

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2009 -10

1. Details of the Institution

1.1 Name of the Institution

Government College for Women
(Autonomous)

1.2 Address Line 1

Indira Gandhi Salai

Address Line 2

Mahamaham Tank (Near)

City/Town

Kumbakonam

State

Tamil Nadu

Pin Code

612 001

Institution e-mail address

principal@gcwk.ac.in

Contact Nos.

0435-2420153, 2401346

Name of the Head of the Institution

A.Dhanapackiyam M.A., M.Phil.,

Tel. No. with STD Code

0435-2420153

Mobile

-

Name of the IQAC Co-ordinator

Dr. A. John Merina,
M.S.c.,M.Phil.,B.Ed.,Ph.D.,PGDCA

Mobile

09789290254

IQAC e-mail address

gcwkiqac@gmail.com

1.3 NAAC Track ID

TNCOGN10041

OR

1.4 NAAC Executive Committee No. & Date

Ec/39/RA/06

1.5 Website address

www.gcwk.ac.in

Web-link of the AQAR

www.gcwk.ac.in/aqar/2009-10.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Three Star	Above 65	2000	Upto 2005
2	2 nd Cycle	B	Above 70	2006	Upto 2011
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC

07-07-2006

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

1.9 Institutional Status

University	State <input type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>	Private <input type="checkbox"/>
Affiliated College			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Constituent College			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Autonomous college of UGC			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Regulatory Agency approved Institution			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

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

Type of Institution	Co-education <input type="checkbox"/>	Men <input type="checkbox"/>	Women <input checked="" type="checkbox"/>
	Urban <input type="checkbox"/>	Rural <input checked="" type="checkbox"/>	Tribal <input type="checkbox"/>
Financial Status	Grant-in-aid <input checked="" type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing <input type="checkbox"/>	Totally Self-financing <input type="checkbox"/>	

1.10 Type of Faculty/Programme

Arts <input checked="" type="checkbox"/>	Science <input checked="" type="checkbox"/>	Commerce <input checked="" type="checkbox"/>	Law <input type="checkbox"/>	PEI (Phys Edu) <input type="checkbox"/>
TEI (Edu) <input type="checkbox"/>	Engineering <input type="checkbox"/>	Health Science <input type="checkbox"/>	Management <input type="checkbox"/>	

Others (Specify)

-

1.11 Name of the Affiliating University

Bharathidasan University,
Tiruchirappalli, Tamil Nadu

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

Autonomy by State/Central Govt. / University

University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2

2.9 Total No. of members

9

2.10 No. of IQAC meetings held

1

2.11 No. of meetings with various stakeholders:

No.

5

Faculty

2

Non-Teaching Staff Students

1

Alumni

1

Others

1

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

-

2.14 Significant Activities and contributions made by IQAC

- ❖ Five PCs are networked to provide broadband facility to the students
- ❖ To print the downloaded articles a printer was purchased in library.
- ❖ Facility to take photocopy of books / journals created in the General Library

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
<ul style="list-style-type: none">❖ To implement a location specific curricula❖ To establish a Day Care Centre for the benefit of students and faculty❖ To improve the infrastructure facility of the college by building more classrooms and laboratories❖ To establish a Network Resource Centre❖ To start M.Sc. (Zoology) and M.A. (Tamil)❖ To increase the number of books in the library and equipments in the laboratories❖ To train the staff members in soft skills and analytical skills in order to train the final year students for campus interviews.❖ To aim for more number of University rank holders❖ To create environmental awareness by arranging for lectures, seminars and camps regarding environment and its protection	<ul style="list-style-type: none">❖ Quality higher education was given for more number of students❖ A Day Care Centre is established❖ 800 Undergraduates and 214 Post graduates were awarded the degree❖ Network Resource Centre is established❖ First Campus Interview was conducted by the college with the collaboration of Directorate of Tamil Nadu Collegiate Education and Infosys

** Please see annexure- Academic Calendar of the year attached.*

2.15 Whether the AQAR was placed in statutory body: Yes- College Academic Council

Management

☐

Syndicate

☐

Any other body

☒

Provide the details of the action taken

- ❖ One science faculty and one language faculty were sent to Infosys training programme for soft skills analytical skills.
- ❖ It has been resolved to collect a minimum amount from beneficiaries of a day care centre and it has been decided to utilize the fund generated for the maintenance and payment of the care taker.
- ❖ Network Resource Centre is established. The Xerox machine purchased in UGC fund has been decided to be kept in library for student access.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01	--	--	--
PG	09	--	--	--
UG	11	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	1(CLP)	--	--	--
Others	--	--	--	--
Total	22	--	--	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS & Elective Pattern

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All UG/PG Programmes
Trimester	Nil
Annual	1 (CLP)

1.3 Feedback from stakeholders* (*On all aspects*)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback	:	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating Schools (for PEI)	<input type="checkbox"/>

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

To acquaint the students with the new trends in higher education, innovations have been made in curricular design and transaction.

