ANNUAL QUALITY ASSURANCE REPORT
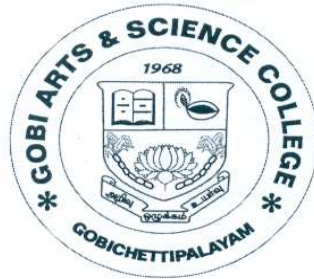
2014-15

Approved in the Governing Body meeting held on 26.10.2015.

P. Kagoe

CHAIRMAN

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALURU

GOBI ARTS & SCIENCE COLLEGE

**(An Autonomous Co-educational Institution, Affiliated to Bharathiar University,
Coimbatore and Re-accredited with 'A' Grade by NAAC)**
KARATTADIPALAYAM – 638453
GOBICHETTIPALAYAM, ERODE DISTRICT, TAMIL NADU

OCTOBER - 2014

CONTENTS

The Annual Quality Assurance Report (AQAR) of the IQAC

PART – A

1. Details of the Institution

1.1 Name of the Institution

> Gobi Arts & Science College

1.2 Address Line 1

> Karattadipalayam

Address Line 2

> Gobichettipalayam

City/Town

> Gobichettipalayam

State

> Tamilnadu

Pin Code

> 638 453

Institution e-mail address

> gobiartscollege@sancharnet.in

Contact Nos.

> 04285-240147 and   09842741139

Name of the Head of the Institution:

> Dr.R.Sellappan

Tel. No. with STD Code:

> 04285-241139

Mobile:

> 09842741139

Name of the IQAC Co-ordinator: Dr. R. Shunmughan

Mobile: 09994100139

IQAC e-mail address: gobiartscollege@sancharnet.in

1.3 NAAC Track ID   :   <u>TNCOGN 10112</u>

1.4 NAAC Executive Committee No. & Date: EC(SC)/03/RAR/76

1.5 Website address: www.gobiartscollege.org

Web-link of the AQAR: http://www.gobiartscollege.org/AQAR2014-15.PDF

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	-	2001	2001-06
2	2nd Cycle	A	3.23	2007	2007-12
3	3rd Cycle	A	3.26	2014	2014-19
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY   12-05-2005

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

   i. AQAR 2014-15 submitted to NAAC on **28-10-2015**

   ii.

   iii.

   iv.

1.9 Institutional Status

University

Affiliated College

Constituent College

Autonomous college

Regulatory Agency a

UGC-Innovative PG programmes [ ] Any other (*Specify*) [UGC-Add on Courses]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers   [7]

2.2 No. of Administrative/Technical staff   [2]

2.3 No. of students   [1]

2.4 No. of Management representatives   [2]

2.5 No. of Alumni   [1]

2. 6 No. of any other stakeholder and
       community representatives   [1]

2.7 No. of Employers/ Industrialists   [1]

2.8 No. of other External Experts   [1]

2.9 Total No. of members   [16]

2.10 No. of IQAC meetings held   [1]

2.11 No. of meetings with various stakeholders: No. [8]   Faculty [1]

     Non-Teaching Staff [1] Students [4] Alumni [1]   Others [1]

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

     If yes, mention the amount   [Rs. 3,00,000]

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

     Total Nos. [-]   International [-]   National [-]   State [-]   Institution Level [-]

     (ii) Themes | Nil

2.14 Significant Activities and contributions made by IQAC

- The IQAC formulates plans for various academic and nonacademic activities

- The proposals from the department were received and discussed at every quarter and their outcomes were recorded for improving the system of the quality assurance.
- Industrialists were invited to establish Industry Institute Interaction (III).
- Experts were included in the IQAC composition to use their expertise.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Refer: Annexure-I	

* *Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ☐   Syndicate ☐   Any other body ✓

Provide the details of the action taken

- The IQAC meets once in a quarter and discusses various matters relating to curriculum changes and developments to the current needs

- It reviews the progress made on the proposals made in the previous quarter.

- The outcomes are recorded for improving the system of the quality enhancement in the higher education.

- The plans of the IQAC are placed in the meetings of the Board of Studies, Standing Committee and Academic Council for further discussion and finally placed in the Governing Body meeting for its implementation.

