# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | GOVERNMENT THIRUMAGAL MILLS COLLEGE |
| • Name of the Head of the institution | Dr.N.Ramalakshimi M.Sc.,M.Phil.,Ph .D , |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 04171220162 |
| • Mobile no | 9444958266 |
| • Registered e-mail | gtmc.gudiyattam@gmail.com |
| • Alternate e-mail | iqacgtmc@gmail.com |
| • Address | Government Thirumagal Mills College, Gudiyattam |
| • City/Town | Vellore / Gudiyattam |
| • State/UT | Tamil Nadu |
| • Pin Code | 632602 |
| **2.Institutional status** | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Rural |

| | |
|---|---|
| • Financial Status | **UGC 2f and 12(B)** |
| • Name of the Affiliating University | **Thiruvalluvar University** |
| • Name of the IQAC Coordinator | **Dr.S.Karunanithi** |
| • Phone No. | **04171220162** |
| • Alternate phone No. | **9994500131** |
| • Mobile | **9994500131** |
| • IQAC e-mail address | **iqacgtmc@gmail.com** |
| • Alternate Email address | **kap232008@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_aqar/eyJpdiI6ImVzQ2RNQ2FrVjNIRmxscVZFV2s5dWc9PSIsInZhbHVlIjoiS0pEK0VwS2ZSUEROenRGYkdlR3JVUT09IiwibWFjIjoiNGNiZGQyYjR |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://www.gtmc.edu.in/Calendar.html |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B+** | **80** | **2005** | **25/04/2005** | **24/05/2010** |
| **Cycle 2** | **B+** | **2.55** | **2017** | **12/09/2017** | **11/09/2022** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **01/10/2010** |

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Higher Education, Government of Tamil Nadu | RUSA | State Government | 2018 | 40 Lakhs |
| Higher Education, Government of Tamil Nadu | RUSA | Central Government | 2018 | 60 Lakhs |

| | | |
|---|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | Yes | |
| • Upload latest notification of formation of IQAC | View File | |
| **9.No. of IQAC meetings held during the year** | 2 | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No | |
| • If yes, mention the amount | | |

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

• Online quiz titled COVID 19 AWARENESS Quiz Competition conducted by IQAC Cell, Government Thirumagal Mills College, Gudiyattam Through Elink https://forms.gle/VcMv5DyWD9Gi5cy39 from 27.05.2020 to 10.06.2020 during the time 09.00 am to 10.00 pm every day. There are 600 participants Enrolled from various Institutions across the state. • IQAC coordinated the directorate of collegiate education

with Thiruvalluvar University to accord permission and to affiliate the research programmes. • IQAC played a pivotal role in executing the process of availing infrastructure funds worth of two corer rupees from RUSA. • IQAC extended its help to connect Law enforcement department and the college to conduct a rally to espouse importance of Global warming awareness among public. • IQAC facilitated the department of Tamil to conduct a cultural feast to propagate Tamil arts and culture. • IQAC initiated a massive afforestation programme to green the entire stretch of campus.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| To contact Thiruvalluvar university to affiliate the research Programmes sanctioned by the Directorate of collegiate education. | University affiliated the seven research programmes. |
| To contact RUSA 2.0 scheem for infrastructure development fund. | RUSA sanctioned rupees 100 lakhs for infrastructure development of five class rooms. |
| Requested state government for funds to raise rooms for the newly approved research programmes. | State government sanctioned Rs. 218 lakhs for the construction of rooms. |
| Initiated steps to celebrate Science Day. | Both physics and Chemistry department jointly celebrated the Science Day under the banner “Greet and Meet”. |
| Initiated Afforestation programme inside the campus. | Availed seed ball technology from the department of Agriculture to complete the afforestation programme. |

| | |
|---|---|
| **13.Whether the AQAR was placed before statutory body?** | Yes |

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| College Governing Council | 19/02/2021 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| 2021 | 19/12/2021 |

## Extended Profile

**1.Programme**

| | |
|---|---|
| 1.1<br><br>Number of courses offered by the institution across all programs during the year | 42 |

| File Description | Documents |
|---|---|
| Data Template | View File |

**2.Student**

| | |
|---|---|
| 2.1<br><br>Number of students during the year | 1178 |

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | View File |

| | |
|---|---|
| 2.2<br><br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 755 |

| File Description | Documents |
|---|---|
| Data Template | View File |

| | |
|---|---|
| 2.3<br><br>Number of outgoing/ final year students during the year | 1015 |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.Academic | |
|---|---|
| 3.1<br><br>Number of full time teachers during the year | **32** |

| File Description | Documents |
|---|---|
| Data Template | View File |

| | |
|---|---|
| 3.2<br><br>Number of sanctioned posts during the year | **130** |

| File Description | Documents |
|---|---|
| Data Template | View File |

| 4.Institution | |
|---|---|
| 4.1<br><br>Total number of Classrooms and Seminar halls | **90 Class Rooms, 18 Laboratories, 2 Seminor Halls** |
| 4.2<br><br>Total expenditure excluding salary during the year (INR in lakhs) | **570** |
| 4.3<br><br>Total number of computers on campus for academic purposes | **104** |

# Part B

## CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**1. Being an affiliated institution, it follows the syllabus prescribed by the university. 2. Academic allocation of syllabus is well planned well before the beginning of the vacation and the allotment of syllabus is allocated for thefaculties well in advance. 3. Faculties are advised for the preparation of lesson plan before the beginning of the semester. 4. Cross verification for completion of syllabus is followed and monitored. 5. Assessment test are carried out to judge the students understanding of the curriculum and to test their ability of presentation. 6. Assignments are**

**obligatory as it would increase the learning ability of the curriculum.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.gtmc.edu.in/Calendar.html |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

**1.1.2 The institution adheres to the academic calendar including for the conduct of CIE**

**Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations.**

**Our follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute’s flagship programs. The department calendar comprises guest lectures, workshops, industrial visits, other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.**

**The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The course instructors prepare IA question papers based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed by the stream coordinator and approved by the department Head. The internal assessment test timetable prepared by the examination**

committee is published to stakeholders, and conducted as per the schedule. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out by respective Course Instructors. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation. As per the laboratory rubrics, the internal test is conducted at the end of the semester. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.gtmc.edu.in/Calendar.html |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | No File Uploaded |

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**24**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

### 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

**01**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template ) | View File |

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

**175**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

**DEPT. SKILL BASED ELECTIVE NON- MAJOR ELECTIVE Date of Introduction STRENGTH Tamil Elekiyam An Introduction To Museology – I 03.08.2020 40 TAMIL Tamil Illakanam Numismatics - II Skills for Employment -I English For Communication –I 03.08.2020 40 ENGLISH Skills for**

**Employment –II English For Communication -II Indian Literature in English Translation Creative Writing Customer Relationship Management Management Concepts 18/06/2018 40 BBA Total Quality Management Training Development Electronic Business Creativity and Innovation Management Development of small business Elements of accountancy 03.08.2020 140 COMMERCE Industrial organization General commercial knowledge Merchant banking Investemt management Cultural Heritage Of Tamilnadu jkpo; nkhop – mbg;gil ,yf;fzk; 03.08.2020 40 HISTORY Human Rights Education ,izak; History Of Intellectuals Of Tamil Nadu Growth Of Panchayat Institutions In Tamilnadu Marketting Communication & Advertisement –I Fundamentals Of Economics – I 03.08.2020 140 ECONOMICS Marketting Communication & Advertisement –II Fundamentals Of Economics - II Human Resource Management -I Human Resource Management -II BOTANY Horticulture Medicianl Botany 03.08.2020 96 Mushroom cultivation Horticulture Herbal science MicroTtechnique Electrical Appliances Renewable Energy Sources 03.08.2020 48 PHYSICS Electrical Appliances Basic Physics Astro Physics Instrumentation Techniques Data Structure Introduction To Information Technology 03.08.2020 50 COMPUTER SCIENCE Problem Solving Strategies Internet And Its Applications Visual Programming Mobile Computing Management Information Systems Introduction To Information Technology 03.08.2020 50 COMPUTER APPLICATIONS Mobile Computing Internet And Its Applications Cryptography Water Treatment And Analysis Medicinal Chemistry 03.08.2020 96 CHEMISTRY Food Chemistry Chemistry In Every Day Life Data Analysis Agriculture And Leather Mathematics For Competitive Examinations 03.08.2020 150 MATHEMATICS Linear Programming Quantitative Techniques Fundamentals of Applied Mathematics Public Health And Hygiene sericulture 03.08.2020 48 ZOOLOGOY Apiculture vermiculture Pisciculture Industrial Fishery Management**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

**11**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

### 1.3.3 - Number of students undertaking project work/field work/ internships

277

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

B. Any 3 of the above

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | Nil |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | View File |

**1.4.2 - Feedback process of the Institution may**

B. Feedback collected, analyzed

**be classified as follows** **and action has been taken**

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | Nil |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**1178**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**755**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**.2.1**

**The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners.**

**Response:**

**The students admitted in our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e. ST, SC, and OBC. The college is very much aware about their overall growth and social upliftment in the society.**

**In our college we follows government reservation norms strictly for the of students. After the completion of admission process regular classes commence as per the college time table.**

**The institution always girl students for enrolment in college in order to equip them with the higher education so that they can become empowered at themselves to face the future competition and to create their own entity.**

**After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the Unit test, internal examinations.**

**After knowing slow an advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. The teachers observe that whether the student are easily understanding the lesson. If they fail to understand the topic or teaching of a teacher, the same was having been explained again in a easy way. This is the informal way to complete the teaching-learning process and it is also convenient to both teacher and students.**

**Advanced learners are encouraged to ask their concern freely and frequently with the teachers, in a formal way. Students are encouraged to refer advanced textbooks, journals and for their advanced studies.**

**Home assignment and projects are taken prepared from the Students.**

**They are also encouraged to apply for different competitive examinations.**

**They are motivated to participate in seminar presentation, Poster presentation, quiz competition, debates, etc.**

**Following activities are done by teachers for students:**

**Slow learners:**

**1. Individual counselling.**

**2. Remedial Coaching**

**3. Extra notes.**

**4. Group discussion session.**

**5. Internal examination process.**

**6. Encouragement in NSS, Sports and academic activities.**

**7. Extra library books.**

**Advance learners:**

**1. Advance notes**

**2. Seminar sessions**

**3. Participative learning sessions i.e. Self Discipline Day & Teachers Day**

**4. Experimental learning sessions i.e. Industrial Tour**

**5. Projects**

**6. Assessments**

**7. Group discussion sessions**

**8. Internet facility.**

**9. Advance questions papers**

**10. To enhance their confidence level, the college conducts various activities such as Cultural, NSS, and Sports to develop their overall personality.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|---|---|
| 3125 | 134 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

**For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics, chemistry, physics, commerce and economics, where they teach mathematics, mathematical equations and statistics as numerical solving. Also, some teachers use power point presentations and computer-based materials. For, they use the lectures of you-tube to make learning interesting besides the conventional oral presenting methods. Some Student centric methods are given below:**

**Project methods: The project work stimulate student’s interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done. For example, the Projects are done in PG classes.**

**Interactive methods**

**The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussion in various topics are done under features. Especially, NSS, Political science department and sociology department organize interactive methods many times in a year.**

**ICT Enabled Teaching:**

**ICT enabled teaching includes class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. Experiential learning:**

**Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of Chemistry, Physics, Botany, and Zoology uses this method. Students take interest and learn things via experiential learning.**

**Student Seminars:**

**The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.**

**Summer Internship Program:**

**The NSS Swachh Bharat Summer Internship is organized for NSS students. Only 150 student can participate in this program, where they learn about the importance of cleanliness. They do their job of 100 hours in the selected villages. No other academic Summer Internship Program is organized by the college except NSS.**

**Group Learning Method:**

**Group Learning method is now being adopted through whatsapp group. Student share their notes and study material through this method. Whatsapp group are made by an student or by the contract teacher. They share the information to each other.**

**Black-board presentation:**

**In this method, each student is given a certain question. And student has to solve this problem in the black-board. The department of mathematics this method.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

