



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	M.R. GOVERNMENT ARTS COLLEGE, MANNARGUDI
Name of the head of the Institution	Prof. S. Ravi
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04367255440
Mobile no.	9842267709
Registered Email	principal@mgac.ac.in
Alternate Email	principalmrgac@yahoo.co.in
Address	M.R. Government Arts College, VOC Road, Mannargudi
City/Town	Mannargudi
State/UT	Tamil Nadu
Pincode	614001

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. S. K. Sundar
Phone no/Alternate Phone no.	04367255440
Mobile no.	9442271813
Registered Email	iqac@mrgac.ac.in
Alternate Email	principal@mrgac.ac.in

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://mrgac.ac.in/aqar/reports/2015-2016.pdf">https://mrgac.ac.in/aqar/reports/2015-2016.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://mrgac.ac.in/iqac/calender/2016-2017.pdf">https://mrgac.ac.in/iqac/calender/2016-2017.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	67.50	2006	21-May-2006	20-May-2011
2	B	2.40	2014	24-Sep-2014	23-Sep-2019

<b>6. Date of Establishment of IQAC</b>	08-Mar-2011
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**7. Internal Quality Assurance System**

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

IQAC meeting of internal IQAC members & HODs to discuss CIE of students and submission of AQAR 2015	17-Jun-2016 1	15
IQAC organized an induction meeting to the newly enrolled UG & PG students of all programs as guidance to their higher education period.	16-Jun-2016 2	806
70th Independence day celebrations representing patriotism & anti-terrorism were coordinated by the IQAC.	09-Aug-2016 9	52
IQAC organized students awareness program on the ill-effects and abuses of tobacco consumption, smoking and alcoholism	12-Aug-2016 1	184
Regular IQAC meeting to draft the academic, research and extension activities of the academic year	29-Dec-2016 1	17
IQAC meeting of its internal members to analyse the feedback and other matters of academic significance	02-Sep-2016 1	18
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. R. Sivakumaran/ Tamil	Minor Research Project	University Grants Commission (UGC), New Delhi.	2014 724	130000
Dr. M. Gopinathan/ Botany	Minor Research Project	University Grants Commission (UGC), New Delhi	2013 1086	320000
Dr. G. Venkatesan/ Botany	Minor Research Project	University Grants Commission (UGC), New	2014 724	280000

		Delhi		
Dr. S. Ramu/ Zoology	Minor Research Project	University Grants Commission (UGC), New Delhi	2014 724	380000
Dr. S. Rajan/ Microbiology	Minor Research Project	Tamil Nadu State Council for Higher Education (TANS CHE), Chennai.	2015 362	100000
M.R. Government Arts College, Mannargudi	Maintenance & Infrastructure	State Government	2016 362	715000
Dr. K. Panneer Selvam/ Microbiology	Major Research Project	University Grants Commission (UGC), New Delhi.	2012 1086	950300
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>
? On 'day one' of the academic year, the IQAC organized an induction meeting to the newly enrolled UG PG students appropriately of all programs as a mean of personal and career guidance of their higher education. ? IQAC coordinated with 'Fine Arts' unit during the 70th Independence Day celebrations and competitions covering patriotism and anti terrorism themes as patriotic songs, plays, drawings paintings, essay writing etc., were conducted among students so as to instil the theme of the event. ? An awareness program was organized by the IQAC and students were educated of the ill effects of tobacco consumption, smoking and alcoholism. ? IQAC coordinated the assessment of feedback on design of curricula and on library user satisfaction received by the departments from staff, students alumni. ? A twoday national workshop sponsored by the University Grants

Commission (UGC), New Delhi - 110 001 on the 'Standards for Food and Water Quality Examination with emphasis on Microbiological Techniques of Detection, Identification and Enumeration of Human Pathogens' was organized by the Department of Microbiology on December 28th 29th 2016 in collaboration with the Department of Microbiology, Bharathidasan University, Tiruchirappalli - 620 024. ? Thrust area based research proposals submission to granting institutions, publication of research papers and participation in seminars/ workshops by staff and research scholars were elicited.

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

Plan of Action	Achivements/Outcomes
To conduct induction meetings to the newly admitted students.	IQAC organized an induction meeting to the newly enrolled UG PG students of all programs as to set their goals and thus their higher education period academic activities
To commence students' group health insurance	A group accident insurance policy offered by the affiliating Bharathidasan University, Tiruchirappalli through IFFCO - TOKIO GENERAL INSURANCE Company limited, Tiruchirappalli has been availed for students, research scholars and staff members, as to redress any unforeseen health issues of the policyholders
To encourage writing research project proposals for grant	A preparation of a proposal to the Tamil Nadu State Council for Higher Education under minor research projects in colleges was initiated by Dr.K. Panneer Selvam, Assistant Professor & Head, Department of Microbiology of the college
To promote publication of research articles in peer- reviewed journals	A total of 5 and 11 papers in national and international level journals were published by staff members of various programmes
AQAR submission to the NAAC	AQAR of the academic year 2015- 2016 could not be submitted during the academic year
Submission of college annual report to the affiliating Bharathidasan University, Tiruchirappalli	The preparation of the college annual report and its submission to the affiliating Bharathidasan University, Tiruchirappalli was coordinated by the IQAC with the college office
Celebrations of the College day, Sports day & Graduation day	In-charge departments of the College/ Annual day, Sports day & Graduation day celebrations organized the events and IQAC coordinated

Publication of the first issue of the 'MARGC Research Journal' (multi-disciplinary)	Though preprint copies of MARGC Research Journal (multi-disciplinary) were published, final copies of the first issue were not published as planned				
Conducting remedial classes by the departments	Below average and poor students belonging to MBC, SC & ST communities attended remedial classes and benefited				
Digitalization of college office activities	Computer software to feed and centralize all details of students at the time of admission was installed so as to enable preparation of student transfer certificates (TC) as well as to retrieve any student data as and when required				
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Council, M.R. Government Arts College, Mannargudi</td> <td>06-Sep-2022</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Council, M.R. Government Arts College, Mannargudi	06-Sep-2022
Name of Statutory Body	Meeting Date				
College Council, M.R. Government Arts College, Mannargudi	06-Sep-2022				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2017				
Date of Submission	08-Apr-2017				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Issuing transfer certificate (TC): Preparation of TC has been digitalized and changed from handwritten to printed forms Salary bill preparation Treasury online portal versus office computer with internet connectivity enables salary bill preparation/ submission, access to monthly salary slips/ salary statements and others as digital. In addition, staff members' LIC, PLI - Postal Life Insurance and other dues are transacted through online. Similarly, institution's electricity</p>				

and phone bills, water charge, settling purchase bills by departments under various heads are done through online transactions. Continuous internal assessment (CIA) Preparation and submission of internal marks (both theory and practical) and attendance to the affiliating university are done through online/internet facilities. In addition, university examination marks of practical examinations are also prepared and uploaded to the university web portal

