

The Annual Quality Assurance Report (AQAR) of the IQAC

(AQAR period -Academic Year-July 1, 2013 to June 30, 2014)

Part – A

I. Details of the Institution

1.1 Name of the Institution

**Kunthavai Naacchiyaar Govt. Arts College for Women,
Autonomous.**

1.2 Address Line 1

Thanjavur

City/Town

Thanjavur

State

Tamilnadu

Pin Code

613007

Institution e-mail address

kngactnjoffice@gmail.com

Contact Nos.

04362 - 237152

Name of the Head of the Institution:

Dr. K. RAJALAKSHMI

Tel. No. with STD Code:

04362 - 237152

Mobile:

09443309751

Name of the IQAC Co-ordinator:

Dr. G. VIJI STELLA BAI

Mobile:

09487252252

IQAC e-mail address:

kngactnjqac2014@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____

1.4 Website address:

www.kngac.ac.in

Web-link of the AQAR:

http://www.kngac.ac.in/AQAR201314.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	3 star	65.70	April 2000	5 Yrs
2	2 nd Cycle	B ⁺	76.10	Feb 2007	5 Yrs
3	3 rd Cycle	B	2.69	Sep 2013	5 Yrs
4	4 th Cycle				

1.6 Date of Establishment of IQAC :DD/MM/YYYY

12 /07/2004

1.7 AQAR for the year (*for example 2010-11*)

2013-14

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

- i. AQAR 2009-10 submitted to NAAC on 14/08/2013
- ii. AQAR 2010-11 submitted to NAAC on 14/08/2013
- iii. AQAR 2011-12 submitted to NAAC on 14/08/2013
- iv. AQAR 2012-13 submitted to NAAC on 14/08/2013

1.9 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College

Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Bharathidasan University,
Thiruchirappalli

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc. ____

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="-"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="3"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="10"/>

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

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

-

2.14 Significant Activities and contributions made by IQAC

- To decide on quality related matters regular meetings were held with the IQAC staff in-charge of all the departments.
- Organised Pre-NAAC Visit /Academic and Administrative Audit on 22nd & 23rd August, 2013.
- NAAC Visit organised on 12th , 13th and 14th September 2013.
- Proposals for seed money, Science and Technology infrastructure facility and College with Potential for Excellence were prepared and initiated by IQAC.
- Continuous quality assessment of faculty through feed back from students and self-assessment of staff.
- To maintain a good student-teacher rapport tutor-ward system and mentoring support is helpful. t.
- Major syllabus revision initiated in 2013-14. (Implementation postponed due to TANSICHE Common Syllabus Program).
- Orientation is provided to all the first year students through the Leo Club of Kunthavai..
- Bridge course is organized for all the first year students.
- Staff Members are encouraged to undertake major / minor research projects and to participate in International / National Conferences, Seminars and Workshops.
- Faculty members are encouraged to publish papers in National / International Journals and to publish books.

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
To strengthen the infrastructure facilities	A New Block has been constructed with 36 Class Rooms
To insist the Government to recruit the Teachers for the vacant positions	96 Adhoc Lecturers were appointed
To enhance the quality of teaching –learning process	Feedback on quality of Teachers were obtained
To stress the importance of English as the language of communication in the campus	Bridge Course was conducted.
To strengthen the activities and functioning of the career guidance and Placement Cell	Orientation was provided to the Staff-in-charge
To motivate the faculty members to take up Minor and Major projects	One Minor and Two Major projects were sanctioned in 2013-2014
To introduce Bridge Course at the beginning of the academic year for the students from vernacular medium.	Bridge course was conducted
To offer Computer skills for all the I year Students	Computer literacy Program (CLP) is conducted
To prepare for the NAAC Peer Team visit and to orient all the Departments / Research Centers of the college towards re-accreditation	NAAC visit organised on 12 th , 13 th , & 14 th sep 2013 Reaccreditation Grade B (2.69) .
To conduct an academic audit of departments	Conducted on 22 nd , 23 rd , Aug 2013 Conducted.
By using the institutional website	Regularly updated web: www.kngac.ac.in
To encourage teaching staff to undertake more research projects	One new Minor and Two Major Research projects were sanctioned
To provide internet access to research scholars	Required facilities are being provided in the digital library.