**2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

**Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.**

**The following tools are used by the Institute**

**ICT Tools:**

**1. Projectors- There are 10 projectors are available in different departments**

**2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins in the campus.**

**3. Printers- They are installed at Labs and all prominent places.**

**4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are four photostat machines available in campus.**

**5. Scanners- Multifunction printers are available at all prominent places.**

**6. Seminar Rooms- Two seminar halls are equipped with all digital facilities.**

**7. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.**

**8. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom**

**9. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc)**

**10. Digital Library resources (Digi Lib software used)**

**Use of ICT By Faculty A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.**

**B. Industry Connect- Seminar and Conference room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.**

**C. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.**

**D. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.**

**E. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.**

**F. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.**

**G. Class notes are updated in the college website, so student easily download the notes of entire syllabus.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

### 2.3.3.1 - Number of mentors

**134**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

**134**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

**27**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

**400**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**There is a standard process of internal examination in the college. According to the academic calendar, a student has to appear in 4-unit test and 3-CIA examinations, out of seven internal examinations. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar, a teacher have to take unit test, which may be in the form of written test, black-board presentation, power-point presentation, quiz on subject or by other method, which the subject teacher decides. The mark of mode lexamination is sent to the university, as it is a secret data. Its marks are not shown to students. The 10% internal mark of each paper in the model examination is sent. Similarly, the black-board presentation or the power point presentation is done by students. A student has to present his answer among other students. This method releases shyness of a student and develop the self confidence in him. This method is very useful for personality development of student also. After showing the answer sheet to students, the copy of the student is kept in the internal-examination section. One may observe the marks and copy in the same session. However, this mark's does not increase student's academic marks in the Annual examination. In PG classes, a student has to attend the internal examination compulsorily. Its marks are sent to the university to add in the semester mark-sheet.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

**2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient**

**The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIA and rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.**

**At Institute level: At Institute level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned.**

**All such representations are taken positively and are reassessed by another teacher if necessary. Parents are informed about their ward’s performance through SMS and Mail. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Within a time bound the Internal Assessment marks are entered in the University web portal, by student’s login, students can individually view their performance in the University portal.**

**At University level: If students have grievances related to evaluation of university answer scripts it is intimated to the subject handling faculty and head of the department if necessary,**

**for further action. Students can bring their grievances by applying for the following evaluation procedure:**

**Re-Evaluation: Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms.**

**Re- Evaluation: If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of the revaluation results. The evaluation process is carried out by two subject experts. Result will be announced before commencement of University Examination and the fees will be refunded to the students if he/she clears the paper. So maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the university.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | Nil |

### 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

**The college has clearly stated learning outcomes of the Programs and Courses. The following**

**mechanism is followed by the institution to communicate the learning outcomes to the**

**teachers and students.**

- **Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students**
- **The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting**
- **The students are also made aware of the same through Tutorial**

meetings
- Workshops have also been conducted for developing the Programme Educational
- Objectives and Learning outcomes at college level The institution is running Under Graduate (B.A, B.sc, B. Com, BBA, BCA) and Post Graduate (M.A, M.Sc., M. Com) courses for the students.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.tvu.edu.in/1-1-3-syllabus-with-outcome/ |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our Institute is affiliated to Thiruvalluvar University, Serkadu, Vellore, Tamilnadu. We offered Under Graduate, Post Graduate and Research programs and courses under the Faculty of Arts, Commerce and Science. For these programs and courses, the institute followed the curriculum designed by our affiliating university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board. After measuring attainment of POs , PSOs and COs, it has been obsereved that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years. In a similar way, the ratio of students' placement is also increasing. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure

The POs, PSOs and COs and implemented the mechanism as follows:-

- The institute followed the Academic Calendar of our affiliated university.

- All the subject teachers maintained Academic Diary in every academic year.
- All the subject teachers prepared Semester-Wise evaluation Reports.
- Internal examination committee analyzed evaluation reports of results.
- Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO. Placement committee took the review of the Students' Progression to Higher Studies and their Placement.

The Program outcomes of Bachelor of Arts are as follows:

PO1: Students are introduced to community engagement and global understanding

PO2: Critical and creative thinking of the students have been developed.

PO3: Students developed their Communication skills.

PO4: Ethical values are inculcated among the students.

The Program outcomes of Bachelor of Commerce are as follows:

PO1: Students received knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance.

PO2: Understanding of the students is improved of national economic and business scenario. PO3: Students developed their entrepreneurship and contributed in the successful operation of a business.

The Program outcomes of Bachelor of Scienceare as follows:

PO1: The students understood the fundamentals of science education.

PO2: The students' knowledge in all basic sciences is enriched.

PO3: Interdisciplinary approach amongst students has been developed.

PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students.

**PO5: Studentsbuilt-up a progressive and successful career in academics and industry.**

**PO6: Students are motivated to contribute in the development of Nation and community. Attainments of CO's are calculated by using university examination results.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.tvu.edu.in/1-1-3-syllabus-with-outcome/ |

### 2.6.3 - Pass percentage of Students during the year

### 2.6.3.1 - Total number of final year students who passed the university examination during the year

**1005**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

### 2.7 - Student Satisfaction Survey

### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.gtmc.edu.in/aqar2018-19/2.6.1%20Program%20outcomes.html

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | View File |

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

### 3.1.2.1 - Number of teachers recognized as research guides

11

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**NOT AVILABLE**

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

**12**

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

## 3.3 - Research Publications and Awards

### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

**11**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | No File Uploaded |

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

57

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

4

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

S. No. Title of the activities Organising unit/ agency/ collaborating agency Number of teachers coordinated in such activities Number of students participated in such activities 1 International yoga day NSS officers,GTMC 4 150 2 Swachh Bharat Mission(clean india mission) BDO,Gym, NSS officers 4 150 3 Quiz NSS officers,GTMC 4 275 4 Deworming Day PH- Kallapadi 4 65 5 Vigilance Pledge NSS officers,GTMC 4 120 6 Vigilance Competitation NSS officers,GTMC 4 8 7 Election awaranse Pledge NSS officers,GTMC 4 68 8 National Unity day pledge NSS officers,GTMC 4 95 9 Untouchability abolish pledge NSS officers,GTMC 5 110 10 Independance Day NCC&NSS,GTMC 15 300 11 Fit India Movement-Video Conference NCC 3 100 12 Future roters & EVM-VVTAT-awareness NSS officers,GTMC 4 250 13 NSS Day & Awareness program for voluntears secretary of swami vivekananda aarakattalai,VLR 5 200 14 Votters Day pledge NSS officers,GTMC 4 105 15 Abolition of Dowry-awareness District Social Welfare Office,Vlr 12 300 16 Koththadimai abolish pledge NSS officers,GTMC 4 58 17 One Day Camp-College campus cleaning NSS

officers,GTMC 4 145 18 Women's day Women's Cell, Physical Education, NSS 12 280 19 Road safety and karelan app-awareness SI of GYM,NSS 4 70 20 Corona Virus primaryHealth centre,katpadi 12 350 21 National Consumer Day NSS officers,GTMC 1 12

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.gtmc.edu.in/Extension_activity.html |
| Upload any additional information | View File |

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

00

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | No File Uploaded |
| e-copy of the award letters | No File Uploaded |

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

21

| File Description | Documents |
|---|---|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**21**

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

**0**

| File Description | Documents |
|---|---|
| e-copies of related Document | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

**0**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- **The College has one of the largest campus (47.3 acres) out of which only fraction is utilized (5 acres) for infra structure developments. This is a huge asset and leave scope for robust growth of the college.**
- **The college is located at the convergence of three states namely Tamilnadu, Karnataka and Andhra, hence, education as a tool to promote foster interstate unity among students is a reality.**
- **Nearly 95% of the students are from socially deprived, represents OBC, SC, ST and minorities. The portal offers a great opportunity for the progress of such students.**
- **It is a Co-education college where more than 75% students are rural women, hence, a great opportunity is available for the women's progress to promote women's education.**
- **More than 85% students are from marginalized society with poor income. The institution offers light and scope for such disadvantaged students.**
- **Due to economic difficulties students earn and learn to support their education, for such students institution opens flexible opportunity to continue their education through shift systems.**

**The various departments in Arts, Commerce and Science streams are located in the separate blocks. The Classrooms, Laboratories and**

**Seminar Halls are well equipped along with computing system and Internet facility. Besides the building, the college has spacious playground for sports activities. The college has cultivated an atmosphere providing the importance to Extra Curricular and support services organized by departments of National Service Scheme and National Cadet Cops.**

**The College has a lake for water storage under rain water harvesting scheme. The college campus is maintained with cleanly and neatly atmosphere. A spacious garden with pavements and pavers in the campus is developed for students' service. 'Eco-Friendly Open Class Room' is an initiative to provide the importance of Nature in the process of teaching and learning, cultivated in the campus. The college is well-equipped with the physical and technology-enabled infrastructure that supports to run smoothly the existing academic programmes and administration.**

- **Well-furnished 52 classrooms.**
- **Well equipped 10 science subject laboratories [including Botany, Chemistry, Physics and Zoology]**
- **02 ICT enabled classrooms.**
- **02 ICT enabled laboratories.**
- **Spacious seating arrangements with the qualitative furniture.**
- **Cleanliness, light and ventilation facilities are maintained in the classroom and**

**laboratories.**

- **Black Boards, White Boards and Green Boards are available in the classrooms.**
- **A well-furnished computerized administrative office along with ICT enable cabin of**

**the Principal.**

- **Well-equipped 04 Computer Laboratories i.e. Computer Science, CLP and Mathematics.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

**The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor). The college runs its sports competition in its own competition. Cultural, gym facilities are also available in the college. We give its detail below:**

**(A) SPORTS FACILITIES**

**College encourages sports activities. A number of players has played district, university, state**

**and even national level games. It provides indoor games as well as outdoor games.**

**Some of the outdoor games are:**

**Kabaddi**

**Kho-Kho**

**Handball**

**Cricket**

**Badminton**

**Football**

**Some of the indoor games available in college are:**

**Carrom board**

**Chess**

**(B) Cultural PROGRAMS**

**To conduct cultural activities in the college, there is a cultural committee. This committee**

**organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, rangoli, painting, quiz, model and poster making, essay writing, slogan writing,**

sangeet and drama preparation etc.

( C ) Gymnasium There is a separate room for Gymnasium under the sports section. The Physcial Director handles it carefully.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.gtmc.edu.in/sports.html |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

02

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

368 Lakhs

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

### 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**Our College library function in the seperate block with nealy 47,000/- text books in various subjects and 4851 reference books. there 50 journals in science and arts field. total worth of Rs. 68.36 Lakhs. Our libary is digitalized with 'Digi Liib' softwaree in the year 2019-2020. The work is under progress.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**.90 Lakhs**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

### 4.2.4.1 - Number of teachers and students using library per day over last one year

**148**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of library usage by teachers and students | No File Uploaded |

### 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**There are different digital technological facilities available in the college. There are 02- smart**

**classrooms, 02-smart lab available in the college.**

**A well equipped computer labs are also functioning in the college. The students of the college are access to the computer lab. There is a plan to establish the Wi-Fi connectivity facility to the library building under RUSA scheme). All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device.**

**Most of the official work is being done with the help of ICT. The college regularly maintains**

**the IT facilities. Following are some basic facilities for updating:**

- **Computer is formatted in regular basis.**
- **College itself formats the computer without no fees and by the help of computer operator.**
- **Anti-virus is regularly installed in computer. All computer has anti-virus**
- **Wi-Fi connectivity is available as mentioned in Principal chamber, Office-room,**

**IQAC room.**

- **CCTV is installed in every veranda.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

### 4.3.2 - Number of Computers

110

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| List of Computers | No File Uploaded |

### 4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

| File Description | Documents |
|---|---|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

### 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7.51 Lakhs

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Repair and maintenance of the institutional infrastructure is taken care of by Public works department.**

**Library and sports infrastructures are maintained through internal resources. Purchase and maintenance of computers and peripheral are carried out through Computer Literacy Programme Fund.**

**Salaries for supporting staffs, sentries, scavengers and lab attenders are generated through old students association (OSA) and parents teachers association (PTA) funds.**

**Funds of OSA and PTA are regulated through council resolution.**

**Funds for yearly maintenance of the infrastructure is presented to the state government**

**through PWD.**

**CLP fund is operated through independent council resolution.**

**CLP fund is regulated by the Principal, head of the department of Computer Applications and two senior faculty members.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.gtmc.edu.in/aqar2018-19/4.4.2%20procedures%20and%20polices.html |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**2815**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**2815**

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**C. 2 of the above**

| File Description | Documents |
|---|---|
| Link to Institutional website | https://www.gtmc.edu.in/clp.html |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

