



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE FOR WOMEN, MAYILADUTHURAI.
• 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 its own campus?	Yes
• Phone no./Alternate phone no.	04364223393
• Mobile no	9486429106
• Registered e-mail	dggac@yahoo.co.in
• Alternate e-mail	dggaciqac@gmail.com
• Address	Dharmapuram Gnanambigai Government Arts College for Women, Dharmapuram road, Mayiladuthurai.
• City/Town	Mayiladuthurai
• State/UT	Tamil Nadu
• Pin Code	609001
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women

• Location	<b>Rural</b>																								
• Financial Status	<b>UGC 2f and 12(B)</b>																								
• Name of the Affiliating University	<b>Bharathidasan University, Thiruchirappalli - 24</b>																								
• Name of the IQAC Coordinator	<b>Dr.V. VANITHA, M.Sc., M.Phil., Ph.D.,</b>																								
• Phone No.	<b>04364223393</b>																								
• Alternate phone No.	<b>04364223393</b>																								
• Mobile	<b>9442819823</b>																								
• IQAC e-mail address	<b>dggaciqac@gmail.com</b>																								
• Alternate Email address	<b>dggac@yahoo.co.in</b>																								
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<b><a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a></b>																								
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>																								
• if yes, whether it is uploaded in the Institutional website Web link:	<b><a href="https://dggacollege.edu.in/iqaccategory.php">https://dggacollege.edu.in/iqaccategory.php</a></b>																								
<b>5.Accreditation Details</b>																									
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td><b>Cycle 1</b></td> <td><b>Three Star</b></td> <td><b>Nil</b></td> <td><b>2000</b></td> <td><b>07/02/2000</b></td> <td><b>06/02/2000</b></td> </tr> <tr> <td><b>Cycle 2</b></td> <td><b>B+</b></td> <td><b>75-80</b></td> <td><b>2007</b></td> <td><b>31/03/2007</b></td> <td><b>30/03/2012</b></td> </tr> <tr> <td><b>Cycle 3</b></td> <td><b>A</b></td> <td><b>3.04</b></td> <td><b>2016</b></td> <td><b>17/03/2016</b></td> <td><b>16/03/2021</b></td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	<b>Cycle 1</b>	<b>Three Star</b>	<b>Nil</b>	<b>2000</b>	<b>07/02/2000</b>	<b>06/02/2000</b>	<b>Cycle 2</b>	<b>B+</b>	<b>75-80</b>	<b>2007</b>	<b>31/03/2007</b>	<b>30/03/2012</b>	<b>Cycle 3</b>	<b>A</b>	<b>3.04</b>	<b>2016</b>	<b>17/03/2016</b>	<b>16/03/2021</b>	
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<b>6.Date of Establishment of IQAC</b>	<b>05/07/2000</b>																								
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution, D.G.Govt. Arts College(W), Mayiladuthurai-609001	Yearly Maintenance	State Government	2020 - 2021, 1 yr	13410722
Department	Student Projects	TNSCHE, State Government	2020 - 2021, 1 yr	15000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>			

<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>			
<p>? Preparation for submission of Annual Survey Report of AISHE and NIRF. ? IQAC helped New courses like PG programme in Commerce and Business Administration, research programme were introducing coming academic year. ? IQAC has monitor Teaching and Learning activities and Collecting data and statistics for preparing AQAR and successfully uploaded from 2015-2016 to 2019-2020. ? IQAC has organised a webinar on 'How to Teach online classes' for faculty</p>			

members. ? During pandemic, classes were conducted through online mode. IQAC has conducted COVID -19 awareness programmes for both faculty members and students community through virtual mode..

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the 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 2020-2021 is prepared by IQAC in accordance with academic calendar of affiliated University.
2. To Prepare AQAR..	For the academic years 2015-2016, 2016-2017, 2017-2018, 2018-2019 and 2019-2020, AQAR were prepared and uploaded in HEI portal.
3. To conduct regular meetings of all committee.	The meetings conduct at stipulated time and the actions were reviewed.
4. To conduct Awareness programmes.	Various department clubs held awareness programme during the academic year.
5. Formation of various committees and make the coordination between them	Different committees have been formed for smooth functioning of the college promoting the coordination between them and each department contributed to the successful completion of events in the college.
6. The staff members shall be encouraged to use LCD / OHPs in their classes for effective teaching.	The Staff members prepared LCD presentation in their subjects and is maintained in the department for effective teaching.
7. Internal Academic Audit for IA	Internal Academic audit was done by IQAC - Academic audit committee.
8. Collection of Feed Back	Feed Back was collected in structured questionnaires from

	the stake holders. Feed Back committee monitored the process of feedback collection from all the stake holders and analyzed the data and derived the results. The opinion of the stake holders are used sincerely for the improvement of quality.
9. Preparation for submission of Annual Survey Report of Higher Education.	The reports of AISHE and NIRF have been uploaded on stipulated time.
10. Bridge Course	Bridge course were conducted by all the departments as per Curriculum based, for all I year UG students involved.
11. Impart regular trainings to teachers to improve the online learning environment	All teachers are given special trainings to equip them for virtual mode of teaching -learning by the Faculty Development Program conducted by IQAC.
12.To celebrate all important days	International Yoga day, Wild Life Week Day, National mathematics day, International NSS day, International women's day and were celebrated.
13. Preparation of IIQA and SSR for the upcoming NAAC assessment.	The process is in progress.

<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>
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Name	Date of meeting(s)
Academic Council	18/06/2020

<b>14.Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2020 - 2021	15/03/2022

### 15. Multidisciplinary / interdisciplinary

Multidisciplinary Research is defined as a mode of research by faculty from different disciplines work independently on a common problem or research question. In this approach, faculty share research goals and work on the same problem, but look at it from their own discipline's perspective. The findings from each discipline are supplementary to each other. The advantage to multidisciplinary research is that each aspect can be analyzed by a particular discipline, which is often necessary to answer complex research problems.

Interdisciplinary Research is defined as a mode of research by teams or an individual that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice." In other words, rather than working independently, with interdisciplinary research disciplines interact and work collaboratively.

The difference between Multidisciplinary and interdisciplinary

Multidisciplinary research incorporates researchers from several different disciplines who discuss and collaborate on a common research goal; however, the researchers largely stay within their discipline. Interdisciplinary research, on the other hand, involves researchers from many different fields who join together to create new models, methodologies, or approaches that wouldn't be possible if the researchers stayed within their fields. In a sense, interdisciplinary research is a more advanced, synergistic form of multidisciplinary research. The response of academicians to these calls for multidisciplinary research and interdisciplinary research is that departments remain largely singular, isolated units in Multidisciplinary Research and the traditional departmentalization found in so many universities is outdated and a serious hindrance to progress". It is advocated for this query as, It is necessary for the encouragement of an updated infrastructure for interaction between many disciplines.

Interdisciplinary Research integrates the best elements of

disciplinary insights in order to generate a more comprehensive appreciation of the issue at hand stressing "integration" as the defining element of interdisciplinarity. Multidisciplinarity involves the juxtaposition of insights from different disciplines. It thus avoids the integration that is so critical for interdisciplinarity and transdisciplinarity. Multidisciplinarians are also less likely to evaluate the insights on which they draw and can still be useful in some situations, notably where the insights of different disciplines are not in conflict and can simply be added together.

The terms can seem interchangeable but there are differences when it comes to responding to funding opportunities. In our syllabus, Non-major Electives are introduced to advance fundamental understanding beyond the scope of a single discipline or area of research practice.

#### **16.Academic bank of credits (ABC):**

UGC has introduced the "Academic Bank of Credits" (ABC) right from evaluating teaching-learning practices to bringing innovations in the field of education,. It helps faculty to manage & check the credits earned by students.HEIs who participate in the scheme will be highly benefited due to the smooth management of credits.The inter-disciplinary & multi-disciplinary approach is the need of the hour. With the Academic Credit Bank, HEIs will be able to help students learn subjects of their choice and become "skill-oriented" graduates.

The main objectives of ABC:

1. To promote student-centric education
2. Focus on learner-friendly teaching approaches
3. Implement an inter-disciplinary approach
4. Allow students to learn the best courses of their interest
5. Enable students to learn at their own pace

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities.

Functions of Academic Bank of Credit (ABC)

- The Academic Bank will be accountable for opening, closing, and validating the academic accounts of students.

They might require details like their name, address, certificates, course details, etc to create the ABC account. A unique ID & password will be created from where students can log in at any given point to check their earned credits. The institutes cannot keep the students in the courses against their will to earn money

- It will carry out tasks such as credit accumulation, credit verification, and credit transfer/redemption of students.

As per the courses, a credit structure will be created by the Government. When a student pursues any course and clears exams, credits will be automatically awarded to them. Institutions need to fill out the details and upload the deposits in the students' Academic Credit Bank's account on the digital portal.

## 17.Skill development:

As India moves progressively towards becoming a global knowledge economy, it must meet the rising aspirations of its youth. This can be partially achieved through focus on advancement of skills that are relevant to the emerging economic environment. The challenge pertains not only to a huge quantitative expansion in skill training for the youth, but also to the much more important task of raising their quality.

Skill development initiatives will help actualize the inert potential, for which development and articulation of a national policy on skill development is already in progress.

What is skill Development

1. It identifies the gaps and develops the skills which enable the person to achieve their goals.

2. An ability and capacity acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carry out complex activities or job functions involving ideas (cognitive skills), things (technical skills), and/or people (interpersonal skills).

3. The recognition, practice, and internalization of skills towards improved execution of skills.



4. Skill development is the method of detecting skill gaps and improving these skills.

5. Improve the ability of human being to perform a job related activity, which contributes to the effective performance of a task. It could be a form of intimacy where knowledge learned through detailed and repeated experience.

With a goal to create opportunities, space and scope for the development of the talents of the Indian youth and to enhance their technical expertise, ICT Academy focuses on Youth Skill Development as one of its pillars. In our college, there is a club namely Technology Interface club to perform a job related activity.

In our College, On Behalf of Technology Interface Club one awareness program on "Cyber Network Security" is conducted on 19.11.2020. Dr.V.Veeramanikandan, M.Sc., M.Phil., P.hD., Assistant Professor, Kolanjiappar govt. arts college, Viruthachalam, acted as resource person. Nearly 350 Students from various departments of the college attended the program. As students are working more and more with social media for academic and various other reasons the program focused to create awareness among students on secured usage and behavior while using internet connected devices. Cyber security awareness involves being mindful of cyber security in day-to-day situations. Being aware of the dangers of browsing the web, checking email, and using social media is essential for students. Hence the program is organized to create awareness among students.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The rapid changes in the global knowledge economy with the advancement in science and technology have led to dramatic changes in the society. India has leaped many boundaries in all sectors-commerce, technology and development etc., but at the same time there has also been detachment from our belief and fall in values.