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Necessary corrections were made.
- Required evidences were provided.

Part – B

Criterion – I

I. 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	09		-	-
PG	11		-	-
UG	14		-	-
PG Diploma	-		-	-
Advanced Diploma	-		-	-
Diploma	-		-	-
Certificate	-		-	-
Others M.Phil	02	01	-	-
Total	36			
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	36
Trimester	-
Annual	-

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

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

**Please provide an analysis of the feedback in the Annexure*

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

Major revision of syllabus initiated which included

- Introduction of ‘Life Skills’ paper in skill based elective course.
- Students offered self-study papers enabling them to earn additional credits.

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

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
95+1	70	25	-	-

2.2 No. of permanent faculty with Ph.D.

57

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
70	74	25	-	-	-	-	-	95	74

2.4 No. of Guest and Visiting faculty and Temporary faculty

$66 + 28(SSS) = 94$

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	35	31
Presented papers	1	28	7
Resource Persons	-	15	9

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

- Continuous Quality Assessment of faculty through feedback and self appraisal.
- Tutor Ward System and Mentoring support.
- ICT enabled teaching viz., Interactive Board, Online Assignments etc.,

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)

Revaluation, Photocopy

- A Student can apply for revaluation within 15 days after the declaration of the result.
- Student can apply for photocopy of assessed answer paper within 15 days after the declaration of result.
- The Student grievance regarding evaluation is immediately taken care of by the Head of the Institution and the controller of Examination.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

96

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

93.56%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	3746	11.37	54.74	24.33	4.8	94
PG	577	36	61	13	-	89
M.Phil	18	100	-	-	-	100

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

- Feed back collected from stake holders, assessed and communicated to department heads.
- Major syllabus revisions initiated.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	22
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	14
Others Trainings Attended	15

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	43	20	23	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Staff members are encouraged to undertake major/minor research projects.
- Staff members are encouraged / permitted to participate in International / National conference, seminars, workshops.
- Faculty members are encouraged to publish papers in National / International journals and to publish books.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	4	-
Outlay in Rs. Lakhs	-	33,44,400	33,44,400	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	6	10	4
Outlay in Rs. Lakhs	1,77,000	5,42,500	7,19,500	1,77,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	45	18	-
Non-Peer Review Journals	-	-	-
e-Journals	2	-	-
Conference proceedings	-	-	-

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	3	UGC	3029400	
Minor Projects	2	UGC & TANSCHÉ	5,00,000	
Interdisciplinary Projects	-	-	-	-

Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)				
Total			35,29,400	

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges

Autonomy	<input type="text" value="√"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="35,29,400"/>	From Management of University/College	<input type="text" value="-"/>
Total	<input type="text" value="35,29,400"/>		

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	1	-	1	-	-	-

3.18 No. of faculty from the Institution

25

who are Ph. D. Guides and students registered under them

87

3.19 No. of Ph.D. awarded by faculty from the Institution

5

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

JRF SRF Project Fellows 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
 National level 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	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="6"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="√"/>	Any other	<input type="text" value="√"/>

- Leo Club
- Clean Thanjavur Club
- Youth Red Cross
- Red Ribbon Club
- Citizen Consumer Club
- Placement Cell

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

- Voter Awareness rally by more than 1000 students of various clubs.
- Campus cleaning on all Wednesdays.
- Value based education contributes towards holistic development of the students
- CLP, Part VI activities, Skill based Elective courses contribute richly towards development of life skills, leadership qualities and ensures confidence building.
- Career guidance and counselling cell assist students in the area of higher studies and employment.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	17.5 Acres	-	-	17.5 Acres
Class rooms	35	36	Govt. Fund	71
Laboratories	17			17
Seminar Halls	1			1
No. of important equipments purchased (1-0 lakh) during the current year.		1	Autonomous fund	1
Value of the equipment purchased during the year (Rs. in Lakhs)		3,67,044	Autonomous fund	3,67,044
Others				

