Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT ARTS COLLEGE, TIRUCHIRAPPALLI**
Name of the head of the Institution	**Dr. S.S. Rose Mary**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0431-2520805**
Mobile no.	**9944434252**
Registered Email	**gactrichy@yahoo.in**
Alternate Email	**jansikennedys@gmail.com**
Address	**Thuvakkudimalai, Trichy-22**
City/Town	**Tiruchirappalli**
State/UT	**Tamil Nadu**
Pincode	**620022**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. S.S. Jansi Rani**
Phone no/Alternate Phone no.	**04312520858**
Mobile no.	**9994916441**
Registered Email	**jansikennedys@gmail.com**
Alternate Email	**thorogeno63@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://gactrichy.ac.in/wp-content/themes/twentyseventeen/img/AQAR-2017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://gactrichy.ac.in/wp-content/uploads/2021/08/2018-2019.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.35**	**2014**	**21-Feb-2014**	**20-Feb-2019**
3	**B+**	**2.72**	**2020**	**11-Feb-2020**	**10-Feb-2025**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**22-Sep-2009**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Conducted the Stake holders meeting	20-Feb-2019 1	13
Guest Lecturer on Email Etiquette	26-Mar-2019 1	460
Arts Exhibition Cum Sale	29-Mar-2019 1	150
Workshop on Job Opportunities in NIT for Arts and Science Students	15-Mar-2019 1	325

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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
GAC/PHYSICS/Dr. W. Nirmala	Minor Projects	UGC	2017 730	250000
GAC/CHEMISTRY/Dr, K. THARINI	Students Research Projects	TANSHE	2018 365	15000
GAC/CHEMISTRY/Dr, MALARVIZHLI	Students Research Projects	TNSCST	2018 365	7500
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**10**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1.Registration of HEI in the NAAC Protal on 04.02.2019 2. Submission of IIQA on 05.03.2019 3. Submission of SSR From 19.03.2019 to 30.04.2019 4. Data Verification and Validation process from 03.05.2019 to 16.05.2019 5. Workshop on "Job Opportunities in NIT for Arts and Science Students" on 15.03.2019 6.Arts Exhibition Cum Sale on 29.03.2019 7.Guest Lecturer on Email Etiquette on 26.03.2019 8. Conducted the Stake holders meeting on 20.02.2019

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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
Guiding the Departments to maintain all the data about the members of faculty, students', and Departmental activities.	Prepare the AQAR for the year 2017-18
Coordinating all the Departments in conducting Academic Audit for the year 2017-18	Sensitized all the department about the academic audit
Creating a rapport among the stake holders.	Conducted the Stake holders meeting in February, 2019.
Endeavouring to make students multifaceted.	Organized a one day "Arts Exhibition Cum Sale on 29.03.2019, and Organized Guest Lecturer Email Etiquette 26.03.2019
Encouraging the students to seek /job Opportunities in Elite Institutions	Conducted a oneday workshop on "Job Opportunities in NIT for Arts and Science Students"
Going for 3rd cycle of NAAC Accreditation	Registration of HEI on 04.02.2019 ,Submission of IIQA on 05.03.2019 ,Submission of SSR From 19.03.2019 to 30.04.2019 and DVV from 03.05.2019 to 16.05.2019
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14. Whether AQAR was placed before statutory body ?	No
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	2019

Date of Submission	23-Feb-2019
17. Does the Institution have Management Information System ?	**No**