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

M.R. Government Arts College, Mannargudi, Thiruvarur district of Tamil Nadu state is affiliated to the Bharathidasan University, Tiruchirapalli and has been industrious in implementing the Choice Based Credit System (CBCS) curricula of the programs as recommended by the affiliating University. Semester system and compartmentalization of the course curricula (as odd & even; each 90 working days or 450 teaching hours) enable effectual coverage of course portions. At first, a college calendar is prepared as to guide effective curriculum planning and its implementation by the departments. Ahead of each semester, the respective Head of the Departments convenes a staff meeting and allocates the courses among the teachers based on their expertise and course's teaching experience to ensure an effective teaching without any distortion. The preference for a course by a staff is also considered appropriately. The courses of UG & PG programs are allocated strictly with the number of teaching hours as recommended by the affiliating university so as to ensure coverage of all the topics effectively. Accordingly, a well planned time- table (including class hours of languages, allied courses & others) is prepared and provided to department students & staff. Consequently, members of staff prepare an approved course plan mentioning the date & hours of their classes and topic/s planned to be handled. Any lapses in the course plan are suitably compensated through additional classes and are recorded by the staff. Course materials from books/ class notes are provided to students for preparation. The continuous internal assessment (CIA) of students based on assignments, seminar, informed class tests, two internal tests, a model examination have been the approach to ensure enhanced learning and understanding of various topics of a course. Seminar classes and assignments' writings by students to strengthen their understandings of the topics and expose them to additional learning. In addition, quiz/ question & answer sessions, interactive & participative learning, student class notes scrutinization are adopted by staff members. Similarly, departments organize guest lectures, in-house & regular seminars, conferences, workshops/ lecture workshops, technical sessions as well as facilitate student participation (learners of all levels) in such events organized by other institutions. Also, remedial classes for slow learners, feedback for corrective & preventive actions (in curricula and teaching - learning process), mentor & mentee system to solve students learning difficulties are practised appropriately. LCD based classes using power point presentations by all departments and screening short films to the students of

English literature facilitate unambiguous learning and improving communicative skills. Maas screening of films of curricula relevance and societal importance are also done. Curriculum based industrial / field visits of students are arranged and society/ industry based or real-time research problems are assigned for PG students' project work so as to augment their learning experience. The lab/ wet lab experiments, field studies, in-person evaluation of social issues, other evaluations as research components under project work of literature, humanities, science & biology students, serve not only the purpose of project work in their curricula, enhanced learning as well.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	16/06/2016
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Tamil, English	16/06/2006
BA	History	16/06/2008
BCom	Commerce	16/06/2008
BBA	Business Administration	16/06/2003
BSc	Botany	16/06/2008
BSc	Mathematics	16/06/2008
BSc	Microbiology	16/06/2008
BSc	Physics	16/06/2006
BSc	Chemistry	16/06/2006
BSc	Computer Science	16/06/2006

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

	Certificate	Diploma Course
Number of Students	749	0

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Education	16/06/2016	787
Environmental Studies	16/06/2016	787
Gender Studies	16/06/2016	787
Soft Skills Development	16/06/2016	787



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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Microbiology	93

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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

#### Feedback Obtained

The college has been following a structured method to obtain feedback from students, teachers, and from alumni of the college so as to assess the curricula of all the programs. However, it has not yet been collected from parents and employer and IQAC has suggested collecting feedback from the coming academic years onwards. The collected feedback are recorded, assessed appropriately and utilized to infer any insights on curricula development / enrichment and are communicated to the sincere notice of the members/ chairman of Board of Studies (BOS) constituted by the University. At first, feedback / suggestions from the students are discussed in the Department meetings, in the meetings of the Head of Departments/ College Council meetings, with fellow colleagues of other affiliated institutions of the same University and thus effective measures are taken to intervene, modify and implement the same suitably. A staff of a department serving as a member of the BOS would present the outcomes of the feedback with rest of the members and with the chairman of BOS. Otherwise, feedback / suggestions (that needs to be considered for inclusion in the syllabus) would be pointed out to the notice of the chairman of BOS directly by the Head of the Department / staff members of the college. More importantly, Senate Members who represent the College are the strong sources of presenting / communicating the matters relevant to curriculum design development with persons appropriate. It has been noted that the outcomes of the feedback facilitate need based revisions of curricula as well as its student- centric implementation.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Tamil - Shift I	72	92	61
BA	English - Shift I	30	121	52

BA	History - Tamil Medium	60	62	50
BCom	Shift I	60	108	64
BBA	Business Administration	60	241	60
BSc	Mathematics	33	73	33
BSc	Physics - Tamil Medium	25	152	31
BSc	Chemistry- Tamil Medium	32	110	32
BSc	Botany- Tamil Medium	24	130	33
BSc	Computer Science	33	153	33

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	787	286	0	0	109

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
109	109	10	10	10	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Along with Head of the Department, each class is exclusively assigned to a staff as its class tutor which enables attending student- wise academic and psycho-social needs in real- time across their duration of the program. In addition, a staff is deputed as a mentor by the HOD and the Principal to a group of students and are cared. In general, an opinion on students' family back ground with respect to financial status (total annual income), parents' occupation and associated hardships, etc. are learnt through mentorship. Similarly, students' details such as date of birth, caste/community, religion, permanent address, medium of education, plus two marks, students' blood group etc are maintained as a bio-data in the academic register. Also, transportation facility available (between their native place and the institution in case of day scholars), academic comfort (board lodging) at the hostel etc. are known from the students by the class tutor, mentor as well as by the HOD and all together, become the bases of students mentoring/ counselling and students' support appropriate. Students are further guided academically based on their performance in internal tests class tests, model exams, assignments/ seminar classes etc. Special classes or weekly class tests are arranged whenever required. Academically bright students / advanced learners are supported with suitable guidance. Similarly, retests are conducted if performance is very poor in tests due to genuine reasons (local bus strike, condolences, serious health issues

etc.) after permission from the principal. The mentor, class teachers / HOD would be in contact with the mentees / learners and help to redress their personal problems through constant counselling as and when appropriate the mentor system which is in place serves its purpose. Alumni meets organized at the department have also been a venture to guide and assist the graduates suitably with respect to their do's and don'ts and facilitate in placements.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2660	109	1 : 24