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ANNUAL REPORT – 2014-15

CRITERION – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	8	-	-	-
PG	10	-	6	-
UG	18	-	10	-
PG Diploma	1	-	1	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	5	-	2	-
Others (M.Phil.)	9	-	-	-
Total	**51**	**-**	**19**	**-**

Interdisciplinary	Carrier Oriented	-	-	5
Innovative	Skill Based	-	-	28
Value Added	Yoga and Meditation	-	-	1
	Human Excellence	-	-	1

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

Pattern	Number of programmes
Semester	27
Trimester	-
Annual	5

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

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

  Meeting ✓

*Please provide an analysis of the feedback in the Annexure
Refer Annexure - II

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

- Yes, syllabus for certain programmes updated every year and for other courses updation is made according to the requirement.

- Discussions with subject experts, feedbacks from the current students, inputs from the Alumni and suggestions from Industrialists and Corporates are taken into consideration for reviewing the existing programmes.

- All courses have undergone major syllabus revision once in three years incorporating

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

Nil

CRITERION – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total*	Asst. Professors	Associate Professors	Professors	Others
125	96	29	-	-

2.2 No. of permanent faculty with Ph.D. 41

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
96	-	29	-	-	-	-	-	-	-

(Aided vacant Positions are filled by the Management)

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   1   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars Workshops	19	65	-
Presented papers	20	47	-
Resource Persons	1	4	4

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

- Teachers adopt innovative methods in teachings like Institute-Industry Interaction, online teaching, E-Assignment, supply of subject materials through soft copy, use communication lab, development and usage of software.

- The college offers value-added courses to enhance the moral and ethical values among the students. Yoga and Meditation is made compulsory for all UG students with the aim to help the students to be fit, both physically and mentally.

- Career oriented courses like Taxation, Garment Production and Fashion Design Management, Web Page Designing and certificate courses in .NET and PHP are offered.

- Introduction of a paper entitled "Ethics and Culture and Human Excellence" for all UG courses.

2.7   Total No. of actual teaching days

during this academic year

| 180 |

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

- Optical Mark Reader Evaluation System
- Centralized CIA test
- Double valuation for PG
- Transparency – supply of photocopy
- Online Examination and Evaluation
- Results through mobile and website
- Supplementary Examination
- Improvement Examination
- Special examination for sports students.

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

| 102 |

2.10 Average percentage of attendance of students

| 90 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of Students appeared	2014-15				
		Distinction %	I %	II %	III %	Pass Percentage
Aided (UG Programmes)						
BA (Eco.)	52	-	17	23	3	82.69
B.Sc. (Maths.)	53	13	38	6	-	83.02
B.Sc. (Phy.)	36	21	31	-	-	86.11
B.Sc. (Che.)	37	12	32	-	-	86.49
B.Sc. (Bot.)	40	11	35	3	-	95.00
B.Sc. (CS)	34	9	30	3	-	97.06
`B.Com.	53	7	46	5	-	96.23
BBA	44	1	20	17	1	86.36
Aided (PG Programmes)						
MA (Eco.)	17	-	17	-	-	100.00
M.Sc. (Maths.)	19	14	18	-	-	94.74
M.Com.	20	15	20	-	-	100.00
MCA	34	16	34	-	-	100.00
Unaided (UG Programmes)						
BA (Eng.)	55	1	12	26	13	96.36
B.Com.	121	3	75	22	-	80.17
B.Com. (CA)	62	1	24	24	-	77.42
B.Sc. (Phy.) CA	49	6	35	3	-	77.55
B.Sc. (CS)	109	13	85	17	-	93.58
B.Sc. (IT)	123	9	76	31	-	86.99
B.Sc. (CT)	58	5	28	21	-	84.48
BCA	114	12	77	25	-	89.47
BBA	57	-	19	32	-	89.47
Unaided (PG Programmes)						
MA (Eng.)	15	3	12	3	-	100.00
M.Com. (CA)	42	12	41	-	-	97.62
M.Sc. (Phy.)	25	16	25	-	-	100.00
M.Sc. (CS)	44	20	44	-	-	100.00
M.Sc. (IT)	41	21	39	-	-	95.12
PGDCA	59	31	59	-	-	100.00

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

The IQAC of the institution contributes, monitors and evaluates the Teaching & Learning processes by way of conducting the periodical meetings. The outcomes of various proposals are recorded for improving the system of the quality of education. It also decides on the measures to be taken to improve and sustain the quality of higher education.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	6
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	56	0	0	0
Technical Staff	36	0	0	0

CRITERION – III

3. Research, Consultancy and Extension

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

- The IQAC meets in every quarter to discuss various plans to promote research climate and motivate the faculty for academic advancement.

