Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**DHARMAPURAM GNANAMBIGAI GOVERNMENT ARTS COLLEGE FOR WOMEN**
Name of the head of the Institution	**Dr. BERNICE BENNET, M.Sc., M.Phil, Ph.D.,**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04364223393**
Mobile no.	**9442456500**
Registered Email	**dggac@yahoo.co.in**
Alternate Email	**dggaciqac@gmail.com**
Address	**Dharmapuram Gnanambigai Government Arts College, Dharmapuram road, Mayiladuthurai.**
City/Town	**Mayiladuthurai, Nagapattinam**
State/UT	**Tamil Nadu**

Pincode	**609001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**Dr.V.VANITHA, M.Sc., M.Phil., Ph.D.,**
Phone no/Alternate Phone no.	**04364223393**
Mobile no.	**9442819823**
Registered Email	**dggac@yahoo.co.in**
Alternate Email	**dggaciqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.dggacollege.edu.in/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://dggacollege.edu.in/iqaccategory.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B+**	**80**	**2007**	**31-Mar-2007**	**30-Mar-2012**
3	**A**	**3.04**	**2016**	**17-Mar-2016**	**16-Mar-2021**

6. Date of Establishment of IQAC	**05-Jul-2000**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Induction meeting for admitted UG Students	16-Jun-2016 2	450
One Week bridge course in the Department of English for I UG students	21-Jun-2016 2	640
Numerical Ability for Competitive exam in II UG students	08-Jul-2016 2	590
Seminar, Quiz and group discussions on Implementation in college	09-Aug-2016 1	2091
Stress Management & Life balance for both Shift of III Yr UG Students through Yoga	15-Sep-2016 2	566
Motivation talk on gender equity discussions in classrooms	21-Oct-2016 1	566
Internal Academic audit conducted for all departments	26-Oct-2016 3	10
Know Your Self	23-Feb-2017 2	180
Karate and Yoga Training	15-Mar-2016 2	350
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution, D.G.Govt.Arts College(W), Mayiladuthurai-609 001	Yearly Maintenance	State Government	2017 2	9324519
Institution, D.G.Govt.Arts College(W), Mayiladuthurai-609 001	Soft Skill Development	TANSCHE	2017 2	250000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes

Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
If yes, mention the amount	**300000**
Year	**2014**

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

• To monitor Teaching and Learning activities and Collecting data and statistics for preparing AISHE. • To evaluate and Overall observation of curricular, cocurricular and extension activities. • NET, SLET, Banking and Civil Service exam conducted coaching classes for the students, • Internal Academic audit conducted for all departments. • Feedback collection, Analysis and action taken for the expansion of learning facilities and improvement of quality. Action taken report is circulated among the faculty concerned to overcome weaknesses and contribute for the development of institution.

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

Plan of Action	Achivements/Outcomes
1. Preparation of Academic Calendar	**Calendar of Events for the academic year 20162017 is prepared by IQAC in accordance with academic calendar of affiliated University.**
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Academic Council	**10-Apr-2017**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	03-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The various MIS employed by the College are as follows: • Students' Database Management System • Students' Admission Management System • Students' Attendance Management System • Students' Internal Assessment Management System • Students' Placement Management System • TimeTable Management System • Library Information and Management System • Accounting Management System • Salary and Payroll Management System • Profile of the institution displayed on the web. • CCTVs installed in important places of the building, buiding veranda and library. • Details of courses made accessible for the beneficiaries.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Dharmapuram Gnanambigai Arts College affiliated to Bharathidasan University, follows the curriculum given by the university. Curricular aspects of the courses taught at the College are governed by the University Ordinance and guidelines. While revision and up gradation of the syllabi is done at the University level, the college has a mechanism for effective, documented curriculum delivery. The portion of the curriculum will be delivered within the stipulated time frame. The college vision, mission and objectives are communicated to all stakeholders through college website, college magazine and admission prospectus. Based on the University academic calendar, the College Council prepares the academic calendar at the beginning of session. The departments allocate subjects to teachers and prepare time table. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. The college has well defined students mentoring