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
109	94	15	15	65

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	101TAA	Even/ 2017	12/04/2017	08/06/2017
BA	102ENA	Even/ 2017	15/04/2017	20/07/2017
BA	103HIT	Even/ 2017	13/04/2017	15/06/2017
BCom	104COA	Even/ 2017	13/04/2017	06/06/2017
BBA	105BA	Even/ 2017	13/04/2017	06/06/2017
BSc	106MA	Even/2017	13/04/2017	29/05/2017
BSc	107PHT	Even/ 2017	13/04/2017	29/05/2017
MSc	208CH	Even/ 2017	13/04/2017	17/06/2017
MSc	209BO	Even/2017	13/04/2017	17/06/2017
MSc	210CS	Even/ 2017	13/04/2017	17/06/2017
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Suitable reforms are brought into action as and when needed without any deviation in the affiliating Bharathidasan University recommended assessment components under the Continuous Internal Evaluation (CIE). As much as 25 and 40 of theory and practical evaluation respectively are done through continuous evaluation by the concerned course teacher across the duration and marks are

awarded accordingly. A need of a reform on CIE becomes significant on the basis of observing the newly admitted students at their entry level itself. The CIE includes only submission of assignments, internal tests model exams along with seminar classes and does not insist on student attendance for all programs. However, attendance is insisted by departments under the CIE to assist the learners such that their attendance does not go below a minimum of 75 as they will have to be condoned during their semester end university external examinations. Similarly, if a biology student is admitted in microbiology without the basics of microbiology experiments, such students are given additional practical classes as to train them on-a-par with their fellow mates and the activity is taken for assessments under CIE of practical courses. Further, though scrutinization of students' class notes is not accounted for CIE, teachers would go- through the course class notes maintained by the students to assess and award marks for the student's attendance. In addition, whenever, the students are unable to appear for a minimum of two internal tests due to natural calamities or due to other genuine reasons but attended only one test are graded and marks for internal tests are awarded based on their gross performance during their study. The institution has initiated the teachers such that as to reform their learners through continuous internal assessment of learners' performance and certainly not to employ the CIE as a tool of anything adverse.

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

Yes. The academic calendar is prepared every year for both the odd and even semesters together and the preparation is coordinated by a department. The final hard copy of the academic calendar covers the details of working days (month, date, day the synchronizing total number of days worked), day order [Day order (A through F) time table is followed and a time table comprising six working days considered an Academic Week] and Government holidays /local holidays are indicated. In addition, other particulars such as the procedures for college admission/ discontinuation, issue of Transfer Certificate, Tuition /college Fee and University fee details are also printed. The calendar also includes names / qualifications of teaching faculty of various departments, non-teaching staff, college office staff as well as vacancy positions in each department. Similarly, the staff in-charge / coordinators of NSS, NCC, YRC, RRC, student hostels, physical education, consumer club and free legal aid cell are provided along with the eligibility conditions for student enrollment. The internal tests model examinations under Continuous Internal Evaluation / Assessment (CIE/ CIA) are scheduled and conducted as indicated in the prepared academic calendar. However, revision of the CIE schedule might be done during unforeseen periods due to incessant rain, depression/ cyclone, or other matters of regional as well as national episodes. As the college is affiliated to the Bharathidasan University, the final/ external examinations are scheduled by the university declares the commencing dates of UG, PG M.Phil., examinations and the college adheres conducts the exams accordingly without any local deviation or compromising total number of workings days each semester.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://mrgac.ac.in/syllabus-pos.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage

			final year examination	examination	
101TAA	BA	Tamil - Shift I	29	24	82.75
102ENA	BA	English - Shift I	37	29	97.14
103HIT	BA	History - Tamil Medium	33	29	87.87
104COA	BCom	Shift - I	60	59	98.33
105BA	BBA	Business Administration	64	60	94
106MA	BSc	Mathematics	34	34	100
107PHT	BSc	Physics - Tamil Medium	27	17	63
108CHT	BSc	Chemistry-Tamil Medium	29	29	100
209BO	MSc	Botany	32	28	87.5
210CS	MSc	Computer Science	35	35	100
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://mrgac.ac.in/agar/documents/best-practices-of-the-college.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	1086	University Grants Commission (UGC), New Delhi.	130000	0
Minor Projects	724	University Grants Commission (UGC), New Delhi.	320000	0
Minor Projects	724	University Grants Commission (UGC), New Delhi	280000	0
Minor Projects	724	University Grants	380000	0

		Commission (UGC), New Delhi.		
Minor Projects	362	Tamil Nadu State Council for Higher Education (TANSCH), Chennai.	100000	50000
Major Projects	1086	University Grants Commission (UGC), New Delhi.	950300	0
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on 'Science academic lecture workshop on frontier in bio science (FIBS)'	Botany	11/07/2016
UGC sponsored national workshop on 'Standards for Food and Water Quality Examination with emphasis on Microbiological Techniques of Detection, Identification and Enumeration of Human Pathogens'	Microbiology	28/12/2016
Guest lecture on 'Halophilic Bacteria', Dr. Mrs. G. Uma, Assistant Professor, Department of Biotechnology, Udaya College of Arts Science, Vellamadi, Kanyakumari District	Microbiology	10/03/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil

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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	Number of PhD's Awarded
Tamil	3
Commerce	4
Botany	2
Microbiology	5

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	3	2.8
National	Commerce	1	0
National	Microbiology	1	0
International	English	1	3.2
International	BBA	4	0
International	History	2	0
International	Microbiology	5	0
International	Zoology	2	0

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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Tamil	1
English	4
Microbiology	1
Commerce	1

[View File](#)

