is circulated among the faculty concerned to overcome weaknesses and contribute for the development of institution.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
1. Preparation of Academic Calendar	Calendar of Events for the academic year 20192020 is prepared by IQAC in accordance with academic calendar of affiliated University.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Academic Council	17-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

11-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The various MIS employed by the College are as follows: • Students' Database Management System • Students' Admission Management System • Students' Attendance Management System • Students' Internal Assessment Management System • Students' Placement Management System • TimeTable Management System • Library Information and Management System • Accounting Management System • Salary and Payroll Management System • Profile of the institution displayed on the web. • CCTVs installed in important places of the building, building veranda and library. • Details of courses made accessible for the beneficiaries.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Dharmapuram Gnanambigai Arts College is affiliated to Bharathidasan University and abides by the prescribed curricula of the university. In the year 2010-11, the Choice Based Credit System was introduced. While revision and upgradation of the syllabi is done at the University level, the college has a mechanism for effective documented curriculum delivery. The Curriculum delivery is planned and delivered to attain the Program Outcomes (POs) identified by each of the departments aligned with Pos. The POs and PSOs for each of the departments have been uploaded on our website. The college vision, mission and objectives are communicated to all stakeholders through college website, college magazine and admission prospectus. The Academic Calendar is prepared as notified by the affiliating university and the teaching, learning and evaluation schedules are strictly as per the Academic calendar. Our teachers are a part of the university, number of faculty members of the college are members of Board of Studies. Faculty is encouraged to attend various FDP programs which help them upgrade their knowledge and skill sets. Besides traditional lectures and seminars, the infrastructures for the use of ICT in classrooms are all available to make the delivery of the curriculum enabling and interesting for the students. The institution has a proper mentoring system. Faculty Members are assigned to act as an advisor, counsellor to the students. The mentor is responsible for providing support to the students and feedback on the individual. There are various centralized and departmental clubs. Teaching Plans are made by each faculty teaching the subject which gives the details the number of lectures in each week in the subject and total number of lectures allotted in the subject. To address the needs of slow learners, the respective departments of the college arrange remedial classes and tutorials for them. To encourage participatory learning of Students, Seminars are being held on a regular basis. An internal assessment is a crucial part of the instruction process and is conducted to evaluate the performance of students. A well designed evaluation system involving assignments, tutorials, internal assessment test, Quizzes have been designed. The final Internal Assessment of the students is submitted online to the University in timely manner under the supervision of Chief Superintendent of the college. The academic Council of the College evaluates the result of every end term examination. Inter-personal skills are enhanced through Value Education. Syllabus completion, performance of the students, association activities are done in the department level meetings on the regular basis. Departments organize field visits, Seminars, Conferences, Workshops, Symposia, Student Paper Presentations and Projects to supplement and complement the prescribed curriculum. The curriculum is further documented and effectively delivered by the use of ICT tools and e-resources by the faculty. The College library with open access system ensures availability of updated text and reference books as well as e-resources. Many departments have their personal Libraries to the benefit of the students. Inlib net (E-Books and E -Journals) facilities available for the teachers and the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Literacy Programme	Nil	17/06/2019	2	Employability (I year UG Students)	Computer Skills
Soft Skill Development	Nil	17/06/2019	1	Entrepreneurship	Personality

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BBA	Business Administration	17/06/2019
BCom	Commerce	17/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Applied Tamil	17/06/2019
BA	English	17/06/2019
BA	History	17/06/2019
BA	Economics	17/06/2019
BSc	Maths	17/06/2019
BSc	Physics	17/06/2019
BSc	Chemistry	17/06/2019
BSc	Zoology	17/06/2019
BSc	Biochemistry	17/06/2019
BSc	Computer science	17/06/2019
BCom	Commerce	17/06/2019
BBA	Business Administration	17/06/2019
MA	Tamil	17/06/2019
MA	History	17/06/2019
MA	Applied Economics	17/06/2019
MA	English	17/06/2019
MSc	Maths	17/06/2019
MSc	Physics	17/06/2019
MSc	Biochemistry	17/06/2019
MSc	Chemistry	17/06/2019
MSc	Zoology	17/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1211	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Education	17/06/2019	691
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Tamil	26
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college is regularly collecting feedback from students on infrastructure and also subject wise teachers through structured questionnaire before the end of even semester. This is a feedback on 5-point scale, which measures parameters like Subject knowledge, Expression, Teaching aids used, methodology, infrastructure etc. The students are also informed and given the liberty to submit their suggestions, grievances and problems anytime during the semester through the complaint box placed by the Grievance Redressal Committee. The feedback is obtained from 2290 students on important aspects which include, the usefulness of the courses, updation of syllabus, quality of teachers, and various practices of accompaniments. More than 80 of 2290 students who participated in the survey emphasized that they had 'good' to 'excellent' expected outcome for the parameters namely 1. System of Student Evaluation 2. Interaction between the students and teachers 3. Implementation of Tutorial System 4. Additional skills are imparted through value added courses 5. Disbursal of government scholarships in time 6. Timely Redressal of Student's Grievances 7. Preparation towards employability 8. Teacher's role in solving on and off campus problems (Mentor system) 9. Motivation of students interaction in the class 10. Students counseling and guidance facility in the college