system at undergraduate and postgraduate level wherein individual attention is being provided to each and every student. Faculty Members are nominated by the Heads of the department to act as class wise mentors. The teaching plan is prepared by respective departments under the guidance of concerned Academic Council. The college has well qualified, dedicated and experienced faculty. In some departments, bridge courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Various course delivery methods are followed by the faculty such as, Lectures, Class presentations, Tutorials, Practical labs and E- learning. The college adopts numerous policies for bridging the knowledge gap of the enrolled 'weak' students to enable them to cope up with the 'advanced' learners. This includes scholarships, mentorship, tutorials and remedial teaching classes. The entire approach is student centric. The Internal assessment which consists of internal tests, presentations, quiz and assignments are conducted to evaluate the performance of students. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education. Syllabus completion, performance of the students, association activities are done in the department level meetings on the regular basis. The final Internal Assessment of the students is submitted online to the University in timely manner under the supervision of Exam Chief Superintendent of the college. The college infrastructure and facilities are continuously being upgraded to suit the needs of changing curriculum and pedagogy. The Governing Body of the College evaluates the result of every end term examination. The college has well equipped laboratories and classrooms with projection facilities for students. The College has a library with open access system and it opens till late afternoon and some departments have their Departmental libraries for the benefit of the students. A good number of Journals are subscribed by the College where students can have the access of e-learning through online.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Computer Literacy Programme	Nil	16/06/2016	2	Employabil ity (I year UG Students)	Computer Skills
Soft Skill Development	Nil	16/06/2016	1	Entreprene urship	Personality Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Applied Tamil	16/06/2016

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

	Certificate	Diploma Course

Number of Students	1150	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Education	16/06/2016	640
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Tamil	30
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The College views feedback from its stakeholders as a means of introspection for further improvement in the delivery of academics. The college is regularly collecting feedback from its stake holders through structured questionnaire before the end of even semester. The students are also informed and given the liberty to submit their suggestions, grievances and problems anytime during the semester through the complaint box placed by the Grievance Redressal Committee. A feedback on course content is collected through a structured questionnaire administered among the students and teachers. The questionnaire is administered to all the students, then analysed and implemented suggestions to make academic, infrastructural and policy improvements in the college. A separate feedback mechanism is followed to assess the faculty. The feedback is solicited in academic and nonacademic areas. Further, departmental level feedback is taken from students to enhance the teaching learning process. The analysis of such feedback is done on an institutional level and in case of any grievance the appropriate department initiates an enquiry and proposes suitable action to be taken by the Principal. . Feedback is collected also from alumni and parents through formal/informal meetings and one-to-one discussion. Their feedback is used for decision making and performance improvement in teaching/ learning, library facilities, canteen facilities, sports facilities etc. The outcome of the feedback collected is analyzed at Faculty, Parents and IQAC meetings. The workable suggestions of the feedback are implemented suitably. Feedback from the alumni is solicited through consultation during alumni association meetings. Feedback from the parents is conveyed in the Parent Teacher meeting. Suggestions and comments given by the Parents are also taken into account for future development. The opinion of stake holders will be communicated to the staff and authorities concerned and action will be taken for the improvement of quality at college level. The responses are used as inputs in designing the

activities for the next academic year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	**Applied Tamil**	**85**	**Nill**	**83**
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	**1804**	**287**	**34**	**Nill**	**72**

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
106	**98**	**Nill**	**11**	**11**	**Nill**
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Mentor system has been followed aiming at the improvement of students' performance, solving students' problems of all kinds and ultimately achieving quality. In the beginning of each session, after the admission process is over, a batch of students is put under the care of mentors for personal guidance, counseling and career advancement. It is also required that the same mentor continues to mentor the student for all the three years of her graduation. The mentor helps the mentees to strengthen their ability, to recognize skills and interests and assist them in thinking through and accomplishing long term goals. The mentors hold discussions and conduct counseling sessions with their mentees for achieving consistent performance in learning. Efforts are made under mentorship programme to help the slow learners. Students are encouraged to meet their mentors and academic advisors to discuss their personal, academic and any other issues. These issues can be related to college infrastructure, academic, non academic, or personal as well. The mentor tries the best to find solutions to any such issues arising in student's life and informs to Principal about the matter if need be. The students, who are staying away from their homes and live on their own, need special care and attention. Although students are free to approach their teachers anytime if any issue is disturbing her routine, still, the system of mentor – mentee builds an extra confidence and sense of security among students. This whole system leads to a better connection between students and teachers and helps build a friendly and cordial relation between them. Students get a sense of protection because they know that they have someone to go to in case of any crisis.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2091	**106**	**1:20**