- It tracks the schemes of the UGC and other agencies like CSIR, DST, ICSSR and Malcolm-Elizabeth Adiseshiah Trust.

- The IQAC of the institution encourages the staff members to undertake Major and Minor research projects and to organize Seminars, Workshops and Conferences.

- The staff and students are informed about the various fellowships available and they are encouraged to apply for the same.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	-	2
Outlay in Rs. Lakhs	22,27,775	6,90,600	-	22,27,775

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	5	9	-
Outlay in Rs. Lakhs	1.15	8.40	15.70	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	41	13	-
Non-Peer Review Journals	1	4	-
e-Journals	4	-	-
Conference proceedings	3	5	-

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2	ICSSR	7,27,775	5,07,750
		ICSSR	15,00,000	13,50,000
Minor Projects	2	UGC	15,00,000	11,82,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	1	Coconut Development Board	1,63,410	1,63,410

3.7 No. of books published   i) With ISBN No.   14   Chapters in Edited Books   16

ii) Without ISBN No.   13

3.8 No. of University Departments receiving funds from

UGC-SAP   NA   CAS   NA   DST-FIST   NA

DPE   NA   DBT Scheme/funds   NA

3.9 For colleges   Autonomy   ✓   CPE   -   DBT Star Scheme   -

INSPIRE   -   CE   –   Any Other (specify)   -

3.10 Revenue generated through consultancy   2,63,410

   * - Coconut Board , Food Exhibition and College Bazaar,

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	3 + 1			3
Sponsoring agencies	-	UGC + ICSSR			College Council

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

3.13 No. of collaborations   International   -   National   -   Any other   -

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs:

From Funding agency | 15 | From Management of University/College | 20 |

Total | 35 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
-	-	2	-	-	-	-

3.18 No. of faculty from the Institution
     who are Ph. D. Guides | 17 |
     No. of students registered under them
     during 2014-15 | 21 |

3.19 No. of Ph.D. awarded by faculty from the Institution
     during 2014-15 | 19 |

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

JRF [1]   SRF [-]   Project Fellows [2]   Any other   [-]

3.21 No. of students Participated in NSS events:

University level [-]   State level   [-]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level [-]   State level   [3]

National level [1]   International level [-]

3.23 No. of Awards won in NSS:

University level [-]   State level   [-]

National level [-]   International level [-]

3.24 No. of Awards won in NCC:

University level [-]   State level   [4]

National level [-]   International level [-]

3.25 No. of Extension activities organized during 2014-15

College forum [4]   NCC   [1]

NSS [-]   Any other [4]

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

- The college encourages the faculty and students to take up various activities relating to extension and social responsibilities.

- Apart from the regular work, a number of faculty and students actively take part in various social activities through NSS, NCC, YRC, CCC, SSL, RRC, Blood Donors Club and Alumni Association.

- The college ensures the involvement of the staff and students in its outreach activities such as Blood Donation camps, HIV-AIDS Awareness, Road Safety Awareness, Rain Water Harvesting Awareness, Anti-Tobacco Awareness, Voters' awareness campaigns and contributes to the community development through various co-curricular forums and the Alumni association.

- Parents association and Alumni association offer constructive suggestions regarding outreach programmes.

- The college initiated the community people to contribute to the community development by incorporating them as members of various committees.

CRITERION – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities during the year 2014-15

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	45 acres	-	-	-
Class rooms	114	-	-	-
Laboratories	14	-	-	-
Seminar Halls	4	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The entire administration is fully computerized with the following facilities and they are also available for both staff and students.

- ICT has been integrated in the College activities.
- Internet is provided to every department and the hostels.
- Internet Centre in the computer lab is available for students.
- Upgradation of all the LANs with a speed of 1 Gbps.
- Upgradation of server with Blade server.
- Library Automation
- 41 computers and 1 printer is available for public access in the library
- Internet band with speed Available with 8Mbps
- E-Learning-Content Management Available (Data Mining &Physics)
- Institutional Repository Available
- Resource Sharing Networks / Consortia Available (Inflibnet)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	63469	1,30,48,863	5729	23,50,696	69198	1,53,99,559
Reference Books	19467	76,34,063	3800	14,41,343	23267	90,75,406
e-Books	50000	-	-	-	50000	-
Journals	140	-	-	-	140	1,76,273
e-Journals	5000	-	-	-	5000	-
Digital Database	2	16,500	-	-	2	16,500
CD & Video	3005	-	425	-	3430	-
Others (specify)	38	-	-	-	38	-