During the year on various occasions feedback from alumni is collected from 741 alumni participated. The various Remedial Policy suggested by IQAC in view of the students feedback Analysis, are: More emphasis to be given on student centric activities, Department level targets to be revised in regards PSO attainment, Add on courses to be introduced in Department, Improvement in Teaching-Learning, process by implementing new paedagogy for teaching (use of ICT), Improving the results. A feedback on course content is collected through a structured questionnaire administered among the students and teachers. The questionnaire is administered to all the students, then analysed and implemented suggestions to make academic, infrastructural and policy improvements in the college. Faculty feedback from the students for the respective course is taken twice in a semester on various teaching/learning aspects and it is analysed by the HODs and corrective measures if any, are informed to the respective faculties for further improvements. Feedback is collected also from alumni through formal/informal meetings and one-to-one discussion. Feedbacks from the parents are taken by interacting with them during Parent Teacher Meet. Their feedback is used for decision making and performance improvement in teaching/ learning, library facilities, canteen facilities, sports facilities etc. The outcome of the feedback collected is

analyzed at Faculty, Parents and IQAC meetings. The workable suggestions of the feedback are implemented suitably. Feedback from the alumni is solicited through consultation during alumni association meetings. Feedback from the parents is conveyed in the Parent Teacher meeting. Suggestions and comments given by the Parents are also taken into account for future development. The feedback survey on curriculum will also help teachers and students in identifying topics for national and international seminars to be organised in the college and to be participated outside to equip them with latest and relevant knowledge and skills.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Applied Tamil	90	209	90
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1891	399	34	Nil	97

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
131	131	Nil	13	13	Nil
View File of ICT Tools and resources					
No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Mentor system has been followed aiming at the improvement of students' performance, solving students' problems of all kinds and ultimately achieving quality. In the beginning of each session, after the admission process is over, a batch of students is put under the care of mentors for personal guidance, counselling and career advancement. For each Mentor, 15 to 20 students are assigned to a faculty member who acts as their mentor for the entire programme duration. Mentor regularly interacts with the students and monitors their academic performance and attendance. Students are counselled by the mentors, class advisors, subject faculties and HOD for improving their academic performance and attendance. Although students are free to approach their teachers anytime if any issue is disturbing her routine, still, the system of mentor – mentee builds an extra confidence and sense of security among students. This whole system leads to a better connection between students and teachers and helps build a friendly and cordial relation between them. The mentors hold discussions and conduct counselling sessions with their mentees for achieving consistent performance in learning. The Students are supported and guided both in co-curricular and extracurricular activities and there is a positive changes reported in the lives of the beneficiaries The mentors of the class discusses with each and every student individually and supports them in all the possible ways to enrich their academic performance.

Efforts are made under mentorship programme to help the slow learners. The mentors contacts the parents and educates them, if required about their wards performance, and the academic programmes of the college as well as the support system and the monitor system the student and parents. The mentors always keeps a check on the attendance of the student, the marks/grades obtained in the internals externals examinations, and regarding the campus placement and provides remedial coaching. The students are given guidance for career, personal, besides academic issues and are able to translate the positivity into other dimensions of their life. A special arrangement also, is made available to the students to deal with psychosocial issues arising in cases like single parenting, bread earner in the family etc. Students feedback reflect positively on academic and personal mentoring in helping them cope with their life. There is reported better understanding and dynamics between the students and faculty. The pass percentage has improved.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2290	131	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
140	131	9	Nil	77