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

The curriculum implemented in the higher education institute must be flexible enough to accommodate the changing scenario in the academia and industry and the consequent changing needs in the society. Such flexibility makes the curriculum socially relevant. Since Government Arts College, Tiruchirappalli, is affiliated to Bharathidasan University, Tiruchirappalli, it has little part to play in curriculum design and development. However, as an affiliated college, it takes enough and more effort in the effective adoption and implementation of the curriculum designed by Bharathidasan University. Being recently accredited with A+, Bharathidasan University has been on the forefront of all necessary changes pertaining to the local, regional, national and global developmental needs. The program outcome and course outcome of all programs have been designed with learning objectives inclusive of all developmental needs. In accordance with the contemporary trends, the shift is towards skill based education. The choice based credit system has been implemented in all programs offered in this college. The spirit of this change has been incorporated into implementation of the curriculum by this college. Job oriented skill based electives such as yoga, Computer Literacy Program, Ethanomedicine, Herbs and Drugs action, Pharmacognosy, Tourism and travel agency have been incorporated into the curriculum. The college and its faculty endeavor effective implementation of these courses with a view to benefit the students to the maximum level. Since employability depends more on skills than on knowledge these days, there is an increased percentage of skill component in the current curriculum. Soft Skill Development Course and Skill Based Electives are made mandatory for the undergraduate programs. The faculty handling these courses are highly skilled in soft skills and thus the course outcome is achieved with the utmost benefit to the student community. This is a paramount important to this college, as it caters to the needs of the first generation graduates from the under privileged section of the society. Besides the university curriculum, all the first year students take up a certificate program on computer Literacy. This program equips them with the basic computer skills which is mandatory for placement in all fields. The CLP (Computer Literacy Program) staff are highly qualified in computer education and they are committed to the needs of the student community. Project works has been made compulsory for all the PG second year students, field work is mandatory for M.Sc social work students and M.Sc. Visual Communication students attend the internship program to enhance their theoretical knowledge with practical skills in their relevant fields. In addition, UG students can choose two non-major elective courses from a number of choices available from other disciplines. This makes them multi skilled personalities in whichever field they enter after their higher education. Thus the institution endeavours to uphold the needs of the students and stakeholders in its neighbourhood through careful planning and curriculum delivery. The outcome has been dramatically seen in the growth and the expansion of the college in the terms of the students and staff strength and infrastructure upgradation in the recent

1.1.2 – Certificate/ Diploma Courses introduced during the academic year					
Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	nil	Nill
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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
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

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
Gender Studies	Nill	584
Environmental Studies	Nill	635
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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
MSW	Community Development	6
MSW	Medical and Psychiatry	18
MSW	Human Resource	4
MSW	Common	10
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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	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained
Feedback from Students and Alumni The Institution has the practice of collecting feedback from the students and alumni in hardcopy at the end of every academic year. These feedbacks give a chance to students and alumni to voice their issues, needs and desires. It provides an opportunity for the teachers to change their teaching methodology and tools and constantly improve themselves for the welfare of the students. The Institution can also get an idea about the students' expectations and needs and where the institution fall shorts. Moreover, by collecting feedback in the instution engages the students and alumni more into the campus life. The Instution can also sense problems when there is still time to troubleshoot. The following is the analysis of feedback got from students and alumni for the current year. An Analysis of Feedback from Students Hard copies of students' feedback from the out gone students have been collected as usual at the end of academic year. They have given their feedback on faculty, their services curriculum and the programs available in the college. They were quite critical about the curriculum and the course but were very happy about faculty, their profile and their efficiency in teaching. The students were very much disappointed about the library facilities. They expressed their opinion that the library needed to be shifted to a separate and bigger building. In spite of lack of reference space in the library, it has a good collection of books on all subjects and the reference section too is well equipped. The books collected for the Reading Club are graded according to the level of the students. The students felt that the profile of the faculty on the whole was very satisfactory, though they found fault with the communication skills of the faculty. They quite appreciated the commitment of the majority of the faculty to the welfare of the students. They felt that this lead to a good rapport between them. The faculty too motivated the students well. The students stated that their guidance had helped them in choosing their career and higher studies. On the whole, students were well satisfied about the college and the faculty. An Analysis of Feedback from Alumni Feedback in hard copies have been collected from the Alumni in one of their Alumni meeting held in the college campus. They discussed with enthusiasm the progress in the college activities and the advancement in the infrastructure. They were especially happy about the increase in the number of computers, class rooms and teaching faculty. But they were quite anxious about less number of non-teaching staff and the non-availability of Physical Director. Canteen facility had improved and this satisfied the Alumni though they were again dissatisfied with the lack of compound wall in the college. They were also dissatisfied with library and lack of hostel facilities. In short, the Alumni were happy about the progress of the college.