**165**

### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

**165**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

### 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**10**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

### 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

**92**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

**17**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

## 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**3**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**5.3.2: Sr.No Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

**S. No.**

**Name of the committee/Cell**

**Students representation**

**1**

**Academic Monitoring Committee**

**yes**

**2**

**Amission Committie**

**No**

**3**

**Alumini Cell**

**Yes**

**4**

**Antiragging Committie**

**Yes**

**5**

**Antiragging Sqade**

**No**

**6**

**Career Counseling Cell**

**No**

**7**

**Competative examination**

**yes**

**8**

**Cultural Committee**

**Yes**

**9**

**Entrepreneurship Development Cell**

**Yes**

**10**

**Examination Committee**

**No**

**11**

**IQAC**

**Yes**

**12**

**Library Committee**

**Yes**

**13**

**Maintenance Committee**

**Yes**

**14**

**NSS**

**Yes**

**15**

**NCC**

**Yes**

**16**

**Sports Committee**

**Yes**

**17**

**Student Council**

**Yes**

**18**

**Training & Placement Cell**

**No**

**19**

**Women Empowerment Cell**

**Yes**

**20**

**YRC**

**Yes**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

**6**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**The college has a registered alumni association. The Alumni Associations functions through two modes. (i) as an independent organisation, (ii) as an association endorsed by the College. The**

**independent alumni association meet as and when necessary arise. Principal and senior faculties are invited to participate to offer suggestion to improve the welfare of the college. Alumni association endorsed by the college meets once in a year. Principal being the chief coordinator convene the meeting and present the immediate needs of the college, while reeving comments and suggestions from the alumni for the development of the college. Prominent alumni facilitate the prospective students for employment generation. Beside the alumni association of the college. Certain old departments have their own alumni set up to promote their department interest. Alumni have contributed in kind and cash for the development of the department and college. Steps are being implemented to strength the alumni association to play an active role in the development of the college.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** **E. <1Lakhs**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Student secretary and joint secretary are elected through consensus are empowered to represent their grievances. Fair gender representation is ensured to represent their specific grievances. Administration and academic are two independent wings of the institution, follows a pyramidal structure, in distribution of power. Principal being at the apex, the rest follows the hierarchy. Participatory management is ensured through fool proof system. Staff represents the grievances to principal through HOD's. College governing council, which is the apex body, takes care of the administration. It consists of principal and HODs of all the departments. A strong alumni association is available at the**

**institution, meet twice in an year, to deliberate on the issues of importance and on the future growth of the institutions. The Alumni association is in the name of OSA, contributes in many ways to the academic progress of the institutions. The PTA association, meet twice every year to deliberate on the issues related to the stake holders.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

**The Institutions follows the Professional Management approach in managing the Institutions. The Professional Management aims at implementing the concept of innovativeness in managing the academic and administrative matters.**

**The Institutions always believe in the practices of decentralisation and participative management. Practice of Decentralisation is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels - Management, College Development Committee, Governing Council, Principal, Vice-Principal, IQAC Committee, NAAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non teaching Staff, NCC, NSS, all the stakeholders involve in the decentralisation and participative management all are working together for efficient functioning of the Institutions.**

**1. Management: The Institution promotes a culture of decentralisation and participative management involving all types of stakeholders in the process of decision making. The management always believes in decentralisation and participative management. The management endeavours best substantial independence to the Institutions in all area of decision making process.**

**2. Administration: Administration is the backbone of the Institution. Institution firmly believes to provide quality education to the society. The College administration plays an**

integral role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance.

3. Faculty Members Faculties maintains the healthy relationship with students, faculties, and community. The faculties are execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend the professional ethics in the education.

4. Departments The Primary role of the department is to provide the academic excellence in all activities. The Departments and Head of the Department are perform their role and responsibilities initiated with the vision and mission of the college.

5. Non Teaching Staff In the administration non teaching staff plays crucial role in managing the day-to-day work. The assigned to non-teaching staff is to meet and accomplish operational and strategic objectives.

6.1.2 Case Study Showing Decentralisation and Participative Management The Institution has adopted the decentralisation and participative management in the process of academic and administration. The Top management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As part of quality improvement and quality initiative the institution and its concern IQAC and College Development Committee and other statutory Committees continuously work on quality improvement. In the beginning of academic year all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Committee Chairman and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback from all the stakeholders of the institution and take steps for further improvements as far as they are within the capacity and recommend the management for further corrective action. The Administrative and academic duties are controlled by the Principal of the Institution. Head of the department works under the guidance of the Principal and Internal Quality Assurance Cell. The Heads of the Department are given specific duties and responsibilities to

attend the day to day routine work. Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committee. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal. The Management of the Institution prioritizes in ensuring the quality level of faculty members during appointment.

1 . Principal

2. College Council Committee

3. Internal Quality Assurance Cell

4. Departments and Heads of the Departments

5. Examination

6. Research Committee

7. N.C.C/ N.S.S and Sport

8. Discipline Committee

10. Anti- Ragging Committee

Hierarchy of the Committee : All Committee head by the Chairperson of the committee who is nominated by the members of the committee. All activities are monitors by the Internal Quality Assurance Cell. Academic Calendar is meticulously planned and prepared in advance by Academic Committee and ensures the proper implementation of the academic calendar. Academic co-ordinator is responsible for confirmation and observation of academic activities. Heads of the department ensure the functioning of the departmental activities. Faculty members ensure academic activities. Faculties conduct the lecture, practical, attendance, examination and result and provide the feedback for the further improvements.

Outcome : The Management of the Institution conducts the regular meets and discuss the issue and challenge with developmental aspect of the institute. Thus , Management of the Institution encourages the teachers, students and non -teaching staff, alumni and co-ordinators to share their ideas, opinions and suggestions through the proper channel. The input received from various committees and feedback analysis are considered for the future decision making.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

### 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Strategy Type**

**Details**

**Admission of Students**

**Number of students enrolled in the**

**institutions are 1178,out of which, 978**

**students are under graduates and 200 are Post graduate students.**

**Industry Interaction / Collaboration**

**Lead role in industry collaboration is very minimal.**

**Human Resource Management**

**The institution is a blend of senior (Associate Professors) and junior (Assistant Professors) faculties with almost 95 have doctorate as their ualification. Some of the assistant professors possess rich experience in research with quality and quantity**

**publications to their credit. Administrative officials with**

**varied background is an asset to the institution.**

**Library, ICT and Physical**

**Infrastructure / Instrumentation**

**1. Library : Total number of books**

**added during the year 2020-21 is 284**

**out of which 115 were reference books. The total cost of material purchased for the library amounts to Rs. 0.90 Lakhs.**

**2. Computer literacy programme**

**(CLP) : A self supported certificate**

**course is being conducted to impart**

**computer literacy programme. The no of students benefited are 889 non-major computer science students.**

**3. Instrumentation worth of Rs. 1.5 lakhs were added to different science**

**departments. Lab Consumable work for Rs. 1.23 lakhs were purchased in the science department. Towards maintenance of the instrumentation Rs.13, 000/- were allotted. Towards maintenance of the physical infrastructure Rs. 3,68,000/- were received.**

**Research and Development**

**Only in the recent time, Institutions**

**has taken an active role in promotion**

**of research. Department of Chemistry**

**and Physics have applied to the university to recognize it as a**

**research department**

**Examination and Evaluation**

**Being an affiliated college to the**

**university, examination and evaluation**

**are carried out as per the direction of**

**university. Beside the semester exam**

**regular, weekly and monthly tests are**

**conducted to evaluate the students for**

**internal assessment. Week students are**

**identified and given special attention**

**to improve their performance. Question banks are circulated among students to prepare them for the exams. Hard working students are spotted and supported with special coaching, to achieve their best , in the university examinations.**

**Teaching and Learning**

**Beside conventional methods of**

**teaching modern methodologies also**

**implemented. Virtual class rooms, smart boards, multimedia applications are widely used as recent methodologies. Slow learners are given special importance while fast learners are supported through books and journals. Weak students are identified and given special attention to improve their performance.**

**Curriculum Development**

**Being an affiliated institution,**

**curriculum designed by university is**

**followed. Senior Faculties as board**

**chairman and as an independent members contribute their expertise for the curriculum development.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Head of the department works under the guidance of the Principal and Internal Quality Assurance Cell. The Heads of the Department are**

**given specific duties and responsibilities to attend the day to day routine work. Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committee. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal. The Management of the Institution prioritizes in ensuring the quality level of faculty members during appointment.**

**1 . Principal**

**2. College Council Committee**

**3. Internal Quality Assurance Cell**

**4. Departments and Heads of the Departments**

**5. Examination**

**6. Research Committee**

**7. N.C.C/ N.S.S and Sport**

**8. Discipline Committee**

**9. Anti- Ragging Committee**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | https://www.gtmc.edu.in/governingcouncil.html |
| Upload any additional information | View File |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | No File Uploaded |
| Screen shots of user inter faces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

**welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:**

**1. Medical Allowance**

**2. Maternity benefits as per norms**

**3. Leave Travel Concession**

**4. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.**

**5. Opportunities for international exposures per norms**

**The following facilities are also provided to employees for efficient functioning :**

**1. Medical leave**

**2. Yoga classes**

**3. Wi-Fi facility.**

**4. Workspace**

**5. Computing facility**

### 6. Identity cards

### 7. Sports facilities

### 8. Library Facility

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**2**

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**14**

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**There are two types of Performance based evaluation. The first is called “PBAS [performance based appraisal system]” and the second is called “annual secret-report”. The PBAS provides a feedback of the faculty member. It helps them in understanding the changing needs of students. All teaching faculty member fill the prescribed format of PBAS for self-appraisal. This system encourages them to make**

**excellent performance in teaching and learning. The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extracurricular activities.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Every year, State government audit is available to take care of utilization of the state funds. Officials of Regional Joint Directorate and Directorate of College Education scrutinize the funds received from the state government. Central Funds received through UGC and RUSA are subjected to verification by the officials of Account General Office. Independent Audit verification is also mandatory for the central funds and utilization certificates is submitted to ensure proper utilization of funds. Utilization of OSA and PTA funds are scrutinized internally by a committee of senior faculty members.Utilization certificate received from certified auditors is submitted for funds received from central and state bodies.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

**0**

| File Description | Documents |
|---|---|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**1.Fees: Fees charged as per the university and government norms from students of various granted courses.**

**2.Salary Grant: The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.**

**3. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. Sowe receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).**

**4. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.**

**5. We received funds from the special annual membership of Library.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**The college takes academic audit of each department and various**

committees every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. At the beginning of academic session, the committee collects academic plan including publication, extension activity, collaboration, innovative and best practices, assignment, ICT based activity, students competition, seminar and workshop supposed to organize for better performance. The Committee evaluated plan submitted by the departments and committees, twice in an academic session as per the academic planand reviewed their academic progress. The report of the committee was submitted to the IQACand the same is put in the College Development Committee for discussion, suggestion and approval. Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra cocurricular performances.

Implementation of Green practices in the campus:

· The IQAC proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Paperless Work, Plastic Eradication, Clean and Beautiful Campus, No Vehicle Day, Save Power, Paper Bag Workshop, Awareness Programme on Renewable Energy and e- Waste Management. For the better implementation of green practices, IQAC distributed these activities among various departments. IQAC constantly takes the feedback about the proper result oriented implementation of these activities through academic audit every year. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and e-waste management is developed in the community.

Use and enrichment of ICT infrastructure The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.gtmc.edu.in/IQAC.htm |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**The internal quality assurance cell (IQAC) established on date-01-10-2010 in the college. Since then its focus on improvement of quality is being done by various methods. For this the institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. Here is some example of it: (1) Academic review in beginning of the session- There are 2 main meeting of academics is organized in a session. First-at the beginning of the session, secondbefore annual examination and third, at last of the session. In this meeting the internal examination committee, HODs of the departments, and college faculty meets. At the beginning of the new session, a new time-table is prepared, the academic calendar of the university and college is discussed, and other committees for the college activities are constituted. Also, a discussion by HOD's on Result analysis is done in front of the Principal. Before annual examination, the instructions to invigilators, superintendent, workers and examination committee members are given by the examination center superintendent.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO**

**D. Any 1 of the above**

**Certification, NBA)**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://www.gtmc.edu.in/studentgrieve.htm |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Gender equity in education means that males and females have equal opportunities in terms of economic, social, cultural, and political developments. If gender equity is exactly achieved this will contribute to future of girls and boys more than approaches men-centered, and girls will get benefits from public and domestic life as much as boy.**

**Conducting Genter Equity program.**

**Weman Welfare Cell activily participate to doing the evening like Social awerness of girls education and Safty messares like intruducing "kavalan app" by Tamilnadu Government.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | Gender Equity (one gender equity promotion programmes organized by the institution during the year) |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Weman wellfare Cell Actively present in our campus,Counseling given periodically for the students on issue based. |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged Photographs | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**There are different types of wastes disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college: Solid Waste Management College has a place on its campus where the solid wastes materials are disposed. It is to notice that in the state of Tamilnadu keeping a particular place for dumping the solid waste is in its culture. Therefore, every institution has its own Solid waste management system. However, there does not exist more waste from college. Liquid Waste Management- The waste water is carried out through the pipeline. This system is made by the Public Welfare Department of the state government. Biomedical Waste Management- There is no biomedical waste management system in the college.**

- **Hazardous Waste Management**

**The effective housekeeping system is practiced where hazardous waste management is effectively taken care. The Environmental Club, with support from the NSS units, has taken up initiatives in solid waste management. Used papersare collected and sent for recycling. Hazardous wastes such as plastics are collected and sent to recycling units. The Environmental Club and the NSS units, organize rallies to prevent and restrain on the use of plastics. The chemicals and other hazardous waste material are neutralized before disposal.**

- **E-Waste Management**

**Old computers and its accessories are sold as scrap to the local vendors. The batteries used for the UPS are bought on the buy-back**

basis.

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | No File Uploaded |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | View File |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

**In our college we undertaking various initiatives in the form of celebration of days of Eminent personalities National Festivals, NSS,YRC and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment ,These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities. The subject Constitution of India and professional ethics is made mandatory to all U.G students across disciplines. Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journey. Two important national festivals, Republic Day and Independent Day are celebrated every year in our College Compus. All teaching , non teaching staff and students participate for the cause of nation. The inspiring speeches are conducted.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens**

**International Yoga Day: A certaindayforyogawas introduced to raise awareness worldwide about the importance and impact ofyogaon the health of people. The term 'yoga' is derived from Sanskrit word “Yuja” which means to unite representing the unification of body and consciousness. Celebrates on 21-Jun-2020, There are 85 students participates in that event. It gives awareness about Yoga and its merits to the students and the common people. NSS: The rural interest of serving in the uniformed services is potentially high, that NSS relentlessly pursed to train the students to join the armed force, BSF, CRPF and State police services. NCC took special initiative to encourage the cadet to participate in the republic day celebration. One of our NCC cadet represented and participated in**

the republic day parade in Delhi. Besides, winning IV place in the UMT championship. 51 cadets got B certificate and 25 cadets got C certificates during the year 2020-2021.

Swachh Bharat Mission(clean india mission): Themissionwas implemented as nation-wide campaign/Janandolan which aimed at eliminating open defecation in rural areas during the period 2014 to 2019 through mass scale behavior change, construction of household-owned and community-owned toilets and establishing mechanisms. There are 250 student voluntaries participates in that event and give awareness to the rural people.

A carnival was conducted by the department of Tamil to spread awareness of Tamil arts and culture. Different forms of Tamil performing arts were performed on speech with brought of the hidden talent of the students.

Fit India Movement: Fit India Movement is a nation-wide campaign that aims at encouraging people to include physical activities and sports in their everyday lives. There are 200 NSS candidates participates [on 03.06.2021] in that Fit India cycle rally.

Jal Shakti Abhiyan : Inspired by the vision of Prime Minister Shri Narendra Modi on Jal Sanchay, the Jal Shakti Abhiyan (JSA) is a time-bound, mission-mode water conservation campaign. There are 350 Student voluntaries from rural back round participate in this event, During the campaign, officers, groundwater experts and scientists from the Government of India also Share their thoughts with that students through online mode. Blood donation camp: The institution organizes blood donation camp every year regularly. Nearly 100 units of blood were donated by the students. The rural potential for blood donation is very high on that institution harvests the same in favour of public good.

S. No. Title of the activities Organising unit/ agency/ collaborating agency Number of teachers coordinated in such activities Number of students participated in such activities 1 International yoga day NSS officers,GTMC 4 150 2 Swachh Bharat Mission(clean india mission) BDO,Gym, NSS officers 4 150 3 Quiz NSS officers,GTMC 4 275 4 Deworming Day PH- Kallapadi 4 65 5 Vigilance Pledge NSS officers,GTMC 4 120 6 Vigilance Competitation NSS officers,GTMC 4 8 7 Election awaranse Pledge NSS officers,GTMC 4 68 8 National Unity day pledge NSS officers,GTMC 4 95 9 Untouchability abolish pledge NSS officers,GTMC 5 110 10 Independance Day

**NCC&NSS,GTMC 15 300 11 Fit India Movement-Video Conference NCC 3 100 12 Future roters & EVM-VVTAT-awareness NSS officers,GTMC 4 250 13 NSS Day & Awareness program for voluntears secretary of swami vivekananda aarakattalai,VLR 5 200 14 Votters Day pledge NSS officers,GTMC 4 105 15 Abolition of Dowry-awareness District Social Welfare Office,Vlr 12 300 16 Koththadimai abolish pledge NSS officers,GTMC 4 58 17 One Day Camp-College campus cleaning NSS officers,GTMC 4 145 18 Women's day Women's Cell, Physical Education, NSS 12 280 19 Road safety and karelan app-awareness SI of GYM,NSS 4 70 20 Corona Virus primaryHealth centre,katpadi 12 350 21 National Consumer Day NSS officers,GTMC 1 12**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | **Nil** |
| Any other relevant information | **Nil** |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | **No File Uploaded** |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**International Yoga Day: A certaindayforyogawas introduced to raise awareness worldwide about the importance and impact ofyogaon the health of people. The term 'yoga' is derived from Sanskrit word “Yuja” which means to unite representing the unification of body and consciousness. Celebrates on 21-Jun-2020, There are 85 students participates in that event. It gives awareness about Yoga and its merits to the students and the common people. NSS: The rural interest of serving in the uniformed services is potentially high, that NSS relentlessly pursed to train the students to join the armed force, BSF, CRPF and State police services. NCC took special initiative to encourage the cadet to participate in the republic day celebration. One of our NCC cadet represented and participated in the republic day parade in Delhi. Besides, winning IV place in the UMT championship. 51 cadets got B certificate and 25 cadets got C certificates during the year 2020-2021.**

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**favour of public good.**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | View File |

### 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**1. Objective of the practice :**

**Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility and Interaction with the public.**

**Participation in extension activities imparts Problem Analyzing and Solving Skills.**

**2. The Context:**

**In contemporary society, the students are highly ignorant about the problems of the society where they live. Therefore, it is realized that the student must be sensitized about the society and extension activities are made mandatory for them.**

**3. The Practice:**

- **NSS, NCC, Youth Red Cross Society, Red Ribbon Club are involved in extension activities. Activities carried by various clubs are as follows,**
- **Campus Cleaning and Fieldwork.**
- **Organizing camps like AIDS awareness, Cancer awareness, Dengue fever awareness, De-addiction programms etc.**
- **Promoting and enrolling members for Eye donation, wherein students play a role as Eye donor Ambassadors.**
- **Participation in Marathon, Walkathon and Rallies against Child Labor, Drug Addiction, Junk Food etc.**
- **Organizing Blood Donation Camps**

- Visiting Old Age Homes to extend physical, emotional and monetary assistance.

4. Evidence of success:

- Our institution has got the "Best Donor Award" for donating maximum units of Blood, from District Collector in 2014.
- Students realized the challenges faced by the school drop outs in the society.
- The students develop the quality of integrity through the extension activity.
- Students volunteer themselves to act as scribes for the visually challenged and to assist physically challenged candidates.
- Student participation in various social-cultural activities has greatly increased.

NSS Camp Programme Details

S. No.

Title of the activities

Organising unit/ agency/ collaborating agency

Number of teachers coordinated in such activities

Number of students participated in such activities

1

International yoga day

NSS officers,GTMC

4

150

2

Swachh Bharat Mission(clean india mission)

BDO,Gym, NSS officers

4

150

3

Quiz

NSS officers,GTMC

4

275

4

Deworming Day

PH- Kallapadi

4

65

5

Vigilance Pledge

NSS officers,GTMC

4

120

6

Vigilance Competitation

NSS officers,GTMC

4

8

7

Election awaranse Pledge

NSS officers,GTMC

4

68

8

National Unity day pledge

NSS officers,GTMC

4

95

9

Untouchability abolish pledge

NSS officers,GTMC

5

110

10

Independance Day

NCC&NSS,GTMC

15

300

11

**Fit India Movement-Video Conference**

**NCC**

**3**

**100**

**12**

**Future roters & EVM-VVTAT-awareness**

**NSS officers,GTMC**

**4**

**250**

**13**

**NSS Day & Awareness program for voluntears**

**secretary of swami vivekananda aarakattalai,VLR**

**5**

**200**

**14**

**Votters Day pledge**

**NSS officers,GTMC**

**4**

**105**

**15**

**Abolition of Dowry-awareness**

**District Social Welfare Office,Vlr**

**12**

300

16

Koththadimai abolish pledge

NSS officers,GTMC

4

58

17

One Day Camp-College campus cleaning

NSS officers,GTMC

4

145

18

Women's day

Women's Cell, Physical Education, NSS

12

280

19

Road safety and karelan app-awareness

SI of GYM,NSS

4

70

20

Corona Virus

primaryHealth centre,katpadi

12

350

21

National Consumer Day

NSS officers,GTMC

1

12

5. Problems Encountered:

Fund mobilization to organize events of the clubs is the major problems for the college.

1. Title Of The Practice

Soft Skills and Communication skills in English.

2. Goal:

To develop and sharpen the communicative and soft skill to enhance placement potentialities and to improve self esteem and confidence.

3. The context

English is the language which is spoken by the largest number of people all over the world. In several parts of the world, including India, English is a second language. It occupies a unique position in India and it has great educational importance. Learning a second language is more a matter of skill than of knowledge. Students have to be given opportunities to develop their skills in English and more practice is needed to master the language. Good oral skill is necessary for the students to communicate.

Every year 500 final year students are selected from each department and Soft skill training was given to them throughout the year, after class hours. The soft skill training was provided to them under 12 different heading covering three major need areas 1) Personal Skills 2) Skills for Employment 3) Skills at Work Place.

4. The Practice

Auditory exercises are given to students to develop their listening skill in English. Listening activities such as discriminating the sounds of the language, distinguishing literal and implied meanings and recognizing stress, rhythm, tone patterns and communicative functions of different utterances are trained with utmost care. Students are involved in speaking activities such as speech, dialogues or conversation, group discussion, quiz, story narration, self-expression and role play by creating real life situations. Language laboratory is used optimally to give practice to speak English to improve their pronunciation. Through reading practice, students learn correct pronunciation. They learn how to give proper stress and intonation. 340

Soft skills are imparted to fine-tune the student’s attitudes, values, beliefs, motivation and various skills sets of communication, manners and etiquette to that they will be able to deal with different situations diligently and responsibly. These skills empower them to understand “who they are” and how best they can come across as competent individuals in any given situation. The soft skills training is imparted to students for the past four years from 2012-13 to till date.

5. Uniqueness

(i) It provides a good platform to develop their language skills and soft skills.

(ii) It helps the students to give their performance without hesitation.

(iii) It helps the students to learn correct pronunciation, innovation and stress.

(iv) It enhances the students’ employment opportunity.