Three skill based papers viz. Interpersonal Skills, Office Management and Office Communication have been introduced in this academic year

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
55	38	17	0	0

2.2 No. of permanent faculty with Ph.D.

07

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
0	103	0	0	0	0	0	0	0	63

2.4 No. of Guest and Visiting faculty and Temporary faculty:

103	0	2
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	04	19
Presented papers	-	07	05
Resource Persons	-	-	01

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

- ❖ Location specific curriculum on bio fertilizer production was introduced with field studies.
- ❖ New teaching aids were purchased.
- ❖ Additional display and notice boards were kept in the college premises. Students were encouraged to bring information in the related areas to display in the notice board.

2.7 Total No. of actual teaching days during this academic year

184

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

The question paper pattern of **English for Communication** and **Mathematics for Competitive Examinations** are framed to enable the students appearing for competitive examinations.

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

Board of studies for each discipline comprise 4 Internal experts and 3 external experts from University, 1 Industry, and 1 Alumni	Controller of Examination is a invitee for all Board of Studies	Revision / restructuring of syllabus is subjected to Academic Council approval
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2.10 Average percentage of attendance of students

92.3 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Tamil	41	12.19	73.17	14.63	0	100
B.A English	86	0	40.7	55.81	0	91.86
B.A Economics	109	0	85.32	14.68	0	100
B.A History	194	0	30.41	59.59	0	100
B.Sc Mathematics	81	70.37	25.93	1.23	0	98
B.Sc Physics	52	40.38	53.85	0	0	98.21
B.Sc Chemistry	65	20	61.54	0	0	70.85
B.Sc Zoology	94	29.79	69.15	1.06	0	100
B.Sc Geography	89	3.37	95.51	0	0	100
B.Com	134	14.18	76.87	2.99	0	96.5
B.Sc Comp.Science	45	55.56	44.44	0	0	100
M.A English	10	10	60	30	0	100
B.A Economics	25	4	96	0	0	100
M.A History	33	0	57.58	42.42	0	100
M.Sc Mathematics	23	86.96	13.04	0	0	100
M.Sc Physics	21	38.1	50	0	0	100
M.Sc Chemistry	26	42.30	46.15	0	0	76.92
M.Sc Geography	12	25	66.67	0	0	91.6
M.Com(Financial Management)	33	12.12	87.88	0	0	100
M.Sc Comp.Science	32	56.25	43.75	0	0	100

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

- ❖ Ensures the meeting of Board of Studies to update the curriculum in all disciplines
- ❖ Implementation of internal audit for CIA marks.
- ❖ Monitors and evaluates the Teaching & Learning processes by way of conducting the periodical meetings.
- ❖ Insists teachers to get feedbacks from the students related to Teaching and Learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	07
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	16
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	9	2	9
Technical Staff	8	10	2	5

Criterion – III

3. Research, Consultancy and Extension

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

- ❖ Insisting all post graduate departments to initiate the process for offering research programmes.
- ❖ Motivates the Faculty to apply for Major and Minor Research Projects.
- ❖ Encourages Paper Presentation, Paper Publication in the refereed journals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	-	-
Outlay in Rs. Lakhs	-	10.16	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	1	-
Non-Peer Review Journals	1	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range 0-2 Average 1.5 h-index 6 Nos. in SCOPUS 7

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	2008-2011	DST	10.16	2.75
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	1	10.16	2.75

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 CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	-	-
Sponsoring agencies	-	-	UGC Autogrant	-	-

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

From Management of University/College

Total

3.16 No. of patents received this year : Nil

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

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

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 State level

National level International Level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- ❖ Village adaption
- ❖ Medical Camps
- ❖ Awareness Rallis
- ❖ Job oriented Courses
- ❖ Blood donation camps
- ❖ First-Aid training programme
- ❖ Seminars and Invited Lectures
- ❖ Free Legal Aid Counselling Centre for Rural Women

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	4,29,501.60	-	-	4,29,501.60
Class rooms	32,220.71	27,625.55	-	59,846.26
Laboratories	25,918.69	2,259.6	-	28,178.29
Seminar Halls	1,600.55	-	-	1,600.55
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	1	1	UGC & AUTONOMOUS FUND	2
Value of the equipment purchased during the year (Rs. in Lakhs)	0.95	2.0	AUTONOMOUS FUND	2.95

4.2 Computerization of administration and library

Administration

- ❖ Since the office works are automated in 1998, a desktop computer with all facilities are available in the office
- ❖ Digital documentation of files and soft and hard copy of documents used for official communications
- ❖ All official existing physical documents are digitalized and stored in media
- ❖ COE office was fully computerized
- ❖ As per the DC office guidelines ,ECS software was installed ; e - pay bill transactions are enabled
- ❖ The college office is networked with all other departments
- ❖ The Intra official communications such as circulating notifications, minutes meeting notes, and announcements
- ❖ All the computers in the office have internet facility through BSNL broad band (least line)
- ❖ Complete E-governance
- ❖ From 2010 onwards, the scholarship applications are uploaded directly in Official web site
- ❖ From 2010 onwards, the bank transactions regarding bus pass, scholarships and all other student related data are uploaded and received electronically
- ❖ All in one multi specially printer is installed
- ❖ The same student database is exploited for buspass application, renewal, free laptop distribution etc
- ❖ Online Uninterrupted power supply (online UPS facility)for computers is installed
- ❖ Additional computers are provided for newly appointed staff members
- ❖ E-documentation facility is created
- ❖ MHRD survey data base is regularly updated.