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	TAMIL	50	60	42
MA	TAMIL	30	10	2
BA	HISTORY	75	92	71
MA	HISTORY	25	15	14
BA	ENGLISH	40	120	77
MA	ENGLISH	30	15	24

MPhil	ENGLISH	11	90	59
BA	POLITICAL SCIENCE	60	20	24
MA	POLITICAL SCIENCE	30	6	4
BCom	COMMERCE	60	300	48
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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
2018	710	151	0	6	91

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
97	90	91	8	3	9
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Mentoring session through ward system is conducted on a regular basis. The session is compulsory for every student to attend without fail. The mentoring parameters are based on four aspects i.e. academic, attendance, career and general. The mentors are provided with details of mentee's performances in terms of academic (weekly test, class test, and mid-term and end-semester exam) and attendance records. The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline and career related issues. The practice of the mentoring system is evaluated by the Principal and Head of the Departments so as to ensure quality and efficiency in practice. The grievances of the mentees are taken up by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions. It is evident that there is improvement in mentees discipline, interaction and communication skills, Improvement in students' attendance, Establishment of a vibrant relationship between teachers and students which has provided a congenial atmosphere in the class room as well as in the campus.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2184	97	1:23

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
151	97	54	0	76

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
2018	Dr.Thomas Joeseph Prakash	Assistant Professor	Best Display 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	ODD	28/11/2018	31/01/2019
BCom	UG	ODD	28/11/2018	31/01/2019
BA	UG	EVEN	28/05/2019	17/06/2019
BCom	UG	EVEN	28/05/2019	17/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the modalities of conducting the Continuous Internal Evaluation as prescribed by the Bharathidasan University. In the last five years there have been several changes in the mode of evaluation based on the type of program. Presently under the Choice Based Credit System (CBCS) (2008 – 09 onwards), internal assessment for theory papers is for 25 of the marks (25 marks in a 100-mark paper) which is split into 5 marks for attendance and 20 marks for two assignments of 10 marks each. For practical papers the CIE is 50 of the marks (so for a practical paper of 50 marks the internal assessment is 25 marks). The Institution ensures that all students are aware of the evaluation process through the college prospectus which is updated annually. The Orientation program held at the beginning of every academic year apprises students and their parents of the evaluation process and the schedule. In each of the departments, for each subject (theory and practical) being taught at undergraduate and post graduate level a senior faculty member is nominated as convenor who then co-ordinates curriculum transaction with other faculty members teaching the subject during the semester. Before the session begins, teaching plans are prepared and discussed along with the mode of Continuous Internal Evaluation. Further, the college follows a basic structure for the continuous internal assessment of theory and practicals with guidelines for dealing with absenteeism. The faculty members however have a certain amount of flexibility in deciding on the kind of assignment so that creativity is not compromised. Guidelines for teachers and students for internal assessments are followed as per the University guidelines and are made available to all faculty. Dates for the tests/submission of assignments are announced by faculty in the respective classes at least a week in advance. After checking, answer sheets/assignments are shared with students and marking pattern is discussed. Transparency and security of evaluation system is ensured. The institution has an effective mechanism for Redressel of grievances pertaining to internal assessment. The staff discusses and arrive at moderate range of assignment marks to equalize/ moderate low marks if marking has been strict. The maximum

and minimum marks in internal assessments are further reviewed, discussed and debated regularly. Students are also assessed by the teachers based on their participation in the class. Students' development in their subject areas and other co-scholastic activities is monitored through continuous and comprehensive assessment and feedback mechanism. Assessment includes presentations, tests, assignments and projects by students who are mentored by teachers at regular interval with feedback. Transparency is maintained by teachers.

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

The college follows the Academic Calendar of the Bharathidasan University. These dates are adhered to during each semester. The individual departments have the flexibility of deciding on the dates for the conduct of test and submission of assignment by which CIE is done and internal assessment marks are awarded to the students. Two periodic tests in each semester are conducted. A model examination prior to the university examination also is conducted. Assignments are given by the individual staff. The decision regarding dates for conduct of assignments and test depends on completion of first year admission, midsemester breaks, gazetted holidays as well as other planned activities of the college. For the practical papers the CIE is conducted in almost all practical classes depending on the nature of assignment. A circular announcing the dates for the submission of internal marks is sent to all departments by the examination in- charge department. They then forward these marks to the university by the dates fixed by the examination section of Bharathidasan university. Students need to apply to the University for correction in marks and revaluation. The process is governed by Bharathidasan University Ordinances. The administrative office of the college guides the students about the process. The process is also explained on the Bharathidasan University website (URL provided). For errors like the marksheets indicating that the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in exam branch and correcting discrepancies. Each department in the order of alphabet takes charge of conducting university examinations and coordination of exam related matters. This exam-in-charge department forwards to the university such details as student attendance, internal assessment marks, etc. This department also promptly deals with mistakes/ errors related to attendance, internal assessment marks and all other exam related queries. The students can apply to the University for revaluation within fifteen days from the date of publication of the results in the University website. Transparency of the answer scripts are also given on request. Supplymentary exams are conducted for final semester students with arrear in one course.Thus the process of exam related grivances is made transparent and efficient.