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
120	106	14	Nill	35

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr. D. Vinoliya	Assistant Professor	Ph.D., Award

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG ATAM	VI	12/04/2017	08/06/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation of performance is an integral part of teaching and learning process. The College, being affiliated to Bharathidasan University, is guided by the regulations formulated at university level regarding syllabi, examination and evaluation. Thus, internal assessment scheme is as per university rules. Based on the class tests/seminars/ assignments, internal marks are calculated and updated in the University web portal. Reforms: Model examination is conducted at the end of the every semester before the University examination commences. The question papers are set as per the university question paper pattern with the same weight age of marks. Apart from this, regular class tests and seminars are conducted in the class room. Home assignments are given to encourage students' creativity. Slow learners are identified in reference to Internal academic audit report and given special attention. Simplified notes and special assignments are given to them to succeed in the examinations. Syllabus is completed by the respective subject teachers well on time with perfect planning to facilitate the students in understanding the course well and score high marks. The college has been continuously trying to improve the outcome and the performance of students by adopting CIE throughout the academic year. Teachers assign innovative projects to students to build and check their creative skills. Presentations are taken on topics related to the syllabi or even on topics other than the main paper to develop the interest of students. Thus, a continuous internal assessment system works throughout the session to evaluate the students on the basis of their daily performance and growth.

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

The IQAC prepares academic calendar in consultation with the principal on the basis of the academic calendar of the affiliated university. It contains the yearly schedule of the College ranging from holidays to examination to

curriculum activities of the College, last working day of each semester and total number of working days and other important academic activities of the college like Seminars / Workshops / Guest lecturers etc., planned by every department for any particular year. Unless any coincidence occurred the given date of event is followed accordingly. Apart from the Academic Calendar a Department wise Activity Schedule for smooth functioning is also prepared. This ensures curriculum enrichment through related activities like expert lectures, extension activities and the like. Class teachers inform the schedule to students in advance so that students can prepare their seminars and assignments. The faculty members frame pedagogical schedule so that half of the syllabus is covered for the first internal examination and the rest of the units for the second internal examination. List of staff members with sanctioned post, list of office staff and laboratory assistants with number of sanctioned post, Fee-structure, Last date for the payment of fees, Scholarship details are scheduled in the calendar. The information regarding Attendance and Leave, Tutorial system, Examination, Prizes, Department Associations, Extension Services, Old Students Association, Parent Teachers Association, Sports and Code of Conduct are all provided in the calendar.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG ATAM	BA	Applied Tamil	70	70	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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

Title of workshop/seminar	Name of the Dept.	Date
Ilakkiya Nokkil Vazhviyal	Tamil	04/01/2016

Arangal		
Emerging Technologies in IT	Computer Science	27/10/2016
Temporal regulator in drosophila melanogaster	Biochemistry	19/08/2016
The Current Trends in Climate change and its effect on Wildlife	Zoology	04/01/2017
Life and Literature	English	16/02/2017
The Role of Mathematics in Employment Sector	Mathematics	17/02/2017
Preparation Tips For SET Exam in the Field of Mathematical Science	Mathematics	17/02/2017

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
D.G.G.Arts College(W), Mayiladuthurai	Center of incubation for human values and professional ethics	Physics Association	Center of incubation for human values and professional ethics	To promote awareness of dignity on human values and professional ethics	16/06/2016
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Zoology	1	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication

Economics	2
Mathematics	1
Zoology	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Photocatalytic degradation of brilliant green using undoped and Zn doped SnO2 nanoparticles under sunlight irradiation	Shanmugam.N and Co.,	Applied Surface Science	2016	65	Nill	65