(v) It paves way for self- confidence and good behaviour

**modification.**

**(vi) It develops students’ personal skills and skills at thework place.**

**(vii) Students are encouraged to be a good citizen of the country with social responsibility.**

**6. Evidence of success**

**Though there are few constraints in implementing the practice, the students tried their best to acquire English language skills and it is evident as follows.**

**a) They tried to speak English without hesitation.**

**b) Students improved their level of learning English.**

**c) They gradually reduced their mistakes in reading and writing English.**

**d) The employment opportunities for the outgoing students were increased.**

**e) Soft skill training enhanced the confidence, attitude and outlook of the students.**

**f) The self-esteem of the students increased to a considerable level.**

**7. Problems encountered**

**• There is a practical difficulty in organizing these programs throughout the year because it affects regular academic programs.**

**• Since the training is provided after class hours decline of interest were visible.**

**• It becomes difficult to train all final year students due to financial inadequacy.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.gtmc.edu.in/SSR_uploaded_link.pdf |
| Any other relevant information | http://www.gtmc.edu.in/aqar2018-19/7.2.1%20best%20practices.html 7.3 |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Institution is committed to enhance the educational opportunity provided to the under privileged. It encourages the downtrodden to pursue the course of their like and interest. Its strictly follows the government reservation policy and ensure the rural students get adequate representation. Institutions in consultation with social welfare department ensure scholarships for different categories of students, as it would relieve financial burden and helps to continue the educations. Institutions expanded its academic scope to bring post graduate and research programmes to ensure the rural students have the chance to pursue the research, which otherwise would have been impossible for the downtrodden and marginalized students. As a part of wholesome development, extra-curricular activities, participation in NSS, NCC and various clubs are encouraged. The interest in games and sports of the students are cheered.**

# Part B

## CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**1. Being an affiliated institution, it follows the syllabus prescribed by the university. 2. Academic allocation of syllabus is well planned well before the beginning of the vacation and the allotment of syllabus is allocated for thefaculties well in advance. 3. Faculties are advised for the preparation of lesson plan before the beginning of the semester. 4. Cross verification for completion of syllabus is followed and monitored. 5. Assessment test are carried out to judge the students understanding of the curriculum and to test their ability of presentation. 6. Assignments are obligatory as it would increase the learning ability of the curriculum.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.gtmc.edu.in/Calendar.html |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

**1.1.2 The institution adheres to the academic calendar including for the conduct of CIE**

**Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, Internship schedule and dates for semester-end examinations.**

**Our follows the calendar issued by the University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute’s flagship programs. The department calendar comprises guest lectures, workshops, industrial visits, other co-**

curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except unforeseen circumstances.

The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The course instructors prepare IA question papers based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed by the stream coordinator and approved by the department Head. The internal assessment test timetable prepared by the examination committee is published to stakeholders, and conducted as per the schedule. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out by respective Course Instructors. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation. As per the laboratory rubrics, the internal test is conducted at the end of the semester. The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.gtmc.edu.in/Calendar.html |

| | |
|---|---|
| **1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for** | A. All of the above |

**UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | No File Uploaded |

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**24**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**01**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template ) | View File |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total**

**number of students during the year**

**175**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

**DEPT. SKILL BASED ELECTIVE NON- MAJOR ELECTIVE Date of Introduction STRENGTH Tamil Elekiyam An Introduction To Museology – I 03.08.2020 40 TAMIL Tamil Illakanam Numismatics - II Skills for Employment -I English For Communication –I 03.08.2020 40 ENGLISH Skills for Employment –II English For Communication -II Indian Literature in English Translation Creative Writing Customer Relationship Management Management Concepts 18/06/2018 40 BBA Total Quality Management Training Development Electronic Business Creativity and Innovation Management Development of small business Elements of accountancy 03.08.2020 140 COMMERCE Industrial organization General commercial knowledge Merchant banking Investemt management Cultural Heritage Of Tamilnadu jkpo; nkhop – mbg;gil ,yf;fzk; 03.08.2020 40 HISTORY Human Rights Education ,izak; History Of Intellectuals Of Tamil Nadu Growth Of Panchayat Institutions In Tamilnadu Marketting Communication & Advertisement –I Fundamentals Of Economics – I 03.08.2020 140 ECONOMICS Marketting Communication & Advertisement –II Fundamentals Of Economics - II Human Resource Management -I Human Resource Management -II BOTANY Horticulture Medicianl Botany 03.08.2020 96 Mushroom cultivation Horticulture Herbal science MicroTtechnique Electrical Appliances Renewable Energy Sources 03.08.2020 48 PHYSICS Electrical Appliances Basic Physics Astro Physics Instrumentation Techniques Data Structure Introduction To Information Technology 03.08.2020 50 COMPUTER SCIENCE Problem Solving Strategies Internet And Its Applications Visual Programming Mobile Computing Management Information Systems Introduction To Information Technology 03.08.2020 50 COMPUTER APPLICATIONS Mobile Computing Internet And Its Applications Cryptography Water Treatment And Analysis Medicinal Chemistry 03.08.2020 96 CHEMISTRY Food Chemistry Chemistry In Every Day Life Data Analysis Agriculture And Leather Mathematics For**

**Competitive Examinations 03.08.2020 150 MATHEMATICS Linear Programming Quantitative Techniques Fundamentals of Applied Mathematics Public Health And Hygiene sericulture 03.08.2020 48 ZOOLOGOY Apiculture vermiculture Pisciculture Industrial Fishery Management**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

**11**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

**1.3.3 - Number of students undertaking project work/field work/ internships**

**277**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

**1.4 - Feedback System**

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | Nil |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | View File |

| | |
|---|---|
| **1.4.2 - Feedback process of the Institution may be classified as follows** | B. Feedback collected, analyzed and action has been taken |

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | Nil |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

1178

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**755**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**.2.1**

**The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners.**

**Response:**

**The students admitted in our college are coming from various economic sections and communities of the society. Most of the students are from backward categories i.e. ST, SC, and OBC. The college is very much aware about their overall growth and social upliftment in the society.**

**In our college we follows government reservation norms strictly for the of students. After the completion of admission process regular classes commence as per the college time table.**

**The institution always girl students for enrolment in college in order to equip them with the higher education so that they can become empowered at themselves to face the future competition and to create their own entity.**

After admissions college adopts a process to identify slow and advance learners among students. Advanced learners and slow learners are identified on as per their responses in the class room as well as the performance in the Unit test, internal examinations.

After knowing slow an advanced learners, the teachers prepare separate list of slow and advance learners and conduct extra lectures for weaker students. The teachers observe that whether the student are easily understanding the lesson. If they fail to understand the topic or teaching of a teacher, the same was having been explained again in a easy way. This is the informal way to complete the teaching-learning process and it is also convenient to both teacher and students.

Advanced learners are encouraged to ask their concern freely and frequently with the teachers, in a formal way. Students are encouraged to refer advanced textbooks, journals and for their advanced studies.

Home assignment and projects are taken prepared from the Students.

They are also encouraged to apply for different competitive examinations.

They are motivated to participate in seminar presentation, Poster presentation, quiz competition, debates, etc.

Following activities are done by teachers for students:

Slow learners:

1. Individual counselling.

2. Remedial Coaching

3. Extra notes.

4. Group discussion session.

5. Internal examination process.

6. Encouragement in NSS, Sports and academic activities.

**7. Extra library books.**

**Advance learners:**

**1. Advance notes**

**2. Seminar sessions**

**3. Participative learning sessions i.e. Self Discipline Day & Teachers Day**

**4. Experimental learning sessions i.e. Industrial Tour**

**5. Projects**

**6. Assessments**

**7. Group discussion sessions**

**8. Internet facility.**

**9. Advance questions papers**

**10. To enhance their confidence level, the college conducts various activities such as Cultural, NSS, and Sports to develop their overall personality.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

| Number of Students | Number of Teachers |
|---|---|
| **3125** | **134** |

| File Description | Documents |
|---|---|
| Any additional information | View File |

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem

solving methodologies are used for enhancing learning experiences

**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

**For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Many teachers use the conventional black-board presentation methods, especially in mathematics, chemistry, physics, commerce and economics, where they teach mathematics, mathematical equations and statistics as numerical solving. Also, some teachers use power point presentations and computer-based materials. For, they use the lectures of you-tube to make learning interesting besides the conventional oral presenting methods. Some Student centric methods are given below:**

**Project methods: The project work stimulate student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done. For example, the Projects are done in PG classes.**

**Interactive methods**

**The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussion in various topics are done under features. Especially, NSS, Political science department and sociology department organize interactive methods many times in a year.**

**ICT Enabled Teaching:**

**ICT enabled teaching includes class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students. Experiential learning:**

**Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject**

**with the help of experiments. Especially, the department of Chemistry, Physics, Botany, and Zoology uses this method. Students take interest and learn things via experiential learning.**

**Student Seminars:**

**The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.**

**Summer Internship Program:**

**The NSS Swachh Bharat Summer Internship is organized for NSS students. Only 150 student can participate in this program, where they learn about the importance of cleanliness. They do their job of 100 hours in the selected villages. No other academic Summer Internship Program is organized by the college except NSS.**

**Group Learning Method:**

**Group Learning method is now being adopted through whatsapp group. Student share their notes and study material through this method. Whatsapp group are made by an student or by the contract teacher. They share the information to each other.**

**Black-board presentation:**

**In this method, each student is given a certain question. And student has to solve this problem in the black-board. The department of mathematics this method.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

**2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

**Today, it is essential for the students to learn and master the**

latest technologies in order to be corporate ready. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following tools are used by the Institute

ICT Tools:

1. Projectors- There are 10 projectors are available in different departments

2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins in the campus.

3. Printers- They are installed at Labs and all prominent places.

4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are four photostat machines available in campus.

5. Scanners- Multifunction printers are available at all prominent places.

6. Seminar Rooms- Two seminar halls are equipped with all digital facilities.

7. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.

8. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom

9. MOOC Platform (NPTEL, Coursera, SAP, Udemy, Edx etc)

10. Digital Library resources (Digi Lib software used)

Use of ICT By Faculty A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD’s and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.

B. Industry Connect- Seminar and Conference room are digitally

**equipped where guest lectures, expert talks and various competitions are regularly organized for students.**

**C. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.**

**D. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.**

**E. Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.**

**F. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.**

**G. Class notes are updated in the college website, so student easily download the notes of entire syllabus.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

**134**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

**134**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

**27**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

### 2.4.3.1 - Total experience of full-time teachers

**400**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**There is a standard process of internal examination in the college. According to the academic calendar, a student has to appear in 4-unit test and 3-CIA examinations, out of seven internal examinations. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar, a teacher have to take unit test, which may be in the form of written test, black-board presentation, power-point presentation, quiz on subject or by other method, which the subject teacher decides. The mark of mode lexamination is sent to the university, as it is a secret data. Its marks are not shown to students. The 10% internal mark of each paper in the model examination is sent. Similarly, the black-board presentation or the power point presentation is done by students. A student has to present his answer among other students. This method releases shyness of a student and develop the self confidence in him. This method is very useful for personality development of student also. After showing the answer sheet to students, the copy of the student is kept in the internal-examination section. One may observe the marks and copy in the same session. However, this mark's does not increase student's academic marks in the Annual examination. In PG classes, a student has to attend the internal examination compulsorily. Its marks are sent to the university to add in the semester mark-sheet.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

**2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient**

**The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of CIA and rectification of grievances is time bound. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals**

and semester-end examinations.

At Institute level: At Institute level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process. The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the concerned teacher will resolve the discrepancy, and the necessary corrections will be made. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned.

All such representations are taken positively and are reassessed by another teacher if necessary. Parents are informed about their ward’s performance through SMS and Mail. Students are counseled by the faculty mentor, and remedial classes are conducted for students who have failed in the examinations. Retest for the Internal Assessment are conducted for Students who remain absent for internal exams due to genuine reason. Within a time bound the Internal Assessment marks are entered in the University web portal, by student’s login, students can individually view their performance in the University portal.

At University level: If students have grievances related to evaluation of university answer scripts it is intimated to the subject handling faculty and head of the department if necessary, for further action. Students can bring their grievances by applying for the following evaluation procedure:

Re-Evaluation: Students can apply for re-evaluation of their answer scripts within a week from the declaration of results if they are not satisfied with their results. The results of re-evaluation will be announced as per the university norms.

Re- Evaluation: If the re-counting/re-evaluation results are not satisfactory, a student can apply for challenge evaluation within a week after the announcement of the revaluation results. The evaluation process is carried out by two subject experts. Result will be announced before commencement of University Examination and the fees will be refunded to the students if he/she clears the paper. So maximum chances are given to the students to clear the subject. The entire process is maintained transparent and time bound by the university.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | Nil |

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

**The college has clearly stated learning outcomes of the Programs and Courses. The following**

**mechanism is followed by the institution to communicate the learning outcomes to the**

**teachers and students.**

- **Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students**
- **The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting**
- **The students are also made aware of the same through Tutorial meetings**
- **Workshops have also been conducted for developing the Programme Educational**
- **Objectives and Learning outcomes at college level The institution is running Under Graduate (B.A, B.sc, B. Com, BBA, BCA) and Post Graduate (M.A, M.Sc., M. Com) courses for the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.tvu.edu.in/1-1-3-syllabus-with-outcome/ |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**Our Institute is affiliated to Thiruvalluvar University, Serkadu, Vellore, Tamilnadu. We offered Under Graduate, Post Graduate and Research programs and courses under the Faculty of Arts, Commerce and Science. For these programs and courses, the institute followed the curriculum designed by our affiliating university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board. After measuring attainment of POs , PSOs and COs, it has been obsereved that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years. In a similar way, the ratio of students' placement is also increasing. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure**

**The POs, PSOs and COs and implemented the mechanism as follows:-**

- **The institute followed the Academic Calendar of our affiliated university.**
- **All the subject teachers maintained Academic Diary in every academic year.**
- **All the subject teachers prepared Semester-Wise evaluation Reports.**
- **Internal examination committee analyzed evaluation reports of results.**
- **Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO. Placement committee took the review of the Students' Progression to Higher Studies and their Placement.**

**The Program outcomes of Bachelor of Arts are as follows:**

**PO1: Students are introduced to community engagement and global understanding**

**PO2: Critical and creative thinking of the students have been developed.**

**PO3: Students developed their Communication skills.**

**PO4: Ethical values are inculcated among the students.**

**The Program outcomes of Bachelor of Commerce are as follows:**

**PO1: Students received knowledge of the application of basic skills necessary for analysis of programs in Economics, Accounting, Marketing, Management and Finance.**

**PO2: Understanding of the students is improved of national economic and business scenario. PO3: Students developed their entrepreneurship and contributed in the successful operation of a business.**

**The Program outcomes of Bachelor of Scienceare as follows:**

**PO1: The students understood the fundamentals of science education.**

**PO2: The students' knowledge in all basic sciences is enriched.**

**PO3: Interdisciplinary approach amongst students has been developed.**

**PO4: Sense of scientific responsibilities, social and environment awareness have been inculcated among the students.**

**PO5: Studentsbuilt-up a progressive and successful career in academics and industry.**

**PO6: Students are motivated to contribute in the development of Nation and community. Attainments of CO's are calculated by using university examination results.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.tvu.edu.in/1-1-3-syllabus-with-outcome/ |

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

**1005**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

http://www.gtmc.edu.in/aqar2018-19/2.6.1%20Program%20outcomes.html

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**0**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | View File |

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

**11**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | View File |

**3.1.3 - Number  of departments having Research projects funded by government and non government agencies during the year**

**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**0**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | **No File Uploaded** |
| Paste link to funding agency website | **Nil** |

**3.2 - Innovation Ecosystem**

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**NOT AVILABLE**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

**12**

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

**11**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | No File Uploaded |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

**57**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

**4**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List books and chapters edited volumes/ books published (Data Template) | View File |

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**S. No. Title of the activities Organising unit/ agency/ collaborating agency Number of teachers coordinated in such activities Number of students participated in such activities 1 International yoga day NSS officers,GTMC 4 150 2 Swachh Bharat Mission(clean india mission) BDO,Gym, NSS officers 4 150 3 Quiz NSS officers,GTMC 4 275 4 Deworming Day PH- Kallapadi 4 65 5 Vigilance Pledge NSS officers,GTMC 4 120 6 Vigilance Competitation NSS officers,GTMC 4 8 7 Election awaranse Pledge NSS officers,GTMC 4 68 8 National Unity day pledge NSS officers,GTMC 4 95 9 Untouchability abolish pledge NSS officers,GTMC 5 110 10 Independance Day NCC&NSS,GTMC 15 300 11 Fit India Movement-Video Conference NCC 3 100 12 Future roters & EVM-VVTAT-awareness NSS officers,GTMC 4 250 13 NSS Day & Awareness program for voluntears secretary of swami vivekananda aarakattalai,VLR 5 200 14 Votters Day pledge NSS officers,GTMC 4 105 15 Abolition of Dowry-awareness District Social Welfare Office,Vlr 12 300 16 Koththadimai abolish pledge NSS officers,GTMC 4 58 17 One Day Camp-College campus cleaning NSS officers,GTMC 4 145 18 Women's day Women's Cell, Physical Education, NSS 12 280 19 Road safety and karelan app-awareness SI of GYM,NSS 4 70 20 Corona Virus primaryHealth centre,katpadi 12 350 21 National Consumer Day NSS officers,GTMC 1 12**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.gtmc.edu.in/Extension activity.html |
| Upload any additional information | View File |

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

**00**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | No File Uploaded |
| e-copy of the award letters | No File Uploaded |

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**21**

| File Description | Documents |
|---|---|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**21**

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

| File Description | Documents |
|---|---|
| e-copies of related Document | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

0

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- **The College has one of the largest campus (47.3 acres) out of which only fraction is utilized (5 acres) for infra structure developments. This is a huge asset and leave scope for robust growth of the college.**
- **The college is located at the convergence of three states namely Tamilnadu, Karnataka and Andhra, hence, education as a tool to promote foster interstate unity among students is a reality.**
- **Nearly 95% of the students are from socially deprived, represents OBC, SC, ST and minorities. The portal offers a great opportunity for the progress of such students.**
- **It is a Co-education college where more than 75% students are rural women, hence, a great opportunity is available for the women's progress to promote women's education.**
- **More than 85% students are from marginalized society with poor income. The institution offers light and scope for such disadvantaged students.**
- **Due to economic difficulties students earn and learn to support their education, for such students institution opens flexible opportunity to continue their education through shift systems.**

**The various departments in Arts, Commerce and Science streams are located in the separate blocks. The Classrooms, Laboratories and Seminar Halls are well equipped along with computing system and Internet facility. Besides the building, the college has spacious playground for sports activities. The college has cultivated an atmosphere providing the importance to Extra Curricular and support services organized by departments of National Service Scheme and National Cadet Cops.**

**The College has a lake for water storage under rain water harvesting scheme. The college campus is maintained with cleanly and neatly atmosphere. A spacious garden with pavements and pavers in the campus is developed for students' service. 'Eco-Friendly Open Class Room' is an initiative to provide the importance of Nature in the process of teaching and learning, cultivated in the campus. The college is well-equipped with the physical and technology-enabled infrastructure that supports to run smoothly the existing academic programmes and administration.**

- **Well-furnished 52 classrooms.**
- **Well equipped 10 science subject laboratories [including Botany, Chemistry, Physics and Zoology]**
- **02 ICT enabled classrooms.**
- **02 ICT enabled laboratories.**
- **Spacious seating arrangements with the qualitative furniture.**
- **Cleanliness, light and ventilation facilities are maintained in the classroom and**

**laboratories.**

- **Black Boards, White Boards and Green Boards are available in the classrooms.**
- **A well-furnished computerized administrative office along with ICT enable cabin of**

**the Principal.**

- **Well-equipped 04 Computer Laboratories i.e. Computer Science, CLP and Mathematics.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor). The college runs its sports competition in its own competition. Cultural, gym facilities are also available in the college. We give its detail below:**

**(A) SPORTS FACILITIES**

**College encourages sports activities. A number of players has played district, university, state**

**and even national level games. It provides indoor games as well as outdoor games.**

**Some of the outdoor games are:**

**Kabaddi**

**Kho-Kho**

**Handball**

**Cricket**

**Badminton**

**Football**

**Some of the indoor games available in college are:**

**Carrom board**

**Chess**

**(B) Cultural PROGRAMS**

**To conduct cultural activities in the college, there is a cultural committee. This committee**

**organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, rangoli, painting, quiz, model and poster making, essay writing, slogan writing, sangeet and drama preparation etc.**

**( C ) Gymnasium There is a separate room for Gymnasium under the sports section. The Physcial Director handles it carefully.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.gtmc.edu.in/sports.html |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

02

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

368 Lakhs

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

**4.2 - Library as a Learning Resource**

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Our College library function in the seperate block with nealy 47,000/- text books in various subjects and 4851 reference books. there 50 journals in science and arts field. total worth of Rs. 68.36 Lakhs. Our libary is digitalized with 'Digi Liib' softwaree in the year 2019-2020. The work is under progress.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | D. Any 1 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

.90 Lakhs

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

148

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of library usage by teachers and students | No File Uploaded |

**4.3 - IT Infrastructure**

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**There are different digital technological facilities available in the college. There are 02- smart**

**classrooms, 02-smart lab available in the college.**

**A well equipped computer labs are also functioning in the college. The students of the college are access to the computer lab. There is a plan to establish the Wi-Fi connectivity facility to the library building under RUSA scheme). All the departments of the college are provided with computer and other related accessories. All teaching staff member use the ICT in the classrooms and laboratories, whenever needed. The different educational sites are shown to the students with the help of digital device.**

**Most of the official work is being done with the help of ICT. The college regularly maintains**

**the IT facilities. Following are some basic facilities for updating:**

- **Computer is formatted in regular basis.**
- **College itself formats the computer without no fees and by the help of computer operator.**
- **Anti-virus is regularly installed in computer. All computer has anti-virus**
- **Wi-Fi connectivity is available as mentioned in Principal chamber, Office-room,**

**IQAC room.**

- **CCTV is installed in every veranda.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

**4.3.2 - Number of Computers**

**110**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| List of Computers | No File Uploaded |

**4.3.3 - Bandwidth of internet connection in the Institution**

D. 10 - 5MBPS

| File Description | Documents |
|---|---|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

7.51 Lakhs

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts | No File Uploaded |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Repair and maintenance of the institutional infrastructure is taken care of by Public works department.

Library and sports infrastructures are maintained through internal resources. Purchase and maintenance of computers and peripheral are carried out through Computer Literacy Programme Fund.

**Salaries for supporting staffs, sentries, scavengers and lab attenders are generated through old students association (OSA) and parents teachers association (PTA) funds.**

**Funds of OSA and PTA are regulated through council resolution.**

**Funds for yearly maintenance of the infrastructure is presented to the state government**

**through PWD.**

**CLP fund is operated through independent council resolution.**

**CLP fund is regulated by the Principal, head of the department of Computer Applications and two senior faculty members.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://www.gtmc.edu.in/aqar2018-19/4.4.2%20procedures%20and%20polices.html |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**2815**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**2815**

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**C. 2 of the above**

| File Description | Documents |
|---|---|
| Link to Institutional website | https://www.gtmc.edu.in/clp.html |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**165**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**165**

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

B. Any 3 of the above

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

10

| File Description | Documents |
|---|---|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

**92**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**17**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as**

**one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**3**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**5.3.2: Sr.No Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

**S. No.**

**Name of the committee/Cell**

**Students representation**

**1**

**Academic Monitoring Committee**

**yes**

**2**

**Amission Committie**

**No**

**3**

**Alumini Cell**

**Yes**

**4**

**Antiragging Committie**

**Yes**

**5**

**Antiragging Sqade**

**No**

**6**

**Career Counseling Cell**

**No**

**7**

**Competative examination**

**yes**

**8**

**Cultural Committee**

**Yes**

**9**

**Entrepreneurship Development Cell**

**Yes**

**10**

**Examination Committee**

**No**

**11**

**IQAC**

**Yes**

**12**

**Library Committee**

**Yes**

**13**

**Maintenance Committee**

**Yes**

**14**

**NSS**

**Yes**

**15**

**NCC**

**Yes**

**16**

**Sports Committee**

**Yes**

**17**

**Student Council**

**Yes**

**18**

**Training & Placement Cell**

**No**

**19**

**Women Empowerment Cell**

**Yes**

**20**

**YRC**

**Yes**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

**6**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**The college has a registered alumni association. The Alumni Associations functions through two modes. (i) as an independent organisation, (ii) as an association endorsed by the College. The**

independent alumni association meet as and when necessary arise. Principal and senior faculties are invited to participate to offer suggestion to improve the welfare of the college. Alumni association endorsed by the college meets once in a year. Principal being the chief coordinator convene the meeting and present the immediate needs of the college, while reeving comments and suggestions from the alumni for the development of the college. Prominent alumni facilitate the prospective students for employment generation. Beside the alumni association of the college. Certain old departments have their own alumni set up to promote their department interest. Alumni have contributed in kind and cash for the development of the department and college. Steps are being implemented to strength the alumni association to play an active role in the development of the college.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Student secretary and joint secretary are elected through consensus are empowered to represent their grievances. Fair gender representation is ensured to represent their specific grievances. Administration and academic are two independent wings of the institution, follows a pyramidal structure, in distribution of power. Principal being at the apex, the rest follows the hierarchy. Participatory management is ensured through fool proof system. Staff represents the grievances to principal through HOD’s. College governing council, which is the apex body, takes care of the administration. It consists of principal and HODs of all the departments. A strong alumni

**association is available at the institution, meet twice in an year, to deliberate on the issues of importance and on the future growth of the institutions. The Alumni association is in the name of OSA, contributes in many ways to the academic progress of the institutions. The PTA association, meet twice every year to deliberate on the issues related to the stake holders.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

**The Institutions follows the Professional Management approach in managing the Institutions. The Professional Management aims at implementing the concept of innovativeness in managing the academic and administrative matters.**

**The Institutions always believe in the practices of decentralisation and participative management. Practice of Decentralisation is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels - Management, College Development Committee, Governing Council, Principal, Vice-Principal, IQAC Committee, NAAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non teaching Staff, NCC, NSS, all the stakeholders involve in the decentralisation and participative management all are working together for efficient functioning of the Institutions.**

**1. Management: The Institution promotes a culture of decentralisation and participative management involving all types of stakeholders in the process of decision making. The management always believes in decentralisation and participative management. The management endeavours best substantial independence to the Institutions in all area of decision making process.**

**2. Administration: Administration is the backbone of the Institution. Institution firmly believes to provide quality education to the society. The College administration plays an**

integral role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance.