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Amylase activity of Bacillus amololiquef	Dr. C. Elaiyaraja Dr. V. Senthil Dr. M.	Int. Journal of Zoology and Applied Bi	2016	3	Department of Zoology, M. R.	3

aciens and Aspercillus niger from agro industrial waste by solid state fermentation	Ayyavoo Dr. S. Ramu	osciences			Government Arts College, Mannargudi	
Investigation of the functional groups, Molecular weight and Topography of Pediococcus pentosaceus (PH3) Polysaccharide	Addala Lakshmi Bhavani and S.K.Sundar	International Research Journal of Natural and Applied Sciences	2016	0	Department of Microbiology, M. R. Government Arts College, Mannargudi	0
Bioactive Compounds And Activities Of Streptomyces Tuirus Crude Extracts From Sankarabaran River Estuary, Puducherry	Priya M and Anandaraj B	International Journal of Recent Scientific Research	2016	0	Department of Microbiology, M. R. Government Arts College, Mannargudi	0
Determination of a relationship between biofilm and extended spectrum Beta lactamase producers from diarrhoeal stool isolates of Escherichia coli	Jegadeeshkumar, D, Rajan KS, Nirmala P, Gopinath LR, Prakash B	International Journal of Current Research in Biosciences and Plant Biology	2016	0	Department of Microbiology, M. R. Government Arts College, Mannargudi	0
Teaching Disability	Dr. S. Maran	Research Chronicler	2016	0	Department	0



as a Pure Metaphor					of English, M. R. Government Arts College, Mannargudi	
Multiculturalism in Amita Gosh Non-fiction The Imam and the Indian	PONKARTH IKEYAN S, and Dr. R.SHANTHI	Tulasi-An interdisciplinary research Bi-annual journal	2017	0	Department of English, M. R. Government Arts College, Mannargudi	0
A Study on Human Resource Practices of Tourism Sector in Andaman and Nicobar Islands	Dr. S. Rajkumar	Jamal Academic Research Journal	2017	0	Department of Commerce, . R. Government Arts College, Mannargudi	0
Occupational stress and coping strategies of matriculation school teachers working in Thanjavur of Tamil Nadu.	Karthikeyan and Dr.S.Babu	International Journal of Applied Research	2016	0	Department of Business Administration, M. R. Government Arts College, Mannargudi	0
A Descriptive study on Financial health with implementation of E-Governance	Rojammal and Dr.S.Babu	AE International Journal of Multiplinary Research h-special issue	2016	0	Department of Business Administration, M. R. Government Arts College, Mannargudi	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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Nil	Nil	Nil	Nil	0	0	0
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	37	8	4
Presented papers	1	3	0	0
Resource persons	0	3	5	0
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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Guidance for higher education, preparing for competitive exams, self employment and facing an job interview	Career Guidance Cell, M.R. Government Arts College, Mannargudi District employment office, Thiruvarur	2	108
Women's day celebration - 08.03.2017	Women's cell, M.R. Government Arts College, Mannargudi District Institute of Education Training, Mannargudi	2	191
Meditation programme	Career Guidance Cell and NSS	2	187
Combined annual training camp	NCC - Kumbakonam 8 battalion	1	25
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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities

Nil	Nil	Nil	0	0
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### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Two Doctoral Committee (DC) meetings to assess Ph.D. research scholars' progress periodically.	Two external subject experts and research guide & supervisor	Remuneration of subject experts and guide is paid from college research fund	1
Joint research paper publications in national international research journals.	Faculty, research guide & supervisor and research scholars of the college departments and Professors, researchers & research scholars from Universities, research institutes & from various other colleges	Self (author) or from funded minor or major research projects	1086
Selection of Junior Research Fellow (JRF) or Project Fellow (PF) under funded research projects	Principal investigator (PI) of the research work, junior research fellow or project fellow applicant, Head of the Department, & a Subject expert.	Remuneration of subject experts is paid from the research grant	1
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#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
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#### 3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Bon Secours College for Women,	21/06/2016	1. To facilitate curriculum	82

Thanjavur - 613 006	development and enrichment activities. 2. To organize programmes in Research Development 3. To create awareness on advanced trends in " Higher Education" 4. To facilitate staff and students exchange
<a href="#">View File</a>	

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3015000	3015000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nil	Nil	Nil	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23783	2288493	875	182168	24658	2470661
Journals	1	0	0	0	1	0
CD & Video	4	0	1	0	5	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	88	2	19	1	1	1	12	10	0
Added	0	0	0	0	0	0	0	0	0
Total	88	2	19	1	1	1	12	10	0

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

10 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
715000	715000	2300000	2300000

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratory: All the program curricula except Tamil and History curricula, have a practical course and hence laboratory classes are inevitable. Mathematics, commerce and business administration do not possess a department laboratory facility and hence utilize the computer science laboratory to conduct computer related practical courses. A consensus time table is prepared accordingly and followed. The departments with practical courses and with exclusive laboratory maintain and utilize their respective laboratory by procuring essential articles/ items for each practical course using state/ central government provided funds. Sometimes, the procurement of certain major instruments / machines is finalized by the College Council itself ensuring effective and efficient utilization of the available funds. At first, the total funds received from state Government under various heads are distributed based on the assessment of the needs of individual departments during the College Council meeting. Similarly, to ensure the judicious utilization of funds, the guidelines set out by the state government are adopted while purchasing of recurring / non-recurring items by each of the department: 1. Indent for the

academic year is prepared stating all the items required (Purchase Maintenance) stores equipment's machinery equipments Books contingency etc., the same is scrutinized and approved by the Principal. (respective HODs receive a list of practical course requirements from staff before preparing the indent). 2. A minimum of three quotations [whenever the proposed expense is more than Rs.5000/-] is taken from approved companies for the items that are intended to be the procured so as to determine efficient pricing of materials. 3. A comparative statement of quotations is prepared accordingly order list is prepared and placed. After the receipt of the articles from the companies, the materials are checked and the details of all the materials / articles are entered in registers and stock is maintained. Public Works Department (PWD): The PWD is vested with the overall physical maintenance of the institution. Any re-pair / maintenance of laboratory buildings (including sports facilities, staff room and students' class rooms) and their water supplies are taken care by the PWD. Every year, a stock of requirements is submitted to the PWD by the principal informing the laboratories requiring maintenance work and the same is undertaken by the PWD appropriately. Under the chairmanship of the chief executive engineer assistant executive engineer along with a team of representative staff members of the college, the amount allotted by the government to the college is appropriately utilized for maintaining the physical facilities of the institution. Similarly, maintenance/ re- pair of any required electricity facilities of laboratories, staff rooms, students' class rooms etc. is also taken care off. A need for extra classes is managed through shift systems where students pursuing their programs (Tamil, English Commerce) in shift II would attend the classes (afternoon) after shift I students complete their classes.