4.2 Computerization of administration and library

- The Library provides open access to staff and students.
- Journals and magazines are kept in open racks
- The Library Committee and the Asst. Librarian ensure the use and security of resources in the library.
- Inter library loan provided from general library to fourteen departmental libraries.
- Reference and Reprography
- Computer and Printing facilities
- Internet facilities
- E-books (>9000)
- Power Back Up
- Ratio of Library Books (Student : Books)- 1 : 10

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs.	No.	Value	No.	Value
Text Books	45113	55,000	92	23,200	45205	78,200
Reference Books						
e-Books	10000	-	-	-	10,000	-
Journals	344	25,000	-	-	344	25,000
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	100	15,000	-	-	100	15,000
Others (specify) Audio Visual	-	-	-	-	-	-

* Digital Library with 6 computers having Internet facilities.

* This Library is useful in assisting the M.Phil., and PG Students towards collecting data for their research work.

* Staff members and Research Scholars use it for research purpose.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Laptop
Existing	179	62	14	1	-	6	14	1
Added	12	-	-	-	-	-	11	1
Total	291	62	14	1	-	6	25	2

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

- Every department has been provided with computers, LCD and internet system. Expansion of E-Technology has enhanced the use of computers in curriculum development, teaching – learning, evaluation and research.
- Students are encouraged to make use of computers for Power Point Presentation of their seminars and Projects.

- Broadband Internet connectivity is given to all the departments.
- Computer literacy Programme (CLP) - A Certificate Course (Govt. Recognized) for all Fresher's of UG Programme.
- Tamilnadu Skill Development Mission imparted Soft Skills Training to all the UG students in co-ordination with ILFS Education and Technology Services Limited.
- As per the instructions of Tamilnadu State Council for Higher Education Soft Skill centre was created in our college during January 2014 and three days training was given to 21 faculties of various department from 21.12.2013 to 23.12.2013

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text"/>
iii) Equipments	28.52 lakhs
iv) Others	<input type="text"/>
Total :	<input type="text"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC Disseminate information regarding.

- Computer Literacy Programme (CLP), Part IV activities Career guidance and counselling cell, Students grievance redressal cell.
- Skill based Elective course and Value based education courses.
- Weekly Assembly, Academic calendar, Annual College Magazine.

5.2 Efforts made by the institution for tracking the progression

- Academic registers maintained in the departments, provides a detailed view of the students progression and their profile.
- Tutor ward system helps in monitoring the development of the individuals and provides necessary guidance.
- Alumni Registers maintained in the departments helps to track the progression of the students.

5.3

(a) Total Number of students

UG	PG	Ph. D.	Others M.Phil	Total
3746	577	87	18	4428

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%

Women

No	%
	100

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physica lly Challen ged	Total
02	1111	02	3375	11	4501	57	1168	11	3174	18	4428

Demand ratio 1:4 Dropout % PG 1.6%
UG 7.6%

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

- Coaching Classes for Competitive Examination TNPSC, NET and SLET
- Coaching class for competitive examination

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Career Guidance and placement cell in the college:

- Provides Soft Skill training
- Provides Information regarding job fairs and off Campus interviews
- Provides Consultation guidance in choosing their career

No. of students beneficiaries

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	-	-	25

5.8 Details of gender sensitization programmes

- Legal aid towards women empowerment
- Women's day celebration

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : District Level State/ University level National level

International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution		
Financial support from Tamilnadu State government	4428	
Financial support from Tamilnadu State Government (SC/ST)	1896	
Financial support from other sources	3	10,000
Number of students who received International/ National recognitions	1	16,00,000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

_____ **NIL** _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

The Institution aspires to transform and empower the women students through education, enhancing the qualities of confidence and excellence and in turn to transform society.

MISSION

The Mission of the College is to educate the students from rural areas, qualitatively, creating social awareness, enabling rational thinking and social responsibility.

6.2 Does the Institution has a management Information System

NIL

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

6.3.1 Curriculum Development

- Course structure formulated in tune with the structure followed in the affiliated Colleges of Bharathidasan University.
 - Choice Based Credit system with Semester pattern is followed.
 - Scope for value based education, environmental studies and Extension activities – enhances employability skills.
 - Board of Studies consist of Academic experts from other Institutions, Alumni and Course teacher.
 - Vertical and horizontal mobility in Curriculum contributes towards Academic flexibility.
 - Feedback from:
 - Academic peers
 - Alumni
 - Students
 - Employers
- Course teachers are taken into consideration in designing the Curriculum.