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr.M.Mahalakshmi	Lecturer	Ph.D., Award
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UGATAM	VI	21/09/2020	20/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the Bharathidasan University guidelines for evaluation of both continuous internal evaluation systems as well as semester end examinations. The College is guided by the regulations formulated at university level regarding syllabi, examination and evaluation. In the continuous evaluation process, internal tests, assignments, quiz, presentations, lab work, seminars etc are taken into consideration Reforms: Model examination is conducted at the end of the every semester before the University examination commences. The question papers are set as per the university question paper pattern with the same weightage of marks. Apart from this, regular class tests and seminars are conducted in the class room. Home assignments are given to encourage students' creativity. The grievances of the students are considered and looked into at the department level. After evaluation of internal tests, the answer sheets are shown to the students for any grievances. The average of the two internal tests are considered for the internal assessment marks. Slow

learners are identified in reference to Internal academic audit report and given special attention. Simplified notes and special assignments are given to them to succeed in the examinations. Syllabus is completed by the respective subject teachers well on time with perfect planning to facilitate the students in understanding the course well and score high marks. Teachers assign innovative projects to students to build and check their creative skills. Presentations are taken on topics related to the syllabi or even on topics other than the main paper to develop the interest of students. Thus, a continuous internal assessment system works throughout the session to evaluate the students on the basis of their daily performance and growth.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College follows academic calendar of the Bharathidasan University which is sent at the end of the previous academic year. University provides guidelines for the conduct of continuous internal evaluation under CBCS. College academic calendar is designed considering all events in accordance with the University academic calendar. It contains the yearly schedule of the College ranging from holidays to examination to curriculum activities of the College, last working day of each semester and total number of working days and other important academic activities of the college like Seminars / Workshops / Guest lecturers etc., planned by every department for any particular year. Unless any coincidence occurred the given date of event is followed accordingly. Curricular and cocurricular activity dates, exam schedules and other activity dates are displayed in the academic calendar. The commencement date, closing date of the term, dates of internal tests I and II, college festivals, submissions and tentative dates for University theory and practical exams are displayed in academic calendar. Class teachers inform the schedule to students in advance so that students can prepare their seminars and assignments. The faculty members frame pedagogical schedule so that half of the syllabus is covered for the first internal examination and the rest of the units for the second internal examination. List of staff members with sanctioned post, list of office staff and laboratory assistants with number of sanctioned post, Fee-structure, Last date for the payment of fees, Scholarship details are scheduled in the calendar. The information regarding Attendance and Leave, Tutorial system, Examination, Prizes, Department Associations, Extension Services, Old Students Association, Parent Teachers Association, Sports and Code of Conduct are all provided in the calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://dggacollege.edu.in/igaccategory.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UGATAM	BA	Applied Tamil	83	83	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

<https://dggcollege.edu.in/igaccategory.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Mathematical Modelling in Real Life	Maths	20/09/2019
E - Practices in Daily Life	Computer Science	23/10/2019
Diabetics	Biochemistry	22/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
D.G.G.Arts College(W), Mayiladuthurai	Centre of Incubation for Career Advancement	Economics Association	Centre for Career Advancement	To Gain Skill and Career advice	17/06/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Tamil	3
Maths	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
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National	Tamil	2	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	12
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Prey selection by Barn Owls <i>Tyto alba</i> (Scopoli, 1769)	Vanitha, V. and R. Kanakasabai	Journal of Threatened Taxa 1 (7): 361-365	Nil	2	Nil	2
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	73	115	31	10
Presented papers	46	45	Nil	Nil
Resource persons	1	29	Nil	1
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga day (IYD-2019) on with the theme	NSS 4 Units 4 Programme Officers, D G G Arts	4	125

Yoga for Climate Action	College(W), Mayiladuthurai	
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
One week NSS special camp	Recognition of Service	Bharathidasan University	200
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS - 4 Units	Awareness on nutrition and balanced diet	4	200
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Characterization studies	Instrumentation center	Sophisticated Analytical instrumental faculty (SAIF), IIT Madras.	Nil	Nil	2
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1174000	1174000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Autolib Software Systems	Partially	19	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21496	1292092	1596	523925	23092	1816017
Reference Books	16164	595703	103	199093	16267	794796
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	154	69	20	3	10	7	33	10	2
Added	0	0	0	0	0	0	0	0	0
Total	154	69	20	3	10	7	33	10	2

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

No Data Entered/Not Applicable !!!

4.3.3 – Facility for e-content

Name of the e-content development facility

Provide the link of the videos and media centre and recording facility

No Data Entered/Not Applicable !!!