* - Donated by Staff and Students under the Knowledge Trove scheme.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	747	8	170	35	-	17	60	14
Added	-	-	-	-	-	-	-	-
Total	747	8	170	35	-	17	60	14

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

- The faculty members and students of the college are provided with computer, internet, audio-visual aids and computer aided packages to facilitate teaching, learning and e-governance.
- The central library is equipped with open educational resources like the Information and Library Network (INFLIBNET) for the benefit of the staff and students.
- Two separate smart classrooms and communication laboratory are also available with the state-of-the art facilities.

4.6 Amount spent on maintenance in lakhs :

i) ICT   2,40,000

ii) Campus Infrastructure and facilities   3,21,000

iii) Equipments   8,20,000

iv) Others   40,000

Total :   **14,21,000**

CRITERION – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student members of the IQAC are encouraged to come out with their views and suggestions for the enhancement of quality of the institution.

- IQAC provides information about various Student Support Services available at the institution and other levels.

5.2 Efforts made by the institution for tracking the progression

- The institution monitors and ensures the achievements of the learning outcome through analysis of the tests, examination results and the pass percentage arrived at in the Passing Board Meeting

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3457	633	8	68

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1432	34

Women

No	%
2734	66

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
40	965	9	2972	6	3992	43	494	7	3618	4	4166

Demand ratio : 5:1   Dropout % : 6.87 percent

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

- The college has been recognized by the university and provided with financial assistance worth Rs. 2 Lakhs to conduct NET/SET coaching classes.

- The college arranges for guidance and coaching classes for Civil Services, Defence Services, NET/SET examinations and other competitive examinations through various forums.

- The students are given extra credit courses like English for Competitive Examinations and Tamil for Competitive Examinations.

No. of students beneficiaries   265

5.5 No. of students qualified in these examinations

NET   1   SET/SLET   1   GATE   Nil   CAT   Nil

IAS/IPS etc   Nil   State PSC   Nil   UPSC   Nil   Others   Nil

5.6 Details of student counselling and career guidance

- To facilitate the needs of the students, a two day bridge course is conducted for the freshers at the entry level to know the basics of higher education.

- The institution has department-wise faculty advisors for student support and mentoring.

- To improve the communication skill in English, the college regularly conducts Remedial English classes.

- The Yoga and Meditation sessions help the students to keep them physically and mentally fit.

- Career Guidance and Placement Cell provides guidance and counselling to the students regarding higher studies and employment.

- Placement Cell arranges campus interviews for placement in various organizations.

No. of students benefited   1200

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
16	750	311	1

5.8 Details of gender sensitization programmes

- The Women Development Cell conducts a number of programmes on various issues relating gender problems regularly.

- Professional counsellors are invited to conduct programmes for women staff and women students.

- The cell works under a faculty in charge. It has representation from the staff and it conducts lectures and seminars to create awareness about gender equality.

5.9 Students Activities

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

Sports and Games

State/ University level   218   National level   5   International level   3

Seminars / Conferences / Workshops

State/ University level   2   National level   47   International level   -

No. of students participated in cultural events

State/ University level   200   National level   -   International level   -

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

Sports : State/ University level   16   National level   -   International level   -

Cultural: State/ University level   40   National level   -   International level   -

5.10 Scholarships and Financial Support (2014-15)

	Number of students	Amount (Rs.)
Financial support from institution	69	3,61,237
Financial support from government	1219	39,81,798
Financial support from other sources	37	70,000
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | 1 | National level | | International level | |

Exhibition: State/ University level | 1 | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 2 |

5.13 Major grievances of students (if any) redressed:

Grievances	Action Taken
Insufficient Transport Facility	More number of Bus operated by Tamilnadu State Transport Corporation on request by the Management.
Difficulties in getting Bus Pass	Arrangement was made to get the Bus Pass in the College campus itself.
Insufficient of water doctor	More number of water doctors were installed
Demand for more library books	Increasing the number of books per head from 1 book per student to 4 books per student.

CRITERION – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Social and Economic upliftment of the people of this area through value based quality education.