6.3.2 Teaching and Learning

- Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars debates, quiz, viva, etc.
- Inquiry-based is provided through industrial visit and fieldwork
- Co-operation learning facilitated through group discussion.
- Tutor ward system helps to identify weaker students and provides them special.
- Bridge course conducted coaching for the first year students.
- Continuous quality Assessment of faculty through feedback from students and self Appraisal.

6.3.3 Examination and Evaluation

- Evaluation based on both continuous internal Assessment and end semester Examination.
- Time gap between Question paper setting , Examination and Evaluation Result – 90 days.
- Results published within 25 days after examination
- A Student can apply for revaluation within 15 days after the declaration of the result
- Student can apply for photocopy of assessed answer paper within 15 days after the declaration of result.
- The students grievance regarding evaluation is immediately taken care of by the Head of the Institution and the Controller of Examination.

6.3.4 Research and Development

- Exclusive Research Laboratories in
Mathematics, Physics & Botany
- Budgetary provision for research
Establishment of Research laboratories and other Research facilities Rs.26.75 Lakhs
- On Duty facility provided
For Participation in Seminar / Conference / Workshops
- Faculty Development Programme for Ph.D
- Departmental Research Committee
Senior Research Advisor as Co-ordinator and two members
- Doctoral Committee
Research Advisor as convener and two experts from other Institutions

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library as a Learning Resource

- Number of books available in the Library : 45113
- Interdepartmental loan : 25300
- Number of Journals and Periodicals available in the Library
 - Current Journal : 10
 - Back volumes of journals : 334
 - News Papers : 5

Facilities in Library

- Inter library loan provided from general library to fourteen departmental libraries
- Reference and Reprography facility
- Computer and printing facilities Available
- Internet facilities available
- E-Books Greater than 9000 are available
- Power Back up
- Ratio of library books :

Student : Books 1:10

ICT as a Learning Resource

- Internet facility provided in ten departments and in office
- Internet facility is provided to student on request
- Multimedia and Audio visual aids optimally used
- CLP for all first year students (Training rendered to make all students computer literate)
- Regularly updated Website (www.kngac.ac.in)

Physical Infrastructure

- Sprawling campus of 17.5 Acres
- Auditorium & A/C Seminar Hall
- GYM Room
- Extension Bank Facility

- Xerox Facility
- Transport facility
- Adequate toilet facility
- Seperate Hostel facility for UG & PG students @ Subsidised rent

6.3.6 Faculty and Staff recruitment

- Regular Teaching Faculties are appointed by the state Govt. through Teachers Recruitment Board adhering to the norms of the University Grants Commission.
- Adhoc Lectures and PTA staff are appointed in the regular vacancies as per requirement periodically
- A Committee comprising of The Principal two senior staff members and the concern dept. H.O.D involves in the selection and appointment of Adhoc Lecturers as per the norms of the state Government.

6.3.7 Admission of Students

- Students selection based on
 - Merit at the previous qualifying examination.
 - Single window counselling system
 - Adhering to Govt. Norms of reservation
 - M.Phil and Ph.D selection based on merit at the previous qualifying examination and entrance tests.
 - Special Quota reservations is made for Visually challenged & physically Challenged (3%), Sports (3%), Ward of Ex-Serviceman (8 Nos.) and NCC (1 No.)

6.4 Welfare schemes for

Teaching	Intercom facility
Non teaching	Intercom facility, Canteen Facility.
Students	Appointing staff from PTA, Canteen Facility.

Teaching :

- Regular health check up in campus organised by the extension activities (NSS & Leo Club), Gym Facility, Festival Advance Health Insurance.

Non – teaching :

- Health Check up, Festival Advance Health Insurance

Students :

- Scholarships – BC, MBC, SC, ST, Minority, Farmers Welfare Scheme, Labour, Labour welfare Schemes.
- Soft Skill Training, Placement cell, Anti ragging cell, Student counselling and grievance and redressal cell.
- Hostel facilities at subsidised cost.
- Wheel Chair facility
- Health Care.