<http://mrgac.ac.in/aqar/documents/procedures-and-polices-for-maintaining-infrastructure.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Adi Dravidar Tribal Welfare Schoarship (Department of Adi Dravidar and Tribal Welfare), BC MBC Welfare Scholarship (Department of Backward classes Welfare) and Tamil medium students stipend.	2994	9188197
Financial Support from Other Sources			
a) National	Nil	0	0
b)International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Soft skill course [The course with 15 sessions (30 hours) was offered for final year under graduate students and the course syllabus covered various components of English and Computer Science]	08/11/2015	787	Offered by the Tamil Nadu State Council for Higher Education, (TANSCHÉ), Chennai and the course was conducted by the staff members of the college.
Bridge course	27/06/2016	787	Department of Higher Education, Government of Tamil Nadu (Prof.S. Maran, Department of English Dr. K. Panneer Selvam, Department of Microbiology served as in-charge staff)
Remedial coaching MBC, SC/ST students	03/01/2017	119	Members of staff of the respective departments
Yoga	21/06/2016	162	Career Guidance Cell, M.R. Govt. Arts College, Mannargudi (Mr. K. Punniyamoorthy, Assistant, M.R. Government Arts College, Mannargudi demonstrated various asana)

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Workshop on competitive examinations	50	50	10	4
2016	Organized by the Government of Tamil Nadu for the outgoing UG & PG	32	9	10	6

	students of all Government Arts & Science Colleges in Tamil Nadu				
2016	Tamil Nadu State Civil Supplies Corporation (TNCSC)	30	30	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	30

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nokia	10	5	Nil	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	30	BA	Tamil	M.R. Government Arts College, Mannargudi	MB Tamil
2016	5	BA	Tamil	M.R. Government Arts College, Mannargudi	B.Ed. Tamil
2016	5	BA	Tamil	Tamil University, Thanjavur	MA Tamil
2016	5	BA	Tamil	Central University of Tamil Nadu, Thiruvarur	M.A Tamil



2016	10	BA	Tamil	Thiru. Vi. Ka. Government Arts College, Thiruvarur.	MA Tamil
2016	5	BA	English	B.D.U.Model College, Thiruthuraipoondi	MA English
2016	37	BA	History	M.R. Government Arts College, Mannargudi	MA History
2016	13	B.Com	Commerce	M.R. Government Arts College, Mannargudi	M.Com. Commerce
2016	21	B.Sc.	Chemistry	M.R.Govt.Arts College, Mannargudi	M.Sc., Chemistry
2016	7	B.Sc.	Physics	M.R.Govt.Arts College, Mannargudi	M.Sc., Physics
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SET	1
Any Other	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Intramural sports competition 2016- 2017	Institutional/ college level	350
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Gold Medal	Nil	1	Nil	P16060082	S. Viknesh, Department

						of History
2016	Gold Medal	Nil	1	Nil	UHI0150350	R. Nithya, Department of History
<a href="#">View File</a>						

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

The concerned Head of the Department assigns a faculty as class tutor or class in-charge of an under graduate or post graduate class and the faculty takes care of the academic administrative activities of the class along with the respective department's HOD. The tasks of the class tutors include maintaining students' profile register presenting various details of the students, periodical sum- up of students' attendance, distribution of semester mark statements of the affiliating university and other such documents to class students, maintenance of the internal external marks in the students profile as well as a register, preparing list of subject codes of class students who appear for university examinations, coordinating exam fee collection and its payment at the college office, receiving of or applying for any other documents/ certificates from the university or college office etc., As the responsibilities are to be met in addition to the class teacher's core academic work of teaching theory and practical courses, a need for assistance is understandable. In this context, academically enthusiastic but, volunteering students (one or two) of the class are identified to represent or facilitate the above mentioned activities of the class along with the class teacher. Similarly, such students would also coordinate alumni meetings whenever organized by the department after the duration of the program. In this regard, it is also proposed that academically sound and dynamic learners of literature, humanities, science and commerce would be members as alumna or alumnus representative of the Internal Quality Assurance Cell (IQAC) committee.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1033

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

93500

5.4.4 – Meetings/activities organized by Alumni Association :

The college council in its meeting held on 31st January 2014 resolved to recognize and establish Old Students Association (OSA) and the out- going UG PG students of all programs shall be enrolled as its alumna/ alumnus. In this context, the OSA of the college has been functional in the college from the academic year 2013-14 and all the outgoing final years students are its members. On 31st January 2014, the College Council also resolved that any fund accrued under the OSA shall be spent towards the procurement of non-recurring items / immovable properties - student/ staff furniture, creating safe drinking water facilities etc. (upto to a maximum of 60 of the total fund available) for the college every year, a portion of the fund shall also be utilized for awarding the best performing students/ student achievers in the form prizes

during college functions. Similarly, alumni meet is organized by all the departments and is a part of graduation day celebration every year. After the graduation day function, the graduates would also attend the OSA meeting at the respective departments. During the course of the OSA meeting, the graduates would update their profiles at the department (with their status of employment, current address, email ID, phone numbers etc.) and provide a feed-back with respect to their curricula (on syllabus with respect to new contents in the syllabi or nature of revisions/ updations required as to suit the current need/ trend etc.) and are passed-on to the members of the BOS. Their other views pertaining to curricular, co extracurricular activities are also noted on the day of the event. A healthy network amongst the alumni is established among the members of OSA. Department level contact is maintained with each batch of the old students. Among the graduates of each batch, intra network is always encouraged so that a particular student belonging to a particular batch would always be a reliable source of information about the students of that batch.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

**Decentralization** The various curricular and co/ extracurricular activities of the college are effectively decentralized for a better governance and performance. All departments and units (NSS/ NCC/ YRC/ RRC etc.) have the requisite authority to ensure operational autonomy but in accordance with guidelines of the affiliating University and with the approval of the Principal. HOD is delegated with department level authority, with operational autonomy but is subjected to the Principal's endorsement. Mostly, HODs along with staff members actively govern and administer the department.

**Students' scholarships:** The BC, MBC, SC ST scholarship applications of students forwarded by the departments are being decentralized for scrutinization and authorization staff members are appointed as in-charge/s by the Principal and all the scholarship applications from various departments under each category are checked, approved forwarded to the office. Subsequently, the college office clears the same for scholarship as per the scheme and enables managing a large number of applicants. Supply of students' bonafide certificates, bus pass and issuing identity cards is also managed by decentralization.

**Conducting semester examinations:** In association with non-teaching staff (lab technicians from science departments assistants from college office) of the college, one of the senior teachers from a department is deputed as the in-charge of semester examinations of the affiliating Bharathidasan University, by the principal and the university external examinations are conducted. The in-chargeship goes around the departments each year enabling a wider participative management.

**Computer Literacy Programme (CLP):** Though it is a separate program offered by the Government of Tamil Nadu to provide a basic computer literacy to all non-computer science students, a regular staff coordinates in conducting the program as co-ordinated by Dr. M. Gopinathan, Assistant Professor Head, Department of Botany during 2015- 2016.

**Participative management College council:** The principal is the head of the institution and a senior teacher of each department as identified by the government is the in-charge/ head of the department. Principal along with all the Head of the Departments of the campus constitute the members of 'college council' which meets appropriately to discuss matters of academic relevance, to draft decisions of academic importance as well as to resolve issues, if any. A 3 tire system of staff, HOD and the principal facilitate an active/ effective participative management.

Similarly, each unit (NSS, NCC, RRC, YRC etc.) / committee (anti ragging, inquiry, students' grievances redressal committees, women's cell etc) constitutes staff (both men and women staff) from various departments as co-

ordinators / members and leads to participative but, effective management. Participative management - Campus maintenance: Periodical cleaning of the college campus is carried out through 'mass cleaning events' with the participation of staff and students and is co-ordinated by NSS and NCC wings of the college. During the year, staff and students from humanities, commerce management and from science departments took part in 'mass cleaning' of adjoining places of their respective departments on 22.01.2016 and 23.01.2016 respectively.

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

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Need- based curricular revision through the institution's Board of Studies members and other staff representatives. Senate member (Principal of the college a teaching senior staff) of the Bharathidasan University, Tiruchirappalli and as the representative of the institution to redress any curricular enrichment. Student, alumni and staff derived feedback interpretations and prompt action as to intervene the curricular updation.
Teaching and Learning	Remedial classes Guest lecture programs to provide current subject exposure Student projects Field industrial visits Computer Literacy Program (CLP) as a venture of educating computer literacy To actuate learning process of educator and learner, multimedia / technology usage / novel methods of teaching for class room teaching.
Examination and Evaluation	Continuous internal assessment/ evaluation (CIE) of students across each semester both in theory and practical courses and covers the following: Internal tests Model tests Assignment writing Seminar classes Attendance Class notes maintenance Overall attentiveness and sincerity of students etc.
Research and Development	Departments as university approved research centres, Department Research Committees (DRC) to monitor and support research scholars, College Research Committee (CRC) to coordinate among the research activities, Attendance for research scholars as prescribed by the affiliating university Scholarships for

	<p>research scholars, Grants from government funding institutions for research scholars Implementing funded projects by faculty, Organizing seminars/ conferences and encouraging active deliberations, Measures to link departments with other research centres and supporting of cohort / multi center research studies/ projects etc.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Procuring course text books every year using state central government funds Procuring books through funded research projects Library book purchase is also a source of book materials of competitive exams Digital library provision RUSA funded physical infrastructure facilities and science laboratory instrumentation Establishment of smart class rooms with ICT facilities</p>
<p>Human Resource Management</p>	<p>Periodical faculty improvement programs (FIPs) for teaching staff need based training orientation through participation in seminars/ conferences/ hands on workshops, exclusive orientation/ training programs, rewarding of research qualifications (M.Phil. Ph.D.) in the form of increments etc. Help in the knowledge updatment/ revision and sustenance to ensure better and on- a- par teaching and coaching.</p>
<p>Industry Interaction / Collaboration</p>	<p>Initiations are taken to bring-in Memorandum of Understanding (MOU) with institutions of academic excellence, with other higher educational institutions, regional colleges, Universities as a mean to exchange expertise and facilities both for the students and refreshment of staff.</p>
<p>Admission of Students</p>	<p>As per the guidelines of the Government of Tamil Nadu, students are admitted based on their scores / total marks in higher secondary board examinations. The applicants are ranked based on their total score, prospective students are called for counselling and are admitted based on merit.</p>

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

E-governace area	Details
<p>Examination</p>	<p>Uploading continuous internal assessment marks in the university portal, Submitting students' attendance in the university portal, Examination fee payment details online submission</p>

	to the university, Release of examination results in the university website
Administration	Preparation of teaching and non-teaching staff profiles Preparation of students profiles Strength of students, research scholars and staff Communication between the Principal's office and other departments Communications to Regional Joint Director/ Director, Directorate of collegiate education as well as to various other departments/ offices
Finance and Accounts	Salary bill preparation Maintenance of accounts Purchase bill settlements to enterprises/ companies etc.
Student Admission and Support	Rank list preparation for admission counselling Students admission documentation and submission to the university

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Nil	Nil	Nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	20/05/2016	16/06/2016	28
Orientation Programme	1	02/03/2017	29/03/2017	28

Orientation Programme	1	03/03/2017	30/03/2017	28
Orientation Programme	1	02/03/2017	29/03/2017	28
Refresher course in life science	2	08/11/2016	29/11/2016	22
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
16	14	9

**6.4 – Financial Management and Resource Mobilization**

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

Yes. The institution is subjected to both internal and external auditing of finance. At the end of every academic year, staff committees constituted by the Principal visit an assigned department audits by examining registers/ records relevant documents of financial relevance maintained by the department/ unit submits a recorded feedback/ report of the internal auditing to the principal. Similarly, auditing staff from the Directorate of Collegiate Education, Chennai, the Joint Directorate of Collegiate Education, Thanjavur and from the office of the Account General (AG), Chennai, from the Local Fund Audit Department audit financial transactions of college office / departments.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	Regional Joint Director (RJD), Thanjavur	Yes	College staff committee constituted by the Principal

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



As a measure of PTA support, the fund accrued under PTA is being utilized for various student- centric activities as below: Guest lecturers are appointed whenever any shortage of faculty arises in a department and such teachers are paid through PTA fund. This enables timely completion of syllabus and efficient delivery of the curriculum. Menials or clerical staff for college office or laboratory assistants for science laboratories are also placed using PTA fund. Similarly, small scale infra- structure facilities are established. General difficulties among students with respect to theory and practical classes of different courses, any need for extra classes or any other specific assistance required are brought out from parents of the wards during PTA meetings. The wards are accordingly facilitated.

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

Two-day seminar and workshop on Tamil language for governance One month training program for junior assistant promotion by the Government of Tamil Nadu.

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

Research programs (either Ph.D., or M.Phil., and Ph.D.) are being offered by all the departments Institution has requested for two new programs (B.Sc., Zoology M.Sc., Microbiology) and possibly be get sanctioned from the government and would accordingly be offered from the campus. Funding to the college through the Rashtriya Uchchattar Shiksha Abhiyan (RUSA) scheme uplifted the teaching- learning facilities of all the departments in tune with the current needs and other infra- structure facilities as required by the institution.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	IQAC meeting of internal IQAC members HODs to discuss CIE of students and submission of AQAR 2015-2016.	17/06/2016	17/06/2016	17/06/2016	15
2016	IQAC organized an induction meeting to the newly enrolled UG PG students of all	16/06/2016	16/06/2016	14/07/2016	806



	programs as guidance to their higher education period.				
2016	70th Independence day celebrations representing patriotism anti-terrorism were co-ordinated by the IQAC.	09/08/2016	09/08/2016	18/08/2016	52
2016	IQAC organized students' awareness program on the ill-effects and abuses of tobacco consumption, smoking and alcoholism.	12/08/2016	12/08/2016	12/08/2016	184
2016	Regular IQAC meeting to draft the academic, research and extension activities of the academic year.	29/12/2016	29/12/2016	29/12/2016	17
2016	IQAC meeting of its internal members to analyse the feedback and other matters of academic significance.	02/09/2016	02/09/2016	02/09/2016	18
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the	Period from	Period To	Number of Participants
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programme				
			Female	Male
Women's day celebration Women's cell, M.R. Government Arts College, Mannargudi District Institute of Education Training, Mannargudi	08/03/2017	08/03/2017	176	15

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>M.R. Government Arts College, Mannargudi is holistically conscious of preserving not only its immediate surroundings but also conserving the extended environment. In this context, the institution's activities are regular as well as more pragmatic the same are enumerated as under: 1. The 43 acres campus hosts thick vegetation with more than 1000 trees and 250 plant saplings (of various ages - 1 year, 2 years or more duration and donated by OSA members, NGOs, as well as by the government departments) and thus adds to a rich salubrious academic environment. The administration is conscious of sustaining the vegetation by enrolling NSS students as well as the cadets of NCC so as to care and maintain the plants / plant samplings. 2. Rain water harvesting is practised by the institution as a mean of its contribution towards recharging and sustenance of the ground water table. 3. Safe and eco-friendly waste disposal is always ensured. In particular, microbiology and zoology laboratory wastes are being managed by following a standard operating procedure (SOP) of decontamination and subsequent disposal in an exclusive pit so as to protect the immediate environment. The institution has been with a commendable in-campus sustainable environmental consciousness.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	41
Scribes for examination	Yes	2
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2016	1	Nill	19/01/2017	2	Paddy straw based Mushroom cultivation	The two- day workshop on the cultivation of mushrooms using paddy straw instilled the students participants towards establishing a micro enterprise at regional level. Paddy is a major crop of the region and its straw is readily available.	91
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
M.R. Government Arts College, Mannargudi - Students	16/06/2016	Each newly enrolled student is inducted on the essential code of conducts in the campus on the day of the admission, and during induction meetings. Additionally, mentorship, discussions during course delivery (for instance the course on 'value education'), counselling by the class teacher as well as by the HOD ensure the same. A good follow- up on the

		code of conduct is possible as the students are being assessed continuously across the duration of their programme.
M.R. Government Arts College, Mannargudi - Research scholars	16/06/2016	Research scholars enrolling under the guidance and supervision of a recognized research guide are to present their research proposal to the Department Research Committee (DRC) comprising the guide, HOD and two subject experts before admission. This forum enables imparting essential code of conducts among research students. A follow up and any deviation on the committed act among the research scholars shall be bridged by the respective research guide, HOD and by the Head of the Institution. Similarly, the Doctoral Committee (DC) members during the meetings could check and confirm the act.
M.R. Government Arts College, Mannargudi - Teaching and non-teaching staff	16/06/2016	Teaching and non-teaching staff (permanent and full- time) are committed towards the code of conducts equally as committed with their work responsibilities and the Head of the Institution would be vigilant and follows up.
M.R. Government Arts College, Mannargudi - Parents	16/06/2016	The code of conducts of parents is given to their knowledge on the day of admission with respect to wards' class timings and others. Parents Teachers Association (PTA) meetings have additionally been a forum towards the same. To have a follow- up, parents are invited and discussed in person as and when required appropriately.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International yoga day	21/06/2016	22/06/2016	153
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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. **Plastics' free campus:** Usage of non-eco-friendly and non-biodegradable articles / items (plastic tea /coffee cups, polythene covers/sheets used for packing food stuffs carry bags etc.) by students and staff in the campus is prohibited. 2. **Efforts for carbon neutrality:** Usage of bicycle by a majority of the students as a measure to prevent pollution / decrease particulate materials in the environment is done to encourage the practice, exclusive bicycle parking sheds are available for girls and boys separately. Importantly, students' mobility in two wheelers within the campus is highly restricted. 3. **Plantation and irrigation:** More than one thousand trees are grown in the college campus through social forestry scheme of the government and also fresh plant saplings/ seedlings are planted every year by the NSS volunteers and by local NGOs. Furrows are dug around the grown plants and plant saplings for effective irrigation (such works are re-done just before the rainy seasons to effectuate water accumulation / collection is ensured) as well as to minimize irrigation of these plants using pumped water from the water tank. The no.2 no. 3 facilitate effective carbon neutrality and provide a healthy/ caring ambience. 4. **Check dam rain water harvesting:** Small and safer pits are dug, water is allowed to accumulate during rainy seasons and thus the recharging of ground water bed is facilitated. Similarly, in every building suitable pipe are fit invariably and rain water channelled beneath the earth with effective percolation of water in the land. Here, stored tank water usage for plants is minimized. 5. **Waste/ laboratory waste management:** Safe firing and disposing of wastes (at safe and designated places by menial staff) which are generated in huge quantities from student class rooms and college campus are practiced. Similarly, wastes from biology laboratories are disposed after decontamination at the laboratory based on standard operating procedures in isolated places. 6. **Class room/ laboratory ethics:** Students / staff are educated to switch off the lights /fans/ air- conditioner in their respective class rooms as well as in laboratories after usage as a measure of conservation and eco- friendliness. The college security would come around all the buildings of the campus every evening so as to restore the condition, if not done by the students.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best practice 1 1. Title of the best practice Student Assembly (Prayer) – twice monthly 2. Aim of the practice Primarily, students are assembled once in a fortnight as a mode to underscore student discipline, to convey important curricular as well as co extracurricular messages/ information in real- time, as a venue of appreciating/ encouraging best performing students as well as a forum to display the skills of able students. 3. The principle context Underscoring students discipline is a foremost approach to enhance their academic performance and to regulate adolescence towards an honest life. Also, seasonal but the best performance of students both outside and within the campus is brought to the notice of all in real- time as well as it inducts other fellow mates across the programmes. Further, important curricular / academic information is given to a mass of learners and the practice as a mass communication event, the student absentees also would receive the information without any delay. 4. The practice The Principal circulates (if required) the