Mission: Committed to serve the society with humility and trust, devoid of exploitation, to impart value based higher education, particularly to the socially and economically deprived sections of this area; to make the students of this institution worthy citizens of our glorious motherland.

6.2 Does the Institution has a management Information System

The Institution has a well established management Information System. The following systems have immensely helped to make the administration process effectively.

- Administrative procedures including finance
- Student admission
- Student attendance
- Evaluation and examination procedures
- Research activities
- Introduction of OMR

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

6.3.1 Curriculum Development

- The meetings of the Board of Studies are conducted every year. The ideas obtained from the various bodies is thoroughly discussed by the experts in the academic bodies and carefully incorporated in the curriculum

- The present and outgoing students' feedback regarding the relevance, content quality of the subjects is considered.

- The syllabi suggested by the UGC and expert bodies like Tamilnadu State Council for Higher Education (TANSCHE) are taken into consideration while redesigning and reframing the curriculum.

6.3.2 Teaching and Learning

Necessary steps are taken to improve the teaching learning methods.

- The college provides course outline and course schedule for enabling the students to get an idea of what they are going to learn.
- Learning in all courses is made more student-centric. The computer-aided learning is given priority in teaching and learning methods.
- The college creates a culture of instilling and nurturing creativity and temper among the learners through various academic activities.
- It has a feedback mechanism to evaluate the teachers and the feedback is reviewed every year.
- The college has adequate number of qualified and competent teachers to handle all the courses.

6.3.3 Examination and Evaluation

- Dummy number system is followed
- Optical Mark Reader Evaluation System
- Double valuation for PG
- Online Examination and Evaluation
- Results through mobile and website
- Supplementary Examination
- Improvement Examination
- The declaration of results is done within 10 days from the date of the last examination.

6.3.4 Research and Development

- The college has a research committee to facilitate, monitor and encourage the research activities. It meets regularly to discuss various plans to promote research and motivate the faculty for academic advancement.
- The committee keeps track of the schemes of the UGC and other agencies like CSIR, DST, ICSSR and Malcolm-Elizabeth Adiseshiah Trust.
- The teachers are informed about the various fellowships available and they are encouraged to apply for the same.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Infrastructure facilities on par with urban colleges.

- ICT facilities are available to students.

- The institution has a well-equipped fully automated library with the state-of-the-art facilities.

- There are more than 80,000 books and 160 subscribed journals on various subjects.

- The library deploys various tools to provide access to the collection

- The internet lab in the Library has 35 computers. A large number of staff, students and research scholars utilize the internet facility free of cost.

- Spacious multi-purpose hall with an area of 4800 square feet is available for various activities of the college.

- The Department of Physical Education has indoor and outdoor facilities and separate Gymnasia for men and women students.

- The entire campus is provided with network facilities.

- The entire campus is provided with High Tension Power through 500 KVA Transformer.

- The entire campus is under the surveillance of CCTV cameras.

- Two Generators with capacity of 10KVA, one with 62.5 KVA and one with 160KVA have been installed. 20 KVA solar power unit is also available for uninterrupted power supply. Online UPS units are available in the computer laboratories, office, library and controller of

6.3.6 Human Resource Management

- The institution has sincere, dedicated and committed faculty and visionary management.

- The college has an adequate number of qualified and competent teachers to handle the courses.

- Staff members have the opportunity to pursue part-time PGDCA course for which classes are conducted after the regular working hours.

- The faculty members have access to the computer and internet facility that are available in the departments as well as in the internet centre.

- Workshops and training programmes are arranged for the faculty to enrich their knowledge in handling the computers effectively.

6.3.7 Faculty and Staff recruitment

- The staff requirement is assessed on the basis of the students' strength, vacancies arising due to retirement and as per the workload norms prescribed by the government.

- The qualifications for teachers of various courses are prescribed by the UGC and the Government of Tamilnadu from time to time.

- The posts both for teaching and non-teaching in the aided stream are sanctioned by the Director of Collegiate Education based on the work load of the individual department submitted by the college.

- The posts are filled up following the Roster system as prescribed by the Directorate of Collegiate Education. Faculty members by a seven member selection committee.

- The selection of the candidates is then approved by the college committee. For unaided programmes, a five member selection committee comprising of two members from the Management, Principal, Administrative Officer, and Head of the concerned Department selects the candidates.

6.3.8 Industry Interaction / Collaboration

- The college has collaboration with EDISSIA, CII, CSI and with a number of industries where the students undertake industrial visits and undergo industrial training.