6.5 Total corpus fund generated

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	✓		✓	IQAC
Administrative			✓	IQAC

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?

- The office of the Controller of Examination (Autonomous) has been automated.
- Processing of exam application forms, hall tickets are computerised
- Results are published in the college website (www.kngac.ac.in)
- Both internal assessment and external assessment are carried out systematically

- A Student can apply for revaluation within 15 days after the declaration of the result.
- Student can apply for photocopy of assessed answer paper within 15 days after the declaration of result.
- The students grievance regarding evaluation is immediately taken care of by the Head of the Institutions and the Controller of Examination.

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

- University helps towards the promotion of autonomy through the appointment of university representatives in the Governing body, Academic council & Board of studies of various departments.
- University nominee play a vital role in the formulation of policies and perspective planning.
- Participation in the university senate meeting by the principal and a senate member (faculty) provides an opportunity to air the grievances of the college and get support from the university towards promotion of autonomy.

6.11 Activities and support from the Alumnae Association

- Alumni meeting conducted once in a year.
- All the final year students become the member of Alumni Association
- Alumni fund is utilized to conduct the convocation every year
- Contribution of fund towards prizes medals.

6.12 Activities and support from the Parent – Teacher Association

- Parent – Teachers Association meeting is conducted once in a year.
- All the parents and Teachers contributed to PTA fund
- Regular meeting of the teachers with the parents helps to communicate the areas in which their children are excelling and their academic progress.
- PTA fund is utilized to appoint Teaching and non-teaching staff, scavengers and sweepers every year as per the requirements.

6.13 Development programmes for support staff

- The support staff are encouraged to take part in the training organised by the district collectorate.

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

- Usage of plastic bags are prohibited inside the campus.
- Gardens inside the campus are maintained with almost care
- Regular cleaning of campus (every Wednesday) by the students is initiated
- Awareness towards tree plantation, recycling of wastes, ozone depletion etc are created by various organisation viz. Clean Thanjavur Club (CTC), National Service Scheme (NSS), and LEO Club, through rallies, seminars etc.
- To provide concurrent program
- To sign MOU with various organisation and industries

Threat :

- Change in the Govt/policies
- Resistance to accept changes initiated towards standardisation of procedures and implementation of quality related matters.

Criterion – VII

7. Innovations and Best Practices

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

- Flexibility in college Timings provided students an opportunity to undertake part – time jobs.

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

- To educate girls to shake of the shackles put on them by sheer ignorance and to liberate them to lead emancipated successful life.
- To inspire every student to look into one’s own self to realize the potentials hidden within her
- To give social responsibility, pursuit of excellence and service to nation.

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

- Choice based credit system . [Annexure 13-14 syllabus]
- Computer Literacy Programme (CLP) for all the Ist Year Students.

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

7.4 Contribution to environmental awareness / protection

- Awareness towards tree plantation, recycling of wastes, ozone depletion etc are created by various organisation viz. Clean Thanjavur Club (CTC), National Service Scheme (NSS), and LEO Club, through rallies, seminars etc.
- Usage of plastic bags are prohibited inside the campus.
- Gardens inside the campus are maintained with almost care
- Regular cleaning of campus (every Wednesday) by the students is initiated

7.5 Whether environmental audit was conducted? No

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

IQAC Conducted academic audit which served two important purposes.

Strength :

- Support from Government and University

- Autonomous status

Weakness :

- Procedural delays towards getting approvals and starting new programmes
- Inadequate infrastructure

Opportunity :

- To start new programmes / Diploma courses in tune with the requirement of the locality.

8. Plans of institution for next year

1. To strengthen the functioning of Entrepreneurial Development cell (EDC)
2. To offer soft skill training
3. To conduct skill based workshops
4. To conduct green audit
5. To enable faster communication, e-mail, address for all staff and students are to be created in the college domain (www.kngac.ac.in)
6. To introduce virtual class room concept in the college through Google class room
7. To provide wi-fi facility
8. Communication through way to SMS
9. Library automation / Campus network to extended access to all departments
10. Establishment of student portal
11. To introduce self – study courses and provides means for earning additional credit
12. To introduce job oriented and life skill oriented courses in the curriculum.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