Library

- ❖ Five PCs are networked to provide broadband facility to the students
- ❖ To print the downloaded articles
- ❖ Facility to take photocopy of books / journals created in the General Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36834	-	614	158479	37448	158479
Reference Books	-	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	48	87537	48	87537
Digital Database	-	-	-	-	-	-
CD & Video	-	-	9	-	9	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	92	17	08	50	01	10	06
Added	25	01	-	-	02	07	15
Total	117	18	08	50	03	17	21

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

- ❖ Internet facility is provided for the students through NIIT since 1999
- ❖ All the departments, library and office were upgraded with leased line facility
- ❖ All the academic departments, principal's office, office of COE and library are networked to provide high speed internet facility with unlimited download facility.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.1
ii) Campus Infrastructure and facilities	17.5
iii) Equipments	0.16
iv) Others	0.01
Total	17.77

Criterion – V

5. Student Support and Progression

5. 1 Contribution of IQAC in enhancing awareness about Student Support Services

Equal Opportunity Centre

To provide equal opportunities to all students of the college without discrimination based on caste, religion and other social inequalities.

Youth Development Scheme (YDS)

The Youth Development Scheme contributes to the well being of the students and conducts programmes to enhance their employability skills.

Noon-Meal Scheme

The college has a very good practice of providing free noon-meal for fifty poor students. The scheme runs by the contribution of all the teaching staff. Some of the teachers continue this service even after their retirement.

Canteen

A clean hygienic cafeteria is available for both students and faculty providing nutritious food for supporting the students studying in shift system.

Bus Facilities

As the college is located in about 1½ km from the main bus stand, arrangements have been made by the College with the Transport Department to extend free bus service up to the college so as to enable the students reach the college safely on time.

Day Care Centre

A Day Care Centre has been established within the premises of the college to take care of the kids of the teaching non-teaching faculty and students of the College. The centre which is funded by the University Grants Commission is equipped with all necessary items like refrigerator, kids study table, toys, bed with mosquito net, induction stove and basic cooking utensils. A care taker is appointed and paid from the contributions obtained from the beneficiaries

Co-Operative Store

Two staff members have been given the additional responsibility of maintaining the co-operative stores. The basic requirements like stationeries, Sanitary napkins and books are kept for sales in the college premises for the welfare of the students.

Gym

A fully equipped Gym is available inside the college campus to build students physical and mental health

Hostel

A good accommodation facility for 250 students with full time residential tutors is available within the college premises with nominal charges.

Others

- ❖ Information is disseminated every week during college assembly
- ❖ Printed information available in college calendar/College Website
- ❖ Information also passed to students regularly through HOD's and Tutors

5.2 Efforts made by the institution for tracking the progression

- ❖ Monitoring the books usage and attendance in the library by frequent scrutiny of the library visiting and issue register.
- ❖ In most of the departments, the Tutor-Ward system is adopted to have a close watch on the progression of the individual student who has enrolled for their empowerment. Weak students are identified in the class with the help of their respective ward tutors. The tutors of every class maintain the students bio-data book, which will be monitored periodically in the faculty meeting conducted in the department twice a semester
- ❖ Suggestions and the consolidated feedback from various stake holders are the index to understand of the progression of the students. This will be taken to the appropriate official forum and proper policy decisions and amendments are made in the system to provide better prospects to the student community.
- ❖ The student Counsellor helps the imbalanced mind and soul of the needy students to show the correct direction.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3092	473	1	-

(b) No. of students outside the state

(c) No. of international students

UG

S. No	Department	Demand Ratio	Dropout (%)
1.	Tamil	10:1	0.9111
2.	English	18:1	0.9450
3.	History	2:1	1.6311
4.	Economics	6:1	0.9008
5.	Mathematics	10:1	0.8350
6.	Physics	11:1	0.8813
7.	Chemistry	15:1	0.9285
8.	Zoology	6:1	0.9494
9.	Geography	2:1	0.9270
10.	Computer Science	14:1	1.0
11.	Commerce	10:1	0.9710

PG

S. No	Department	Demand Ratio	Dropout
1.	Tamil	-	-
2.	English	2:1	0.8333
3.	History	3:1	0.8461
4.	Economics	3:1	0.9615
5.	Mathematics	2:1	0.92
6.	Physics	3:1	1.05
7.	Chemistry	3:1	1.0
8.	Zoology	-	-
9.	Geography	4:1	0.75
10.	Computer Science	3:1	1.0
11.	Commerce	3:1	0.9166