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://gactrichy.ac.in/courses-offered

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
PG	MCom	COMMERCE	29	28	97

PG	MSc	COMPUTER SCIENCE	25	22	88
UG	BCom	COMMERCE	46	43	93
UG	BCA	COMPUTER APPLICATIONS	53	42	79
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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)

NIL

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
Students Research Projects (Other than compulsory by the University)	365	TNSCST	0.08	0.08
Students Research Projects (Other than compulsory by the University)	365	TANSHE	0.15	0.15
Minor Projects	730	UGC	2.5	2.5
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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
NIL	NIL	

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
NIL	NIL	NIL	Nill	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards		

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
PHYSICS	2
Business Admistration	1
Computer Science	4
ENGLISH	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	PHYSICS	11	Nill
International	PHYSICS	16	Nill
International	BUSINESS ADMISTRATION	4	5.75
International	COMPUTER SCIENCE	5	Nill
International	ELECTRONICS	1	Nill
International	ENGLISH	13	5.8
International	CHEMISTRY	16	Nill
International	MATHS	35	5.3
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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
CHEMISTRY	4
MATHS	5
TAMIL	4
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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
NIL	NIL	NIL	Nill	Nill	NIL	0
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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	Institutional affiliation as mentioned in

					citation	the publication
NIL	NIL	NIL	Nill	Nill	0	0

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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	6	Nill	Nill	Nill
Presented papers	13	7	1	Nill
Resource persons	2	1	Nill	2

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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
NSS - 7 DAY CAMP	NSS - 3 UNITS	3	150

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

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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
EXNORA	College EXNORA Club Members	Awareness program on No Plastics and Green Environment	1	634
NSS Units	District Government Hospital Trichy and NSS units	AIDS Awareness Program	3	980

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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
NIL	NIL	NIL	0

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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
NIL	NIL	NIL	Nill	Nill	NIL

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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
NIL	Nill	NIL	0

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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
8.64	8.64

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	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
NIRMALSUTE2014	Fully	ORACLE11g	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25188	3004878	585	190667	25773	3195545
Reference Books	2954	444920	129	106472	3083	551392
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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
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	75	2	10	1	1	1	16	2	0
Added	0	0	0	0	0	0	0	0	0
Total	75	2	10	1	1	1	16	2	0

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

2 MBPS/ GBPS

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
NIL	Nill

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
8.64	2.05	Nill	0.5

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 The Institution has a well-equipped physical and infrastructural facilities for physical and academic support. These supporting facilities have been constantly upgraded to cater to the growing needs of the students, faculty and staff. Laboratory The Physics and Chemistry UG and PG Laboratories are fully equipped for their specific academic needs and as per the statutory rules. Fire safety equipments are maintained in all the Laboratories. Regular maintenance is done through specific fund allocation for the purpose. The three computer labs maintained one each by the Department of Computer Science, Department of Commerce and CLP have been constantly upgraded and new systems replace the obsolete ones. Central Library Central Library possesses all facilities for easy accession of reference books, e-journals and other net sources. New Books, journals and online learning resources are added only in consultation with the faculty of different departments to ensure the availability of the recent

learning and research material in the library. Computing Facilities The three computer Labs available in the campus have 82 computers in total. They are installed with up-todate system softwares. These systems are maintained by their related department staff. At times, Software and Hardware engineers from outside are engaged on call. One of the computer science faculty member manages the information sharing and uploading on the college website. One of the chemistry faculty serves as a coordinator for Net Resource Centre. He monitors the use and maintenance of Net Resource Centre. Physical Facilities The requirements for the physical facilities are meeted out by the PWD committee headed by the Principal and facilitated by one of the history faculty member. This committee makes all the arrangements for adding new physical facilities to support the academic needs. It also carries out the required PWD Works such as whitewashing, construction of new blocks and repair works too. Students need a conducive and comfortable environment to excel in their academic performance. The college takes all necessary steps through PWD to provide well lighted and properly ventilated classrooms. Each class room is fitted with enough number of lights and fans. The furniture in the classrooms are well maintained and periodically repaired or replaced as necessary. The restrooms are cleaned everyday prioritizing the hygiene of the students. The corridors and the campus is cleaned periodically by the NSS volunteers. CCTV Cameras are fitted in the Computer Lab to ensure safe handling of computers and other costly equipments. Sports Facilities The sports committee manages the matters related to Sports like organising planning and executing the conduct of inter and intra college competitions. The committee approves and places orders to competent suppliers for the supply of required sports articles every years. Students are permitted to play outside the class hours and are allowed to practice prior to competitions. Allowances are given to sports students to maintain their health during competitions. First Aid Kit is available in the sports room for the use of the students in case of any emergency.