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	19	46	5	19
Presented papers	10	23	Nill	Nill
Resource persons	Nill	6	Nill	Nill

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

World yoga day - It was conducted nearby yoga centre exports and training was given	NSS 4 Units 4 Programme Officers, D G G Arts College(W), Mayiladuthurai	4	200
[View File](#)			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
National NSS Camp at Nagpur.	NSS National Award (2016 - 2017)	NSS National Authority	1
One week NSS camp	Recognition of Service	Bharathidasan University	200
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	NSS - 4 Units	Sanitation and Hygiene awareness	4	250
[View File](#)				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
VEE Technologies(IT),	17/02/2017	Skill Development	35

Salem				
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3704604	3704604

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Others	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Granthalaya	Partially	4	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19888	852991	528	132205	20416	985196
Reference Books	16042	306493	37	67764	16079	374257
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 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/	Others

								GBPS)	
Existing	**103**	**27**	**20**	**3**	**6**	**5**	**30**	**10**	**2**
Added	0	2	0	0	0	1	0	0	0
Total	103	29	20	3	6	6	30	10	2

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

<div align="center">**No Data Entered/Not Applicable !!!**</div>

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
6824519	6824519	2500000	2500000

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

Maintenance and utilization of physical, academic and support facilities is more important ensuring the optimal utilization of the funds allotted and purchase of new equipment. The heads of the departments look after the maintenance of laboratories. According to necessity, they prepare indent of equipment, chemicals and stationary after discussing in staff meeting and submit it to the principal. After taking the approval of governing body, the Principal place the purchase order to a reputed firm which quotes reasonable price. The record of the equipment is maintained in the stock register. At the end of the financial year, the College stock verification committee carries out an Internal Audit. Sports equipments are always kept ready for the use of students. The equipment will be purchased every year according to the requirements. All the new equipment will be entered into stock register with firms name, receipt number and bill amount immediately after receiving from the suppliers. At the end of the academic year stock verification will be done by constituting a committee headed by a senior faculty. The Generator, Water Tanks, Motors and R.O System are maintained by the civil and electrical wings of PWD. Fire extinguishers are installed and are checked every year. The garden is maintained by the Gardener, and the upkeep of library is done by the staff of library and library committee. The security of the College is maintained by the security guards appointed under OSA. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. Periodic upgradation of books and journals are done according to the needs of the students and faculties of various departments. Recognizing the importance of IT as a complementary process in education the College is committed to upgrading its IT infrastructure and associated facilities on a regular basis.

<div align="center">https://dggacollege.edu.in/iqaccategory.php</div>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships and Financial support from institution	1774	5619915
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development	22/09/2016	566	D.G.Govt.Arts College (W), Mayiladuthurai.
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2016	TARGET NET/SET	200	162	3	1
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
VEE Technologies(IT), Salem	21	2	Met.HR.Sec. Schools	35	17
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	29	B.A., TAMIL	TAMIL	D.G.G.Arts College(w), Mayiladuthurai	M.A., Tamil

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

Items	Number of students selected/ qualifying
SLET	3

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

Activity	Level	Number of Participants
Chess	Individual	18

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Archary - Gold Medal and Rs. 10000/- cash award	National	1	Nill	Nill	S.Meera

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

The College Student Council provides a platform for the students to develop leadership qualities and share the responsibilities in the college along with teachers. It functions under a constitution that delegates various powers and functions which are aimed at providing active assistance and support towards the College progress. The constitution of the council includes Principal, Union in charge, staff members, union office bearers, Department secretaries, service organization secretaries and class representatives. The Student council consists of nine members - President, Vice President, Secretary, Treasurer, Tamil Association Secretary, SSL secretary, Magazine Secretary, Sports Secretary and Fine Arts Secretary. They are elected through the democratic method by the class representatives for a tenure of one academic year. The effective administration regarding 1. Assisting in the celebration of all national and international days. 2. Participation in community service 3. Encouraging team spirit 4. Identifying and solving problems pertaining to learning and career development 5. Organizing class meetings for students'

welfare are done through this council. The fund is generated through the fees collected from the students under the heads of sports, college union, college day, magazine, SSL, fine arts and audio visual education. The accounts of the fund are maintained properly and it is audited by the Government auditors every year. The college union incharge department organizes students-union elections every year. Fresher's welcome party was organized by the union. The union takes active part in the annual fine arts cultural competitions. Students are also actively involved in various societies of the college like NSS, EXNORA, SSL, Fine Arts, Women's Entrepreneur cell, Placement cell and many others. Each society has a student council of its own. Contributing for the creation, maintenance and continuity of learning environment, all the Departments have student representatives for their associations. Service organizations also elect their students representatives, conducting personality development programmes. Elected class representatives play a vital role in academic and non-academic administration. Best practices are planned and executed by the secretaries concerned. The institution publishes magazines every year. It is the best platform for the students in which they contribute their creative ideas.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

682

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

409200

5.4.4 – Meetings/activities organized by Alumni Association :

The college has a very active OSA comprising of many illustrious alumnae. The secretary of the present alumni association is Dr. S. Anuradha, Assistant professor in History and the treasurer of the OSA is Dr.S.Sumathi, Assistant professor in Tamil. All the outgoing students are required to become members of the association. It is a proud privilege for the college to have distinguished alumni who are working as faculties in various departments of this college. Donations are collected by the association from the people who have completed his/her degree in this college . The account is maintained in nationalized bank very near to the college. The funds are properly utilized for students' welfare and properly audit by auditor every year. The annual general body meeting of the OSA is held every year. We have a nominee from Alumni in the Internal Quality Assurance Cell. The non-registered Alumni Association of the college sustains the former glory of the academic, sporting and moral excellence of the college. The main aim is to bring all the old students together to provide a common forum to deliberate on matters concerning the members and college. All the old students of the college are the members of the association. Alumni meetings are conducted every year. From the Old Student Association fund, guest lecturers, watchman and typists are appointed and given salary.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college believes in decentralized governance and Participative management.

Teaching and nonteaching staff members share the administrative responsibility of the college and contribute in smooth working of administrative machinery. Operational autonomy is given to following units of the college: The Advisory board, Staff council, Committees constituted by staff council and Heads of the Department. The Heads of the department have been given the authority to recommend the faculty for attending FDPs, Conferences, Seminars, and Workshops etc. The following administrative roles and responsibilities are vested with the members of the teaching staff: • Advisory board: Four faculties with more than fifteen years work experience are members of the Advisory board and are involved in every decision of the body . Teachers participate in decision making along with Advisory board members. • IQAC: Constituted as per NAAC guidelines, it includes Principal, representatives of teaching, nonteaching staff, Alumni and student representative. • Bursar: The Bursar supervises various financial matters related to college and financial accounts and their audit. Bursar is also responsible for proper utilization and disbursements of funds in the college. • Chief Superintendent of the examination: Appointed by the staff council, they are responsible for smooth conduct and supervision of semester end final examinations in the college. • Nodal Officer: Responsible for collaborating with government agencies and civil authorities on behalf of the college and acts as a Public relations Officer of the college. • Staff Council Committees: Committees play a significant role in smooth functioning of the college. These are led and managed by Committee Conveners, appointed in the Staff Council for a year and take important academic and co curricular decisions. At end of session, all committees present their report for the year and discuss future sourse of action in Staff Council. Students also participate in management of college through their roles as Class Representatives, office bearers of union and committees. A duly elected Students' Union work towards best interest of students and College.