Student's Strength

Total Number	Women (%)	Men (%)
3565	99	1

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
13	853	07	2293	10	3176	11	999	08	2534	13	3565

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

- ❖ A course on Mathematics for competitive examinations is offered as an Elective course.
- ❖ Workshops are conducted on employability skills, interview skills and aptitude test

No. of students beneficiaries

240

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

There are 46 students from different departments have come for counselling for various problems like personal, family, academic performance, career guidance, behavioural related problems. Apart from these special lectures were organized on the theme Stress Management through Yoga, Personality Development and Leadership qualities.

No. of students benefited

46

5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
09	800	2	13

5.8 Details of gender sensitization programmes

- ❖ Awareness Programme on Human Rights and Women Welfare.
- ❖ Value Based Education for adolescents.
- ❖ Invited talk on Health and Hygiene for Young Women

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: 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 government	3153	74,18,168
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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: **NO MAJOR GRIEVANCES**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

- ❖ Women Empowerment through Higher Education

MISSION

- ❖ To impart Quality Higher Education to the students of socially and economically and backward strata of the society
- ❖ To instil the spirit of research and orient aspiring young girls to achieve excellence in their respective fields
- ❖ To endow them with competence to face issues and challenges globally
- ❖ To create awareness among younger generation to protect environment
- ❖ To make them the torch-bearers of the age old tradition and rich culture of the land

6.2 Does the Institution has a management Information System

Yes.

- ❖ Customized software is used for administration which includes Student Management, Staff Management and Accounts Management.
- ❖ Exam section operates a separate information system for issue of Hall tickets, Marks Statements and online publication of results.

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

6.3.1 Curriculum Development

The following mechanisms are adopted to enhance the curriculum of various disciplines.

- ❖ Board of Studies
- ❖ Academic Council
- ❖ Feedback obtained from the stakeholders, teachers, students, Alumni.

6.3.2 Teaching and Learning

- ❖ Teachers are sent for Orientation / Refresher courses to update their knowledge in their respective fields.
- ❖ Seminars / Conferences / Symposium / Workshops are organized periodically in different disciplines.
- ❖ Teaching aids like projector are used by faculty for effective teaching.
- ❖ The Head of the institution along with HOD's/IQAC coordinator chalks out academic calendar well in advance. Every Department prepares a plan of action for 90 days.
- ❖ Faculty members prepare lesson plan with scheduled dates for assignments, seminar and CIA test.
- ❖ Slow learners and advanced learners are identified and appropriate remedial/extra classes arranged.
- ❖ Total transparency in teaching evaluation process.
- ❖ Adequate availability of library/laboratory/Internet facilities
- ❖ Usage of E-content/open source resources for teaching learning process.

6.3.3 Examination and Evaluation

- ❖ To bring in transparency and to enhance quality, external observers are appointed from neighbouring Colleges. Suggestions are scrutinized and implemented.
- ❖ All PG programmes have double valuation
- ❖ The results are published within a month's time

6.3.4 Research and Development

- ❖ Teachers has the freedom to apply for Minor Project, Major Project for various funding agency
- ❖ Staffs are honored in the event of college day function for undertaking minor and major projects and publications.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ Five PCs are networked to provide broadband facility to the students.
- ❖ To print the downloaded articles.
- ❖ Facility to take photocopy of books / journals created in the General Library

6.3.6 Human Resource Management

- ❖ A free leadership training programme was given to all the students with the help of Rotract.
- ❖ One week training programme on interview skills and aptitude test was given with UGC financial assistance.
- ❖ Two day seminar on personality development and leadership quality was organised.
- ❖ With trained staff members soft skill and analytical training was given to students.

6.3.7 Faculty and Staff recruitment

- ❖ As per Government norms vacancies are filled up with temporary staff by a recruitment procedure to appoint well qualified teachers through interview for various disciplines.
- ❖ Additional grants are released from PTA and OSA to appoint staff whenever there is a need.

6.3.8 Industry Interaction / Collaboration

- ❖ An industrial representative has been included in all statutory bodies including IQAC. They interact for improving the quality in their views.
- ❖ **Dr. R. Radha Associate Professor of Physics** Collaboration with
 - **University of Tokyo**
 - **Pondicherry University**

6.3.9 Admission of Students

❖ College is following the transparent admission procedure.
❖ The Government reservations are strictly adhered.

6.4 Welfare schemes for

Teaching	As provided by the Tamil Nadu state government
Non teaching	As provided by the Tamil Nadu state government
Students	Co-operative Stores, Youth Development Scheme ,Scholarships, free laptops, free bus pass, subsidized canteen facilities, good hostel facilities and free medical camps

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	No	Nil	Yes	Principal and Academic Council
Administrative	Yes	AG and State Government	Yes	Principal

6.8 Does the University/ Autonomous College declare 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 question paper pattern of **English for Communication** and **Mathematics for Competitive Examinations** are framed to enable the students appearing for competitive examinations.

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

The College Development Council of the university offers expertise to promote and protect the autonomy status of the college.

6.11 Activities and support from the Alumni Association

- ❖ Celebrated the Radha Memorial day in honour of the First Principal Mrs.R.Radha
- ❖ Conducted Vallalar Music and Oratorical Competition
- ❖ Inter Collegiate Competition in Fine Arts.
- ❖ Proficiency Prize for best Outgoing Students.
- ❖ Support staff (for both teaching and nonteaching) take up several responsibilities arising out of shortage of faculty

6.12 Activities and support from the Parent – Teacher Association

- ❖ Support staff for both teaching and Non-teaching were appointed

6.13 Development programmes for support staff

Through Bhavani Sagar Training for Government Ministerial servant training is given in the following aspects for the non teaching staff.

- ❖ Rules for Government Servant
- ❖ Income Tax and Pension calculation
- ❖ Computer training programmes,
- ❖ Networking,
- ❖ E-mail and other related aspects

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

- ❖ Regular drinking water quality monitoring – monthly once .
- ❖ Training programme for Bio-fertilization was given. Thourgh which vermiculture is adopted for garbage clearance.

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. Give details.

- ❖ Creation of Local area network for all departmental computers with administrative office.
- ❖ Provision of internet facility to all departments and office.
- ❖ Purchase of teaching aids.
- ❖ Installation of UV treated purified drinking water for students.

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

- ❖ Quality higher education was given for more number of students
- ❖ A Day Care Centre is established
- ❖ 800 Undergraduates and 214 Post graduates were awarded the degree
- ❖ Network Resource Centre is established
- ❖ First Campus Interview was conducted by the college with the collaboration of Directorate of Tamil Nadu Collegiate Education and Infosys

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

Best Practice – I

1. Title

Entrepreneurship Development Cell

2. Goal

- To develop self employment skills.
- To provide opportunities to rural students
- To facilitate sustainable economic development
- To reduce the unemployment problem which is a national crisis

3. The Context

Most of our students belong to socio-economic backward class and first generation learners. Hence as an effort to fulfill the Vision of the college in uplifting the poor and the needy students, the **Entrepreneurship Development Cell** was started to uplift the educated young rural women.

4. The Practice

Students from all the departments are enrolled every year. Priorities are given to the students who belong to below poverty line and SC/ST communities. They are given training in job oriented courses like Jute bag making, Jewellery making, Tailoring, Embroidery etc. They are provided with certificates that make them eligible to apply for bank loans with subsidy.

5. Evidence of Success

Many of our students are successful entrepreneurs now. They are supporting their family and have uplifted their standard of living.

Review

Kumbakonam is an agriculture based region. People still have age old tradition with fewer opportunities for women. Students are coming from family with poor literacy background. Imparting entrepreneurship skill provides them with self confidence and opportunities for self employment

6. Problems Encountered and Resources Required

i. Problems Encountered

- a. No specific fund allotment
- b. Not included in the curriculum.
- c. No regular trainers inside the college

ii. Resources Required

Both financial supports and trainers are required.

7. Scope

As the college is situated in the rural region, much of the students are lacking in communication and language skills. This makes them difficult to get employed in corporate companies. And also the number of students eligible to pass in competitive examination is also less. Hence for those students, entrepreneurship skill development with alone support them in future.

Best Practice –II

1. Title

Day Care Center

2. Goal

To provide facility for students and faculty with small kids to concentrate on work without any worries.

3. The Context

Being exclusive women's college with 3500 – 4000 girl students and 150 women faculty, there are considerable number of candidates who are with kids. To make them work / attend classes without disturbance and interruption, the day care is very essential.

4. The Practice

The day care centre was established in 2008-09 funded by UGC merged scheme. One of the faculty members is incharge of the centre. The faculty/student has to pay Rs.500 per month for taking care of their children in the day care. Out of the funds collected, a care taker has been appointed and she will be paid from net source. The centre has toys, cradle, mats, store, fridge, mixie and other basic requirements to feed and engage the children.

5. Evidence of Success

- ❖ The students are not discontinuing their studies for the sake of taking care of their children.
- ❖ The faculty stay back for extra time to complete a task assigned to them.

6. Problems Encountered and Resources Required

i. Problems Encountered

- a. No specific fund allotment for paying the labours.
- b. Lack of Separate building.

ii. Resources Required

A full furnished and equipped spacious room with man power is required.

7. Outcome

Day care is a rare facility in many colleges. It is functioning among many challenging issues. This facility solve many family problems among students and staff.