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
11079704	11079704	2000000	2000000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance and utilization of physical, academic and support facilities is more important ensuring the optimal utilization of the funds allotted and purchase of new equipment. The heads of the departments look after the maintenance of laboratories. According to necessity, they prepare indent of equipment, chemicals and stationary after discussing in staff meeting and submit it to the principal. As per the norms of Government, the Principal place the purchase order to a reputed firm which quotes reasonable price. The record of the equipment is maintained in the stock register. At the end of the financial year, the College stock verification committee carries out an Internal Audit. The playgrounds, gymnasium and sports infrastructure are under the custody and monitoring of the faculty and coaches of the Physical Education Department. The security of the College is maintained by the security guards appointed under OSA. These security personnel on duty in the campus ensures the safety and security of all infrastructure and the roads, entry points, all buildings are under CCTV surveillance for safeguarding the assets. The classrooms/seminar halls are cleaned by support staff. The proper and optimal use of electric lights/fans/projectors etc. is ensured. The equipment will be purchased every year according to the requirements. All the new equipment will be entered into stock register with firms name, receipt number and bill amount immediately after receiving from the suppliers. At the end of the academic year stock verification will be done by constituting a committee headed by a senior faculty. Every year our students are representing University, Regional, Zonal, District, State Level, National Level, Sports Meet. The Generator, Water Tanks, Motors and R.O System are maintained by the civil and electrical wings of PWD. Fire extinguishers are installed and are checked every year. The garden is maintained by the Gardener, and the upkeep of library is done by the staff of library and library committee. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. The Periodic upgradation of books and journals are done according to the needs of the students and faculties of various departments. Along with these facilities, every Department is maintaining Departmental Libraries to help the students by issuing books for their reference work. Recognizing the importance of IT as a complementary process in education the College is committed to upgrading its IT infrastructure and associated facilities on a regular basis.

<https://dggacollege.edu.in/iqaccategory.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships and Financial support from institution	2197	8216528
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill development	02/12/2019	597	D.G.Govt.Arts College (W), Mayiladuthurai.
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	TNSET 2019	120	Nil	2	1
2019	Numerical Ability	380	Nil	3	2
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	15	B.A., TAMIL	TAMIL	D.G.G.Arts College(w), Mayiladuthur ai	M.A., Tamil
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	3
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Solo Carnatic song	Institutional level	17
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Student Council provides a platform for the students to develop leadership qualities and share the responsibilities in the college along with teachers. It functions under a constitution that delegates various powers and functions which are aimed at providing active assistance and support towards the College progress. The constitution of the council includes Principal, Union in charge, staff members, union office bearers, Department secretaries, service organization secretaries and class representatives. The Student council are elected through the democratic method by the class representatives for a tenure of one academic year. The fund is generated through the fees collected from the students under the heads of sports, college union, college day, magazine, SSL, fine arts and audio visual education. The accounts of the fund are maintained properly and it is audited by the Government auditors every year. The college union incharge department organises students-union elections every year. Fresher's welcome party is organized by the union. The union takes active part in the annual fine arts cultural competitions. Students are also actively involved in various societies of the college like NSS, EXNORA, SSL, Fine Arts, Women's Entrepreneur cell, Placement cell and many others. Each society has a student council of its own. Contributing for the creation, maintenance and continuity of learning environment, all the Departments have student representatives for their associations. Service organizations also elect their

students representatives, conducting personality development programmes. Elected class representatives play a vital role in academic and non-academic administration. Best practices are planned and executed by the secretaries concerned. The institution publishes magazines every year. It is the best platform for the students in which they contribute their creative ideas.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

769

5.4.3 – Alumni contribution during the year (in Rupees) :

384500

5.4.4 – Meetings/activities organized by Alumni Association :

The OSA of the college has successfully completed several years of active functioning since its installation. The Secretary of the present alumni association is Mrs. E.Elavarasi, Assistant professor in Maths and the treasurer of the OSA is Dr.S.Anuradha, Assistant professor in History. All the outgoing students are required to become members of the association. It is a proud privilege for the college to have distinguished alumni who are working as faculties in various departments of this college. Donations are collected by the association from the people who have completed his/her degree in this college. The account is maintained in nationalised bank near to the college. The funds are properly utilized for students' welfare and properly audit by auditor every year. During the year 19-20, on various occasions feedback from alumni is collected from 741 alumni participated. The OSA acts as a bridge between the Alumni and the College, and provides a channel of communication for interactions between the current students, staff and alumni, for their mutual benefit. The annual meeting of the OSA is held every year. We have a nominee from Alumni in the Internal Quality Assurance Cell. The non-registered Alumni Association of the college sustains the former glory of the academic, sporting and moral excellence of the college. The main aim is to bring all the old students together to provide a common forum to deliberate on matters concerning the members and college. All the old students of the college are the members of the association. Alumni meetings are conducted every year. From the Old Student Association fund, guest lecturers, watchman and typists are appointed and given salary.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college believes in decentralized governance and Participative management. The administration is decentralized to a great extent by a delegation of responsibilities with Heads of Departments and Coordinators. Periodical meetings of the constituted committees are held to plan, execute, monitor and evaluate the intended activities. Teaching and nonteaching staff members share the administrative responsibility of the college and contribute in smooth working of administrative machinery. Operational autonomy is given to following units of the college: The Advisory board, Staff council, Committees constituted by staff council and Heads of the Department. The Heads of the department have

been given the authority to recommend the faculty for attending FDPs, Conferences, Seminars, and Workshops etc. The faculty members are involved in decision making at various levels. At the Department level, the Head of the Department holds the responsibility of motivating and mobilizing the opinion, suggestion and feedback from the staff members at all aspects of administration and academics. The Heads / Coordinators pass it on to the Principal at the appropriate forum facilitating the process of decision making. The following administrative roles and responsibilities are vested with the members of the teaching staff:

- Advisory board: Four faculties with more than fifteen years work experience are members of the Advisory board and are involved in every decision of the body. Teachers participate in decision making along with Advisory board members.
- IQAC: Constituted as per NAAC guidelines, it includes Principal, representatives of teaching, nonteaching staff, Alumni and student representative.
- Bursar: The Bursar supervises various financial matters related to college and financial accounts and their audit. Bursar is also responsible for proper utilization and disbursements of funds in the college.
- Chief Superintendent of the examination: Appointed by the staff council, they are responsible for smooth conduct and supervision of semester end final examinations in the college.
- Nodal Officer: Responsible for collaborating with government agencies and civil authorities on behalf of the college and acts as a Public relations Officer of the college.
- Academic Council Committees: Committees play a significant role in smooth functioning of the college. These are led and managed by Committee Conveners, appointed in the Academic Council for a year and take important academic and co curricular decisions. At end of session, all committees present their report for the year and discuss future course of action in Academic Council. Students also participate in the progressive functioning of college through their roles as Class Representatives, office bearers of union and committees. A duly elected Students' Union work towards best interest of students and College.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission process is highly transparent. The college strictly follows the reservation policies of State Government for admissions and are strictly adhered to. The council with the admission committee discusses various schedules like sale of application, last date for the receipt of application, preparation of rank list, resolutions needed for the implementation of reservation policy to the maximum extent possible, and increase of seats to be considered based on demands. Single window system of admission on merit basis is followed.
Industry Interaction / Collaboration	Placement Cell and Carrier advancement Cell of College provide students with exposure to resume writing, soft skill training and

employment opportunities. Experts and Successful entrepreneurs are invited for creating awareness among the students on the value of self-employment through entrepreneur development.

Human Resource Management

The recruitment process has been carried out by the Directorate of collegiate Education, Chennai, as per the guidelines of UGC. The performance and participation in career advancement programmes are registered in the Service Register and recommendations are made for their placement to next higher grades. This encourages maximum participation of Teachers in different types of training and career advancement programmes. The college has computerized account keeping and administrative system. Payslips and PF statements of employees are transmitted electronically. The superannuation benefits are provided promptly. All leave rules as per the government statutes are adhered to.

Library, ICT and Physical Infrastructure / Instrumentation

Library has 21496 books and 16267 reference books. There are 1699 books have been added in this year, Online Public Access Catalogue (OPAC), CDs, 5computers and one printers for users. INFLIBNET e journal facility, NLIST 5900 , e journals and e books .

Research and Development

The college encourages faculty members to present and publish research papers and attend conferences. Research Development Cell is established with a aim to create interest among teachers and students towards research. The labs of the Institute are equipped with latest instruments to facilitate research. A good number of faculty members of the Institute are supervising Doctoral Research work.

Examination and Evaluation

The rules and regulations concerning the evaluation process, distribution of marks of internal assessment are displayed on the college website, are available in calendar and announced on Orientation day. The departments hold regular meetings to ensure that the teachers take regular class tests, assignment, presentations etc. Parents are informed about the performance of the students and their feedback is obtained about the same. The final internal assessment is displayed on the

	<p>notice board of the department. Internal evaluation of the students is a continuous process. The attendance, marks of assignments, tests and the final internal marks are properly entered in internal mark Register.</p>
Teaching and Learning	<p>Multimedia teaching aids and ICT supplement the teaching-learning process. The college continuously improves its infrastructure and incorporates new technology, tools and aids, to improve the teaching and learning processes. 10 Classrooms are equipped with projectors. There is continuous evaluation of the students through assignments, internal test and tutorials. The faculty members are sent for FDPs/Orientation Courses/ Refresher Courses to get themselves updated. Teaching is supplemented with workshops, educational tours, laboratory visits, field trips. Seminars and workshops are conducted. Students participate in festivals, events and research projects.</p>
Curriculum Development	<p>The college does not have the freedom to develop its own curriculum, since it is under Bharathidasan university. But individual teachers of the college are, directly or indirectly part of the curriculum development process: either as members of boards of studies in various universities, or as experts involved in the commission to start new courses and in evaluation Board of the Bharathidasan University. The curriculum is revised by the Bharathidasan university from time to time. The institution encourages our faculty to contribute to enrich the curriculum during the course of its revision.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>IQAC prepares academic calendar and timetable right in the beginning of the academic year and circulates through mail. Most of the communication is done through departments mail to avoid the use of paper.</p>
Administration	<p>Student data is maintained online. The particulars of the students and their academic data throughout the year can be viewed through e-media. Student administration like merit list, State</p>

	Government Scholarship such as SC/ST, BC/MBC scholarships, and Tamil medium students stipend details, university exam fees particulars are available online. Service record of teaching and non teaching staff is maintained.
Finance and Accounts	The students deposit their fee online. College maintains the books of accounts and Payroll for salary dispersal. The statutory dues like PF, Income- tax , Cess, Employees State Insurance are paid online in timely manner.
Student Admission and Support	Admissions are purely merit based. Each application is processed and verified. The college has a partially computerised admission management system. Generation of merit list is computerized, Generation of Selection List and Waiting List are based on government norms. All kinds of supportive services are provided to the students through establishing cells and committees. Each cell or committee executes activities for the betterment of the students. They take the responsibility of addressing grievances and personal problems of the students which come in their way of pursuing course uninterruptedly.
Examination	Examination Fees is paid by the students through online. Internal assessment of the students are submitted online to the University. For the University Examination, forms need to be filled online. Results are also displayed online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
2019	Implementation of group discussions with Students	Nil	25/09/2019	28/09/2020	32	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Life science	2	16/07/2019	29/07/2019	14

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Star Health Insurance, Group Insurance, General and contributory Pension Scheme, THRIFT Society, FIP, Maternity leave, Festival Advance, Medical Leave, Earned leave, Carrier Advancement.	Star Health Insurance, Group Insurance, General and contributory Pension Scheme, THRIFT Society, Pongal Ex gratia, Maternity leave, Festival Advance, Medical Leave, Earned leave, Carrier Advancement.	Scholarships, Group Insurance, Free bus pass, Free Government laptops for students, Exempted Tuition fee for all the students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial audit is very crucial in the improvement of financial condition and development of the college. Internal audit was conducted at the end of the year to review and check the routine process of the administrative transactions. The College IQAC constitutes committees for smooth functioning of academic and administrative activities. The department of collegiate education audits salary account, receipt of fees and development grants allotted to the College. The internal audit is done by the collegiate education and the external audit is done by Auditor General, Chennai and the Director, Directorate of Collegiate Education, Chennai. The accounts of the College are being audited by the Accountant General, Chennai as a measure of external audit. Apart from the regular systems in place for auditing, Regional Joint Director and the office of Joint Director of Collegiate Education carry out the audit. There are no major audit objections. It is an audit of Balance Sheet, General Fund, Income and Expenditure and Receipt and payment Accounts. A copy of the audit report is

submitted to the College for review and suggestions. The Principal asks the head of the institution to implement the auditors' suggestions and rectify the deficiencies stated in the audit report.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Parent Teachers Association Fund	346100	Temporary staff salary for both teaching and non-teaching.
View File		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	IQAC
Administrative	Yes	Regional Joint Director and AG Office	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The meeting of PTA is convened in even semester to discuss and apprise the performance of students in curricular and co curricular activities. They support the management with their valuable feedback on curriculum and various facilities in the college. The college has a very active PTA PTA funds for the appointment of Teaching and support staff The tutors meet parents individually and discuss the development of their ward At the onset of the academic year, parents of first year students attend the Orientation Programme. Parents give suggestions and feedbacks in the Annual parent Teacher Meeting organised by the College.

6.5.3 – Development programmes for support staff (at least three)

It is essential to build an efficient, respectful and collaborative culture among support staff. • Computer training • Permission to attend Refresher/training programme for Career Advancement • Permission to attend the Legal awareness programmes. • Providing loan facility through the cooperative thrift society. • E-Pension for them has already been regularized.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The College has made incessant efforts to promote and sustain quality in response to peer teams recommendations in third cycle. It has strived to deliver curriculum effectively, enhance quality in teaching and learning process, expansion of infrastructure and purchase of equipment, providing students support services on time, developing research temper among the staff and students. The College is successful in implementing feedback results, building in effective and harmonious rapport with alumni, parents, community along with discharging institutional social responsibility. • Up gradation into Research Department. • Motivating staff to pursue Ph.D. Both permanent and temporary staff are encouraged to pursue research in their subjects. • Teachers

of English regularly conduct communication skill development classes through their club. • Placement Cell of the college organises campus placement by different companies. • ICT class rooms should be made fully functional. The Principal has insisted all the staff members to use ICT / LMS in implementing the curriculum. • Required number of teaching staff are appointed by PTA and OSA providing appropriate salary. • Remedial classes are conducted for ug and soft skill development classes for both ug and pg students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Induction meeting for admitted UG Students	17/06/2019	Nil	Nil	691
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Anti-Ragging Awareness Programme.	17/06/2019	17/06/2019	480	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Conventional tube lights in Office, Principal room, Laboratories and general staff room has been changed to energy efficient LED tube lights. To maintain a clean environment, the college maintains a vehicle free and Plastic free campus. Tree saplings are planted by NSS Volunteers. The Survival rate of the plants in College campus is high. 85 students use public transport.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	4
Scribes for examination	Nil	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
2019	1	Nil	15/08/2019	2	NSS, YRC, SSL-Scheme with students	Milk powder, Snacks Sweets provided to orphanage in Anbagam, Mayiladuturai.	75
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Hand Book with code of Conduct	17/06/2019	<p>Students Should come to college in uniform which is designed in separate colors for ug shift I, shift II and for PG and in neat, clean formal dress on Wednesday only .</p> <p>Casual wears should strictly be avoided. No student should loiter during class hours.</p> <p>Students are asked to maintain strict discipline inside the classroom even in the absence of teachers.</p> <p>Students who come late to the college are enquired by faculty members involved in rounds duty and those with genuine reasons are given permission and those with invalid reasons are given warning. Students are insisted to wear their identity cards when they enter the college campus.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
INTERNATIONAL YOGA DAY	21/06/2019	Nil	185
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The following measures have been adopted to make the campus Ecofriendly. 1. Use of papers for correspondence has been minimized. Number of online transactions is increased. 2. Use of electronic media for circulation of notices and information. 3. Building has been constructed with a provision of sufficient ventilation and light. Dependence on electricity power is not felt so much. CFL and LED bulbs are used in college and hostel buildings. 4. Students and staff do not use vehicles inside the campus. 5. Maximizing the use of e-notices in the college. 6. Waste Management: The house keepers collect wastes from the rooms and premises of the hostel and college building in separate containers and dispose it in the vermi composit pit. 7. 6. Students and staff are using a) Bicycles a. b) Public Transport b. c) Plasticfree campus c. d) Paperless office d. e) Herbal garden

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link BEST PRACTICE - I

1. Title of the Practice: Club of Competitive Studies
2. Goal To create a supportive learning environment to face the competitive examination.
3. The Context Due to lack of exposure to the job opportunities available in government services it is necessary to make students aware of the opportunities. By training students for competitive examinations their confidence level need to be improved. Logical, numerical and language skills are to be developed. They have to be introduced to the availability of various knowledge repositories. The importance of group study, practice and sharing of knowledge needs to be realized. Students need to realize their hidden potentiality to be successful in competitive examinations.
4. Challenges Most of the studentss are hailing from rural areas and hence they are poor in communication skills. The trainers have to teach them in bi-lingual method. The students find it difficult to solve the problems on their own.
5. Evidence of Success The club cultivates interest among the students saving their time and energy as they have the opportunity of learning within the campus. The confidence level is increased and many students earnestly prepared themselves to face competitive examinations.
6. Problems Encountered and Resources Required The lack of basic numerical skills among the non-mathametic students poses the acquisition problem in a conglomerated class. As the students are from socially backward areas they have to be intimated regarding the available competitive examinations. It is difficult to ensure the regular attendance for special coaching classes.

BEST PRACTICE - II

1. Title of the Practice: Club of Communicative Skills in English
2. Goal To develop the communicative skill in English in the process of evolving holistic education.
3. The Context : English is the language which is spoken by the largest number of people all over the

world. In several parts of the world, including India, English is a second language. It occupies a unique position in India and it has great educational importance. Learning a second language is more a matter of skill than of knowledge. Students have to be given opportunities to develop their skills in English and more practice is needed to master the language. The chief problem in learning a second language is to master its sound system, that is, to understand the stream of speech. Good oral skill is necessary for the students to acquire good reading and writing skill in English. To be competent in English, students need to develop the language skills by practising and using the language in different contexts and situations. 4.The Practice: Auditory exercises are given to students to develop their listening skill in English.

Listening activities such as discriminating the sounds of the language, distinguishing literal and implied meanings and recognizing stress, rhythm, tone patterns and communicative functions of different utterances are given to the students. Students are involved in speaking activities such as speech, dialogues or conversation, group discussion, quiz, story narration, self - expression and role play by creating real life situations. Language laboratory is used optimally to give practice to speak English. They are trained to read the text aloud to improve their pronunciation of English words. Through reading practice, students learn correct pronunciation. They learn how to give proper stress and intonation. While reading a sentence or a paragraph, they learn the techniques of readings. Students are given practice in note - making, summarizing and hints developing so as to develop their writing skills. By writing personal Lexicon, students enrich their vocabulary and learn the art of using the dictionary. They are trained to frame sentences on their own. Developing good writing skill allow the students to communicate their message clearly. The Club of communicative skill in English enables the students to equip themselves and it paves way for efficient communication in English. The club also provides an opportunity for the students through "Each one Teach one" to facilitate a school student individually on their own. This is how the Institution provides a unique kind of practice for the students to develop their communication skills in English. Merits of the Practice: (i) It provides a good platform to develop their language skills. (ii) It helps the students to give their performance without hesitation. (iii) It helps the students to learn correct pronunciation, intonation and stress. (iv) It makes the students to use the language spontaneously and confidently. (v) It paves way for self - correction and self - examination. (vi) It provides more opportunities for instantaneous thinking and speaking. (vii) Students are encouraged to improve their communicative skills. 5. Evidence of Success: Though there are few constraints in implementing the practice, the students tried their best to acquire English language skills and it is evident as follows: (i) They tried to speak English without hesitation. (ii) Students improved their level of learning English. (iii) They gradually reduce their mistakes in reading and writing English. (iv) They tried to understand and comprehend the spoken English. (v) They show their interest in listening and speaking English. 6. Problems Encountered and Resources Required: Most of the students in the institution have poor economic background. Hence, the institution supports them by providing study materials for spoken English and provide opportunities to utilize the language laboratory.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://dggacollege.edu.in/igaccategory.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college aims at the progress of the students to develop their allround skills and to inculcate values in life. One of the major areas in which the college is showing distinctiveness is " Capacity Building Initiative ". The CAPACITY BUILDING INITIATIVE of students is a step towards facilitating the students with the required knowledge, experience and exposure to pursue for better employment. With the skills gained, the student becomes more determined and confident to face future goals. The College as a higher education institution is committed in imparting quality education to empower the students by enabling them to be emotionally balanced, morally sound, socially committed, culturally enriched and spiritually oriented. The college aims at instilling a sense of self-discipline and accountability among students and developing a respect for democratic, ethical, and moral values. Our College has ICT facilities like LCD projectors, Computers, Smart boards, Laptops, Internet which is used in teaching learning processes. The participation of students in the classroom discussion also throws light on their learning abilities. Internal assessment tests are conducted through which student's performance is evaluated. The college has good infrastructural facilities, well equipped laboratories, computer labs, library, e-library, and co-curricular/extracurricular facilities. The TANSICHE soft skill centre has been conducted in our college from the academic year 2015-2016. The soft skill classes are well organized and conducted by a team of members. Third year UG students are benefited by this programme. Soft skill trainers teach various topics like communication skills, public speaking, CV writing, letters and E - Mails. Computer Literacy Programme is a Government recognized Certificate Programme for which the syllabus was framed by the Directorate of Collegiate Education. Computer Education is available for all UG students in the college, in view of its importance in every walk of life. This training offers wide scope for their employment as the students hail from the rural areas. This Programme is effectively functioning in our college. More number of students enrolled in the college belong to economically and socially backward section of the society. The Co-curricular, extra-curricular and sports activities and competitions organised nurture the talents of the students in addition to the regular academic schedules. The faculty members and students of our college are fortified to participate in social activities by giving the incharge of like, NSS, SSL, EXNORA, SPORTS etc., for the betterment of society. Students were part on all types' of extension activities which are planned throughout the academic year. This will imbibe the student mind with social responsibility and helping nature for the destitute.

Provide the weblink of the institution

<https://dggacollege.edu.in/igaccategory.php>

8.Future Plans of Actions for Next Academic Year

? Preparing the college for the 4th Cycle of Assessment and Accreditation by Improving the quality of teaching and learning environment. ? Conducting more number of seminars inviting Expertise from the institutions at national level. ? IQAC has planned to frame complete and concise feedback formats for employers and parents. ? Insisting non-science teacher to use ICT regularly for effective delivery of lectures ? Introducing Value Added Courses in each Departments. ? To conduct motivational classes to all the students and Soft Skill development will be the focused area for enhancing employability of students. ? With the introduction of the short term courses focusing on aptitude, english , communication for competitive Exams, to ensure holistic development of students through employability. ? Encourage students for Competitive Exams and Personality Development programs. ? To collect Online Feedback from the students on Teachers, infrastructure, and from alumni, Parents, employers. ? Conducting activities for the promotion of human values and ethic.