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

Partial

6.2 – Strategy Development and Deployment

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

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

	Successful entrepreneurs are invited for creating awareness among the students on the value of self-employment through entrepreneur development.
Human Resource Management	The performance and participation in career advancement programmes are registered in the Service Register and recommendations are made for their placement to next higher grades. This encourages maximum participation of employees in different types of training and career advancement programmes. The college has computerized account keeping and administrative system. Payslips and PF statements of employees are transmitted electronically. The superannuation benefits are provided promptly. All leave rules as per the government statutes are adhered to.
Library, ICT and Physical Infrastructure / Instrumentation	Library has 20416 books and 19888 reference books 528 books have been added in this year, Online Public Access Catalogue (OPAC), CDs, 5 computers and one printer for users. INFLIBNET e-journal facility, 5725 NLIST and e-books.
Research and Development	Research Development Cell is established with a aim to create interest among teachers and students towards research. The labs of the Institute are equipped with latest instruments to facilitate research. A good number of faculty members of the Institute are supervising Doctoral Research work. Teachers were sufficiently motivated to do research and publish papers.
Examination and Evaluation	The rules and regulations concerning the evaluation process, distribution of marks of internal assessment are displayed on the college website, are available in calendar and announced on Orientation day. The departments hold regular meetings to ensure that the teachers take regular class tests, assignment, presentations etc. Parents are informed about the performance of the students and their feedback is obtained about the same. The final internal assessment is displayed on the notice board of the department. Internal evaluation of the students is a continuous process. The attendance, marks of assignments, tests and the

	final internal marks are properly entered in internal mark Register.
Teaching and Learning	The college continuously improves its infrastructure and incorporates new technology, tools and aids, to improve the teaching and learning processes. 10 Classrooms are equipped with projectors. There is continuous evaluation of the students through assignments, internal test and tutorials. The faculty members are sent for FDPs/Orientation Courses/ Refresher Courses to get themselves updated.Teaching is supplemented with workshops, educational tours, laboratory visits, field trips. Seminars and workshops are conducted. Students participate in festivals, events and research projects.
Curriculum Development	The curriculum is prescribed by the parent university, Bharathidasan University. The curriculum is revised by the university from time to time. The institution encourages our faculty to contribute to enrich the curriculum during the course of its revision. Many faculty members of the institute are the members of the Board of Studies of the University for Various Discipline. Faculty members are members in evaluation Board of the Bharathidasan University.

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

E-governace area	Details
Planning and Development	IQAC prepares academic calendar and timetable right in the beginning of the academic year and circulates through mail. Most of the communication is done through departments mail to avoid the use of paper.
Administration	Student data is maintained online. The particulars of the students and their academic data throughout the year can be viewed through emedia. Student administration like merit list, State Government Scholarship such as SC/ST, BC/MBC scholarships, and Tamil medium student's stipend details, university exam fees particulars are available online. Service record of teaching and non teaching staff is maintained.
Finance and Accounts	The students deposit their fee online. College maintains the books of accounts and Payroll for salary dispersal. The statutory dues like PF,

	Income- tax , Chess, Employees State Insurance are paid online in timely manner.
Student Admission and Support	Admissions are purely merit based. Each application is processed and verified. The college has a partially computerised admission management system. Generation of merit list is computerized, Generation of Selection List and Waiting List are based on government norms. All kinds of supportive services are provided to the students through establishing cells and committees. Each cell or committee executes activities for the betterment of the students. They take the responsibility of addressing grievances and personal problems of the students which come in their way of pursuing course uninterruptedly.
Examination	Examination Fees is paid by the students through online. Internal assessments of the students are submitted online to the University.

6.3 – Faculty Empowerment Strategies

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Orientation on "Project Guidelines"	Nill	26/11/2016	Nill	85	Nill
2017	ICT training	Nill	25/02/2017	Nill	22	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Tamil – Bharathidasan University	1	02/11/2016	22/11/2016	Nill

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	1	Nill

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

Financial audit is very crucial in the improvement of financial condition and development of the college. Internal audit was conducted at the end of the year to review and check the routine process of the Administrative transactions. The College IQAC constitutes committees for smooth functioning of academic and administrative activities. The department of collegiate education audits salary account, receipt of fees and development grants allotted to the institution. The internal audit is done by the college governing body and the external audit is done by Auditor General, Chennai and the Director, Directorate of Collegiate Education, Chennai. The accounts of the College are being audited by the Accountant General, Chennai for every two years as a measure of external audit. The last AG audit was done on for the financial year 2016-17. It is an audit of Balance Sheet, General Fund, Income and Expenditure and Receipt and payment Accounts. A copy of the audit report is submitted to the College for review and suggestions. The Principal asks the head of the institution to implement the auditors' suggestions and rectify the deficiencies stated in the audit report.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Parent Teachers Association Fund	261100	Temporary staff salary for both teaching and non-teaching.