8. Contact Details

Name of the Principal	:	Prof. (Mrs) A.Dhanapackiyam M.A., M.Phil,
Name of the Institution	:	Government College for Women (A)
City	:	Kumbakonam
Pin Code	:	612 001
Accredited Status	:	B
Work Phone	:	0435-2420153, 2401346
Fax	:	2401391
Website	:	www.gcwk.ac.in
E-mail	:	principal@gcwk.ac.in
Mobile	:	-

7.4 Contribution to environmental awareness / protection

- ❖ Integrated environmental Education in the curriculum
- ❖ The awareness on environment protection in created among students by making them the clean the campus frequently, conducting competitions in relevant topics and conducting meetings through Environment Education

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

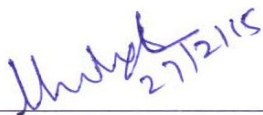
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength	Weakness	Opportunities	Threats
Highly qualified, Dedicated and Committed faculty	Since the strength of the permanent faculty is just 1/3 rd of the sanctioned strength , our faculty are shouldering many responsibilities in addition to their regular work load.	Being a Government College lot of opportunities are given to both faculty and students in Tamil Nadu State Council for Higher Education and Tamil Nadu State Council for Science and Technology	To qualify more students in Competitive Examinations/ SLET/NET/CSIR
Large number of extension and awareness programmes	Lack of sufficient physical infrastructure	Fee Concession are given in many Government Agencies.	To develop Communication skills in students
Separate Entrepreneurial Development Cell for developing Entrepreneurial skills in students	Lack of Physical director	Many skill development programmes were organised without any cost for the students through placement cell and NSS	To encourage faculty to qualify themselves for awards and honors.
Equipped and furnished day care centre in the college premises.	Our students as they are coming from rural background, in spite of their strong subject knowledge they are weak in very good communication skills which is a constraints for good placement record of the institution.		
Linkages with National and International institutes			

8. Plans of institution for next year

- ❖ To construct more class rooms and renovate buildings
- ❖ To involve the students and faculty members in community services
- ❖ To train the students in acquiring soft skills for employability
- ❖ To set the base rolling towards filling up of vacant posts
- ❖ To tap funds from UGC and other funding agencies
- ❖ To start M.A. (Tamil) and M.Sc.(Zoology)
- ❖ To start M.Sc. (Zoology) and M.A. (Tamil)
- ❖ To make the qualified staff members obtain research advisorship in the university
- ❖ To conduct inter-disciplinary programme
- ❖ To construct additional class rooms
- ❖ To impart leadership qualities to students.

Name Dr. S. VENKATALAKSHMI


27/2/15

Signature of the Coordinator, IQAC

Dr. S. Venkatalakshmi,
M.Sc., M.Phil., Ph D.,
Associate Professor in Zoology
Government College for Women (A)
Kumbakonam-612 001.

Name Dr. A. JOHN MERINA


27/02/15

Signature of the Chairperson, IQAC

PRINCIPAL
Government College for Women (Autonomous)
KUMBAKONAM.

ACADEMIC CALENDER 2009-2010**ANNEXURE**

June 2009				
Date	Day	Day Order	Particulars	Days
1	Mon	-		-
2	Tue	-		-
3	Wed	-		-
4	Thu	-		-
5	Fri	-		-
6	Sat	-		-
7	Sun	-		-
8	Mon	-		-
9	Tue	-		-
10	Wed	-		-
11	Thu	-		-
12	Fri	-		-
13	Sat	-		-
14	Sun	-		-
15	Mon	-		-
16	Tue	-		-
17	Wed	1		1
18	Thu	2		2
19	Fri	3		3
20	Sat	-		-
21	Sun	-		-
22	Mon	4		4
23	Tue	5		5
24	Wed	6		6
25	Thu	1		7
26	Fri	2		8
27	Sat	-		-
28	Sun	-		-
29	Mon	3		9
30	Tue	4		10

July 2009				
Date	Day	Day Order	Particulars	Days
1	Wed	5		11
2	Thu	6		12
3	Fri	1		13
4	Sat	-		-
5	Sun	-		-
6	Mon	2		14
7	Tue	3		15
8	Wed	4		16
9	Thu	5		17
10	Fri	6		18
11	Sat	-		-
12	Sun	-		-
13	Mon	1		19
14	Tue	2		20
15	Wed	3		21
16	Thu	4		22
17	Fri	5		23
18	Sat	-		-
19	Sun	-		-
20	Mon	6		24
21	Tue	1		25
22	Wed	2		26
23	Thu	3		27
24	Fri	4		28
25	Sat	-		-
26	Sun	-		-
27	Mon	5		29
28	Tue	6		30
29	Wed	1		31
30	Thu	2		32
31	Fri	3		33