The National Education Policy 2020 aims to reconfigure the education system of India on the framework of Indian knowledge System. The NEP 2020 recognizes that the distinct place that India holds at the global stage is only because of its cultural developments, civilization values and rich literature in all the fields. India is always looked up to for its spiritual and transcendental elevation. India has much to offer to the world from its glorious past. Thus,

the promotion of Indian arts and culture is important not only for the nation but also for the individual. Cultural awareness and expression are among the major competencies considered important to develop in children, in order to provide them with a sense of identity, belongingness and appreciation of other cultures and identities. It would also build a positive cultural identity and self-esteem among the children. Thus, cultural awareness and expression are important contributors both to individual as well as societal well-being. Our ancient education system focused on the holistic development of the individual and emphasized on values such as humility, truthfulness, discipline, self-reliance and respect for all creations. Education in India has a heritage of being pragmatic, achievable and complementary to daily life. Thus, the NEP 2020 has not only recognized the glorious past of ancient India but has also drawn our attention towards the inclusion of the seminal works of stalwarts like, Charaka, Susruta, Aryabhata, Varahamihira, Maitreyi, Gargi etc. in the present curriculum at various level from preschool to the university level.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

OBE is a comprehensive approach to organizing and operating a curriculum that is focused on and defined by the successful demonstrations of learning sought from each learner. This means focusing and organizing everything in an education system around "what is essential for all learners to be able to do successfully at the end of their learning experiences". OBE ultimately focuses on idea of what is important for learners to be able to do, developing the programmes for learning, implementing it and assessing the learner on a continuous basis to ensure that learning has ultimately taken place.

It is the intention of the outcomes-based approach to focus as much on the process of learning and the final outcome, as on knowledge and skills. The process of achieving outcomes during the process of learning can be related directly to the way in which outcomes are achieved. The outcomes-based approach requires focus in the curriculum process and the way in which the learner should be empowered for the achievement of outcomes.

The purpose of OBE is to increase the knowledge and skills of the learners. By introducing OBE, opportunities may arise for people who are academic or career paths were restrained due to their prior knowledge not being assessed and certified, or because their qualifications had not been recognized for admission to further learning and employment.

For successful implementation of OBE, the educators should understand the OBE system. The traditional approaches is a means towards implementing OBE. Educators should change or improve their ways of instructing and assessing the learner's work. Affiliating universities should frame the curriculum, Examination question pattern and teaching methodologies in such a way that the students should realize the importance of OBE system.

In our syllabus, Value Education, Environment Education, Soft Skill, Gender Studies and Skill Based Electives are introduced. Practical is included for some skill based elective.

#### **20.Distance education/online education:**

During the COVID-19 pandemic, online learning gained significant momentum, with colleges offering students virtual classes. The impact of the COVID-19 coronavirus has led to the majority of teaching being delivered or taught online. The spectrum of delivery methods for teaching, starts at one end with online learning, across to the traditional face-to-face teaching in a classroom at the other end.

##### **Distance education:**

Distance education is one where study material and learning resources are sent to students through the post and now in the age of the internet through email or in the form of video tutorials along with PDFs and other documents. Distance Learning degrees are available at all academic levels; undergraduate, postgraduate and doctorate. In this format of learning, there is no interaction between a student and the teacher. Students are completely on their own with a self-paced time schedule to complete the course. Students have to adhere to the exam deadlines and submission dates. All Distance Learning courses have an online study component, with access to online learning materials.

##### **Online education:**

Online learning is where all the course content is provided online through the Internet. It utilizes the Virtual Learning Environment (VLE) - such as Moodle, Collaborate or Blackboard to share multimedia lectures, have discussions, send student resources, and conduct exams. The content could include recorded lectures, videos, PowerPoint slides, study manuals, recommended reading and self-assessment exercises. The students study the course material at their own pace, whenever students have the time and Internet access using smart phone, tablet or PC. The lectures are prerecorded or are

held live. It is a more interactive teaching method where the teacher and student often meet through the digital medium. The VLE is like a communication medium or an interactive learning tool through which group projects, discussion forums, and quizzes are held for peer interaction and to give it a more on-campus feel.

### Extended Profile

#### 1. Programme

1.1	27
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2. Student

2.1	2402
Number of students during the year	

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

2.2	1074
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	831
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 3. Academic

3.1	140
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Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	107	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	61	
Total number of Classrooms and Seminar halls		
4.2	13410722	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	175	
Total number of computers on campus for academic purposes		

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Dharmapuram Gnanambigai Government Arts College for Women adheres to Bharathidasan University (BDU) and prepares a well planned month wise year planner at the beginning of each academic session for all the subjects in the post graduate and under graduate courses. The curricula are revised from time to time based on the developments in the global scenario by the affiliated university. During 2020-2021, Professional English, I and II are introduced in four categories for first year students. 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, college vision, mission and objectives are communicated to all stakeholders through college website.

Academic calendar and academic plan is prepared by IQAC committee in collaboration with the various departments and the teaching, learning and evaluation schedules. Innovative teaching aids like PPT are used with the infrastructures of ICT classrooms for informative lectures. Along with this, projects, Assignments, quizzes, Seminars, Debates are used for effect curriculum implementation. College General time table in charge is the English Department under the guidance of Principal. The subjects allocate and work allotments are distributed by the department heads as per qualification and expertise.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to academic calendar provided by BDU, based on this the institution prepares, which includes the Dates of commencement, Working days, Schedule of internal exams(Continuous Internal Assessment (CIA) and Model exams, Department Associations Seminars, Club activities, Significant celebrations, Holidays, Dates of Semester end examination, etc. As per the academic calendar and guidelines of the University, Timetable is prepared by senior faculty and after approval from the Principal it will be circulated to all the faculty members and students before commencement of the semester. Calendar of Events are published on website of the college.

As an affiliated institution of the BDU, the evaluation norms of the University are strictly followed. The current session follows a Credit Based Evaluation System. Continuous assessment in theory subjects as per BDU norms includes 15 marks for CIA Test, 5 marks for Assignment and 5 marks for seminar, group discussion and quiz. Within this framework, the College conducts the Internal Assessment Test for all the departments according to a proper schedule with online mode and under proper guidance. The marks obtained by the students and the score for attendance are both uploaded in the University online e-portal at the appropriate time. For PG courses too, the examination pattern follows the norms laid down by the BDU.

During the COVID 19 pandemic sessions, a continuous system of online

exams and evaluation was put in place.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

22

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**



**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

1391

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

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through number of activities conducted throughout the year. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

1. Gender sensitization programmes like lectures, seminars.

2. Observance of Women's Day

3. The University has made it compulsory to study "Environmental studies" in their regular curriculum to create awareness related to various environmental issues that the world is facing through mini



projects, field visit, field work, seminars and Green Audit.

4. Human values promoted through the activities of the NSS, YRC and SSL, illuminating the young minds about the duties and responsibilities of the citizens of this country.

5. Community outreach and other social welfare programmes.

6. Value education and mental health workshops conducted by club of Human values and professional ethics and by Physical and Mental Health club.

7. Handbook of Code of Conduct are uploaded in the College website and also enunciated by the Principal and staff members during Students' Orientation Programmes.

9. Observance of World Environment Day, Wildlife Week day celebrations.

10. Upholding values of Social Equality, diversity and women empowerment through functions like the Annual Programme, Sports Day, Independence and Republic Day celebrations as well as through the activities of various clubs and societies, and presentations etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

188

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may** A. Feedback collected, analyzed

be classified as follows

and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

996

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

996

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college is maintains the data of all the enrolled students. Subject teachers, class teacher and mentors along with Head of the Department, identify the slow learners & advanced learners by tracking the Department Internal Academic Audit Report. A mentor is

assigned to each student to monitor the overall progress. The mentors identify their interest and talents in various domains and motivate them. During the ONLINE classes due to COVID Guidelines, reference materials of online classes are made available to students through mails and whats App group. The CIA marks and attendance of the students are informed to their parents at the time of PTA meetings.

The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:

- • More challenging work in the form of projects and home assignments.
- • Incentives in the form of merit scholarships and prizes distributed in Annual day and in convocation day.
- • Counseling by faculty to appear for competitive examinations.

Identification of weak students is made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- • Communicating to the weaker students their areas of weakness.
- • Organizing remedial classes.
- • Teachers available beyond class hours to counsel the weaker students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
2402	140

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

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning is made more student-centric through workshops, seminars, quiz, group discussions, exhibition, awareness programme, field trips, slide shows etc. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support. The college is practicing different student centric learning methods to enhance their learning ability involving.

**Experiential learning:** Students are allowed to conduct experiments independently in practical classes. Projects at final year pg level will help in imparting the required research skills to the students. Exhibitions are being organized by the departments to showcase their skills.

**Participative learning:** Students are motivated to participate in Quiz Competitions, Paper Presentation in Seminars and Online Certification Courses to get the participative learning environment. Some of participative learning programs are student development programs, celebration of cultural days and organizing workshops - a team work of students to enhance the learning capabilities of the students. Every department is provided with projector and internet facilities to enhance their knowledge.

**Problem solving:** Students are motivated to take part in Training and Placement, Entrepreneurship Development and Incubation Centre activities. Students are involved in Research, Innovation, Incubation, Development, Entrepreneurship, Education and Social Responsibility. ICT Technology is used for challenging projects that promote students' higher-order thinking skills.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The role of ICT in teaching learning process ensures that students play an active role in the learning process. The ICT enabled learning environment of the institution develops creative and critical thinking as well as scientific temper among the students. The online teaching -learning platform has been put to extensive use during the pandemic times and regular classes are taken through this on-line platform. Both faculty and students have access to the following modern teaching aids:

- Adequate number of interactive projectors and computers for use in seminars and lectures.
- Media Lab, Computer Labs, Language Lab and Audio-Visual room, Interactive smart boards.
- A well-equipped open access computerized library with internet facility.
- E-resources through national networks.

**PowerPoint presentations:** Faculties are encouraged to use power-point presentations in their classroom teaching by using LCD's and projectors. Along with Classrooms, Seminar halls, Biology lab & Language laboratories are digitally equipped where guest lectures, expert talks and various hands-on sessions are organized for students.

**Online quiz:** Faculties prepare online quiz for students during the teaching process.

**Online competitions:** Various technical events and management events such as project presentations, quiz, debates, paper presentations etc. are being organized with the help of various Information Communication tools.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

### 2.3.3.1 - Number of mentors

140

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

106

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

82

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

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

1005

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The detailed academic calendar is prepared before the start of the semester, which includes date of Internal examinations, Model examinations etc. Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessment Test (CIA) throughout the semester and (ii) End Semester Examination at the end of the semester.

Separate Examination cell comprises of The Principal (Chairman of Examination), Chief Superintendent of Examinations, and a team of teaching and non-teaching staff members. The allotment of the invigilation duties, seating arrangements and schedule of the subjects are controlled by the Chief Superintendent. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, and submission of marks.

The college maintains very strict, impartial, confidential and vigilant in smooth conduct of IA tests aided with internal supervision. Room invigilation work is allotted to faculty members in each department. Evaluated scripts of the mid-term examination were shown to the students. Re-tests are conducted for the students who got the prior permission due to genuine reason. Any discrepancy in the evaluation is duly addressed by the subject-handling faculty member. The IA marks are displayed on the notice board. Since pandemic internal exams are conducted in online mode.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>



2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient. At the Institute level, University Examination committee, comprising of The Principal (Chief Superintendent of Examinations), and other teaching staff as members, is constituted to deal with examination related grievances. Grievances raise by students are effectively communicated to the University for needful actions. The responses for the grievances from the University are communicated to the students immediately.

The performance of the students in the Continuous Internal Assessment Test are analysed by the subject handling faculty and the Hod. If there is any grievance related to the evaluation of the internal test, they can appeal to concerned subject handling faculty member & Hod. There is a separate Examination cell comprising of The Principal, Chief Superintendent of Examinations, and a team of teaching and non-teaching staff members and examinations related grievances are dealt by the cell.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College offers twelve Under Graduate Programmes and ten Post Graduate programmes. It is affiliated to Bharathidhasan University, Tiruchirappalli and it follows the syllabus prescribed by the University. The course objectives are all well defined in the syllabi prescribed by the university and are available on the college website. Additionally, the institution has prepared the Programme Outcomes (POs), Course Outcomes (COs) and Programme Specific Outcomes (PSOs) and given the details namely POs, COs and PSOs of each Programme in the college website.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website, Department notice boards and communicated to teachers and students. Awareness about COs, POs and PSOs are made to students by faculty at the beginning

of the semester and through orientation programme.

Teachers spell out the learning outcomes in the classroom at the beginning of each semester and session. Thus, students are made aware of course/programme expectations at the very commencement of the teaching-learning process. The Student Satisfaction Survey (SSS) is also another instrument by way of which the college takes feedback on the extent of student attainment of learning outcomes. Thus college employs multiple channels to make students and teachers aware of learning outcomes of courses and programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Heads of the Department monitor the execution of the assigned syllabus and it's timely completion. The final outcome of the course is evaluated through the performance of the students that is analyzed at the end of each semester examination.

The college has established a systematic assessment process to evaluate the attainment of the outcomes. The assessments of attainment of the outcomes are done through Continuous Assessment Tests, assignments and end semester examination. The assessment processes are periodically documented and monitored. Weightage is given to all periodic continuous assessments and end semester exam. The COs is mapped to POs and PSOs. From evaluation of CO attainment, PO and PSO attainment is calculated. The attainments of POs and PSOs through individual subjects are thus calculated. The curricular gap is identified from this evaluation and necessary steps are taken to bridge the same. Microsoft Excel is used to enter and calculate the CO/PO attainments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

755

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

15000

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

58

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college is giving adequate importance to research as per the last NAAC peer team's suggestion. The institute has a research

committee, which oversees the research activities of the college. Every department of the college now brings out a departmental journal, that involves exchange of ideas between student and faculties.

An ecosystem is created through utilization of academic material resources in the libraries, spacious workspaces with modern laboratory equipment, computers, high speed internet and Wi-Fi by teachers. There is a system for creation and promotion of innovation through activities of cells and departments in the college. Entrepreneurship is encouraged through Workshops, Add-On courses and Competitions by various Cells and clubs. Students lead in creative designing, editing and contribution in the form of articles, poems in College Magazines. Field visits enhance creativity and innovation. Research Project is the essential part of their course for the Postgraduate students. Innovations by faculty include practicing Yoga by faculty members through lectures and demonstrations. The University has made it compulsory to study "Fundamentals of Yoga" in their regular curriculum as skill based elective, to create awareness related to yoga practicing. The Webinar on Disaster Management is conducted by Webinars on IPR, Research Methodology, entrepreneurship etc. ensure creation and safeguarding of knowledge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

12

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

15

File Description	Documents
URL to the research page on HEI website	<a href="https://dggacollege.edu.in">https://dggacollege.edu.in</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

31

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college has a number of organization to engage students in extension activities. The college has four NSS units, YRC, RRC, SSL, EXNORA and SPORTS. Through these social organizations the institution engages the students in extension activities regularly. 1. The each NSS unit adopts villages and conduct one week camp for the upliftment of the nearby locality. 2. Health camps in adopted villages. 3. Awareness programmes in nearby villages 4. Personality development training programmes. 5. The college Social Services League members visit the orphanage and old age home every year and donate things.

The students are coming up with new ideas and ways to reach out to the community. The college gives them every opportunity to explore all ways of helping the community. Many of our students are part of NGOs like Leo Club. During the peak pandemic period, District administration was facilitated by the College by providing Accommodation for COVID patients. The ladies hostel of the college was used as COVID isolation centers.

The students are exposed to cross-cutting issues, through Awareness programmes, camps and webinars. Health and hygiene, Gender sensitization, emergencies, environmental consciousness and values are also absorbed and strengthened for redressal at societal level. Various commemorative days and weeks increase awareness of students towards society. Students have participated in the webinars adding to their holistic development and are gradually ingrained in them as they progress through the various programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

8

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1475

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>



### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Over the years the infrastructure of the institution has been upgraded keeping in mind the developments and rising demands of the newly started courses. Necessary budget is allocated for creation, enhancement and upgrade of infrastructure under RUSSA and non-plan.

The available Teaching Learning facilities are classrooms, technology enabled learning spaces, seminar hall, well established libraries, tutorial spaces, laboratories, botanical gardens, spacious hostels for the students, specialized facilities and equipment for teaching, learning and research and auditorium.

**Classrooms:** All the classrooms have been renovated with comfortable furniture vitrified tiled floors. Final Ug classrooms, laboratories are also fitted with interactive projectors and white boards. Net Resource Centre for students in the library viewing e-journals and online learning resources. The college library is equipped with printer and reprographic facility.

**Seminar hall:** A dedicated seminar hall with audio-visual facilities is in place for regular use. Along with it, many of the big classrooms with projectors facilities are also being used as seminar halls.

**Laboratories:** There are science laboratories in the departments of Botany, Zoology, Chemistry, Biochemistry and Physics. Computer labs are there for practical of CS and IT related subjects. There is a Language lab for communication skills development.

The Institution consists of 61 Class Rooms, 15 Laboratories, 13 Staff Rooms, 1 Seminar Hall, 1 open auditorium and 1 conference hall. The Time Table committee plans ahead for all requirements regarding the availability class rooms, laboratories, furniture and other equipment's.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The institute has indoor sports facilities as well as facilities for outdoor sports. The institution has adequate physical facilities which are augmented from time to time for conducting curricular, co-curricular and extracurricular activities efficiently. Student activities - Cultural, sports, indoor and outdoor games, yoga, health and hygiene, etc.

**Cultural activities-** The college constantly encourages the students to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. An Auditorium is available for conducting different types of cultural programs like cultural functions, orientation programmes, medical camps, awareness programmes, Yoga practicing, celebration of Independence day, Republic day, etc.,.

**Sports -** The ground within the premises is used for sporting activities like throw ball, badminton. Common Room cum Gymnasium is equipped with Carom board, Table Tennis board and Chess board.

**Gymnasium-** Gymnasium is equipped with modern gym equipments like Exercise Cycle, Treadmill, Fitness Bench, Twister machine, etc. for exercising.

There is a dedicated space for career counseling and placement unit. A dedicated medical room with adequate facilities is available for students, faculty and staff .NSS - Camps and other activities are carried out regularly.

Students are trained in sports under the guidance of a qualified and specialized Physical Educational Director. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

13410722

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

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

Library Automation Software- (AUTOLIB Software System)

#### Features & Modules

AutoLib- is a popular and advanced integrated Library automation management software, designed and developed by a team of Library &

Information Science specialists, database designers, software developers and network specialists.

AutoLib software is a fully integrated, versatile, user-friendly, cost-effective and multi-user Library automation software.

It is WEB enabled for Intranet and Internet environments, incorporating latest IT/WEB tools and techniques and adheres to many international standards.

It is designed to automate various activities of Libraries in Universities, Colleges, Schools, R&D institutions, Public Libraries and Corporate, Management and Special institutions, etc. regardless of types of collection or size and also provide WEB based services on the campus Intranet/Internet.

Installed in more than 400 reputed institutions in India and Abroad.

AutoLib - an Integrated Library Automation Management Software - available in various versions and DGGAC purchased Advanced Edition.

#### Salient Features of Library Management Software

- Easy to use /data entry made simple
- Handles lakhs of records more efficiently
- Customisable data entry screen
- Multimedia interface
- Simple and fast counter transactions
- Efficient circulation management system
- Book ordering and serial control made simple
- Sorting/printing large number of reports/ statistics in any desired order and export into different file formats (Excel/Word/ASCII)
- Global update of field values, due date, etc

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-** C. Any 2 of the above

**ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

25730.059

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

IT facility is provided to the Computer science students through computer Science laboratory. First year non-computer students of

this college are getting exposure to computer by using CLP laboratory through Computer Literacy Programme. English Language Lab is used by the students of the department of English and their staff. Each department has a computer system with internet facility for academic purposes. Sufficient numbers of computers are available in the library, office and Principal's room.

A dedicated mail service with our college domain is run for all staff members. Group mails are channeled based on the purpose and subject matter for members of staff.

The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with interactive board, LCD projector, Digital Podium with inbuilt system, and speakers were installed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

175

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support

facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1920000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, equipment ,academic and sport facilities are as under:

**Building Infrastructure:**

Being fully government institution, a constant effort is made to provide safe and secure space for equipment's and tools. PWD looks after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the main building and physical infrastructure like water facility, power supply and maintenance of campus is looked after by the PWD.

**Laboratory Equipments and machines:**

Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory to keep account of the used material and non-functional glassware, miscellaneous items etc. Physical verification of laboratory equipments and machines is carried out to record the functional and non functional equipments from time to time.

**Computer and IT infrastructure:**

Maintain stock register regularly to keep record of the functional and nonfunctional items. Maintenance and up gradation is looked after at departmental level and concerned technicians are hired



whenever necessary.

**Maintenance of Library/ Library Materials:**

Accession and withdrawal registers are regularly maintained to keep the record of updated and dead stock accessions. The college also engages an assistant for the library.

**Sports Equipments:**

The sports department regularly maintains the stock register for the equipments and materials related to the sports keeping record of functional and non-functional items.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

2764

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

724

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

724

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

176

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

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

during the year

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

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students constitute a major stakeholder in the growth of College. The college has a student council which consists of nine members, President, Vice President, Secretary, Treasurer, Tamil Association Secretary, SSL secretary, Magazine Secretary, Sports Secretary, and Fine Arts Secretary.

Every year, students elect their class representatives and from the elected class representatives, the Students' Council members are elected through a system of secret ballot to uphold fair and democratic practices, under the vigilance of Student Council Teachers. Students of final year and second year are members of various committees of the institute as mentioned: Grievances Redressal Committee, Anti-Ragging Committee, Anti-Women Harassment Club, Cultural Committee, Alumni Committee, Magazine Committee, Sports Committee, Legal Awareness club, Population club, Entrepreneur Development Club and all service Organisation like NSS, YRC, SSL, Rotract club, Leo club.

College Annual day is organized exclusively by the Students' Council. The Student's Union of 2020-21 could not be constituted due to the pandemic. Departmental academic programmes like Workshop, seminars and webinars are organized by the Students' Council with the guidance of the teachers.

The Students representation is also there in various committees In the present pandemic situation where face to face interaction with students is difficult, the role of Class Representatives have increased a lot for disseminating vital information and acting as a link between students and teachers.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association was registered in the year 2021 bearing registration number DRB1/SOR//2021-2022. The Institute has a strong alumni association, conducting alumni meet once in a year in the month of March/April at the time of convocation.

OSA includes Principal as Chairman, Senior faculties as members, all outgoing students as life members, members of past teaching staff as honorary members and all current teaching staff as Associate members. Alumni have contributed to development of the college

through valuable feedback, provide valuable recommendations for improvements, guidance to post graduate studies and through donations in cash of more than in 2020-21.

The alumni were also involved in defining our Vision and Mission. The alumni are advised to keep in touch with the association and participate in its meetings and furnish updates of information with regard to their career progress.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year A. ? 5Lakhs (INR in Lakhs)**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is in accordance with the vision and mission statement reflecting the objectives of the college. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. Towards this objective, job-oriented, degree courses and add-on certificate courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent. The programmes adopted by the EDP club have promoted entrepreneurial skills among a large section of the students.

Moral values of responsibility, leadership and social empathy are inculcated among the students through various social outreach programmes conducted by the NSS, SSL and YRC. Awareness of environmental and ecological issues and understanding the need for sustainable development are generated through a variety of measures

like Green Audit exercise, tree planting ceremonies, installation of LED lights etc.

The college has well equipped Laboratories, Experienced Faculties, Training & Placement, Hostel and Social life activities like NSS, etc.,. The Principal constitutes different committees including faculties from various departments for the successful operation of the institution that helps in taking the institute towards its stated objectives and fulfillment of its mission and vision.

In recent times, the institution has specially upgraded itself to take up the challenge of online teaching and e-learning is being effectively carried out with the help of virtual platform dedicated to complete knowledge sharing.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal co-ordinates all academic matters through the Heads of Departments who play a role in decision-making and participative management of their respective departments. The inclusion of teachers in different committees and clubs of the College on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decision-making.

Administrative powers and responsibilities are delegated to staff members on the basis of their competence, commitment and aptitude to meet the institutional objectives. The institution's democratic principles of decentralization and participative management are also reflected through involvement of staff members and students in various committees and cells to carry out different activities.

Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure. The entire process of participation and decentralization is



co-ordinated by the Principal. Decision making is decentralized through these committees. Year round activities related to students are an apt example of participative management.

University examinations are conducted in the institution through exam committee for the purpose and here too responsibility and leadership are delegated to the faculty members on a rotational basis department wise and they are responsible for the smooth conduct of examinations.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is a government institution; hence it follows government policies laid down by the Department of Higher Education, Government of Tamil Nadu. Still a perspective plan which takes the following aspects into consideration:

### Institutional Strategic Goals

1. Efficient Teaching erudition procedure
2. Effective Leadership and Participative management
3. Internal Quality Assurance System
4. Ensuring effective governance
5. Grievance Redressal
6. Up gradation of Physical Infrastructure

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Governing Body:** The Principal is the supreme Head of the entire college and the college functions under the governance of the Principal who acts upon the recommendations or resolutions taken by the college council. The Principal is to carry out the instructions directed from the Director of Collegiate Education and from the Department of Higher Education.

**Administrative setup:**

The Administrative setup of the college meets all the current requirements of the stakeholders as well as the Directorate of Collegiate Education, Chennai. The Principal is vested with the day-to-day running of the college. He has team of Departmental Heads, the IQAC Coordinator and the Bursar to assist him in the discharge of the work. The Principal acts according to the resolutions taken by the college council. The college council comprises the Principal and Heads of all the departments. Periodical council meeting is convened to discuss on various issues and implement the decisions for the welfare of the college.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Yes, the institution has welfare measures for both teaching and non-teaching staff. Welfare measures for Teaching Staff and Non-Teaching Staff:

- • Medical insurance scheme is being implemented by the Government for the welfare of the staff and their family members.
- • The members of staff can avail festival advance during the time of Deepavali or Pongal.
- • Government loan schemes to purchase/construct house and vehicles are available for all the staff members.
- • The teaching staff are encouraged to attend periodic refresher course, seminar, conference, workshop and in-service programme availing on Duty to enrich their knowledge and hone their skills.
- • Supporting staff members are encouraged to pursue higher studies with proper permission from the Director of Collegiate Education, through correspondence mode to equip themselves and to enhance their promotional opportunities. They are permitted to attend in-service programmes periodically to enhance their skills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Appraisal System is unique for all higher educational institutions. The guidelines are framed by the University Grants Commission and endorsed by the Department of Collegiate Education, Government of Tamilnadu, and it has been practiced in our college.

The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extracurricular activities. This format is filled by the employee in a given prescribed proforma. The format contains: Abstract, Part-A - general instruction and Academic Profile, Part-B - Academic performance Indicators for promotion- Criterion I Teaching, Criterion II Involvement in college student- related activities\ research activities, List of Enclosures, Summery of API Grading [duly signed by Subject Expert I,II, HOD, the Principal]. The faculty members are asked to fill the Academic Performance Indicator (API) format at the end of the academic year, then the principal will finalize the scores based upon the documental evidences submitted by the teachers. Based on API scores the faculty were encouraged to take up more initiatives in their respective areas of inclination and passion.

**Student feedback:** At the end of every year students feedback is taken to assess the performance of the faculty.

**Performance Appraisal for Non teaching Staff:** The Principal directly monitors the non-teaching staff and regularly conducts meetings to take supervise the administrative and financial aspects such as fee

collection, scholarship status etc. The Non-teaching staff has to keep a record of their work in prescribed format.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Every amount received by way of fees is remitted to the Government through the authentic accounts maintained by the college. A bursar is a financial administrator with the control of the Principal, balancing current transactions at the start of the day and making physical deposits at the end of the shift. All the financial transactions are made through nationalized banking facilities. All the income and expenditure of the institution are regularly audited by the auditors deputed by the Director of Collegiate Education. The Parent Teachers Association and Old Students Association undergo internal annual audits.

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 Principal and the Bursar monitor the effective and efficient use of available resources following the Government policy. In addition to that, auditing is done every year by the Government Chartered Accountant audits the fund received from University Grants Commission and the audited utilization certificate is sent.

The interdepartmental checking is done regularly for every academic year, which includes checking the laboratory equipment of each Department, library, hostel, fine arts and Union. The Directorate of collegiate education audits all the income and expenditure of the institution.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

**Institutional strategies for mobilization of funds and the optimal utilization of resources:**

As the college is a government college, the state government, UGC and RUSA are the major funding Bodies. Sources of funds are as follows:

1. Salaries of the regular and Guest faculties are provided by the government.
2. Funds/grants received from RUSA are maintained in a separate bank account and used for the purpose it is meant for i.e. building construction, up gradation of existing building .
3. Special Fee Fund paid by the students at the time of admissions is maintained in a separate account.

**Utilization of Funds**

1. The departments seek quotations from vendors for the purchase of equipment, computers, books, etc.
2. The quotations are scrutinized before a final decision is made based on parameters like pricing, quality, terms of service, etc.
3. The Principal, Bursar along with the accounts department ensure that the expenditure lies within the allotted budget.
4. Expenses are met for the purposes for which the above mentioned funds are meant and proper bills are maintained.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The IQAC plays a key role in institutionalizing the quality assurance. The following practices initiated by the IQAC are highlighted here.

- Institute appreciates, encourages and provides support for quality improvement in teaching, research & administration.
- Planning and Supporting for effective implementation of Total Quality management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders.
- The IQAC monitors the effective implementation of curriculum through Internal Academic Audit reports.
- Documentation of the various programs /activities leading to quality improvement.
- Consolidated and analyzed documents are prepared and maintained for discussion.

IQAC ensures conduct of all the Departmental Associations and Departmental Club activities through continuous monitoring. The



Departmental association along with student Secretary organizes various programmes like Quiz competition, Debate in Tamil and English, Ramanujam day celebration, Essay writing competition, Oratorical competition, National Science Day Celebration, Article writing, to develop the skill set of the students.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

- Implementation of Outcome-based learning education in each program by creating a link between the Course Outcomes (Cos) and program outcomes (POs), for each course and program, called CO-PO Mapping.
- The institute monitors the performance of the students regularly and has specified procedure to collect and analyse data on student learning outcomes:
  - Ø Regular class tests and interactions
  - Ø Continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
  - Ø Providing Question bank of various subjects to the students.
  - Ø Providing Lecture notes through an online portal
  - Ø Timely Redressal of students' grievances.
  - Ø At least 75% Attendance is compulsory in each semester.
  - Ø Extra classes for weak students to solve their problems.