- The MCA, M.Sc., M.Com.(CA), BBA, etc. students in the final semester undergo a six month project in reputed institutions.

- The Management and Commerce students undergo institutional training during the semester holidays.

- The institution has constructive relationship with various institutions of the nearby locality to work on various outreach and extension activities.

6.3.9   Admission of Students

- Admission of students to various courses is based on merit and is transparent with the single window system.

- Efforts are made to ensure that all students seeking admission to the various courses stay informed through different modes of publicity.

- The college has developed its own website for the convenience of students seeking admission to the college.

- The college strictly adheres to the government norms in the admission process giving chance to the meritorious students belonging to the various sections of the society.

- The entire seats of the MCA course are filled through counselling conducted by the Government of Tamilnadu.

6.4 Welfare schemes for

Teaching	Group Insurance and Ambulance facilities are available.
Non teaching	Distribution of Uniforms and Ambulance facilities are available.
Students	Free education and Ambulance facilities are available.

6.5 Total corpus fund generated   Rs. 50,000

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	UGC, AICT, NAAC,	✓	IQAC
Administrative	✓	Govt. of Tamilnadu	✓	Various Committees

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

For UG Programmes   Yes   [✓]   No [ ]

For PG Programmes   Yes   [✓]   No [ ]

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

- Periodically Increasing the CIA Component
- Centralized CIA test
- Special exam for the sports students.
- Arrangement of scribers for physically challenged students.

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

The University provides necessary facilities and suggestions to promote autonomy in college.

6.11 Activities and support from the Alumni Association

- The Alumni Association contributes various services to the institution in general and to the students opting for higher studies and getting employment in particular.

- The Alumni association offers guidelines to the students for higher education and employment opportunities.

- The Alumni association donated a Maruthi van worth Rs. 4.80 Lakhs to the college Health Centre.

- The association renders scholarship to the economically poor students every year.

- It offers guidance for personality development and conducts special coaching classes for the aspirants of TNPSC, Bank, Civil service, Staff selection and Railway Service Commission examinations.

- Conduct Regular Medical Camps at Hill stations like Bargur, Kadambur, Thamarakkarai for the benefit of Scheduled Tribes.

- Adapting economically deprived students.

6.12 Activities and support from the Parent – Teacher Association

- Parents regularly express their valuable suggestions for the development of the students through the Parents Meet and the teachers take efforts to implement the suggestions positively.

- The Parents Association offered scholarship to the economically poor students every year.

- It distributes prizes for proficiency to the students every year.

- It provides financial assistance for the purchase of Water Doctor

6.13 Development programmes for support staff

- Group Insurance worth One Lakh per head.

- Provide Uniform to supportive students every year.

- Cash Incentives during Depawali Eve.

- Fuel Allowance.

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

The institution conducts a green audit with a sense of responsibility. In this regard, the following eco-friendly measures have been taken by the institution.

- Energy Conservation
- Use of renewable energy
- Water harvesting
- Check-Dam construction
- Efforts for carbon neutrality
- Tree Plantation
- Hazardous waste management
- E-Waste management

CRITERION – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Staff and students are encouraged to prepare E-Assignments and E-Notes. Coaching classes are conducted for students for various competitive examinations.

- Japanese and Hindi Language classes are conducted for the students with the help of external experts.

- Introduction of OMR system in Admission and Evaluation

- Career oriented courses like Taxation, Garment Production and Fashion Design Management, Web Page Designing and certificate courses in .NET and PHP are offered.

- Alumni Association offers guidance for personality development and conducts special coaching classes for the aspirants of TNPSC, Bank, Civil service, Staff selection and Railway Service Commission examinations

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

The plan of action decided upon at the beginning of the year in the IQAC meetings has created a positive impact on the teaching learning process of higher education

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

- The institution is always a forerunner for introducing innovations in all aspects of teaching and learning process.