August 2009				
Date	Day	Day Order	Particulars	Days
1	Sat	-		-
2	Sun	-		-
3	Mon	4		34
4	Tue	5		35
5	Wed	6	Board of studies meeting	36
6	Thu	1		37
7	Fri	2		38
8	Sat	-		-
9	Sun	-		-
10	Mon	3		39
11	Tue	4		40
12	Wed	5	Career Guidance cell by IBM	41
13	Thu			
14	Fri	6	Union Inauguration , Inaugural Function of Chemistry Lab	42
15	Sat	-		-
16	Sun	-		-
17	Mon	1		43
18	Tue	2		44
19	Wed	3		45
20	Thu	4		46
21	Fri	5		47
22	Sat	-		-
23	Sun	-		-
24	Mon	6		48
25	Tue	1	I - CIA , Awareness Rally (Parvaikor Payanam) by LEO Club	49
26	Wed	2	I - CIA	50
27	Thu	3	I - CIA	51
28	Fri	4		52
29	Sat	-		-
30	Sun	-		-
31	Mon	5		53

September 2009				
Date	Day	Day Order	Particulars	Days
1	Tue	6		54
2	Wed	1		55
3	Thu	2		56
4	Fri	3		57
5	Sat	-		-
6	Sun	-		-
7	Mon	4		58
8	Tue	5		59
9	Wed	6		60
10	Thu	1		61
11	Fri	2		62
12	Sat	-		-
13	Sun	-		-
14	Mon	3		63
15	Tue	4		64
16	Wed	5		65
17	Thu	6		66
18	Fri	1		67
19	Sat	2		68
20	Sun	-		-
21	Mon	-		-
22	Tue	3		69
23	Wed	4		70
24	Thu	5		71
25	Fri	6		72
26	Sat	-		-
27	Sun	-		-
28	Mon	-		-
29	Tue	1	II - CIA	73
30	Wed	2	II - CIA	74

October 2009				
Date	Day	Day Order	Particulars	Days
1	Thu	3	II - CIA, Service Week 1/10 to 8/10	75
2	Fri		Blood Donation Camp, Celebration of Gandhi Jayanthi	
3	Sat		Science and Technology by Computer Education	
4	Sun		Free Eye Camp	
5	Mon	4	Sports Competition	76
6	Tue	5	Value Based Education	77
7	Wed	6	Seminar on Self Employment	78
8	Thu	1	Medical Assistance for the Aged People	79
9	Fri	2	Health and Hygiene for Young Women	80
10	Sat	-		-
11	Sun	-		-
12	Mon	3		81
13	Tue	4		82
14	Wed	5		83
15	Thu	6	Anna Durai Centenary Year Speech Competition	84
16	Fri	-		-
17	Sat	-		-
18	Sun	-		-
19	Mon	1	Model Exam	85
20	Tue	2	Model Exam	86
21	Wed	3		87
22	Thu	4		88
23	Fri	5		89
24	Sat	-		-
25	Sun	-		-
26	Mon	6		90
27	Tue	1		91
28	Wed	2		92
29	Thu	3		93
30	Fri	4		94
31	Sat	-		-

November 2009				
Date	Day	Day Order	Particulars	Days
1	Sun	-		-
2	Mon	-		-
3	Tue	-		-
4	Wed	-		-
5	Thu	-		-
6	Fri	-		-
7	Sat	-		-
8	Sun	-		-
9	Mon	-		-
10	Tue	-		-
11	Wed	-		-
12	Thu	-		-
13	Fri	-		-
14	Sat	-		-
15	Sun	-		-
16	Mon	-		-
17	Tue	-		-
18	Wed	-		-
19	Thu	-		-
20	Fri	-		-
21	Sat	-		-
22	Sun	-		-
23	Mon	1		1
24	Tue	2		2
25	Wed	3		3
26	Thu	4		4
27	Fri	5		5
28	Sat	-		-
29	Sun	-		-
30	Mon	6		6

December 2009				
Date	Day	Day Order	Particulars	Days
1	Tue	1	-	7
2	Wed	2	-	8
3	Thu	3	-	9
4	Fri	4	-	10
5	Sat	-	-	-
6	Sun	-	-	-
7	Mon	5	-	11
8	Tue	6	-	12
9	Wed	1	-	13
10	Thu	2	-	14
11	Fri	3	-	15
12	Sat		-	
13	Sun		-	
14	Mon	4	-	16
15	Tue	5	-	17
16	Wed	6	-	18
17	Thu	1	-	19
18	Fri	2	-	20
19	Sat	-	-	-
20	Sun	-	-	-
21	Mon	3	-	21
22	Tue	4	-	22
23	Wed	5	Consumer Day by YDS, Flag Day	23
24	Thu	-	-	24
25	Fri	-	-	-
26	Sat	-	-	-
27	Sun	-	Identifying Diabetes and Testing of Retina for Diabetic Patients by LEO Club	-
28	Mon	-	-	-
29	Tue	-	-	-
30	Wed	-	-	-
31	Thu	-	-	