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6.4.3 – Total corpus fund generated			
No Data Entered/Not Applicable !!!			

6.5 – Internal Quality Assurance System

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

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

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

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

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

It is essential to build an efficient, respectful and collaborative culture among support staff. • Computer training • Permission to attend Refresher/training programme for Carrier Advancement • Permission to attend the Legal awareness programmes. • Providing loan facility through the cooperative thrift society.

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

The College has made incessant efforts to promote and sustain quality in response to peer teams recommendations in third cycle. It has strived to deliver curriculum effectively, enhance quality in teaching and learning process, expansion of infrastructure and purchase of equipment, providing students support services on time, developing research temper among the staff and students. Implementing feedback results, building in effective and harmonious rapport with alumni, parents, community along with discharging institutional social responsibility. • Starting New Courses. • Up gradation into Post Graduate and Research Department. • Development of Infrastructure. • Motivating staff to pursue M.Phil and Ph.D. Both permanent and temporary staff are encouraged to pursue research in their subjects. • Communicative skills in English for professional development. Teachers of English regularly conduct communication skill development classes through their club. • Counseling and mentoring system especially to weaker students. • ICT class rooms should be made fully functional. The Principal has insisted all the staff members to use ICT / LMS in implementing the curriculum. • Required number of teaching staff is appointed by PTA and OSA providing appropriate salary.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	" Marandhu Pona Gnabagangal and Ilakkiya Nokkil Vazhviyal Arangal	04/10/2016	Nill	Nill	305

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Motivation talk on gender equity discussions in classrooms	16/06/2016	22/10/2016	566	Nill

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	8
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	15/08/2017	2	NSS,YRC ,SSL-Scheme with students	Milk powder, Snacks Sweets provided	100

| | | | | | | to orphanage in Anbagam, Mayiladut hurai. | |

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

Title	Date of publication	Follow up(max 100 words)
Hand Book with code of Conduct	16/06/2016	Students Should come to college in uniform which is designed in separate colors for ug shift I, shift II and for PG and in neat, clean formal dress on Wednesday only . Casual wears should strictly be avoided. No student should loiter during class hours. Students are asked to maintain strict discipline inside the classroom even in the absence of teachers. Students who come late to the college are enquired by faculty members involved in rounds duty and those with genuine reasons are given permission and those with invalid reasons are given warning. Students are insisted to wear their identity cards when they enter the college campus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
INTERNATIONAL YOGA DAY	21/06/2016	Nil	260