- The college follows a number of best practices and foremost among them are:

   1. Student Participation in Quality Enhancement and
   2. Co-curricular activities.

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

Refer Annexure - III

7.4 Contribution to environmental awareness / protection

> The institution conducts a green audit with a sense of responsibility. In this regard, the following eco-friendly measures have been taken by the institution.
> - Energy Conservation
> - Use of renewable energy
> - Water harvesting
> - Check-Dam construction
> - Efforts for carbon neutrality
> - Plantation
> - Hazardous waste management
> - E-Waste management

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

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

> **Strengths**
>
> - The institution has sincere, dedicated and committed faculty and visionary management
> - Promotes research culture and publications
> - Conducts various extension and awareness programmes
> - Fully computerized administration, library and departments
> - No capitation fee for any reason.
>
> **Weaknesses**
> - Locational disadvantage with rural back-ground
> - Financial Problems for the students
> - First Generation Students
>
> **Opportunities**
>
> - Strive to achieve the status of a College with Potential for Excellence
> - To continue to encourage faculty in research
> - Introduction of diploma courses for enhancing the employment opportunities
> - To continue to collaborate with national agencies for offering consultancy services
> - Linkages with national and international institutions
>
> **Threats/ Challenges**
>
> - Competition from nearby colleges
> - Intervention of foreign universities

8. Plans of institution for next year

- Encourage faculty members to apply for major and minor research projects.

- Encourage faculty members to apply and organize for seminars, workshops, conferences, etc., at the national and international levels.

- Encourage faculty members in writing and publishing of articles and books.

- Increasing information technology capabilities.

- Upgrading campus network and safety systems.

- Construction of Fitness Centre at a cost of Rs. 2 Crore.

- Construction of three Multipurpose Hall in about 32,500 sq.ft.

- Bank of India ATM for the benefit of the Staff and Students.

Name   Dr. R. SHUNMUGHAN

Signature of the Coordinator, IQAC

Name   Dr. R. SELLAPPAN

Signature of the Chairperson, IQAC

***

Approved in the Governing Body meeting held on 26.10.2015.

P. Nagore

CHAIRMAN

ANNEXURE – I

MODEL ACADEMIC CALENDAR

GOBI ARTS & SCIENCE COLLEGE (AUTONOMOUS)
GOBICHETTIPALAYAM

MODEL ACADEMIC CALENDER – 2014 – 20 15

DEPARTMENT: Commerce

NAME OF THE STAFF: Dr. R. Shanmugavadivu

MONTH & YEAR: June – Oct. 201

CLASS	PAPER	SYLLABUS COVERED	NATURE OF ASSESMENT		PROPOSED DATE FOR C.I.A. TEST	REMAKRS
			ACTIVITIES	DATE		
I com	Book-keeping & Accounting	1. Accounting – Meaning – Concept – Journal Ledger, Subsidiary books – Double Entry System, Advantages – Limitation	Assignment I 4th July	18 - 7.2014 to 31.7.2014	I CIA 04.08.2014.	
		2. BRS – Cash Books – Single, Double, Triple – Petty Cash Books.	Assignment – II	1.08.2014 to 28-08.2014	II CIA 08.09.2014.	
		3. Trial Balance – Final A/c with Adjustments		01.09.2014 to 30.09.2014	III CIA 6.10.2014.	
		4. Errors – Rectifications – Depreciation – Causes.		1.10.2014 to 16.10.2014.		

SIGNATURE

ACADEMIC CALENDER – 2014 – 2015   Odd Semester

DEPARTMENT: Commerce

OF THE STAFF: R Bhuvaneswari

MONTH & YEAR: June – Oct '2014

PAPER	SYLLABUS COVERED	NATURE OF ASSESSMENT		PROPOSED DATE FOR C.I.A. TEST	REMARKS
		ACTIVITIES	DATE		
Foreign Trade and Foreign Exchange	1. Need, Scope of FT, Globalisation – advantages – Functions of F.E-Depts, B/T, B/P.	I Assignment 27th June 2014	18-8-14 to 30-8-14	I CIA 4-8-14. II CIA	Seminar on various topics
	2. Exim Bank, ECGC, Exim policy	II Assignment 28th July 14	1-7-14 to 18-7-14.	8th Sept. 2014	
	3. Exchange control – Objectives, Methods	III Assignment 5th Sept 2014,	21-7-14 to 18-8-14. 19-8-14. 12-9-14.	III CIA 6th Oct 2014	
	4. IBRD, IMF, UNCTA,		15-9-14 to 15-10-14.		
	5. Export – Import Procedure, HC Manage Policies				

SIGNATURE

ANNEXURE – II

FEEDBACK FROM STAKEHOLDERS

The college has formal and informal mechanisms to obtain feedback from graduates and employers through various committees, associations, organization, etc. as given below.

- Feedback through questionnaire from the graduates
- Suggestions from employers/faculty through periodical meetings.
- Feedback from Alumni (video conferencing, personal meetings, annual alumni meet).
- The graduates and employers are included as members of various bodies (Board of Studies, IQAC/Committees/Advisory Bodies/NSS).

The college obtains feedback from the students at the entry point and at the exit point. It is obtained from the alumni through Email, discussions through video-conferencing and from the respective Board of Studies. Comments from the employers are obtained at the annual meeting of the college and from the community through various service programmes organized by National Service Scheme, Youth Red Cross Society, Blood Donors Club, etc.

Opinions and suggestions from academic peers who attend the meeting of the Board of Studies and from those who visit the campus for guest lectures are also obtained. Further, inputs from industries, institutions, and professionals are obtained through students who undergo institutional training and project work. All courses have undergone major syllabus revision once in three years incorporating major thrust areas.

The ideas obtained from the various bodies is thoroughly discussed by the experts in the academic bodies and carefully incorporated in the curriculum. Seminars, Group Discussions and Assignments are introduced as encouraging steps for the under-graduate students. These components are made compulsory in the internal assessment for all post-graduate students.

ANNEXURE – III

BEST PRACTICES I & II

BEST PRACTICE – I

1. Title of the Practice: Students Participation in Quality Enhancement.

2. Objectives of the practice

1. To make the students conscious of the quality of the institution.

2. To encourage students' participation in the enhancement of quality through their feed-back.

3. To develop quality circles with active involvement of students and other stakeholders.

4. To motivate the students in designing IQAC action plans and to take part in its implementation.

3. The Context

The students are an integral part of the education system. Any education system can only survive, if the active participation of the students is encouraged for addressing quality related issues in Higher Education institutions.

Evidence of Success

- Conduct of centralized CIA Tests

- Consistently good academic records of the students

- Enhanced internet facility and number of books and journals in the library

- Establishment of Civil Service Coaching centre

- Coaching classes for competitive exams

- More facilities and opportunities for co-curricular activities

- Introduction of Citizen Consumer Club as a co-curricular forum

- Conduct of Exhibitions,

- Many students take up Entrepreneurial ventures

- Improvement in human relations and technical skills

- No single day is lost due to students strike or unrest

Problems Encountered

- As most of the students hail from rural area, they show reluctance to become members of various committees and hesitant to speak out their problems and views.

- Once they started realizing the cordial atmosphere prevail in the institution they gradually show interest and play active roles in the committees and bodies.

BEST PRACTICE – II

Title: Co-curricular Activities

Objectives

1. To make the students to learn to work in a team

2. To create social responsibility among students

3. To make them understand the problems prevailing in the community

4. To develop leadership quality among the students

5. To make them worthy citizens of the country

The Context

Co-curricular activities prepare students practically for the future. In addition to the academic curriculum, the co-curricular activities are necessary to raise the moral and ethical values among the students. The institution integrates the co-curricular activities viz, NSS, NCC, SSL, YRC, CCC and Sports and Games in Part V of the curriculum and operates these forums in a systematic manner with focus on the motto and spirit of the each forum.

The Practice

Every student shall participate at least in one of these forums for the period of not less than two years (four semesters) with two hours per week and 30 hours per semester and should earn a minimum of 75 percent attendance in the chosen program. There is a coordination committee consisting of one teacher representative from each forum under the chairmanship of the Principal. The senior most teacher acts as the coordinator of the forums. The committee meets periodically and reviews the matters relating to enrollment, activities, attendance, grading, etc.

Evidence of Success

As the evidence of their exemplary performance and contributions towards the society, the staff and students of various co-curricular forums bagged many prestigious awards at the state and national levels.

Problems Encountered and Resources Required

- It is mandatory for all the first and second year UG students to participate in the co-curricular activities which is the main challenge. Sometimes a few students are not able to utilize the opportunity to the optimum as they are under pressure to reach on time and go back late to their homes.

- Majority of the students are from the rural background, so their involvement in group discussions, role plays, debate, etc. is not up to the expectations.

- Honorarium is paid to all the programme coordinators, except NSS and NCC, by the management which involves additional expenditure. Organizing various outreach programmes involves heavy expenditure which is borne by the management. However, the institution considers this as its responsibility to the society and is willing whole heartedly to strengthen the activities of the forums to reach out the society with many more constructive programmes.