File Description	Documents
Paste link for additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

#### **Gender equity and sensitization**

Our college is established as an exclusive college for women, namely D.G.Govt. Arts College for Women, Mayiladuthurai offering post-graduate and research programmes. To promote women education, the Directorate of Collegiate and university are doing consistent efforts. Some of them are as follows:

1. **Safety and Security:**Indoor & outdoor games for Women students and staff were held on various occasions.Institution has taken several measures to enhance safety & security on campuses by

constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing security. Security guards are also available at Girls hostels. The security of the Women in the campus is strictly monitored by deployment of security persons under OSA.

2. Safety and Security in the Main Hostel: Ladies Main Hostel is maintained by deployment of guard round the clock to restrict the movement of any male towards the hostels. Males are not allowed in the hostel, however whenever there is a requirement for maintenance, supply and others due permission is obtained from the Hostel Superintendent.
3. Counseling: Counseling is provided to the complainants and the respondents independently by the ICC. Training & Placement cell also conducted special lectures, mock interviews etc. for career counseling of students.
4. Common Room

#### Details of CCTV Camera Surveillance at DGGAC

S.No

Building/Location

No. Of CCTV Cameras

1

College (Main Building, Language, Comp. Science, Russa and MGR Centenary Buildings)

11 (Old)+37 (New)

2

Main Hostel (Old & New Buildings)

5 (Old) + 8 (New)

and PAS Speaker

Av 93000 - speaker

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**There are different types of waste disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college:**

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the C. Any 2 of the above**

**following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**The institution believes in equality of all cultures and traditions**

as is evident from the fact that students belonging to different caste, religion are studying without any discrimination. Two important national festivals, Republic Day and Independent Day are celebrated every year and all teaching, nonteaching staff and students participate for the cause of nation. These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities. Different sports and cultural activities organized inside the college to promote harmony towards each other.

The College has 4 NSS units and adopted 4 villages in Mayiladuthurai region to conduct activities for their socio-economic development. Institute has conducted camp in these villages for increasing their environmental and ethical awareness. The College organizes extension activities as a part of Education Social Responsibility and are targeted towards enabling a holistic environment for student development. Convocation ceremony is conducted every year and the convocation address is delivered to inspire and motivate the students for future journey.

Days celebrated

Date

Yoga day

21st June

Independent day

15th August

Teachers day

5th September

NSS day

24th September

Gandhi jayanti

2nd October

Voters Day

25th January

Republic day

26th January

Women's day

8th March

AmbedkarJayanti

14th April

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

DGGAC organizes several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens. The curriculum is framed with courses like Introduction to Constitution of India, Gandhian Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy as a small step to inculcate constitutional obligations among the students.

The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. In addition to this, a special programs Azadi 70 organized by the department of History to brief students about the freedom struggle. Republic Day is celebrated with great gratification to honour the date on which the constitution of India came into effect.

DGGAC celebrates Voters Day to bring awareness among the general masses about the importance of the vote and Women Day to mark the



achievements of women throughout the history. Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution/ Debates activities.

The institution takes pride of raising up successful leaders among the students by conducting the Student Council election every year. The elected representatives delegate the responsibilities of organising college programmes with the support of other student volunteers. Staff members participate in the national celebrations and take oaths for the cause of the nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**      **A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our Institution celebrates national and international commemorative days, events and festivals. Celebration of cultural and constitutional festivals is an integral part of college's co-curricular activities. The Faculty, Staff and Students of the institution all come together to celebrate these occasions and spread the message of Unity, Peace and Love. The academic calendar is brimming with important events of many national as well as international days and commemorative events and festivals.

Days celebrated

Date

Yoga day

21st June

Independent day

15th August

Teachers day

5th September

NSS day

24th September

Gandhi jayanti

2nd October

Voters Day

25th January

Republic day

26th January

Women's day

8th March

**AmbedkarJayanti**

14th April

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Technology Interface Club 2020-2021**

On Behalf of Technology Interface Club one awareness program on "Cyber Network Security" was conducted on 19.11.2020. Dr. V. Veeramanikandan, M.Sc., M.Phil., P.h.D., Assistant Professor, Kolanjiappar govt. arts college, Viruthachalam, acted as resource person. Nearly 350 Students from various departments of the college attended the program. As students are working more and more with social media for academic and various other reasons the program focused to create awareness among students on secured usage and behaviour while using internet connected devices.

**CLUB OF HUMAN VALUES AND PROFESSIONAL ETHICS**

On behalf of the "Club of Human values and Professional Ethics Organized a seminar with the title of ": Biography of Dr. APJ. Abdul Kalam "on 02.03.2021 through online mode. In this programme the Head of the Department Dr. D. Benny Anbu Raj deliver the welcome address the Principal Dr. D. Aravazhi deliver the presidential address and the co ordinator Dr. S. Saravanan introduce the resource person. The resource person Dr. Thilak Kumar Assistant Professor ., Department of Physics ., Periyar Govt. Arts College., Cuddalore explain the life history of "Dr. APJ. Abthul Kalam with a nice mannar. Also he dicussed about the importance and influence of the basic science how coinsde with the day today life. The students and the staff members interact with the resource person with interesting manner. This Programme is very useful for the staff and the student community. More than 150 participants were benefitted through this programme.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Any other relevant information	<a href="#">iqaccategory.php</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### Holistic Education During Pandemic Times

- • In the environment of pandemic due to COVID 2019, the faculty members utilized e-learning modules when chalk-and-board teaching is not possible.
- • College true to its vision 'Women empowerment' aims at imparting inclusive education to girls during the pandemic.
- • College shifted its teaching-learning-evaluation process on ICT mode, faculty members switched to Google meet platform and Students were assessed using online tools such as Google Forms, Quiz, slides.
- • Staff members uploaded relevant course material in the students group.
- • Mentor-mentee relationship is stronger as mentors are in constant touch with all the students through classrooms, WhatsApp, emails, personal calls, and extra classes.
- • Students are encouraged for club activities and community outreach programmes are conducted maintaining all COVID-19 protocol.
- • Faculties attended refresher, FDP and updated their knowledge and 03 Faculty Development Programmes were conducted
- • Faculties were introduced to use google forms, documents. Drive, slide, blogger etc.,
- • Numerous Webinars on various beyond syllabus topics and digital events on extra-curricular activities were conducted for the next generation learning.
- • Covid Camp was held for more than three months in our college hostel for those who were struggling with Covid.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Dharmapuram Gnanambigai Government Arts College for Women adheres to Bharathidasan University (BDU) and prepares a well planned month wise year planner at the beginning of each academic session for all the subjects in the post graduate and under graduate courses. The curricula are revised from time to time based on the developments in the global scenario by the affiliated university. During 2020-2021, Professional English, I and II are introduced in four categories for first year students. 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, college vision, mission and objectives are communicated to all stakeholders through college website.

Academic calendar and academic plan is prepared by IQAC committee in collaboration with the various departments and the teaching, learning and evaluation schedules. Innovative teaching aids like PPT are used with the infrastructures of ICT classrooms for informative lectures. Along with this, projects, Assignments, quizzes, Seminars, Debates are used for effect curriculum implementation. College General time table in charge is the English Department under the guidance of Principal. The subjects allocate and work allotments are distributed by the department heads as per qualification and expertise.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to academic calendar provided by BDU, based on this the institution prepares, which includes the Dates of

commencement, Working days, Schedule of internal exams(Continuous Internal Assessment (CIA) and Model exams, Department Associations Seminars, Club activities, Significant celebrations, Holidays, Dates of Semester end examination, etc. As per the academic calendar and guidelines of the University, Timetable is prepared by senior faculty and after approval from the Principal it will be circulated to all the faculty members and students before commencement of the semester. Calendar of Events are published on website of the college.

As an affiliated institution of the BDU, the evaluation norms of the University are strictly followed. The current session follows a Credit Based Evaluation System. Continuous assessment in theory subjects as per BDU norms includes 15 marks for CIA Test, 5 marks for Assignment and 5 marks for seminar, group discussion and quiz. Within this framework, the College conducts the Internal Assessment Test for all the departments according to a proper schedule with online mode and under proper guidance. The marks obtained by the students and the score for attendance are both uploaded in the University online e-portal at the appropriate time. For PG courses too, the examination pattern follows the norms laid down by the BDU.

During the COVID 19 pandemic sessions, a continuous system of online exams and evaluation was put in place.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

22

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1391

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

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through number of activities conducted throughout the year. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

1. Gender sensitization programmes like lectures, seminars.

2. Observance of Women's Day

3. The University has made it compulsory to study "Environmental studies" in their regular curriculum to create awareness related to various environmental issues that the world is facing through mini projects, field visit, field work, seminars and Green Audit.

4. Human values promoted through the activities of the NSS, YRC and SSL, illuminating the young minds about the duties and responsibilities of the citizens of this country.

5. Community outreach and other social welfare programmes.

6. Value education and mental health workshops conducted by club of Human values and professional ethics and by Physical and Mental Health club.

7. Handbook of Code of Conduct are uploaded in the College website and also enunciated by the Principal and staff members during Students' Orientation Programmes.

9. Observance of World Environment Day, Wildlife Week day celebrations.



10. Upholding values of Social Equality, diversity and women empowerment through functions like the Annual Programme, Sports Day, Independence and Republic Day celebrations as well as through the activities of various clubs and societies, and presentations etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

188

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

996

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

996

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college is maintains the data of all the enrolled students. Subject teachers, class teacher and mentors along with Head of the Department, identify the slow learners & advanced learners by tracking the Department Internal Academic Audit Report. A mentor is assigned to each student to monitor the overall progress. The mentors identify their interest and talents in various domains and motivate them. During the ONLINE classes due to COVID Guidelines, reference materials of online classes are made available to students through mails and whats App group. The CIA marks and attendance of the students are informed to their parents at the time of PTA meetings.

The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:

- • More challenging work in the form of projects and home assignments.
- • Incentives in the form of merit scholarships and prizes

distributed in Annual day and in convocation day.

- Counseling by faculty to appear for competitive examinations.

Identification of weak students is made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- Communicating to the weaker students their areas of weakness.
- Organizing remedial classes.
- Teachers available beyond class hours to counsel the weaker students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2402	140

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

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning is made more student-centric through workshops, seminars, quiz, group discussions, exhibition, awareness programme, field trips, slide shows etc. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support. The college is practicing different student centric learning methods to enhance their learning ability involving.