January 2010				
Date	Day	Day Order	Particulars	Days
1	Fri	-	-	-
2	Sat	-	-	-
3	Sun	-	-	-
4	Mon	-	-	-
5	Tue	-	-	-
6	Wed	-	-	-
7	Thu	-	-	-
8	Fri	-	-	-
9	Sat	-	-	-
10	Sun	-	-	-
11	Mon	-	-	-
12	Tue	-	-	-
13	Wed	-	-	-
14	Thu	-	-	-
15	Fri	-	-	-
16	Sat	-	-	-
17	Sun	-	-	-
18	Mon	-	-	-
19	Tue	1	-	25
20	Wed	2	-	26
21	Thu	3	Awareness Programme on TANCET by Placement Cell	27
22	Fri	4	-	28
23	Sat	-	-	-
24	Sun	-	-	-
25	Mon	5	-	29
26	Tue	-	-	-
27	Wed	6	I - CIA	30
28	Thu	1	I - CIA	31
29	Fri	2	I - CIA	32
30	Sat	-	-	-
31	Sun	-	-	-

February 2010				
Date	Day	Day Order	Particulars	Days
1	Mon	3	-	33
2	Tue	4	-	34
3	Wed	5	-	35
4	Thu	6	-	36
5	Fri	1	-	37
6	Sat		UGC Sponsored Workshop on Oppurtunities and Challenges of Women Entrepreneurs by Department of English	
7	Sun	-	-	-
8	Mon	2	-	38
9	Tue	3	-	39
10	Wed	4	State Level Seminar on Challenges and Research Avenue in Physical Science by Department of Chemistry, Association Meeting by History Department	40
11	Thu	5		41
12	Fri	6	Department of Physics and Chemistry conducted seminar on Adipadai Ariviyalgal Ethirkollum Savalgal	42
13	Sat	-	-	-
14	Sun	-	-	-

15	Mon	1	-	43
16	Tue	2	-	44
17	Wed	2	-	45
18	Thu	4	Association Meeting by Zoology Department (Physiotherapy and backcare)	46
19	Fri	5	-	47
20	Sat	-	Blood Donation Camp by NSS	-
21	Sun	-	-	-
22	Mon	6	-	48
23	Tue	1	Association Meeting by Economics Department	49
24	Wed	2	Board of Studies Meeting, Human Rights Day - Quiz Programme	50
25	Thu	3	-	51
26	Fri	4	-	52
27	Sat	-	27/02/10 to 04/03/10 Special NSS Camp	-
28	Sun	-	-	-

March 2010				
Date	Day	Day Order	Particulars	Days
1	Mon	5	II - CIA, Yoga and Meditation by NSS, UGC Sponsored Four Day Workshop on Employability Skills, Career Guidance by Placement Cell(01.03.10 to 04.03.10)	53
2	Tue	6	II - CIA, Lecture on Herbal Medicines by NSS	54
3	Wed	1	II - CIA, Lecture on Homeopathy Medicines by NSS, Association Meeting by Commerce Department(Entrepreneurial Competencies), Association Meeting by Geography Department (Quiz Programme)	55
4	Thu	2	Association Meeting by English Department (Principals of Literary Criticism), Association Meeting by Chemistry Department (Environmental Studies)	56
5	Fri	3	-	57
6	Sat	4	Sports Day	58
7	Sun			
8	Mon	5	World Women's Day, Fifth part, Hostel Day	59

9	Tue		Muthamizh Vizha	
10	Wed	6	Radha Memorial Day	60
11	Thu	1	College Day, One Week Training Programme on Interview Skills and Aptitude Test sponsored by UGC	61
12	Fri	2	Convocation Day, Career Guidance by Placement Cell(12.03.10 to 17.03.10)	62
13	Sat	3	-	63
14	Sun	-	-	-
15	Mon	4	-	64
16	Tue		-	
17	Wed	5	-	65
18	Thu	6	-	66
19	Fri	1	-	67
20	Sat	2	-	68
21	Sun	-	-	-
22	Mon	3	-	69
23	Tue	4	Marketing programme by Placement Cell	70
24	Wed	5	-	71
25	Thu	6	-	72
26	Fri	1	-	73
27	Sat	2	-	74
28	Sun	-	-	-
29	Mon	3	-	75
30	Tue	4	Model Exam	76
31	Wed	5	Model Exam	77

April 2010				
Date	Day	Day Order	Particulars	Days
1	Thu	6	Model Exam	78
2	Fri	-	-	-
3	Sat	-	-	-
4	Sun	-	-	-
5	Mon	1	-	79
6	Tue	2	-	80
7	Wed	3	-	81
8	Thu	4	-	82
9	Fri	5	-	83
10	Sat	6	-	84
11	Sun		-	
12	Mon	1	-	85
13	Tue	2	-	86
14	Wed		-	
15	Thu	3	-	87
16	Fri	4	-	88
17	Sat	5	-	89
18	Sun	-	Campus Interview by Placement Cell	-
19	Mon	6	-	90
20	Tue	-	-	-
21	Wed	-	-	-
22	Thu	-	-	-
23	Fri	-	-	-

Total No. of Working Days = 94 + 90 = 184