date, time and place of the students' prayer the class in-charge and HOD ensure the arrival of their students during the assembly, prayer song is sung, a senior teacher welcomes the gathering and the principal would deliver the intended information, feedback is taken from students as and when required. Other faculty members / in-charge staff/ coordinators make announcements that are common to most of the students. The national anthem is sung at the end and students disperse. 5. Outcome of the event The information of the students assembly reaches even those students who were absent on the day of the event. A feedback from students ensures that the learners strongly feel rejuvenated and encouraged. Though the time spent on this activity considerably less, the impact that it brings-in noted to be remarkable 6. Problems encountered One or two students felt discomfort or got fainted during some of the students' assembly meetings when the meeting lasted for more than 15 minutes and it could probably owing to a fact that more than one- third of the students' strength of the college represents girl students. 7. Facilities/ resources needed Comfort facilities like a hall / sitting furniture are required First- aid kits basic medications Instant energy providers like glucose Best practice 2 1. Title of the best practice Remedial classes for underperforming learners - SC/ ST, MBC Backward class students 2. Aim of the practice Obviously, the practice targets both seasonal and regular underperforming SC ST as well as other students so as to support them academically to clear their courses or to enhance their performance on-a- par with their counterparts in the university examinations. 3. The principle context A review or revisiting of the portions of a course is required for a few learners who underperformed in a semester due to a temporary cause like falling sick absenteeism for a few regular classes or additional classes would be needed for naturally poor performers and in this context, a remedial class by the course teacher during beyond the class hours and revising the course topics additionally would certainly be beneficial for a good performance in the examination. 4. The practice The class in-charge would take a stock of failed students of a semester in a course with permission from the HOD, enroll the students who are in need of remedial classes, schedule the classes and thus the classes are offered. Students are examined with a written test or two feedback is provided on the performance of the enrolled students suitable reading materials are supplied for exam preparation and are allowed for the university examination. 5. Outcome of the event A poor performance or a failure in a course is not evident among students who attended the remedial classes. 6. Problems encountered The remedial classes are conducted outside the class hours and at least a few students find it difficult in attending the classes owing to slim transport facilities between their home village and college and in this regard, attending the classes on time or reaching home back comfortably is becoming tiresome. 7. Facilities/ resources needed To offer the remedial classes during holidays

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://mrgac.ac.in/aqar/documents/best-practices-of-the-college.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Vision: To provide quality higher education to students of the rural and economically weaker sections of the region and thereby to make them participants in the nation building endeavor. M.R. Government Arts College, Mannargudi was established by the erstwhile government officials with the vision of transferring higher education among the wards of the regional families who represent rural areas and are socio-economically backward. In discharging the responsibility, the institution has been striving to bring- out

graduates with quality, real-time social awareness responsibility as such a trained vigilant man power would certainly fetch with the expectations of an employer as well as with the needs of the present competitive world. In this context, the institution's act of transfusing a quality higher education among the neediest wards of the region obviously noted to uplift the living status of such families and thus contributes towards the nation building endeavour. Significantly, the institution is distinctive behind the backdrop of admitting and educating wards who are majorly the first generation graduates of their respective families and their parents are mostly daily wagers, agricultural daily wagers or small/ micro farmers with marginal economic resources. The distinctiveness of the college are to be enumerated as admitting majorly first graduates, wards belong to economically weaker sections of parents/ society, enrolment to higher education with no admission fee or annual fee, very judicious but thin expenditure to the wards during the programme study duration (UG 3 years PG 2 years), a vast campus (43 acres) with a thick vegetation and hence a salubrious environment, effective teaching and coaching, enhanced and real-time exposure, all departments with research programmes and with research activities, job prospects after graduation etc., A balance is ensured by the institution among activities pertaining to academics (graduates of many programmes pass out with university ranks), co/extracurricular activities (students achievers with award and medals in sports, successful students in competitive exams) and placements (immediate employment of many graduates in private sectors and government services) as to check that the out-going students/ graduates of the institution inherit the national culture and integrity.

Provide the weblink of the institution

<http://mrgac.ac.in/aqar/documents/institutional-distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

M.R. Government Arts College, Mannargudi has been a higher education hub of the regional students a first and foremost choice among a majority of the learners who are economically marginalized but, truly willing to continue their education after higher secondary qualification and hence the core functioning of the Internal Quality Assurance Cell (IQAC) is focused on this as to cater to the needs of these students who majorly represent socio- economically backward families. In this context, the plans of the IQAC are need-based but pragmatic. The following are the plans of the IQAC for the approaching 2016- 17 academic year: To suggest for increased enrolment of students in programs which are comparatively in high demand so as to enable enrolling of increased number of aspirants. To encourage the research departments as to obtain funded research projects sanctioned for grant. To emphasize research paper publications in UGC care listed/ peer reviewed / indexed journals by staff as well as to assist PG project students to draft and submit project proposals for grant from funding agencies. To get new programs sanctioned to the college by the Government of Tamil Nadu. Digitalisation of various official work at college office and at all the departments to a good level possible. To organize field and industrial visits for students and research scholars as well as to conduct department Students Association meetings To expedite suitable extension activities of students through NSS, NCC, RRC etc. To mark national days and world/ international days as an event by the institution appropriately as well as to celebrate regional festivals like Pongal by the departments. To publish the 'MARGC Research Journal' regularly as was resolved by the college council previously. To insist for additional physical infrastructure / building facilities to the college. To organize state/ national level seminars/ conferences and workshops appropriately by the departments.