https://gactrichy.ac.in/wp-content/uploads/2021/08/Maintentance-and-Utilization-of-Physical-academic-and-Support-Facilities.pdf

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	NIL	0	0
Financial Support from Other Sources			
a) National	Govt. of Tamil Nadu Post Matric SC/ST/SCC Scholarship	736	43.52
b)International	NIL	0	0
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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
Career Counselling	18/01/2019	166	Prof.Malarmannan, Nalanda School of Business

Bridge Course	18/07/2018	633	Staff members of GAC, Trichy 22

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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
Nill	NIL	0	0	0	0

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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
0	0	0

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
NIL	0	0	nil	0	0

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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
2019	9	BCA,	COMPUTER APPLICATIONS	Government Arts College, Trichy 22	M.SC
2019	7	B.COM	COMMERCE	Government Arts College, Trichy 22	M.COM
2019	11	B.SC CHEMISTRY	CHEMISTRY	Government Arts College, Trichy 22	M.SC

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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

Any Other	1
No file uploaded.	

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

Activity	Level	Number of Participants
NIL	NIL	Nill
No file uploaded.		

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
Nill	Nill	Nill	Nill	Nill	nil	Nill
No file uploaded.						

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

Students in the college are properly represented in all the academic and administrative committees and bodies. This empowers them and bestows them with leadership qualities and self confidence. With student representation in various committees, the system remains transparent and student friendly. Every department has a Departmental Association in which all the students of the department are the members. Under the guidance of a staff member, student representatives function as the Chairman, Secretary and joint-secretary of these Associations. These Associations promote the welfare of the respective Department students and augment their academic interest and extracurricular activities by organising special lectures and competitions. In these Association meetings UG and PG students mingle with each other and create a friendly atmosphere in the various departments. Student representative play a key role in the various academic and administrative committees of the college. Student members of the IQAC serve to propagate the quality policies of IQAC among the students. They have a role to play in planning and implementation of the various quality measures taken up by IQAC such as organizing seminars, workshops and exhibitions in the college premises. Students are properly represented in various committees such as Grievance Redressal committee, Fine Arts Committee, Anti ragging committee and Discipline Committee. These student representatives in various committee project the students' point of view related to the various activities within the campus.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

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)

Principal Level Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers'Council nominates different committees for implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers council. Faculty level Faculty members are given representation in various committees/cells nominated by the Teachers council, in the Governing body, in the IQAC and other committees. Every year,the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by Teachers' Council (2018-19): • Admission Sub-committee • RUSA • Internal Complaints Committee • Counselling and Career Guidance and Placement Unit • Grievance Redressal Cell • Service Book Opening Updating Committee • Website committee • Tax Related Sub-Committee • Anti Ragging Committee • Student disciplinary committee

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

No

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
Curriculum Development	Curriculum designing and development is decided by the affiliating university, Bharathidasan University. Most of the Faculty are members of Board of studies constituted by Bharathidasan University. They interact with the university and provide their views related to curriculum development.
Human Resource Management	Ø Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate etc to increase their skill and experience. Details can be found in the the college website. ØFaculty members are encouraged to participate in trainings, workshops and staff development programmes
Industry Interaction / Collaboration	Faculty members have collaborated with national and international eminent academicians and researchers and published research papers in the current year
Admission of Students	As the college is a Government institution, admission of students is done as per Government norms. Admission