Experiential learning: Students are allowed to conduct experiments independently in practical classes. Projects at final year pg level will help in imparting the required research skills

to the students. Exhibitions are being organized by the departments to showcase their skills.

**Participative learning:** Students are motivated to participate in Quiz Competitions, Paper Presentation in Seminars and Online Certification Courses to get the participative learning environment. Some of participative learning programs are student development programs, celebration of cultural days and organizing workshops - a team work of students to enhance the learning capabilities of the students. Every department is provided with projector and internet facilities to enhance their knowledge.

**Problem solving:** Students are motivated to take part in Training and Placement, Entrepreneurship Development and Incubation Centre activities. Students are involved in Research, Innovation, Incubation, Development, Entrepreneurship, Education and Social Responsibility. ICT Technology is used for challenging projects that promote students' higher-order thinking skills.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The role of ICT in teaching learning process ensures that students play an active role in the learning process. The ICT enabled learning environment of the institution develops creative and critical thinking as well as scientific temper among the students. The online teaching -learning platform has been put to extensive use during the pandemic times and regular classes are taken through this on-line platform. Both faculty and students have access to the following modern teaching aids:

- Adequate number of interactive projectors and computers for use in seminars and lectures.
- Media Lab, Computer Labs, Language Lab and Audio-Visual room, Interactive smart boards.

- A well-equipped open access computerized library with internet facility.
- E-resources through national networks.

PowerPoint presentations: Faculties are encouraged to use power-point presentations in their classroom teaching by using LCD's and projectors. Along with Classrooms, Seminar halls, Biology lab & Language laboratories are digitally equipped where guest lectures, expert talks and various hands-on sessions are organized for students.

Online quiz: Faculties prepare online quiz for students during the teaching process.

Online competitions: Various technical events and management events such as project presentations, quiz, debates, paper presentations etc. are being organized with the help of various Information Communication tools.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

140

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
106	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
<b>2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year</b>	
82	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
1005	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The detailed academic calendar is prepared before the start of the semester, which includes date of Internal examinations, Model examinations etc. Performance in each course of study shall be evaluated based on (i) Continuous Internal Assessment Test (CIA) throughout the semester and (ii) End Semester Examination at the end of the semester.

Separate Examination cell comprises of The Principal (Chairman of Examination), Chief Superintendent of Examinations, and a team of teaching and non-teaching staff members. The allotment of the invigilation duties, seating arrangements and schedule of the subjects are controlled by the Chief Superintendent. The examination process included setting of question papers, evaluation of answer scripts within a stipulated period of time, and submission of marks.

The college maintains very strict, impartial, confidential and vigilant in smooth conduct of IA tests aided with internal supervision. Room invigilation work is allotted to faculty members in each department. Evaluated scripts of the mid-term examination were shown to the students. Re-tests are conducted for the students who got the prior permission due to genuine reason. Any discrepancy in the evaluation is duly addressed by the subject-handling faculty member. The IA marks are displayed on the notice board. Since pandemic internal exams are conducted in online mode.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient. At the Institute level, University Examination committee, comprising of The Principal (Chief Superintendent of Examinations), and other teaching staff as members, is constituted to deal with examination related grievances. Grievances raise by students are



effectively communicated to the University for needful actions. The responses for the grievances from the University are communicated to the students immediately.

The performance of the students in the Continuous Internal Assessment Test are analysed by the subject handling faculty and the Hod. If there is any grievance related to the evaluation of the internal test, they can appeal to concerned subject handling faculty member & Hod. There is a separate Examination cell comprising of The Principal, Chief Superintendent of Examinations, and a team of teaching and non-teaching staff members and examinations related grievances are dealt by the cell.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College offers twelve Under Graduate Programmes and ten Post Graduate programmes. It is affiliated to Bharathidhasan University, Tiruchirappalli and it follows the syllabus prescribed by the University. The course objectives are all well defined in the syllabi prescribed by the university and are available on the college website. Additionally, the institution has prepared the Programme Outcomes (POs), Course Outcomes (COs) and Programme Specific Outcomes (PSOs) and given the details namely POs, COs and PSOs of each Programme in the college website.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website, Department notice boards and communicated to teachers and students. Awareness about COs, POs and PSOs are made to students by faculty at the beginning of the semester and through orientation programme.

Teachers spell out the learning outcomes in the classroom at the beginning of each semester and session. Thus, students are made

aware of course/programme expectations at the very commencement of the teaching-learning process. The Student Satisfaction Survey (SSS) is also another instrument by way of which the college takes feedback on the extent of student attainment of learning outcomes. Thus college employs multiple channels to make students and teachers aware of learning outcomes of courses and programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Heads of the Department monitor the execution of the assigned syllabus and it's timely completion. The final outcome of the course is evaluated through the performance of the students that is analyzed at the end of each semester examination.

The college has established a systematic assessment process to evaluate the attainment of the outcomes. The assessments of attainment of the outcomes are done through Continuous Assessment Tests, assignments and end semester examination. The assessment processes are periodically documented and monitored. Weightage is given to all periodic continuous assessments and end semester exam. The COs is mapped to POs and PSOs. From evaluation of CO attainment, PO and PSO attainment is calculated. The attainments of POs and PSOs through individual subjects are thus calculated. The curricular gap is identified from this evaluation and necessary steps are taken to bridge the same. Microsoft Excel is used to enter and calculate the CO/PO attainments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://dggacollege.edu.in/igacategory.php">https://dggacollege.edu.in/igacategory.php</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

755

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://dggacollege.edu.in/igacategory.php">https://dggacollege.edu.in/igacategory.php</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

15000

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

58

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college is giving adequate importance to research as per the last NAAC peer team's suggestion. The institute has a research

committee, which oversees the research activities of the college. Every department of the college now brings out a departmental journal, that involves exchange of ideas between student and faculties.

An ecosystem is created through utilization of academic material resources in the libraries, spacious workspaces with modern laboratory equipment, computers, high speed internet and Wi-Fi by teachers. There is a system for creation and promotion of innovation through activities of cells and departments in the college. Entrepreneurship is encouraged through Workshops, Add-On courses and Competitions by various Cells and clubs. Students lead in creative designing, editing and contribution in the form of articles, poems in College Magazines. Field visits enhance creativity and innovation. Research Project is the essential part of their course for the Postgraduate students. Innovations by faculty include practicing Yoga by faculty members through lectures and demonstrations. The University has made it compulsory to study "Fundamentals of Yoga" in their regular curriculum as skill based elective, to create awareness related to yoga practicing. The Webinar on Disaster Management is conducted by Webinars on IPR, Research Methodology, entrepreneurship etc. ensure creation and safeguarding of knowledge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

12

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

15

File Description	Documents
URL to the research page on HEI website	<a href="https://dggacollege.edu.in">https://dggacollege.edu.in</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

31

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college has a number of organization to engage students in extension activities. The college has four NSS units, YRC, RRC, SSL, EXNORA and SPORTS. Through these social organizations the institution engages the students in extension activities regularly. 1. The each NSS unit adopts villages and conduct one week camp for the upliftment of the nearby locality. 2. Health camps in adopted villages. 3. Awareness programmes in nearby villages 4. Personality development training programmes. 5. The college Social Services League members visit the orphanage and old age home every year and donate things.

The students are coming up with new ideas and ways to reach out to the community. The college gives them every opportunity to explore all ways of helping the community. Many of our students are part of NGOs like Leo Club. During the peak pandemic period, District administration was facilitated by the College by providing Accommodation for COVID patients. The ladies hostel of the college was used as COVID isolation centers.

The students are exposed to cross-cutting issues, through Awareness programmes, camps and webinars. Health and hygiene, Gender sensitization, emergencies, environmental consciousness and values are also absorbed and strengthened for redressal at societal level. Various commemorative days and weeks increase awareness of students towards society. Students have participated in the webinars adding to their holistic development and are gradually ingrained in them as they progress through the various programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

8

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in**



**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1475

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Over the years the infrastructure of the institution has been upgraded keeping in mind the developments and rising demands of the newly started courses. Necessary budget is allocated for creation, enhancement and upgrade of infrastructure under RUSSA and non-plan. The available Teaching Learning facilities are classrooms, technology enabled learning spaces, seminar hall, well established libraries, tutorial spaces, laboratories, botanical gardens, spacious hostels for the students, specialized facilities and equipment for teaching, learning and research and auditorium.

**Classrooms:** All the classrooms have been renovated with comfortable furniture vitrified tiled floors. Final Ug classrooms, laboratories are also fitted with interactive projectors and white boards. Net Resource Centre for students in the library viewing e-journals and online learning resources. The college library is equipped with printer and reprographic facility.

**Seminar hall:** A dedicated seminar hall with audio-visual facilities is in place for regular use. Along with it, many of the big classrooms with projectors facilities are also being used as seminar halls.

**Laboratories:** There are science laboratories in the departments of Botany, Zoology, Chemistry, Biochemistry and Physics. Computer labs are there for practical of CS and IT related subjects. There is a Language lab for communication skills development.

The Institution consists of 61 Class Rooms, 15 Laboratories, 13 Staff Rooms, 1 Seminar Hall, 1 open auditorium and 1 conference hall. The Time Table committee plans ahead for all requirements regarding the availability class rooms, laboratories, furniture and other equipment's.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The institute has indoor sports facilities as well as facilities for outdoor sports. The institution has adequate physical facilities which are augmented from time to time for conducting curricular, co-curricular and extracurricular activities efficiently. Student activities - Cultural, sports, indoor and outdoor games, yoga, health and hygiene, etc.

Cultural activities- The college constantly encourages the students to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. An Auditorium is available for conducting different types of cultural programs like cultural functions, orientation programmes, medical camps, awareness programmes, Yoga practicing, celebration of Independence day, Republic day, etc.,.

Sports - The ground within the premises is used for sporting activities like throw ball, badminton. Common Room cum Gymnasium is equipped with Carom board, Table Tennis board and Chess board.

Gymnasium- Gymnasium is equipped with modern gym equipments like Exercise Cycle, Treadmill, Fitness Bench, Twister machine, etc. for exercising.

There is a dedicated space for career counseling and placement unit. A dedicated medical room with adequate facilities is available for students, faculty and staff .NSS - Camps and other activities are carried out regularly.

Students are trained in sports under the guidance of a qualified

and specialized Physical Educational Director. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

13410722

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

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

#### Library Automation Software- (AUTOLIB Software System)

##### Features & Modules

AutoLib- is a popular and advanced integrated Library automation management software, designed and developed by a team of Library & Information Science specialists, database designers, software developers and network specialists.