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

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE – I 1. Title of the Practice: Club of Competitive Studies 2. Goal To create a supportive learning environment to face the competitive examination. 3. The Context Due to lack of exposure to the job opportunities available in government services it is necessary to make students aware of the opportunities. By training students for competitive examinations their confidence level need to be improved. Logical, numerical and language skills are to be developed. They have to be introduced to the availability of various knowledge repositories. The importance of group study, practice and sharing of knowledge needs to be realized. Students need to realize their hidden potentiality to be successful in competitive examinations. Challenges Most of the students are hailing from rural areas and hence they are poor in communication skills. The trainers have to teach them in bi-lingual method. The students find it difficult to solve the problems on their own. 4. The Practice The introductory classes were conducted for the students and feedbacks were collected. Through this club, the students are capable of completing all the questions in the competitive examinations within the time given. All the students of second year in all the disciplines are members of this club, so that they can prepare in the third year to appear for the examinations. A set of students who are interested in competitive examinations were selected for further process. Resource persons are invited for imparting personality development of the students so that they can face the interview with confidence. For PG students, SET / NET coaching classes are to be conducted to make the students to pursue their research. Special coaching classes were conducted from 12.03.2014 to 17.03.2014 to improve the numerical ability of the students for all the III Year Students of all faculties. The faculties of maths Department voluntarily took classes for competitive exams in addition to their work load. The coaching classes for III Year were handled from 19.09.2014 to 22.09.2014 as an introductory class. To equip the students appearing for TNPSC group IV exam, classes were conducted for 3 days from 16.12.2014 to 18.12.2014. Interested students from each Department were selected and are scheduled for coaching on every Tuesday and Friday. 5. Evidence of Success The club cultivates interest among the students saving their time and energy as they have the opportunity of learning within the campus. The confidence level is increased and many students earnestly prepared themselves to face competitive examinations. 6. Problems Encountered and Resources Required The lack of basic numerical skills among the non-mathematics students poses the acquisition problem in a conglomerated class. As the students are from socially backward areas they have to be intimated regarding the available competitive examinations. It is difficult to ensure the regular attendance for special coaching classes. BEST PRACTICE – II 1. Title of the Practice: Club of Communicative Skills in English 2. Goal To develop the communicative skill in English in the process of evolving holistic education. 3. The Context: English is the language which is spoken by the largest number of people all over the world. In several parts of the world, including India, English is a second language. It occupies a unique position in India and it has great educational importance. Learning a second language is more a matter of skill than of knowledge. Students have to be given opportunities to develop their skills in English and more practice is needed to master the language. The chief problem in learning a second language is to master its sound system, that is, to understand the stream of speech. Good oral skill is necessary for the students to acquire good reading and writing skill in English. To be competent in English, students need to develop the language skills by practicing and using the language in different contexts and situations. 4.The Practice: Auditory exercises are given to students to develop their listening skill in English. Listening activities such as discriminating the sounds of the language,

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

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://dggacollege.edu.in/iqaccategory.php

7.3 – Institutional Distinctiveness

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

The college was established in the year 1967. The vision of the college is to provide an opportunity to the rural women students to pursue the higher education for their development and progress of the family. Learning is a continuous process. Survival of students requires a variety of skills in addition to the specialist knowledge of their area of interest and is depended on the process of learning. A favorable learning environment is essential to acquire good qualities and learn desirable norms. One of the major areas in which the college is showing distinctiveness, is "The College Union". The college union council comprises the following office bearers: President, Vice President, Secretary, Treasurer, Tamil Association Secretary, SSL secretary, Magazine Secretary, Sports Secretary, and Fine Arts Secretary. Apart from this, There are Club Secretaries, Association Secretaries and Service Organization

Secretaries. The college union comprises all students on the rolls. The students who are on the rolls at the time of election notification shall have the right to vote and contest in the election to the college union council. Our college has introduced parliamentary system of election which shall be held in two phases. The class representatives are elected in the Ist phase. In the 2nd Phase, College union office bearers, Associations secretaries and Service Organization Secretaries shall be elected form the elected class representatives. The student council represents the students' problems to the Principal through union in charge and members of the staff. Solutions are sort out with the guidance of the academic council. They help to bring the rapport between the faculty and students. The effective administration regarding curricular, co curricular, and extracurricular activities is done through this council. Women Empowerment through higher education is the vision of college. This objective is achieved through high quality education along with transformative environment. The students from rural background are given ample opportunities for developing their intellectual, curiosity and crave for knowledge. ICT is frequently used for making learning easy. Students have been motivated to participate continuous activities like academic, co curricular, sports, NSS, leadership, cultural etc. Students are provided exposure to advanced learning through research projects, exhibitions, seminars, PPT presentations. The students have been encouraged to take part in competitions, seminars, workshops, research competitions organized by other institutions.

Provide the weblink of the institution
https://dggacollege.edu.in/iqaccategory.php

8.Future Plans of Actions for Next Academic Year

• With a distinctive vision to impact the society, the College trains students in relevant • skills for immediate employment. • Conducting more guest lecturers inviting Expertise from the institutions. • To ensure that improvement in cleanliness of campus. • To ensure that improvement in office administration. • To ensure that internal marks should be published in the college website. • To conduct motivational classes to all the students. • To start Bridge Courses in all the Departments. • Encourage students for Competitive Exams and Personality Development programs. • To renovate Herbal garden and plant more number of Herbs. • To upgrade Library with latest e library resources.