	is strictly on the basis of merit. All rules regulation, seat reservation policy of affiliated University and Government are maintained. 2. The College gives prospectus at the time of admission to students from where students come to know the information about fees structure, student support, etc.
Examination and Evaluation	Semester Examinations are conducted by the affiliating university, Bharathidasan university. College conducts internal assessment of students. Class tests/surprise tests, student seminars, interactive sessions, practical examinations, debates etc are conducted by departments to evaluate the students. Examination Cell have been formed on rotation basis by the Teachers Council for effective implementation of the evaluation reforms of the university.
Research and Development	Encouraging joint research by faculty members, which has resulted in their national and international joint publications Ø Encouraging faculty members to undertake major and minor research projects and disbursement of received research funds for purchase of items without delay. Faculty members are presently undertaking major and minor research projects.
Library, ICT and Physical Infrastructure / Instrumentation	The college has encouraged the use of ICT based techniques of study. The physical infrastructure has also received sincere attention from the college authority. Renovation and upgradation of laboratories, subscribing journals for the central library, lift facility, waiting room construction, purchase of new computers, printers etc have been proposed
Teaching and Learning	1. Improvement of computer aided methods of teaching and learning. 2. Field tours organized by Visual Communication and Social Work Departments. 3. Faculty members have attended the refresher courses, orientation courses and short term courses organized by UGC- HRDC. 4. Enrichment of central library and departmental libraries 5. Laboratory renovation, upgradation and purchase of equipment, renovation of classes from RUSA fund 6. Encouraging students to

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

E-governace area	Details
Planning and Development	. Library automation has been initiated. 2. Proposed to automate students' database, faculty and staff database, feedback system etc
Administration	Notices and circulars are communicated to different departments through e-mail from the office of the Principal • Each and every IQAC notice is circulated by the coordinator through whatsapp amd email.
Finance and Accounts	Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through IFMS software
Student Admission and Support	1. As the college is a Government institution, admission of students is done as per Government norms. Admission is strictly on the basis of merit. All rules regulation, seat reservation policy of affiliated University and Government are maintained. 2. The College gives prospectus at the time of admission to students from where students come to know the information about fees structure, student support, etc.
Examination	Faculty members of this college perform their evaluation duties as examiner, head examiner, scrutinizer, reviewer as and when appointed by 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
Nill	NIL	NIL	NIL	Nill
No file uploaded.				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

Nill	NIL	NIL	Nill	Nill	Nill	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 CHEMISTRY, Conducted by HRDC,BHARATHIAR UNIVERSITY COIMBATORE	3	04/07/2018	24/07/2018	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Insurance, 2. Staff Credit Co-Operative Society, 3. Accidental Benefit Schemes, Provident Fund, Festival Advance. 4. New Health Insurance Scheme (75 of the expenses or Rs.1.00 Lakh whichever is less	1. Insurance, 2. Staff Credit Co-Operative Society, 3. Accidental Benefit Schemes, 4. Provident Fund, 5. Festival Advance.	1. Free Studentship, 2. Government Scholarships, 3. Students Endowment Scheme, 4. Award, 5. Prize, 6. Personality development/skill development programs. 7. Higher Education Special Scholarship Scheme for Degree courses and Rs.7000 for PG courses. 8. BC/MBC/ Adi Dravidar and a tribal Welfare Scholarship System

6.4 – Financial Management and Resource Mobilization

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

The Institution is a government institution. Financial audit is conducted by Accountants General (AG), Chennai, Government of Tamil Nadu.The frequency of audit is once in three years.

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
NIL	0	NIL

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6.4.3 – Total corpus fund generated

614480

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	Yes	Joint Director of Collegiate Education, Trichy Region	Yes	Departments

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

Teachers have been able to communicate with parents to prevent early marriages and other prejudices related to the drop-out of girl students. This has resulted in the increase in overall percentage of girl students in the college. Presently, the female students constitute 64 of the total undergraduate students and 67 of the total postgraduate students of the college. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward.

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

1. Variouse Government welfare schemes are avaliable for the support staff such as Festivel loan, Insurance 2..GPF CPS schemes avaliable. 3. HBA facility avaliable. 4.Staff Credit Co- Operative Society facility avaliable

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

1. A number of new programs have been inducted. 2. Research activities are given a thrust throgh M.Phil and Ph.D programs 3. The Compus is maintain as on ECO-Friendly campus

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Job Opport unities in NIT for Arts and Science Students	15/03/2019	15/03/2019	15/03/2019	325
2019	Arts Exhibition	29/03/2019	29/03/2019	29/03/2019	150

| 2019 | Guest Lecturer on Email Etiquette | 26/03/2019 | 26/03/2019 | 26/03/2019 | 460 |
| 2019 | Conducted the Stake holders meeting | 20/02/2019 | 20/02/2019 | 20/02/2019 | 13 |

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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
International Women's Day	08/03/2019	08/03/2019	250	100