AutoLib software is a fully integrated, versatile, user-friendly, cost-effective and multi-user Library automation software.

It is WEB enabled for Intranet and Internet environments, incorporating latest IT/WEB tools and techniques and adheres to many international standards.

It is designed to automate various activities of Libraries in Universities, Colleges, Schools, R&D institutions, Public Libraries and Corporate, Management and Special institutions, etc. regardless of types of collection or size and also provide WEB based services on the campus Intranet/Internet.

Installed in more than 400 reputed institutions in India and Abroad.

AutoLib - an Integrated Library Automation Management Software - available in various versions and DGGAC purchased Advanced Edition.

##### Salient Features of Library Management Software

- Easy to use /data entry made simple
- Handles lakhs of records more efficiently
- Customisable data entry screen

- Multimedia interface
- Simple and fast counter transactions
- Efficient circulation management system
- Book ordering and serial control made simple
- Sorting/printing large number of reports/ statistics in any desired order and export into different file formats (Excel/Word/ASCII)
- Global update of field values, due date, etc

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

25730.059

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

IT facility is provided to the Computer science students through computer Science laboratory. First year non-computer students of this college are getting exposure to computer by using CLP laboratory through Computer Literacy Programme. English Language Lab is used by the students of the department of English and their staff. Each department has a computer system with internet facility for academic purposes. Sufficient numbers of computers are available in the library, office and Principal's room.

A dedicated mail service with our college domain is run for all staff members. Group mails are channeled based on the purpose and subject matter for members of staff.

The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with interactive board, LCD projector, Digital Podium with inbuilt system, and speakers were installed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

175

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**      A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

1920000

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Institutional mechanisms for maintenance and up gradation of the physical infrastructure, equipment ,academic and sport facilities are as under:**

**Building Infrastructure:**  
  
Being fully government institution, a constant effort is made to



provide safe and secure space for equipment's and tools. PWD looks after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the main building and physical infrastructure like water facility, power supply and maintenance of campus is looked after by the PWD.

**Laboratory Equipments and machines:**

Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory to keep account of the used material and non-functional glassware, miscellaneous items etc. Physical verification of laboratory equipments and machines is carried out to record the functional and non functional equipments from time to time.

**Computer and IT infrastructure:**

Maintain stock register regularly to keep record of the functional and nonfunctional items. Maintenance and up gradation is looked after at departmental level and concerned technicians are hired whenever necessary.

**Maintenance of Library/ Library Materials:**

Accession and withdrawal registers are regularly maintained to keep the record of updated and dead stock accessions. The college also engages an assistant for the library.

**Sports Equipments:**

The sports department regularly maintains the stock register for the equipments and materials related to the sports keeping record of functional and non-functional items.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
2764	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>

File Description	Documents
Link to Institutional website	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

724

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

724

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

176

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

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

4

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students constitute a major stakeholder in the growth of College. The college has a student council which consists of nine members, President, Vice President, Secretary, Treasurer, Tamil

Association Secretary, SSL secretary, Magazine Secretary, Sports Secretary, and Fine Arts Secretary.

Every year, students elect their class representatives and from the elected class representatives, the Students' Council members are elected through a system of secret ballot to uphold fair and democratic practices, under the vigilance of Student Council Teachers. Students of final year and second year are members of various committees of the institute as mentioned: Grievances Redressal Committee, Anti-Ragging Committee, Anti-Women Harassment Club, Cultural Committee, Alumni Committee, Magazine Committee, Sports Committee, Legal Awareness club, Population club, Entrepreneur Development Club and all service Organisation like NSS, YRC, SSL, Rotract club, Leo club.

College Annual day is organized exclusively by the Students' Council. The Student's Union of 2020-21 could not be constituted due to the pandemic. Departmental academic programmes like Workshop, seminars and webinars are organized by the Students' Council with the guidance of the teachers.

The Students representation is also there in various committees In the present pandemic situation where face to face interaction with students is difficult, the role of Class Representatives have increased a lot for disseminating vital information and acting as a link between students and teachers.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association was registered in the year 2021 bearing registration number DRB1/SOR//2021-2022. The Institute has a strong alumni association, conducting alumni meet once in a year in the month of March/April at the time of convocation.

OSA includes Principal as Chairman, Senior faculties as members, all outgoing students as life members, members of past teaching staff as honorary members and all current teaching staff as Associate members. Alumni have contributed to development of the college through valuable feedback, provide valuable recommendations for improvements, guidance to post graduate studies and through donations in cash of more than in 2020-21.

The alumni were also involved in defining our Vision and Mission. The alumni are advised to keep in touch with the association and participate in its meetings and furnish updates of information with regard to their career progress.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

A. ? 5Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is in accordance with the vision and mission statement reflecting the objectives of the college. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. Towards this objective, job-oriented, degree courses and add-on certificate courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent. The programmes adopted by the EDP club have promoted entrepreneurial skills among a large section of the students.

Moral values of responsibility, leadership and social empathy are inculcated among the students through various social outreach programmes conducted by the NSS, SSL and YRC. Awareness of environmental and ecological issues and understanding the need for sustainable development are generated through a variety of measures like Green Audit exercise, tree planting ceremonies, installation of LED lights etc.

The college has well equipped Laboratories, Experienced Faculties, Training & Placement, Hostel and Social life activities like NSS, etc.,. The Principal constitutes different committees including faculties from various departments for the successful operation of the institution that helps in taking the institute towards its stated objectives and fulfillment of its mission and vision.

In recent times, the institution has specially upgraded itself to take up the challenge of online teaching and e-learning is being effectively carried out with the help of virtual platform dedicated to complete knowledge sharing.



File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal co-ordinates all academic matters through the Heads of Departments who play a role in decision-making and participative management of their respective departments. The inclusion of teachers in different committees and clubs of the College on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decision-making.

Administrative powers and responsibilities are delegated to staff members on the basis of their competence, commitment and aptitude to meet the institutional objectives. The institution's democratic principles of decentralization and participative management are also reflected through involvement of staff members and students in various committees and cells to carry out different activities.

Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure. The entire process of participation and decentralization is co-ordinated by the Principal. Decision making is decentralized through these committees. Year round activities related to students are an apt example of participative management.

University examinations are conducted in the institution through exam committee for the purpose and here too responsibility and leadership are delegated to the faculty members on a rotational basis department wise and they are responsible for the smooth conduct of examinations.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is a government institution; hence it follows government policies laid down by the Department of Higher Education, Government of Tamil Nadu. Still a perspective plan which takes the following aspects into consideration:

#### Institutional Strategic Goals

1. Efficient Teaching erudition procedure
2. Effective Leadership and Participative management
3. Internal Quality Assurance System
4. Ensuring effective governance
5. Grievance Redressal
6. Up gradation of Physical Infrastructure

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Governing Body:** The Principal is the supreme Head of the entire college and the college functions under the governance of the Principal who acts upon the recommendations or resolutions taken by the college council. The Principal is to carry out the

instructions directed from the Director of Collegiate Education and from the Department of Higher Education.

**Administrative setup:**

The Administrative setup of the college meets all the current requirements of the stakeholders as well as the Directorate of Collegiate Education, Chennai. The Principal is vested with the day-to-day running of the college. He has team of Departmental Heads, the IQAC Coordinator and the Bursar to assist him in the discharge of the work. The Principal acts according to the resolutions taken by the college council. The college council comprises the Principal and Heads of all the departments. Periodical council meeting is convened to discuss on various issues and implement the decisions for the welfare of the college.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	A. All of the above
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File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

<b>6.3 - Faculty Empowerment Strategies</b>
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Yes, the institution has welfare measures for both teaching and non-teaching staff. Welfare measures for Teaching Staff and Non-Teaching Staff:

- • Medical insurance scheme is being implemented by the Government for the welfare of the staff and their family members.
- • The members of staff can avail festival advance during the time of Deepavali or Pongal.
- • Government loan schemes to purchase/construct house and vehicles are available for all the staff members.
- • The teaching staff are encouraged to attend periodic refresher course, seminar, conference, workshop and in-service programme availing on Duty to enrich their knowledge and hone their skills.
- • Supporting staff members are encouraged to pursue higher studies with proper permission from the Director of Collegiate Education, through correspondence mode to equip themselves and to enhance their promotional opportunities. They are permitted to attend in-service programmes periodically to enhance their skills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

80

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File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Appraisal System is unique for all higher educational institutions. The guidelines are framed by the University Grants Commission and endorsed by the Department of Collegiate Education, Government of Tamilnadu, and it has been practiced in our college.

The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extracurricular activities. This format is filled by the employee in a given prescribed proforma. The format contains: Abstract, Part-A - general instruction and Academic Profile, Part-B - Academic performance Indicators for promotion- Criterion I Teaching, Criterion II Involvement in college student- related activities\ research activities, List of Enclosures, Summery of API Grading [duly signed by Subject Expert I,II, HOD, the Principal]. The faculty members are asked to fill the Academic Performance Indicator (API) format at the end of the academic year, then the principal will finalize the scores based upon the documental evidences submitted by the teachers. Based on API scores the faculty were encouraged to take up more initiatives in their respective areas of inclination and passion.

**Student feedback:** At the end of every year students feedback is taken to assess the performance of the faculty.

**Performance Appraisal for Non teaching Staff:** The Principal directly monitors the non-teaching staff and regularly conducts meetings to take supervise the administrative and financial aspects such as fee collection, scholarship status etc. The Non-

teaching staff has to keep a record of their work in prescribed format.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Every amount received by way of fees is remitted to the Government through the authentic accounts maintained by the college. A bursar is a financial administrator with the control of the Principal, balancing current transactions at the start of the day and making physical deposits at the end of the shift. All the financial transactions are made through nationalized banking facilities. All the income and expenditure of the institution are regularly audited by the auditors deputed by the Director of Collegiate Education. The Parent Teachers Association and Old Students Association undergo internal annual audits.

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 Principal and the Bursar monitor the effective and efficient use of available resources following the Government policy. In addition to that, auditing is done every year by the Government Chartered Accountant audits the fund received from University Grants Commission and the audited utilization certificate is sent.

The interdepartmental checking is done regularly for every academic year, which includes checking the laboratory equipment of each Department, library, hostel, fine arts and Union. The Directorate of collegiate education audits all the income and expenditure of the institution.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

**Institutional strategies for mobilization of funds and the optimal utilization of resources:**

As the college is a government college, the state government, UGC and RUSA are the major funding Bodies. Sources of funds are as follows:

1. Salaries of the regular and Guest faculties are provided by the government.

2. Funds/grants received from RUSA are maintained in a separate bank account and used for the purpose it is meant for i.e. building construction, up gradation of existing building .

3. Special Fee Fund paid by the students at the time of admissions is maintained in a separate account.

**Utilization of Funds**



1. The departments seek quotations from vendors for the purchase of equipment, computers, books, etc.
2. The quotations are scrutinized before a final decision is made based on parameters like pricing, quality, terms of service, etc.
3. The Principal, Bursar along with the accounts department ensure that the expenditure lies within the allotted budget.
4. Expenses are met for the purposes for which the above mentioned funds are meant and proper bills are maintained.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The IQAC plays a key role in institutionalizing the quality assurance. The following practices initiated by the IQAC are highlighted here.

- Institute appreciates, encourages and provides support for quality improvement in teaching, research & administration.
- Planning and Supporting for effective implementation of Total Quality management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders.
- The IQAC monitors the effective implementation of curriculum through Internal Academic Audit reports.
- Documentation of the various programs /activities leading to quality improvement.
- Consolidated and analyzed documents are prepared and maintained for discussion.

IQAC ensures conduct of all the Departmental Associations and Departmental Club activities through continuous monitoring. The

Departmental association along with student Secretary organizes various programmes like Quiz competition, Debate in Tamil and English, Ramanujam day celebration, Essay writing competition, Oratorical competition, National Science Day Celebration, Article writing, to develop the skill set of the students.

File Description	Documents
Paste link for additional information	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

- Implementation of Outcome-based learning education in each program by creating a link between the Course Outcomes (Cos) and program outcomes (POs), for each course and program, called CO-PO Mapping.

- The institute monitors the performance of the students regularly and has specified procedure to collect and analyse data on student learning outcomes:

- Ø Regular class tests and interactions

- Ø Continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.

- Ø Providing Question bank of various subjects to the students.

- Ø Providing Lecture notes through an online portal

- Ø Timely Redressal of students' grievances.

- Ø At least 75% Attendance is compulsory in each semester.

- Ø Extra classes for weak students to solve their problems.

File Description	Documents
Paste link for additional information	<a href="https://dggacollege.edu.in/igaccategory.php">https://dggacollege.edu.in/igaccategory.php</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.dggacollege.edu.in/">http://www.dggacollege.edu.in/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

#### **Gender equity and sensitization**

Our college is established as an exclusive college for women, namely D.G.Govt. Arts College for Women, Mayiladuthurai offering post-graduate and research programmes. To promote women education, the Directorate of Collegiate and university are doing consistent efforts. Some of them are as follows:

- 1. Safety and Security:Indoor & outdoor games for Women**

students and staff were held on various occasions. Institution has taken several measures to enhance safety & security on campuses by constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing security. Security guards are also available at Girls hostels. The security of the Women in the campus is strictly monitored by deployment of security persons under OSA.

2. Safety and Security in the Main Hostel: Ladies Main Hostel is maintained by deployment of guard round the clock to restrict the movement of any male towards the hostels. Males are not allowed in the hostel, however whenever there is a requirement for maintenance, supply and others due permission is obtained from the Hostel Superintendent.
3. Counseling: Counseling is provided to the complainants and the respondents independently by the ICC. Training & Placement cell also conducted special lectures, mock interviews etc. for career counseling of students.
4. Common Room

#### Details of CCTV Camera Surveillance at DGGAC

S.No

Building/Location

No. Of CCTV Cameras

1

College (Main Building, Language, Comp. Science, Russa and MGR Centenary Buildings)

11 (Old)+37 (New)

2

Main Hostel (Old & New Buildings)

5 (Old) + 8 (New)

and PAS Speaker

Av 93000 - speaker

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> <p>There are different types of waste disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college:</p> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• Biomedical waste management</li> <li>• E-waste management</li> <li>• Waste recycling system</li> <li>• Hazardous chemicals and radioactive waste management</li> </ul>
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File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	No File Uploaded

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>	<b>B. Any 3 of the above</b>
<ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of bicycles/ Battery-powered vehicles</li> <li>3. Pedestrian-friendly pathways</li> <li>4. Ban on use of plastic</li> <li>5. Landscaping</li> </ol>	

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the</b>	<b>C. Any 2 of the above</b>
-------------------------------------------------------------------------------------------------	------------------------------

**following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion are studying without any discrimination. Two important national festivals, Republic Day and Independent Day are celebrated every year and all teaching, nonteaching staff and students participate for the cause of nation. These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities. Different sports and cultural activities organized inside the college to promote harmony towards each other.

The College has 4 NSS units and adopted 4 villages in Mayiladuthurai region to conduct activities for their socio-economic development. Institute has conducted camp in these villages for increasing their environmental and ethical awareness. The College organizes extension activities as a part of Education Social Responsibility and are targeted towards enabling a holistic environment for student development. Convocation ceremony is conducted every year and the convocation address is delivered to inspire and motivate the students for future journey.

Days celebrated

Date

Yoga day

21st June

Independent day

15th August

Teachers day

5th September

NSS day

24th September

Gandhi jayanti



2nd October

Voters Day

25th January

Republic day

26th January

Women's day

8th March

AmbedkarJayanti

14th April

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

DGGAC organizes several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens. The curriculum is framed with courses like Introduction to Constitution of India, Gandhian Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy as a small step to inculcate constitutional obligations among the students.

The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. In addition to this, a special programs Azadi 70 organized by the department of History to brief students about the freedom struggle. Republic Day is celebrated with great gratification to honour the date on which

the constitution of India came into effect.

DGGAC celebrates Voters Day to bring awareness among the general masses about the importance of the vote and Women Day to mark the achievements of women throughout the history. Ethical Values, rights, duties and responsibilities of citizens are some of the topics that are enlisted in Elocution/ Debates activities.

The institution takes pride of raising up successful leaders among the students by conducting the Student Council election every year. The elected representatives delegate the responsibilities of organising college programmes with the support of other student volunteers. Staff members participate in the national celebrations and take oaths for the cause of the nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our Institution celebrates national and international commemorative days, events and festivals. Celebration of cultural and constitutional festivals is an integral part of college's co-curricular activities. The Faculty, Staff and Students of the institution all come together to celebrate these occasions and spread the message of Unity, Peace and Love. The academic calendar is brimming with important events of many national as well as international days and commemorative events and festivals.

Days celebrated

Date

Yoga day

21st June

Independent day

15th August

Teachers day

5th September

NSS day

24th September

Gandhi jayanti

2nd October

Voters Day

25th January

Republic day

26th January

Women's day

8th March

AmbedkarJayanti

14th April

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Technology Interface Club 2020-2021

On Behalf of Technology Interface Club one awareness program on "Cyber Network Security" was conducted on 19.11.2020. Dr. V. Veeramanikandan, M.Sc., M.Phil., P.hD., Assistant Professor, Kolanjiappar govt. arts college, Viruthachalam, acted as resource person. Nearly 350 Students from various departments of the college attended the program. As students are working more and more with social media for academic and various other reasons the program focused to create awareness among students on secured usage and behaviour while using internet connected devices.

### CLUB OF HUMAN VALUES AND PROFESSIONAL ETHICS

On behalf of the "Club of Human values and Professional Ethics Organized a seminar with the title of ": Biography of Dr. APJ. Abdul Kalam "on 02.03.2021 through online mode. In this programme the Head of the Department Dr.D.Benny Anbu Raj deliver the welcome address the Principal Dr.D.Aravazhi deliver the presidential address and the co ordinator Dr.S.Saravanan introduce the resource person.The resource person Dr. Thilak Kumar Assistant Professor ., Department of Physics .,Periyar Govt.Arts College., Cuddalore explain the life history of "Dr.APJ. Abthul Kalam with a nice mannar. Also he dicussed about the importance and influence of the basic science how coinsde with the day today life. The students and the staff members interact with the resource person with interesting manner. This Programme is very useful for the staff and the student community. More than 150 participants were benefitted through this programme.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.dggacollege.edu.in">http://www.dggacollege.edu.in</a>
Any other relevant information	<a href="http://www.dggacollege.edu.in/iqaccategory.php">iqaccategory.php</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### Holistic Education During Pandemic Times

- • In the environment of pandemic due to COVID 2019, the faculty members utilized e-learning modules when chalk-and-board teaching is not possible.
- • College true to its vision 'Women empowerment' aims at imparting inclusive education to girls during the pandemic.
- • College shifted its teaching-learning-evaluation process on ICT mode, faculty members switched to Google meet platfarm and Students were assessed using online tools such as Google Forms, Quiz,slides.
- • Staff members uploaded relevant course material in the students group.
- • Mentor-mentee relationship is stronger as mentors are in constant touch with all the students through classrooms, WhatsApp, emails, personal calls, and extra classes.
- • Students are encouraged for club activities and community

outreach programmes are conducted maintaining all COVID-19 protocol.

- • Faculties attended refresher, FDP and updated their knowledge and 03 Faculty Development Programmes were conducted
- • Faculties were introduced to use google forms, documents. Drive, slide, blogger etc.,
- • Numerous Webinars on various beyond syllabus topics and digital events on extra-curricular activities were conducted for the next generation learning.
- • Covid Camp was held for more than three months in our college hostel for those who were struggling with Covid.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### FUTURE PLAN 2020 - 2021

1. To ready to start new UG program i.e B.Sc., Botany.
2. To conduct bridge course for newly admitted students in all Department.
3. To encourage the faculty members to apply for Minor and Major projects.
4. IQAC has planned to frame complete and concise feedback formats for employers and parents.
5. To enable ICT classrooms more in numbers and encourage the faculty members to use ICT tools regularly for effective delivery of lectures.
6. Introducing Add - On Courses in each Department for PG courses.
7. To conduct Soft Skill development classes to all the students to focus on enhancement of employability.
8. To 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.
9. To make the students participate in webinars, MOOC, and SWAYAM programs.
10. To motivate students to participate in Sports and Cultural activities in state and national level.

11. To collect Online Feedback from the students on Teachers, infrastructure, and from alumni, Parents, employers.
12. Conducting more number of activities for the promotion of human values and ethic.
13. To make the campus Corona free and follow standard operation procedures.
14. Preparing the SSR for the 4th Cycle of Assessment and Accreditation by improving the quality of teaching and learning environment.
15. To participate and submit the proposal in NIRF and AISHE.