3. Faculty Members Faculties maintains the healthy relationship with students, faculties, and community. The faculties are execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend the professional ethics in the education.

4. Departments The Primary role of the department is to provide the academic excellence in all activities. The Departments and Head of the Department are perform their role and responsibilities initiated with the vision and mission of the college.

5. Non Teaching Staff In the administration non teaching staff plays crucial role in managing the day-to-day work. The assigned to non-teaching staff is to meet and accomplish operational and strategic objectives.

6.1.2 Case Study Showing Decentralisation and Participative Management The Institution has adopted the decentralisation and participative management in the process of academic and administration. The Top management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As part of quality improvement and quality initiative the institution and its concern IQAC and College Development Committee and other statutory Committees continuously work on quality improvement. In the beginning of academic year all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Committee Chairman and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback from all the stakeholders of the institution and take steps for further improvements as far as they are within the capacity and recommend the management for further corrective action. The Administrative and academic duties are controlled by the Principal of the Institution. Head of the department works under the guidance of

the Principal and Internal Quality Assurance Cell. The Heads of the Department are given specific duties and responsibilities to attend the day to day routine work. Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committee. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal. The Management of the Institution prioritizes in ensuring the quality level of faculty members during appointment.

1 . Principal

2. College Council Committee

3. Internal Quality Assurance Cell

4. Departments and Heads of the Departments

5. Examination

6. Research Committee

7. N.C.C/ N.S.S and Sport

8. Discipline Committee

10. Anti- Ragging Committee

Hierarchy of the Committee : All Committee head by the Chairperson of the committee who is nominated by the members of the committee. All activities are monitors by the Internal Quality Assurance Cell. Academic Calendar is meticulously planned and prepared in advance by Academic Committee and ensures the proper implementation of the academic calendar. Academic co-ordinator is responsible for confirmation and observation of academic activities. Heads of the department ensure the functioning of the departmental activities. Faculty members ensure academic activities. Faculties conduct the lecture, practical, attendance, examination and result and provide the feedback for the further improvements.

Outcome : The Management of the Institution conducts the regular meets and discuss the issue and challenge with developmental aspect of the institute. Thus , Management of the Institution

**encourages the teachers, students and non -teaching staff, alumni and co-ordinators to share their ideas, opinions and suggestions through the proper channel. The input received from various committees and feedback analysis are considered for the future decision making.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

**6.2 - Strategy Development and Deployment**

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Strategy Type**

**Details**

**Admission of Students**

**Number of students enrolled in the**

**institutions are 1178,out of which, 978**

**students are under graduates and 200 are Post graduate students.**

**Industry Interaction / Collaboration**

**Lead role in industry collaboration is very minimal.**

**Human Resource Management**

**The institution is a blend of senior (Associate Professors) and junior (Assistant Professors) faculties with almost 95 have doctorate as their ualification. Some of the assistant professors possess rich experience in research with quality and quantity**

**publications to their credit. Administrative officials with**

**varied background is an asset to the institution.**

**Library, ICT and Physical**

**Infrastructure / Instrumentation**

1. Library : Total number of books

added during the year 2020-21 is 284

out of which 115 were reference books. The total cost of material purchased for the library amounts to Rs. 0.90 Lakhs.

2. Computer literacy programme

(CLP) : A self supported certificate

course is being conducted to impart

computer literacy programme. The no of students benefited are 889 non-major computer science students.

3. Instrumentation worth of Rs. 1.5 lakhs were added to different science

departments. Lab Consumable work for Rs. 1.23 lakhs were purchased in the science department. Towards maintenance of the instrumentation Rs.13, 000/- were allotted. Towards maintenance of the physical infrastructure Rs. 3,68,000/- were received.

Research and Development

Only in the recent time, Institutions

has taken an active role in promotion

of research. Department of Chemistry

and Physics have applied to the university to recognize it as a

research department

Examination and Evaluation

Being an affiliated college to the

university, examination and evaluation

are carried out as per the direction of

university. Beside the semester exam

**regular, weekly and monthly tests are**

**conducted to evaluate the students for**

**internal assessment. Week students are**

**identified and given special attention**

**to improve their performance. Question banks are circulated among students to prepare them for the exams. Hard working students are spotted and supported with special coaching, to achieve their best , in the university examinations.**

**Teaching and Learning**

**Beside conventional methods of**

**teaching modern methodologies also**

**implemented. Virtual class rooms, smart boards, multimedia applications are widely used as recent methodologies. Slow learners are given special importance while fast learners are supported through books and journals. Weak students are identified and given special attention to improve their performance.**

**Curriculum Development**

**Being an affiliated institution,**

**curriculum designed by university is**

**followed. Senior Faculties as board**

**chairman and as an independent members contribute their expertise for the curriculum development.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Head of the department works under the guidance of the Principal and Internal Quality Assurance Cell. The Heads of the Department are given specific duties and responsibilities to attend the day to day routine work. Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committee. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal. The Management of the Institution prioritizes in ensuring the quality level of faculty members during appointment.**

**1 . Principal**

**2. College Council Committee**

**3. Internal Quality Assurance Cell**

**4. Departments and Heads of the Departments**

**5. Examination**

**6. Research Committee**

**7. N.C.C/ N.S.S and Sport**

**8. Discipline Committee**

**9. Anti- Ragging Committee**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | https://www.gtmc.edu.in/governingcouncil.html |
| Upload any additional information | View File |

| | |
|---|---|
| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance** | **B. Any 3 of the above** |

**and Accounts Student Admission and Support Examination**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | No File Uploaded |
| Screen shots of user inter faces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

**welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:**

**1. Medical Allowance**

**2. Maternity benefits as per norms**

**3. Leave Travel Concession**

**4. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.**

**5. Opportunities for international exposures per norms**

**The following facilities are also provided to employees for efficient functioning :**

**1. Medical leave**

**2. Yoga classes**

**3. Wi-Fi facility.**

**4. Workspace**

**5. Computing facility**

**6. Identity cards**

**7. Sports facilities**

**8. Library Facility**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**2**

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**14**

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**There are two types of Performance based evaluation. The first is called “PBAS [performance based appraisal system]” and the second is called “annual secret-report”. The PBAS provides a feedback of the faculty member. It helps them in understanding the changing**

needs of students. All teaching faculty member fill the prescribed format of PBAS for self-appraisal. This system encourages them to make excellent performance in teaching and learning. The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extracurricular activities.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Every year, State government audit is available to take care of utilization of the state funds. Officials of Regional Joint Directorate and Directorate of College Education scrutinize the funds received from the state government. Central Funds received through UGC and RUSA are subjected to verification by the officials of Account General Office. Independent Audit verification is also mandatory for the central funds and utilization certificates is submitted to ensure proper utilization of funds. Utilization of OSA and PTA funds are scrutinized internally by a committee of senior faculty members.Utilization certificate received from certified auditors is submitted for funds received from central and state bodies.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

| File Description | Documents |
|---|---|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

1.Fees: Fees charged as per the university and government norms from students of various granted courses.

2.Salary Grant: The College receives salary grant from the State Government. For this, we prepare and send an annual budget of the estimated salary grant required to the state government. This grant includes salaries of the Full Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.

3. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. Sowe receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research (including grants for Minor and Major Research Projects).

4. We received fund from Stakeholders, non-government bodies, individuals and Philanthropists.

5. We received funds from the special annual membership of Library.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

**The college takes academic audit of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. At the beginning of academic session, the committee collects academic plan including publication, extension activity, collaboration, innovative and best practices, assignment, ICT based activity, students competition, seminar and workshop supposed to organize for better performance. The Committee evaluated plan submitted by the departments and committees, twice in an academic session as per the academic planand reviewed their academic progress. The report of the committee was submitted to the IQACand the same is put in the College Development Committee for discussion, suggestion and approval. Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra cocurricular performances.**

**Implementation of Green practices in the campus:**

**· The IQAC proposed to initiate various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Paperless Work, Plastic Eradication, Clean and Beautiful Campus, No Vehicle Day, Save Power, Paper Bag Workshop, Awareness Programme on Renewable Energy and e- Waste Management. For the better implementation of green practices, IQAC distributed these activities among various departments. IQAC constantly takes the feedback about the proper result oriented implementation of these activities through academic audit every year. Because of these practices, eco-friendly and pollution free college campus and social awareness about renewable energy and e-waste management is developed in the community.**

**Use and enrichment of ICT infrastructure The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the**

**students and peers. In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.gtmc.edu.in/IQAC.htm |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**The internal quality assurance cell (IQAC) established on date-01-10-2010 in the college. Since then its focus on improvement of quality is being done by various methods. For this the institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. Here is some example of it: (1) Academic review in beginning of the session- There are 2 main meeting of academics is organized in a session. First-at the beginning of the session, secondbefore annual examination and third, at last of the session. In this meeting the internal examination committee, HODs of the departments, and college faculty meets. At the beginning of the new session, a new time-table is prepared, the academic calendar of the university and college is discussed, and other committees for the college activities are constituted. Also, a discussion by HOD's on Result analysis is done in front of the Principal. Before annual examination, the instructions to invigilators, superintendent, workers and examination committee members are given by the examination center superintendent.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);** | **D. Any 1 of the above** |

**Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://www.gtmc.edu.in/studentgrieve.htm |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Gender equity in education means that males and females have equal opportunities in terms of economic, social, cultural, and political developments. If gender equity is exactly achieved this will contribute to future of girls and boys more than approaches men-centered, and girls will get benefits from public and domestic life as much as boy.**

**Conducting Genter Equity program.**

**Weman Welfare Cell activily participate to doing the evening like Social awerness of girls education and Safty messares like intruducing "kavalan app" by Tamilnadu Government.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | Gender Equity (one gender equity promotion programmes organized by the institution during the year) |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Weman wellfare Cell Actively present in our campus,Counseling given periodically for the students on issue based. |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | **D. Any 1 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**There are different types of wastes disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college: Solid Waste Management College has a place on its campus where the solid wastes materials are disposed. It is to notice that in the state of Tamilnadu keeping a particular place for dumping the solid waste is in its culture. Therefore, every institution has its own Solid waste management system. However, there does not exist more waste from college. Liquid Waste Management- The waste water is carried out through the pipeline. This system is made by the Public Welfare Department of the state government. Biomedical Waste Management- There is no biomedical waste management system in the college.**

- **Hazardous Waste Management**

**The effective housekeeping system is practiced where hazardous**

waste management is effectively taken care. The Environmental Club, with support from the NSS units, has taken up initiatives in solid waste management. Used papersare collected and sent for recycling. Hazardous wastes such as plastics are collected and sent to recycling units. The Environmental Club and the NSS units, organize rallies to prevent and restrain on the use of plastics. The chemicals and other hazardous waste material are neutralized before disposal.

- E-Waste Management

Old computers and its accessories are sold as scrap to the local vendors. The batteries used for the UPS are bought on the buy-back basis.

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | No File Uploaded |

| **7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of bicycles/ Battery-powered vehicles**<br>3. **Pedestrian-friendly pathways**<br>4. **Ban on use of plastic** | A. Any 4 or All of the above |
|---|---|

**5. Landscaping**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

E. None of the above

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | View File |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**In our college we undertaking various initiatives in the form of celebration of days of Eminent personalities National Festivals, NSS,YRC and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment ,These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities. The subject Constitution of India and professional ethics is made mandatory to all U.G students across disciplines. Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journey. Two important national festivals, Republic Day and Independent Day are celebrated every year in our College Compus. All teaching , non teaching staff and students participate for the cause of nation. The inspiring speeches are conducted.**

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Sensitization of students and employees of the Institution to the**

constitutional obligations: values, rights, duties and responsibilities of citizens

International Yoga Day: A certaindayforyogawas introduced to raise awareness worldwide about the importance and impact ofyogaon the health of people. The term 'yoga' is derived from Sanskrit word “Yuja” which means to unite representing the unification of body and consciousness. Celebrates on 21-Jun-2020, There are 85 students participates in that event. It gives awareness about Yoga and its merits to the students and the common people. NSS: The rural interest of serving in the uniformed services is potentially high, that NSS relentlessly pursed to train the students to join the armed force, BSF, CRPF and State police services. NCC took special initiative to encourage the cadet to participate in the republic day celebration. One of our NCC cadet represented and participated in the republic day parade in Delhi. Besides, winning IV place in the UMT championship. 51 cadets got B certificate and 25 cadets got C certificates during the year 2020-2021.

Swachh Bharat Mission(clean india mission): Themissionwas implemented as nation-wide campaign/Janandolan which aimed at eliminating open defecation in rural areas during the period 2014 to 2019 through mass scale behavior change, construction of household-owned and community-owned toilets and establishing mechanisms. There are 250 student voluntaries participates in that event and give awareness to the rural people.

A carnival was conducted by the department of Tamil to spread awareness of Tamil arts and culture. Different forms of Tamil performing arts were performed on speech with brought of the hidden talent of the students.

Fit India Movement: Fit India Movement is a nation-wide campaign that aims at encouraging people to include physical activities and sports in their everyday lives. There are 200 NSS candidates participates [on 03.06.2021] in that Fit India cycle rally.

Jal Shakti Abhiyan : Inspired by the vision of Prime Minister Shri Narendra Modi on Jal Sanchay, the Jal Shakti Abhiyan (JSA) is a time-bound, mission-mode water conservation campaign. There are 350 Student voluntaries from rural back round participate in this event, During the campaign, officers, groundwater experts and scientists from the Government of India also Share their thoughts with that students through online mode. Blood donation

camp: The institution organizes blood donation camp every year regularly. Nearly 100 units of blood were donated by the students. The rural potential for blood donation is very high on that institution harvests the same in favour of public good.

S. No. Title of the activities Organising unit/ agency/ collaborating agency Number of teachers coordinated in such activities Number of students participated in such activities 1 International yoga day NSS officers,GTMC 4 150 2 Swachh Bharat Mission(clean india mission) BDO,Gym, NSS officers 4 150 3 Quiz NSS officers,GTMC 4 275 4 Deworming Day PH- Kallapadi 4 65 5 Vigilance Pledge NSS officers,GTMC 4 120 6 Vigilance Competitation NSS officers,GTMC 4 8 7 Election awaranse Pledge NSS officers,GTMC 4 68 8 National Unity day pledge NSS officers,GTMC 4 95 9 Untouchability abolish pledge NSS officers,GTMC 5 110 10 Independance Day NCC&NSS,GTMC 15 300 11 Fit India Movement-Video Conference NCC 3 100 12 Future roters & EVM-VVTAT-awareness NSS officers,GTMC 4 250 13 NSS Day & Awareness program for voluntears secretary of swami vivekananda aarakattalai,VLR 5 200 14 Votters Day pledge NSS officers,GTMC 4 105 15 Abolition of Dowry-awareness District Social Welfare Office,Vlr 12 300 16 Koththadimai abolish pledge NSS officers,GTMC 4 58 17 One Day Camp-College campus cleaning NSS officers,GTMC 4 145 18 Women's day Women's Cell, Physical Education, NSS 12 280 19 Road safety and karelan app-awareness SI of GYM,NSS 4 70 20 Corona Virus primaryHealth centre,katpadi 12 350 21 National Consumer Day NSS officers,GTMC 1 12

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Nil |
| Any other relevant information | Nil |

| | |
|---|---|
| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for** | B. Any 3 of the above |

**students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**International Yoga Day: A certaindayforyogawas introduced to raise awareness worldwide about the importance and impact ofyogaon the health of people. The term 'yoga' is derived from Sanskrit word “Yuja” which means to unite representing the unification of body and consciousness. Celebrates on 21-Jun-2020, There are 85 students participates in that event. It gives awareness about Yoga and its merits to the students and the common people. NSS: The rural interest of serving in the uniformed services is potentially high, that NSS relentlessly pursed to train the students to join the armed force, BSF, CRPF and State police services. NCC took special initiative to encourage the cadet to participate in the republic day celebration. One of our NCC cadet represented and participated in the republic day parade in Delhi. Besides, winning IV place in the UMT championship. 51 cadets got B certificate and 25 cadets got C certificates during the year 2020-2021.**

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| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | View File |

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**1. Objective of the practice :**

**Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility and Interaction with the public.**

**Participation in extension activities imparts Problem Analyzing and Solving Skills.**

**2. The Context:**

**In contemporary society, the students are highly ignorant about the problems of the society where they live. Therefore, it is realized that the student must be sensitized about the society and extension activities are made mandatory for them.**

**3. The Practice:**

- **NSS, NCC, Youth Red Cross Society, Red Ribbon Club are involved in extension activities. Activities carried by various clubs are as follows,**
- **Campus Cleaning and Fieldwork.**
- **Organizing camps like AIDS awareness, Cancer awareness, Dengue fever awareness, De-addiction programms etc.**
- **Promoting and enrolling members for Eye donation, wherein students play a role as Eye donor Ambassadors.**
- **Participation in Marathon, Walkathon and Rallies against Child Labor, Drug Addiction, Junk Food etc.**
- **Organizing Blood Donation Camps**
- **Visiting Old Age Homes to extend physical, emotional and monetary assistance.**

**4. Evidence of success:**

- **Our institution has got the "Best Donor Award" for donating maximum units of Blood, from District Collector in 2014.**
- **Students realized the challenges faced by the school drop outs in the society.**
- **The students develop the quality of integrity through the extension activity.**
- **Students volunteer themselves to act as scribes for the visually challenged and to assist physically challenged candidates.**
- **Student participation in various social-cultural activities has greatly increased.**

**NSS Camp Programme Details**

S. No.

Title of the activities

Organising unit/ agency/ collaborating agency

Number of teachers coordinated in such activities

Number of students participated in such activities

1

International yoga day

NSS officers,GTMC

4

150

2

Swachh Bharat Mission(clean india mission)

BDO,Gym, NSS officers

4

150

3

Quiz

NSS officers,GTMC

4

275

4

Deworming Day

PH- Kallapadi

4

65

5

Vigilance Pledge

NSS officers,GTMC

4

120

6

Vigilance Competitation

NSS officers,GTMC

4

8

7

Election awaranse Pledge

NSS officers,GTMC

4

68

8

National Unity day pledge

NSS officers,GTMC

4

95

9

NAAC

**Untouchability abolish pledge**

**NSS officers,GTMC**

**5**

**110**

**10**

**Independance Day**

**NCC&NSS,GTMC**

**15**

**300**

**11**

**Fit India Movement-Video Conference**

**NCC**

**3**

**100**

**12**

**Future roters & EVM-VVTAT-awareness**

**NSS officers,GTMC**

**4**

**250**

**13**

**NSS Day & Awareness program for voluntears**

**secretary of swami vivekananda aarakattalai,VLR**

**5**

200

14

Votters Day pledge

NSS officers,GTMC

4

105

15

Abolition of Dowry-awareness

District Social Welfare Office,Vlr

12

300

16

Kothtadimai abolish pledge

NSS officers,GTMC

4

58

17

One Day Camp-College campus cleaning

NSS officers,GTMC

4

145

18

Women's day

Women's Cell, Physical Education, NSS

12

280

19

Road safety and karelan app-awareness

SI of GYM,NSS

4

70

20

Corona Virus

primaryHealth centre,katpadi

12

350

21

National Consumer Day

NSS officers,GTMC

1

12

5. Problems Encountered:

Fund mobilization to organize events of the clubs is the major problems for the college.

1. Title Of The Practice

**Soft Skills and Communication skills in English.**

**2. Goal:**

**To develop and sharpen the communicative and soft skill to enhance placement potentialities and to improve self esteem and confidence.**

**3. The context**

**English is the language which is spoken by the largest number of people all over the world. In several parts of the world, including India, English is a second language. It occupies a unique position in India and it has great educational importance. Learning a second language is more a matter of skill than of knowledge. Students have to be given opportunities to develop their skills in English and more practice is needed to master the language. Good oral skill is necessary for the students to communicate.**

**Every year 500 final year students are selected from each department and Soft skill training was given to them throughout the year, after class hours. The soft skill training was provided to them under 12 different heading covering three major need areas 1) Personal Skills 2) Skills for Employment 3) Skills at Work Place.**

**4. The Practice**

**Auditory exercises are given to students to develop their listening skill in English. Listening activities such as discriminating the sounds of the language, distinguishing literal and implied meanings and recognizing stress, rhythm, tone patterns and communicative functions of different utterances are trained with utmost care. Students are involved in speaking activities such as speech, dialogues or conversation, group discussion, quiz, story narration, self-expression and role play by creating real life situations. Language laboratory is used optimally to give practice to speak English to improve their pronunciation. Through reading practice, students learn correct pronunciation. They learn how to give proper stress and intonation. 340**

Soft skills are imparted to fine-tune the student's attitudes, values, beliefs, motivation and various skills sets of communication, manners and etiquette to that they will be able to deal with different situations diligently and responsibly. These skills empower them to understand "who they are" and how best they can come across as competent individuals in any given situation. The soft skills training is imparted to students for the past four years from 2012-13 to till date.

5. Uniqueness

(i) It provides a good platform to develop their language skills and soft skills.

(ii) It helps the students to give their performance without hesitation.

(iii) It helps the students to learn correct pronunciation, innovation and stress.

(iv) It enhances the students' employment opportunity.

(v) It paves way for self- confidence and good behaviour modification.

(vi) It develops students' personal skills and skills at thework place.

(vii) Students are encouraged to be a good citizen of the country with social responsibility.

6. Evidence of success

Though there are few constraints in implementing the practice, the students tried their best to acquire English language skills and it is evident as follows.

a) They tried to speak English without hesitation.

b) Students improved their level of learning English.

c) They gradually reduced their mistakes in reading and writing English.

d) The employment opportunities for the outgoing students were

**increased.**

**e) Soft skill training enhanced the confidence, attitude and outlook of the students.**

**f) The self-esteem of the students increased to a considerable level.**

**7. Problems encountered**

**• There is a practical difficulty in organizing these programs throughout the year because it affects regular academic programs.**

**• Since the training is provided after class hours decline of interest were visible.**

**• It becomes difficult to train all final year students due to financial inadequacy.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.gtmc.edu.in/SSR_uploaded_link.pdf |
| Any other relevant information | http://www.gtmc.edu.in/aqar2018-19/7.2.1%20best%20practices.html 7.3 |

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Institution is committed to enhance the educational opportunity provided to the under privileged. It encourages the downtrodden to pursue the course of their like and interest. Its strictly follows the government reservation policy and ensure the rural students get adequate representation. Institutions in consultation with social welfare department ensure scholarships for different categories of students, as it would relieve financial burden and helps to continue the educations. Institutions expanded its academic scope to bring post graduate and research programmes to ensure the rural students have the chance to pursue the research, which otherwise would have been impossible for the downtrodden and marginalized students. As a part of wholesome development, extra-curricular activities,**

**participation in NSS, NCC and various clubs are encouraged. The interest in games and sports of the students are cheered.**

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | **No File Uploaded** |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

**1. To conduct self-improvement programme such as yoga, breathing exercise.**

**2. To conduct health awareness programmes on cancer and diabetics.**

**3. To encourage NCC to be more prominent productive and powerful.**

**4. To green the entire campus with wild varieties of vegetation.**

**5. To celebrate literary day.**

**6. To conduct special programmes to gender equality.**

**7. To encourage and expand blood donation camp.**

**8. To encourage in the participation of sports and games to harvest the rural potential.**

**9. To cheer and support the interest of the students to join in uniformed forces.**