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
Students are made aware of their role in environmental cleanliness through variouse awarness programs by NSS EXNORA. They are regularly involved in campus cleaning. The Campus is kept as a Tobaco and Plastic Free Zone. Rain water harversting systems is built in all new structures in the campus. Tree plantation programmes are also organized by NSS Units.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	10
Provision for lift	No	Nill
Ramp/Rails	Yes	10
Braille Software/facilities	No	Nill
Rest Rooms	Yes	10
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

advantages and disadvantages	and contribute to local community						
Nill	Nill	Nill	Nill	00	Nill	NIL	Nill

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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)
Academic Diary 2018-19 for all students	04/06/2019	A code of conduct for students is illustrated in the Academic Diary.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2019	300
Celebration of Republic Day	26/01/2019	26/01/2019	350

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

• Tree plantation programmes are organized by NSS Units. • College construction allows for natural ventilation and lighting throughout its campus which helps conserve the energy demand. • The campus has been declared "plastic free" zone • Using LED light bulbs is encouraged. • Organic gardening – Mango Trees, Moringa oleifera etc. are maintained. • Tobacco smoking, chewing of pan-masalas and gutka is prohibited in the college campus. • Health hazards caused by tobacco smoking are repeatedly highlighted especially by the NSS unit through different events and awareness programmes

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES 1. Ward System Mentoring session through ward system is conducted on a regular basis. The session is compulsory for every student to attend without fail. The mentoring parameters are based on four aspects i.e. academic, attendance, career and general. The mentors are provided with details of mentee's performances in terms of academic (weekly test, class test, and mid-term and end-semester exam) and attendance records. The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline and career related issues. The practice of the mentoring system is evaluated by the Principal and Head of the Departments so as to ensure quality and efficiency in practice. The grievances of the mentees are taken up by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions. It is evident that there is improvement in mentees discipline, interaction and communication skills and in students' attendance. Establishment of a vibrant relationship between teachers and students through Ward System has provided a congenial atmosphere in the class room as well as in the campus. 2. Maintenance of Environment Friendly Campus A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Greening the campus is

all about sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program. The Institution works out the time bound strategies to implement green campus initiatives. These strategies are incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. The institution tries to work with students, faculty and support staff to foster a culture of self-sustainability and make the entire campus environmental friendly. The Green Campus Initiatives (GCI) are undertaken to enable the institution to develop the campus as a living laboratory for innovation. The Principal of the institute plans to save energy at the institute level. This will not only save the money but make the institute self sustainable. Save Energy will be the motto of every day's working in the institute. The students, faculty and staff are given the following tips to save the energy. Save Energy TIPS • Activate power management features on your computer and monitor so that it • will go into a low power "sleep" mode when you are not working on it. • Turn off your monitor when you leave your Table. • Activate power management features on your laser printer. • Whenever possible, shut down rather than logging off. • Turn off unnecessary lights and use daylight instead. • Avoid the use of decorative lighting. • Use LED or compact fluorescent bulbs. • Keep lights off in conference rooms, classrooms, lecture halls when they are • not in use. • Use the fans only when they are needed. • Unplug appliances not plugged into power strips (like TVs, Refrigerators, • ACs, tea/coffeepots, printers, faxes, and chargers etc.) The college has environment friendly green campus with lots of plant species. The college regularly maintains these plants species. The campus is tobacco and plastic free zone. The college also maintains precaution in making disposal of the laboratory wastes. Nurturing the sense of patriotic commitment by encouraging contributions to national development, like organizing Tree Plantation programs in and around the college. Rainwater Harvesting The institute attempts to work in the direction of Rainwater harvesting. Rainwater harvesting is the collection and storage of rain, rather than allowing it to run off. Rainwater is collected from a roof-top surface and redirected to a deep pit so that it seeps down and restores the ground water. Digital Library / E-Learning Centre Library, as a vital information resource centre of an organization or community, has to be insured for and ensured with the latest information handling tools to excel in performance. The emerging information technology has brought about perceptible changes in the information storage, transmission and retrieval processes. The advent of microcomputers and massive storage media has opened the new vista for introducing the library database management system quite contrast to the traditional library resource management. The three development phases of the modern library are The Paper Library , The Automated Library and The Electronic library. Our college library is in the second phase. Library Automation work began with 4 System, Printer and Library Software with the expense of Rs1,95,312 under UGC grant. On 12th October 2015 Library Software was Installed in the Library. The creation of Bibliographic Database is the first and foremost task that any Library Automation System should address itself. Library reading material-resources are broadly divided into Monographs, Nonbook materials and e-reserves. Next Important area is Circulation. It keeps the library collection dynamic and vibrant. It is one of the Modules that comes into direct contact with the users. In view of the changing demands of the library, it provides a lot of options at the Superuser control. Here the transactions are so transparent that all details about the documents in circulation are faithfully recorded. Two types of checkout are possible - general is meant for all library documents that bear accession number, and the Special, for those without accession numbers like magazines, pamphlet and new books which are normally checked out overnight. we have two types of CheckIn - general and special. One can choose whichever is applicable. At one stroke, we can checkin all the books. The

system will automatically generate recall notices to individual members. Nirmal Utilities as Exporting/Importing facility for data transfer through the international exchange format. It provides an easy way of stock taking. In the even of switching over, the database has to be exported to the standard format, and the new program should have the facility to import the bibliographic records. GEMS- Gate Entry Monitoring System enable the users to scan the ID Card instead of signing,.so we can easily monitor visitors statistics in the library. OPAC - Online Public Access Catalogue which replaces the old card catalogue system makes a clean break with the inflexible traditional way of searching resources. The user is at liberty to frame ones own search strategies. OPAC is so designed as to accommodate a wide spectrum of users bibliographical approaches. Off-line guidance given here is meant for the OPAC users to dispense with two intermediaries—technical (computer) and managerial (library) personnel. It plays the crucial role as a `match-maker of the users requirements and the librarys resources. As said earlier, its Instant Access Engine is triggered off as soon as the user chooses his search term via MAP. This library software exactly supports this. The Institute makes all the necessary efforts to involve the students, faculty and staff in "Green Campus Initiatives"

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://gactrichy.ac.in/wp-content/uploads/2021/08/BEST-PRACTICES.pdf

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

Institutional Distinctiveness 1 The college provides a perfect platform to students to develop their innovative skills by promoting a research based teaching and learning process. Teachers always encourage students to understand topics through research minded approach, which ensures better understanding and provides strong foundation for their future academics. Students have also won prizes in quiz competitions, debates and other events in the academic year 2018-2019 organized by external agencies. Post-graduate students have completed different research based projects during the current year. 2 The college, being a state government institution has a nominal fee structure. Faculty members are appointed through Teachers Recruitment Board, which ensures high quality of teachers, thus providing quality education under nominal fee structure. Several students get scholarships from State Government, which further ensures better education of the economically challenged students. 3 Apart from academic excellence, the college also pays sincere attention to the physical, moral and cultural development of students. Students have shown outstanding performance in sports tournaments in the year 2018-2019. 4 College is quite sincere to prepare students for the competitive world. Students of 2017-2018 batch have been enrolled for higher studies in prestigious institutes. 5 Professional and academic development of teachers is always encouraged. Faculty members participate in short term courses, orientation programmes and other training programmes. Technical and administrative staff of the college are appointed by Public Service Commission, and are provided necessary training and support by faculty members as and when required.

Provide the weblink of the institution
https://gactrichy.ac.in/wp-content/uploads/2021/08/Institutional-Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

Future Plans of Action for the Next Academic Year • Upgradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members. • Office automation to ensure an updated data management system in the college. Office automation has been planned to include an online archiving of student, faculty and staff database with necessary details. Information related to financial assistance such as scholarships, fellowships are also planned for digital archiving. Complete digitization of the college library is also planned. Online feedback system is planned to be introduced from the academic session 2019-2020, the results of which will be analyzed by the IQAC. The college also aims to sincerely address the issues highlighted in the feedback reports • Construction of Lift facility • The college plans to organize job interviews by local companies and also organize interactive sessions of final year students with skilled professionals and alumni • Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching-learning, research, extension related and co- and extracurricular activities. IQAC is also planning to publish a handbook on quality assurance in this context for wide circulation • Organization of workshop for E-content development at a larger scale and duration to promote the use of E-resources among all faculty members. The use of Learning Management System (LMS) for regular teaching, learning and evaluation related activities by maximum number of teachers will be encouraged • Maintaining an updated database of research articles, books, book chapters, conference proceedings and seminar abstracts published by students and faculty members. A committee has already been framed in this context by the Teachers Council at the beginning of session 2019-2020 • Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects • Increasing the number of environment friendly initiatives by NSS and ensuring participation of maximum students in such initiatives • Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies • Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff