



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		GOVINDAMMAL ADITANAR COLLEGE FOR WOMEN
Name of the head of the Institution		Dr. P. Jeyanthi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04639242184
Mobile no.		9487124541
Registered Email		gacw@aei.edu.in
Alternate Email		gacw87@gmail.com
Address		Govindammal Aditanar College for Women
City/Town		Tiruchendur
State/UT		Tamil Nadu
Pincode		628215
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. S. Muthulakshmi
Phone no/Alternate Phone no.	04639242184
Mobile no.	9487184280
Registered Email	gacw@aei.edu.in
Alternate Email	iqacgacw87@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.gacw.in/wp-content/uploads/2021/04/AQAR-2012-13.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gacw.in/wp-content/uploads/2023/05/Calendar-2016-17.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	85	2007	31-Mar-2007	31-Mar-2012
2	B	2.79	2014	05-May-2014	05-May-2019

6. Date of Establishment of IQAC	20-Jun-2007
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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	29-Jun-2016 1	17

Physics Practical Enrichment Programme	05-Oct-2016 2	75
IQAC Meeting	12-Dec-2016 1	17
AQAR Preparation	03-Apr-2017 43	36
Student Feedback Collection	03-Apr-2017 11	20
Internal Stock Verification	06-Apr-2017 23	45
Uploading data of the college on AISHE portal	14-Dec-2016 80	3

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2017 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

2

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

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Formation of College Union functioning with 21 associations

Celebration of welcome party, youth festival, Teachers day and youth awakening day

Conducted Career Guidance Programme for final year students.

Two day college bazaar and one day workshop on "Entrepreneurial skills".

Arranged a seminar on "Impact of Demonetisation on Indian Economy" and "Literary Criticism and Theory"

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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	Achievements/Outcomes
To conduct seminar / workshop in all departments	1. "Mathematics Day" was celebrated and a model exhibition was arranged
To conduct seminar / workshop in all departments	2. Tamil Department celebrated Muthamizh Vizha to improve the aesthetic knowledge of the students
To conduct seminar / workshop in all departments	3. English Department organized one day seminar on "Literary Criticism and Theory".
To conduct seminar / workshop in all departments	4. Economics Department organized one day State level seminar on "Impact of Demonetisation on Indian Economy".
To conduct seminar / workshop in all departments	5. Management Association organized one day workshop on Entrepreneurial Skills.
To organise guest lectures on behalf of various associations	1. Agathiyar Muthamizh Mandram organised a guest lecture on the topic "Kamba Ramayanathil Chila Nadaga Katchigal". A film "Kanthan Karunai" was screened to the students.
To organise guest lectures on behalf of various associations	2. English Literary Association arranged a guest lecture on the topic "History of Comedy".
To organise guest lectures on behalf of various associations	3. Economics Association organised guest lectures on "Economics for competitive examination", "Career Guidance", "Budget Review for the year 2017-2018" and "E-Banking".
To organise guest lectures on behalf of various associations	4. Mathematics Association arranged guest lectures on "Vedic Mathematics", "Quantitative techniques in competitive examination".
To organise guest lectures on behalf of various associations	5. Physics Association organized a guest lecture on "Motivation talk on basic physics".

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	03-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The Management Information System is at the infancy stage. It is done on a trial basis. During the present year, the ERP version1 operates with 4 modules. The ERP version1 operates with the following modules: 1. Programs and Courses 2. Student Information System 3. HR Management and 4. Hostel Management. In the Programs and Courses module, subject allocation, faculty and student mapping and course code allocation is done. In Student Information System module, all details of the students namely father's name, mobile number, email ID, address for communication and the like are collected with a help of predefined template from the class advisors. In the HR Management module, the details of all the employees are uploaded on a trial basis. Possibilities of adding employees, removing turned out employees are checked. In Hostel Management Module, the names of students making use of hostel rooms, room allocation, bed allocation are done. Besides, hostel attendance for each of the hosteller is done on a daily basis.</p>

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

Our institution offering 12 UG programmes, 6 PG programmes, 1 M.Phil. programme, 1 Ph.D. programme and 5 certificate courses is affiliated to Manonmaniam Sundaranar University and hence the institution is required to implement the syllabus prescribed by the university for all programmes. However, some of our senior staff members give their valuable contributions in curriculum planning as members of Board of Studies of M.S. University in various disciplines. At the time of revision and upgradation of the syllabi, the college has a mechanism for effective curriculum delivery. Research is made an integral part of the curriculum by introducing projects and summer training at various levels. The delivery of the curriculum is done through experiential learning pedagogy that includes seminars, project work, internship and field trip. The institution operationalises the curriculum delivery through the head of the institution. She directs the heads of all departments who distribute workload among their departmental faculty. The teaching plans consist of detailed apportionment of the syllabus among all the faculties of a particular department. Faculty members take utmost care to complete the syllabus in time. With the clear chart of teaching plans, our faculty follow chalk and board teaching method to deliver the curriculum among the students. Lecture method is used with some teaching aids such as computers and LCD projectors whenever necessary to make teaching the most effective and comprehensive. Faculty refer library books, journals, online linkages and e-resources to the maximum extent for efficient curriculum delivery. Course materials are provided to the students. Students are constantly encouraged to participate in co-curricular activities such as quiz, essay writing, speech, poster and paper presentation conducted by other institutions. National level seminars, workshops, training programmes and guest lectures are conducted by the association of various disciplines further intensify student learning experiences. Frequent class tests and three internal assessments comprise the formal evaluative processes. Besides, students are encouraged to meet faculty beyond classroom hours for doubt clearing and curriculum discussions. Internal assessment is done transparently with examined scripts shown to students. Advanced learners are motivated and given special guidance to perform well in the university examinations. Slow learners are identified and are given special coaching from 3.30 - 4.30 p.m. to get through the examination. All test papers are maintained in the department for future reference. At the end of the semester, a model examination is conducted in all the subjects which makes the students more confident to appear for the university examinations. Internal test, model examination and university examination marks of students are informed to the parents through post in order to know the academic progress of their wards time to time.

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
MA	English	20/06/2016
MPhil	Commerce	20/06/2016

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	English	20/06/2016
MPhil	Commerce	20/06/2016

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Environmental Studies	20/06/2016	523
Value Based Education	05/12/2016	514
Personality Development	20/06/2016	503
Economics of Salesmanship	20/06/2016	80
Business communication	20/06/2016	59
Entrepreneurial Development	05/12/2016	59
Padaippukkalai	20/06/2016	41
Aatchithamil	05/12/2016	41
DTP, Page Maker, Photoshop	20/06/2016	40
Flash Lab	20/06/2016	80

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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
MA	Tamil	20
MCom	Commerce	18
MSc	Mathematics	23
MSc	Physics	9
MSc	Computer Science	23
MPhil	Commerce	13

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No

Alumni	Yes
Parents	Yes

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

Feedback Obtained

Student feedback: Student feedback was collected during the academic year 2016-2017 at the end of the month of April. Nearly 239 students from UG and PG programmes responded in this survey conducted through online. The highlights of the responses have been listed below. • About 80.4 percentage students mentioned that 85 to 100 percentage syllabus had been completed during the year. More than 54 percentage respondents had pointed out about the teachers' well preparedness, competency, and effective communication, fair evaluation as 'very good and excellent'. • More than 50 percentage of students answered that the class mentor took care of students in bringing out their potential in all aspects and helped them to identify and overcome their weaknesses. • About 52.6 percentage of students agreed well about the teachers' encouragement towards participation of students in co-curricular and extra-curricular activities. • About 49.5 percentage of students admired about the opportunity to acquire soft skill and employability skills provided by the institute. **Feedback from the alumnae:** Every year the alumnae meet is conducted on the Republic Day of 26th January within our college premises. In this academic year, about 57 alumnae participated with enthusiasm. On the day Mrs. M. Siva Sakthi, M. A., B. Ed., P. G. Assistant, Senthil Murugan Government Girls Higher Secondary School, Tiruchendur had been invited as the chief guest. The alumnae shared their nostalgia and pointed out how the institution was an instrumental in shaping them into a perfect citizen to discharge their duties by facing different challenging tasks on their path of success. Many alumnae gave their feedback towards curriculum enrichment to support the students in employment. Right future plan actions were taken to conduct more career guidance programmes and placement cell activities in the next coming years. **Feedback from the parents:** Parent-Teacher meetings are conducted twice a year in our institution. The first Parent-Teacher association meeting was held on 27. 09. 2016. Various resolutions like the extension of bus routes, student career opportunities and personality evaluations were taken in the meeting in the presence of the Principal and executives of Parent - Teacher Association. The second PTA meeting was arranged on 08.04.2017 and nearly 72 parents participated. Every year PTA honours the 'best outgoing' students in arts and science faculty separately with a shield during the college day function. The parents appreciated the management and faculty for achieving high academic excellence, providing security to their children and maintaining discipline among them. The demands of the parents related to teaching-learning process, required facilities and comforts to their wards are rectified by the head of the institution in consultation with the Secretary.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	TAMIL	50	117	50
BA	ENGLISH	64	359	64
BA	ECONOMICS	64	94	61
BSc	MATHEMATICS	48	303	46

BSc	PHYSICS	24	153	23
BSc	CHEMISTRY	24	173	24
BSc	ZOOLOGY	24	109	24
BSc	COMPUTER SCIENCE	48	136	48
BCA	COMPUTER APPLICATION	40	118	40
BCom	COMMERCE	64	163	64
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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	531	116	97	56	97

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
97	97	6	6	2	6

[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)

In our institution, mentoring system has been introduced from 1987 for establishing a better and effective relationship between student and teacher and also continuously monitors, counsels and guides students in educational and personal needs. The class advisor acts as mentor for students allotted to them. The students must feel to confide in their mentors. This is a continuous process till the end of the academic career of a student. The aim of student mentor-ship is : 1. To enhance the teacher –student relationship. 2. To enhance student academic performance and attendance. 3. To minimize student dropout ratio. 4. To monitor the student regularity and discipline. 5. To motivate the students to participate in various co-curricular and extra - curricular activities during the course of study. Mentors maintain and update the mentoring format after collecting all necessary information. Cumulative record is maintained for each student to monitor the academic and non-academic achievements of students. The performance of the students is monitored through class tests, internal tests and model examinations. It is the practice of mentors to meet students individually or in groups. In isolated cases parents are called for counselling and special meeting with the Principal at the suggestion of the mentor.

The slow learners are given special coaching through remedial classes between 3.30 P.M to 4.30 P.M. Advanced learners are motivated to achieve more in their academic performance. The heads of departments direct and guide all members of his/her department regularly towards effective implementation of the system. Type of mentoring done in our institution is: 1. Professional guidance to achieve professional goals and pursue higher studies. 2. Career guidance for self-employment, entrepreneurship development, development of opportunities, morality, honesty and integrity required for their career growth. 3. Instructing the students about the course and programme outcomes. 4. Intimation of internal marks to parents: (i) The progress of the students is communicated to their parents by post. (ii) In times of needs the advisor intimates the parents in person about the performance of the students. 5. Informing the usage of laboratories and instructing do's and dont's in the lab

6. Slow learners are identified and are given special attention in learning. The advisor not only focuses on a student's academic performance but also gives motherly care to overcome their personal problems. Outcomes of the system a) The attendance percentage of the students has increased to a greater extent. b) The number of detainment of students has decreased consistently. c) Due to direct communication between the mentor and the student, the student-teacher relationship is improved to a significant level.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
647	97	1:7

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
4	4	9	9	3

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	Mrs. T. Prakasi Mary	Assistant Professor	"Vuraitamil Ozhi Virudhu" from Karanthai Tamil Sangam and Thiruvaiyaru Tamil Iyya Kalvi Kazhagam
2016	Dr. N. Hemalatha	Assistant Professor	"Vuraitamil Ozhi Virudhu" from Karanthai Tamil Sangam and Thiruvaiyaru Tamil Iyya Kalvi Kazhagam

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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	00TA	ODD	18/11/2016	08/02/2017
BA	00TA	EVEN	18/05/2017	07/07/2017
BA	00EN	ODD	18/11/2016	08/02/2017
BA	00EN	EVEN	18/05/2017	07/07/2017
BA	00EC	ODD	18/11/2016	08/02/2017
BA	00EC	EVEN	18/05/2017	07/07/2017
BSc	06A	ODD	23/11/2016	02/02/2017
BSc	06A	EVEN	18/05/2017	07/07/2017

BSc	06P	ODD	23/11/2016	02/02/2017
BSc	06P	EVEN	18/05/2017	07/07/2017

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

The institution is affiliated to Manonmaniam Sundaranar University, Tirunelveli and follows the examination pattern of the university. The university guidelines are strictly adhered for conducting the process. The schedule of internal assessment is communicated to students and faculty in the beginning of the semester through the institute academic calendar which is prepared based on the university calendar. Three internal tests and a model examination are conducted in every semester for each subject. The internal test for each subject is conducted every month and the model examination is conducted at the end of each semester. The model examination helps the students to shed their fear to face the university examination boldly. For U.G. programme, twenty marks are allotted for the internal tests and five marks for the assignment. For P.G. and M.Phil programmes fifteen marks are allotted for the internal tests and four marks for the assignment and six marks for the seminar class taken by students. Weightage for behavioural aspects, independent learning and communication skills are given while awarding the marks for seminars, assignments, practicals, etc. Overall personality of the students is observed through their performance in seminars and assignments. The average of the best two internal test marks is taken as the test mark obtained by the student. Internal mark in practical subjects is given for continuous assessment of students throughout the semester and for average of the best two internal practical model tests. The total internal mark is displayed on the notice board of each department which assures the transparent evaluation done by the teachers of the institution. Students are also asked to sign in the mark list against their names for verification before entering the marks in the university web portal. The staff-in-charge enters the internal marks in the university web portal and a copy of the entry for each subject is taken for documentation. As per the university guidelines the maximum marks assigned for continuous internal assessment (CIA) for theoretical subject is 25 marks and practical subject is 50 marks. For UG programme theory subjects, 20 marks and 5 marks are allotted for Internal test and assignment respectively. In the case of PG programme theory subjects, 15 marks for internal test, 4 marks for assignment and 5 marks for seminars are allotted. For both UG and PG practical examination, 25 marks are given for continuous internal assessment (CIA) and the remaining 25 marks are given for internal practical test.

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

The institution prepares a calendar as per the prescribed schedule of Manonmaniam Sundaranar University for implementing curricular, extra-curricular and co-curricular activities. The calendar committee headed by the Principal prepares the academic calendar, is a clear evident that it serves as an effective planner for all academic and non-academic activities. In academic calendar all the details such as reopening date, working days, festival holidays, national public holidays, local holidays, the tentative date of commencement of internal tests, model examination and the last working day for each semester are mentioned. A copy of it is issued to all the students, teaching and non-teaching staff members. Internal tests are conducted for one week. During that time, every day first one hour is allotted for conducting the internal test and the remaining periods are adjusted with 50 minutes duration without affecting the regular teaching- learning process. Invigilation duty is assigned by the head of each department for the smooth conduct of tests. The other activities like union inaugural, welcome party, talent show, valedictory,

college day celebration, convocation and other extra-curricular activities are organized after or before conducting the internal tests. Model examination for each subject is conducted 10-15 days before the last working day. The institution runs all the activities as per the academic calendar, but sometimes due to unforeseen circumstances some events scheduled may be changed. The academic calendar helps the teachers and students to implement both the academic and non - academic activities regularly and fruitfully without any delay or flaw.

2.6 – Student Performance and Learning Outcomes

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

<https://www.gacw.in/wp-content/uploads/2023/05/Programme-and-Course-outcomes-2016-2017.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00TA	BA	TAMIL	46	39	85
00EN	BA	ENGLISH	62	60	97
00EC	BA	ECONOMICS	45	27	73
01BD	BBA	BUSINESS ADMINISTRATION	44	42	95
06A	BSc	MATHEMATICS	47	45	96
06P	BSc	PHYSICS	21	21	100
06C	BSc	CHEMISTRY	24	22	92
06Z	BSc	ZOOLOGY	23	22	96
06S	Bachelor of Computer Science	COMPUTER SCIENCE	48	44	92
04P	BCA	COMPUTER APPLICATION	39	36	92

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2.7 – Student Satisfaction Survey

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

<https://www.gacw.in/wp-content/uploads/2023/05/Student-Satisfaction-Survey-SSS-report-2016-2017.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

Nil	0	NIL	0	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 College Bazaar	Business Administration	08/09/2016
Workshop on College Bazaar	Business Administration	09/09/2016
Workshop on Entrepreneurial Skill	Business Administration	28/01/2017
Seminar on Impact of demonetization on Indian Economy	Economics	17/02/2017
Seminar on Literary Criticism and Theory	English	22/02/2017

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
"Vuraitamil Ozhi Virudhu" for research paper presentation	Mrs. T. Prakasi Mary	Thiruvaiyaru Tamil Iyya Kalvi Kazhagam	23/07/2016	Teacher
"Vuraitamil Ozhi Virudhu" for research paper presentation	Dr. N. Hemalatha	Karanthai Tamil Sangam Thiruvaiyaru Tamil Iyya Kalvi Kazhagam	23/07/2016	Teacher

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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
0	0	0

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

Name of the Department	Number of PhD's Awarded
Mathematics	2
Tamil	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	30	1.57
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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	23
Physics	4
Business Administration	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
New Results on Edge Pair Sum Graphs	Dr. P. Jeyanthi	International Journal of Mathematics And its Applications	2016	12	Govindam mal Aditanar College for Women, Tiruchendur	12
New results on vertex equitable labeling	Dr. P. Jeyanthi	Journal of Algebra, Combinatorics, Discrete Structures and Applications	2016	12	Govindam mal Aditanar College for Women, Tiruchendur	12
Odd harmonious labeling of some cycle related graphs	Dr. P. Jeyanthi	Proyecciones Journal of Mathematics	2016	27	Govindam mal Aditanar College for Women, Tiruchendur	27
Edge pair sum labeling of butterfly graph with shell order	Dr. P. Jeyanthi	Malaya Journal of Mathematik	2016	9	Govindam mal Aditanar College for Women, Tiruchendur	9
Vertex equitable labeling	Dr. P. Jeyanthi	Proyecciones Journal of	2016	14	Govindam mal Aditanar	14

of union of cyclic snake graphs		Mathematics			College for Women, Tiruchendur	
Total edge irregularity strength of disjoint union of double wheel graphs	Dr. P. Jeyanthi	Proyecciones Journal of Mathematics	2016	5	Govindam Aditanar College for Women, Tiruchendur	5
Further results on SD - Prime labeling	Dr. P. Jeyanthi	Journal of Combinatorial Mathematics and Combinatorial Computing	2016	14	Govindam Aditanar College for Women, Tiruchendur	14
Edge pair sum labeling of some cycle related graphs	Dr. P. Jeyanthi	Journal of Algorithms and Computation	2016	6	Govindam Aditanar College for Women, Tiruchendur	6
Odd vertex equitable even labeling of graphs	Dr. P. Jeyanthi	Proyecciones Journal of Mathematics	2017	7	Govindam Aditanar College for Women, Tiruchendur	7
More classes of super cycle-antimagic graphs	Dr. P. Jeyanthi	Australian Journal of Combinatorics	2017	6	Govindam Aditanar College for Women, Tiruchendur	6

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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
0	0	0	Null	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	3	10	4	0
Presented papers	24	32	0	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
International Yoga Day Celebration	NSS Esha Yoga Center, Thoothukudi.	2	200
World Population Day Programme - Guest lecture on the topic Population and its effect	NSS Esha Yoga Center, Thoothukudi.	2	450
Guest lecture on the topic Hepatitis as widespread threat	YRC	2	150
World Consumer Day Programme	Citizen Consumer Club	2	210
Eye Camp	NSS Vasam Eye Care Hospital, Thoothukudi	2	231
Guest lecture on World Youth Day	NSS	2	100
Temple cleaning at Karkuvel Ayyanar Temple, Therikudiyeruppu	NSS	2	100
Awareness Rally on Anti-dowry led by Social activist Mrs. S. Jeyasurya	NSS	2	100
One day Seminar on the topic Clean India by Dr. S. Rajasekaran, State National Social Service Programme Officer, Chennai.	NSS	2	100
Guest lecture on the topic Penniya sinthanaigal	Womens Welfare Cell	2	500

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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
NSS activities	Best NSS student Volunteer	Manonmaniam Sundaranar University, Tirunelveli.	1

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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
Swachh Bharat	NSS	Awareness Rally on Anti-dowry	2	100
Swachh Bharat	NSS	One day Seminar on the topic Clean India	2	100
Gender Awareness	Womens Welfare Cell	Guest lecture on the topic Penniya sinthanaigal	2	500
Swachh Bharat	NSS	Coastal cleaning on International Coastal Cleanup Day at Allanthalai	2	100

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research Project	Characterization studies	SAIF - Cochin Chennai, IIT	01/07/2016	31/03/2017	Staff and students of Physics

		- Chennai, Alagappa University, Karaikudi, St. Joseph College, Trichy, Manonmaniam Sundaranar University, Tirunelveli, Karunya University, Coimbatore			department
Research	Specimen Collection	CMFRI-Thoo thukudi, Aquaculture farm- Papanasam, Agriculture College- Killikulam	01/08/2016	10/08/2016	Students of Zoology Departments

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7	6.49

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
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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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 partially)	Version	Year of automation
Autolib5.1	Fully	5.1	2007

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	31108	3090277	1152	399854	32260	3490131
Reference Books	1147	446822	10	48077	1157	494899
Journals	102	1169937	0	49588	102	1219525
e-Journals	15	43200	0	0	15	43200
CD & Video	893	89300	31	3100	924	92400
Weeding (hard & soft)	375	11356	11	375	386	11731

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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

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	213	137	33	8	0	12	10	150	13
Added	3	3	0	0	0	0	0	0	0
Total	216	140	33	8	0	12	10	150	13

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

155 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
Learning Management System	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
44.2	42.83	92.52	67.54

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)

Physical facilities: • Support staff periodically undertakes upkeep and alignment of infrastructure facilities to ensure cleanliness and hygienic environment. • The landscaping of the ever green flora is done by the gardeners. • Cultural activities, college day celebration, exhibitions and fairs are staged in the open auditorium. • To a great extent both indoor and outdoor game facilities are used by students. Field, track, courts like volley ball, ball badminton, shuttle badminton, kabbadi, kho-kho and basket ball and indoor game facilities like table tennis, chess and carom are also monitored.

Academic Facilities: Classrooms: Spacious, aerated and well furnished classrooms fitted with electrical ceiling fans ensures that teaching-learning process is carried out effectively. Enhancement of furnitures, blackboards are done periodically. Public Address System is provided across the campus. Intricate topics are explained vividly using LCD projectors. Classrooms are also deployed for conducting Tamil Nadu Public Service Commission Examinations.

Laboratories: Aditanar Educational Institution (AEI) purchases all laboratory equipments and computers for the institution and are maintained through various scientific companies. Expert servicemen from different companies undertake periodic annual maintenance of these gadgets. Computers with internet connection are made available to staff members and students. All Science departments regularly maintain stock registers and at the end of the year stock verification is done. Nearby rural higher secondary school students are given a practical enrichment programme by the Physics Department annually.

Library: Our Institution's library where subjectwise books are maintained for immediate reference is automated. Open Public Access Catalogue (OPAC) facility enables easy accessing of books by the students and staff of all departments of our college and our sister institutions. Back issues of the journals are bound yearly and kept separately as back volumes. To ensure safety of library books periodic stock verification and fumigation is done.

Support facilities: • Pure drinking water is made available through the Reverse osmosis plant. • ? Securities CCTV cameras ensure effective campus surveillance. • ? Uninterrupted power supply is ensured by a generator of 100 KW capacity. • ? The college has a canteen selling snacks, hot and cool drinks. • ? The kids of our staff members are taken care of by the Creche. • ? Separate hostel for the UG and PG girl students and a sick room to take care of the students who fall sick is maintained by the institution. • ? Staff residential facility with constant water supply is offered at concessional rate. • ? Nearly seven buses are plied to pick up the students and the staff members from far off areas. • ? Intercom facility is made available to all departments, office, seminar hall, hostel, library and security shed. • ? Copier and Xerox machines helps the students and staff for taking copies of documents and study materials. The service and maintenance of above all facilities are done by experts appointed by AEI.

<https://www.gacw.in/wp-content/uploads/2023/05/Infrastructure-facilities-2016-2017-2.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Minority Scholarship	40	240000
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
Mentoring System	16/06/2016	1614	Class Mentors
Remedial Coaching	16/06/2016	257	Department Staff Members
Basic Computer Education	22/04/2017	47	Department of Mathematics
Certificate Course on YOGA	16/06/2016	40	Department of Economics
Certificate Course in Food Chemistry and Technology	16/06/2016	47	Department of Chemistry
Certificate Course on Vermiculture Technology	16/06/2016	47	Department of Zoology
One Week Workshop on LATEX	23/09/2016	100	Department of Computer Applications Department of Mathematics
Certificate Course in Business Communication	16/06/2016	30	Department of Commerce (Batch-I) Department of English
Cloud computing an Introduction	29/09/2016	150	Department of Computer Applications
One Week Training progromme on DTP	07/03/2017	50	Department of Computer Applications
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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	Number of benefited	Number of students who	Number of studentsp placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2016	Quantitative Techniques in Competitive Examination	47	47	3	12
2017	Model IAS Exam	252	252	5	2
2017	Guidance for TANCET Examination	45	45	13	13
2017	Numerical Ability Training	47	47	3	7
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
1	50	28	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	3	B.A	Tamil	Sivanthi College of Education, Piraikudieruppu.	B.Ed.
2016	1	B. A.	Tamil	St. Mary's College, Tuticorin	M.H.R.M
2016	1	B. A.	Tamil	V. O. Chidambaram College of Education,	B.Ed.

				Thoothukudi.	
2016	6	B.A	Tamil	Govindammal Aditanar College for Women, Tiruchendur.	M.A.
2016	3	M.A.	Tamil	Manonmaniam Sundaranar Univesity, Tirunelveli.	M.Phil.
2016	1	M.A.	Tamil	Sivanthi College of Education, P iraikudierup pu.	B.Ed.
2016	2	B.A.	English	SCAD college of Education, C heranmahadev i	B.Ed.
2016	10	B.A	English	Govindammal Aditanar College for Women, Tiruchendur.	M.A
2016	1	B.A	English	Annamalai University. Chidambaram.	M.A
2016	7	B.A	English	Aditanar College of Arts and Science, Tiruchendur.	M.A
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0
No file uploaded.	

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

Activity	Level	Number of Participants
Chess	Institution	7
Ball Badminton	Institution	8
Football	Institution	16
Hand Ball	Institution	14
Table - Tennis	Institution	4

Cross Country	Institution	6
Kho Kho	Institution	12
Youth Welfare Competitions	Institution	624
Athletics	Institution	14
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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
Nil	nil	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student centred learning is emphasized through presentations, group discussions, assignments, field trips and industrial visits during the course of study of the students. The college union acts as student council which plays a vital role in organizing various academic and administrative activities for the welfare of the students. The college union functions under the patronage of the Principal who is the ex-officio President. Two senior members of the teaching faculty nominated by the Principal on the basis of seniority are the Staff-in charge of the union. The student Chairman and the Secretary of the union are selected from the final year UG programmes and the Joint Secretary is selected from the second year UG programmes. The council organizes an oath taking ceremony for the elected student representatives of different committees to incorporate social responsibility and loyalty in the youngsters mind. The union comprises twenty one associations each headed by a Student Secretary under the guidance of a staff-in charge. The college organizes educational and recreational activities for the students which includes arranging daily prayer, welcome party to the freshers, union inauguration and valedictory functions, Teachers day, Pongal day and Womens day celebrations. Twelve departmental associations carry out many cocurricular activities which make the students to inculcate the attitudes like teamwork, leadership skills and bring out the inner talents of their respective discipline. In addition nine associations and clubs offer a good platform for the students to exhibit their potentials and thereby teach the social responsibility and values among the students. Some of the major activities of the associations are highlighted below:

- The Aanmiga valarchi kazhagam arranges Thiruvilakku Pooja and celebrates festivals like Krishna jeyanthi, Vinayagar chaturthi and Navarathiri. Many students of our college are selected to attend the camp conducted by Vivekananda Kendra, Kanyakumari every year. Grand vilakku Pooja is also conducted for the final year students.
- The Youth Welfare association conducts a talent show for the first year students. Youth festival competitions are conducted for two days in our college. During this academic year, nearly 43 events are conducted and the prizes were distributed to the winners on 25th September, Founder's day of our college.
- The Citizen Consumer Club conducted guest lectures on the topics consumer awareness, consumer responsibilities and consumer protection act 1986 to make the students aware of their rights.
- The Youth Red Cross Association conducted programmes including visit to Karunalaya home in Veerapandianpatnam and offered necessities to the children in the home.
- Value education classes

are conducted in our college on every Friday to inculcate moral, spiritual, traditional values and social awareness among the students. The committees like Grievance Redressal cell, Women Harassment cell and Anti-ragging committee discharge their duties for the welfare of students. The Placement cell arranges guest lectures, career guidance programmes and on campus interviews for the students to get them employed. National Service Scheme and Red Ribbon club carry out the extension activities for the students to promote institution-neighbourhood community network.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

In this year, the Alumnae Association of our college donated Rs. 12,630 on 25/01/2017 to Shree Sathananaatha Rama Vijaya Charitable Trust, Tiruchendur. On 08.08.2016 a guest lecture was delivered by Dr. R. Tamilselvi, Head and Associate Professor of Commerce with Computer Application, Govindammal Aditanar College for Women, Tiruchendur on the topic Consumer Awareness for III UG Students. Eleven students participated in Wealth from waste competition which was held on 19.1.2017. Five students participated in Drawing Competition which was held on 10.01.2017. Eight students participated in JAM Competition which was held on 10.01.2017. Thirty one students participated in Singing Competition which was held on 10.01.2017. Eleven students participated in Essay writing Competition which was held on 10.01.2017. On 26.01.2017 a presidential address was delivered by Mrs. J. Sivashakthi, Teacher, Government Higher Secondary School, Arumuganeri for the alumnae during the alumnae meet. The alumnae participated in Lucky Corner Games event which was held on 26.01.2017.

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)

1. Youth Festival: The Youth Welfare Committee of our institution comprising 15 staff members was headed by Dr. M. Kalaiselvi, Assistant Professor of Mathematics. The committee encouraged the students to participate in many inter-collegiate competitions to enhance their talents. Also the committee organized youth festival on 08.09.2016 and 09.09.2016 in which 43 competitive events were conducted. The convener prepared the duty list in which schedule of events, venue and in-charge staff are mentioned. The in-charge staff instructed the rules of the events to the participants and conducted the event. All the literary events were conducted from 16.08.2016 to 23.08.2016 before the commencement of youth festival. All cultural events, craft works and cooking competitions were conducted on the youth festival days. The faculty from our sister concern colleges were invited for judgement. The results of events were displayed on the scoreboard and the departmentwise scores were updated regularly. Preparation of prize winners' list, certificates and purchasing of prizes were done by the faculty. The prizes were distributed to the students on

the Founder's day. The winning department was honoured with a shield during the college day celebration and this year the English department won the shield. 2. Grand Vilakku Pooja Vilakku pooja is a pooja in which women worship God in the form of light to acquire prosperity and peace in their family. Every year, our institution organizes grand vilakku pooja for the welfare of the final year students. This year, the grand vilakku pooja was celebrated on 13.04.2017 and 546 students participated in the function irrespective of their religion. The two union Staff Secretaries are the conveners of grand vilakku pooja. They monitor the work flow of all the committees and distributed flower and snacks to the staff and students. The head of the institution decentralized the duties to nine committees. The seating committee allotted seats for students. The purchase committee purchased the necessary pooja articles and mementoes, and distributed them to the respective committees. The makkolam committee decorated the auditorium with makkolam. The pooja committee made arrangements for the pooja by offering pooja things and prasatham. The students lighted their kuthuvilakku and performed the pooja with the bhajans sung by the bhajan committee. The memento distribution committee arranged the mementoes (brass lamp) on the makkolum before the commencement of vilakku pooja. After the completion of pooja, the Principal presented mementoes to the final year students with the assistance of memento distribution committee. The girls wearing silk sarees, went around the campus with the ignited vilakku by singing bhajans. It is very cheerful and pleasant to view the procession of students with lamp in the dark night. The discipline committee looked after the discipline. The prasatham committee packed the auspicious things and prasatham and distributed to staff and students.

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

Yes

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	Our institution has 12 UG programs, 6 PG programmes, 1 M.Phil programme, 1 Research programme and 5 certificate courses. Since the college is affiliated to Manonmanium Sundaranar University, the curriculum specified by the university is effectively imparted to the students. Being the member of board of studies, our faculties give their valuable contributions in curriculum planning. In this academic year, the university has revised the syllabus. The heads of the departments allocate the different subjects to the faculty. The head of the institution conveys the university communications to the faculty members through the heads of the departments.
Teaching and Learning	The faculty members plan and take utmost care to complete the syllabus in time. Course materials are provided to the students. Frequent class tests, three internal tests and model exams are conducted and assignments are given

to the students to improve their learning. PG students are prepared to take seminar in all subjects as a part of curriculum. Students keep linkages with other institutions for their project work, study tour and field work. Students avail the learning resources like library, laboratory, computer and internet facility for their curricular and co-curricular activities.

Examination and Evaluation

The university allotted 25 marks for internal exams and 75 marks for external exams. The internal marks include internal test marks, assignment marks and seminar marks (for PG only). Three internal tests and model exams are conducted. The course teacher sets the question paper, evaluates the answer scripts and assignments and uploads the internal marks in the university web portal. A Mark register is maintained for every class to record the marks scored by the students. Evaluation of the answer scripts is done by the university through the central valuation and the results are published.

Research and Development

The Mathematics research centre is headed by the Principal Dr. P. Jeyanthi. The Principal and Dr. R. Jancy Rani, Head and Associate professor of Tamil are guiding Ph.D. research scholars. In this academic year, 3 staff members have completed their Ph.D. degree and thereby the number of doctorates of our college is raised to 26. The staff members have published 84 research papers in reputed international and national journals. They have also attended nearly 73 seminars and workshops, and presented 56 research papers at national and international level. Nearly 29 articles are published in conference proceedings.

Library, ICT and Physical Infrastructure / Instrumentation

The institution has 48 spacious, aerated, well furnished classrooms, nine laboratories, seminar hall with LCD projector, open auditorium, browsing centre, canteen, creche and hostels. Totally there are 185 computers in which 45 computers have broad band internet connections with 155 mbps bandwidth. The office is fully computerized with 12 computers for effective implementation of

administration. The library is enriched with 33,333 text books 102 journals and 923 CDs. The library is fully automated with AUTOLIB software of version 5.1. The college has both indoor and outdoor game facilities.

Human Resource Management

? Infrastructure facilities like quarters, creche, college bus and allowances like Employees' Provident Fund (EPF), festival advance and Employees' State Insurance (ESI) are available for the staff members. ? The staff members with 25 years of service are felicitated with a gold coin. ? Faculty members are honoured with a gold coin and increment as a token of encouragement for completing their Ph.D. degree. ? Staff members are given incentive during the college day celebration for producing more university rank holders. ? Faculty members are permitted to attend the seminars with 'On Duty' leave.

Industry Interaction / Collaboration

? ? The Business Administration department arranged a "College Bazaar Programme" in association with Self Help Groups on 08.09.2016 and 09.09.2016. ? Hello - FM radio, Tirunelveli organized " Kalluri sallai " programme in our college on 12.09.2016. Many students exhibited their skills in the programme and the talented students were selected and were given opportunity to present programme in FM radio. ? The faculty and students of the institution have linkages with SAIF, Cochin Chennai, IIT, Chennai, Karunya university, Coimbatore, Manonmaniam Sundaranar University, Tirunelveli, PSG college of Arts and Science, Coimbatore for their research and project work.

Admission of Students

As the initial step of admission process, our institution frames an admission committee and resolutions are made regarding the admission process. The institution ensures publicity of admission process through the prospectus and the advertisements in social media. An information cell is formed with the faculties of all departments. They clarify the queries raised by the applicants and the stakeholders. The application details are computerized and merit list is generated based on the government norms. Fifty percentage of seats is

filled by the reservation policy given by the government and the remaining fifty percentage of seats is filled by the management on merit basis.

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

E-governance area	Details
<p>Planning and Development</p>	<p>? The college maintains a website and updates it regularly. The details regarding admission, faculties, academic activities, various institutional working committees, infrastructure facilities and photographs are available in the website. ? Enterprise Resource Planning (ERP) system operates in the college at the initial level with four modules namely, program and courses, student information system, HR management and hostel management. ? Library is fully automated using AUTOLIB software for easy access.</p>
<p>Administration</p>	<p>? The academic activities are planned and executed by the head of the institution through staff council meetings and the minutes of the meeting are informed to the management through mail. ? The Principals' meeting headed by the Manager is held at the AEI office every week. The resolutions taken at the meeting are conveyed to the Chairman of the institution. ? The office is fully computerized to keep records of all activities. ? The communication of the college with the management, university and other institutions is done through electronic means.</p>
<p>Finance and Accounts</p>	<p>The college is run purely by the fund contributed by the management. Every year the management organizes budget meeting and adequate funds are allotted as per the requirements. The college accounts are maintained using the Tally software. Settlement of bills, credit of staff' salary and student scholarship are done through online. The accounts are verified by the chief accountant of AEI office through online regularly. External auditing of finance and accounts is done periodically by Chartered Accountant. The hostel accounts are updated in the computer by the hostel clerk and are verified by the deputy warden and the warden regularly.</p>

Student Admission and Support	Admission is promoted through advertisements and college website. ? Arranged practical enrichment programmes, quiz programmes, various competitions to school students and admission promotional campaigns to promote the admission. ? An information cell comprising staff members clarifies the queries of the applicants. ? Admission details are computerized.
Examination	? Students apply for the semester examinations through the university website and download exam fee receipt and hall ticket from the university website. ? The marks secured by the students in the three internal tests, assignments, seminars and their attendance are uploaded in the university web portal by the faculty using the exampro software. ? Results are published through the online mode.

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
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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)
2017	nil	ERP training program	07/03/2017	10/03/2017	13	4
2017	nil	ERP training program	06/04/2017	07/04/2017	5	4
2017	nil	ERP training program	17/04/2017	22/04/2017	13	4
Nil	nil	ERP training program	25/05/2017	25/05/2017	5	4

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
nil	0	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	0	11	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
creche, quarters, ESI and EPF	creche, quarters, ESI and EPF	hostel, college bus, canteen, placement cell, scholarship, generator, copier machines, xerox machines and Reverse Osmosis plant

6.4 – Financial Management and Resource Mobilization

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

Since our college is a self-financing institution, management contribute the major fund of the college. The other resources include student fee comprising the admission fee, tuition fee, transport fee, hostel fee, rent from canteen, crèche, quarters, income from xerox machine, fine amount, etc. All the accounts of the institution are computerized. Every day the Office Superintendent and the college Accountant check the accounts under the supervision of the Principal. The institution has internal and external audit system. Internal audit: The chief accountant of AEI is the internal auditor of the institution. The bill payment and salary credits are mostly done through journal entries. The internal auditor audits the collection report and journal reports on a daily basis. The reconciliation certificate and the certificate of balance are cross checked by the internal auditor. Voucher, Daily Collection Report (DCR), Tax Deducted at Source (TDS), Fixed Asset Addition, Group Transfer, Employees Provident Fund (EPF) and Employees State Insurance (ESI) of every month are audited by him. The fixed deposit receipts showing the financial transaction within bank, university and college are audited. At the end of every financial year, the assets of the institution are depreciated and the Written Down Value (WDV) of the assets are calculated. External audit: The financial statements submitted by the college are audited by a qualified chartered accountant in accordance with Standards on Auditing (SA) issued by the Institute of Chartered Accountant of India (ICAI). The external auditor visits the institution periodically and verifies the internal auditing. He audits the financial statements and verifies the evidences supporting the amounts and disclosures in the financial statements. He also assesses the accounting principles used and significant estimates made by the management and evaluate the overall statement presentation. The fee collection from the students is audited semesterwise. The balance sheet and income and expenditure accounts are cross checked with the account books. The liquidity position for next year, recoverability and WDV of its assets are also audited. On the closing date of the financial year, the

auditor verifies the financial statements and issues the report of audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil
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6.4.3 – Total corpus fund generated

5460

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	Yes	Secretary
Administrative	Yes	V. Ganapathy, Chartered Accountant	Yes	Chief accountant of AEI

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

The first Parent Teacher Association (PTA) meeting was held on 27.09.2016. All the committee members participated in the meeting. Mr. V. Meenakshi Sundaram, ITC Agent, Tiruchendur was selected as the Parent Joint Secretary and Mrs. R. Thilagavathi, Associate Professor of Physics was included as the new member of PTA association. Parents suggested to impose regular sports activities to all students and to give moral instructions and psychology to overcome the difficulties in future. Every year PTA selects the best student of the college based on their academic and non-academic excellence and honours them with a shield during the college day function. For this academic year Ms. M. Manju of III B.A. Economics and Ms. S. D. Jeniffer of III B.Sc. Mathematics were selected as the best outgoing students in the faculty of Arts and in the faculty of Science respectively. The PTA conducted the second meeting on 08.04.2017 and 63 parents participated in the meeting. The parents appreciated the management and the college for giving motherly care of their wards and for maintaining good discipline. The parent demanded bus route to Amalinagar and Sattankulam and more career guidance program for the students. As per the demand of the parents, fitting of electric fans in all classrooms was fulfilled successfully.

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

nil

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

? Efforts are taken to produce more university ranks. ? Research activities are boosted up. ? Implementation of ERP, the information management system is in progress. ? Submission of data on AISHE portal.

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	29/06/2016	29/06/2016	29/06/2016	17
2016	Physics Practical Enrichment Programme	05/10/2016	05/10/2016	06/10/2016	75
2016	IQAC Meeting	12/12/2016	12/12/2016	12/12/2016	17
2017	AQAR Preparation	06/03/2017	06/03/2017	17/04/2017	36
2017	Student feedback collection	03/04/2017	03/04/2017	13/04/2017	20
2017	Internal Stock Verification	06/04/2017	06/04/2017	28/04/2017	45
2016	Uploading data of the college on AISHE portal	14/12/2016	14/12/2016	03/03/2017	3

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Yoga Day Celebration - A lecture on the topic Importance of Yoga by Mrs. Chithra Balasundaram, Green Hands Project Coordinator, Esha Yoga Center, Thoothukudi.	20/06/2016	20/06/2016	200	0
"World	11/07/2016	11/07/2017	450	0

Population Day" - Guest lecture on the topic "Population and its effect" by Dr. T. Sakthika, Assistant Professor of Zoology, Govindammal Aditanar College for Women, Tiruchendur.				
"World Youth Day" - Guest Lecture given by Mrs. S. Savithri, Coordinator, Govt.Primary Health center, Tiruchendur.	12/08/2016	12/08/2016	100	0
Awareness Rally on " Anti- dowry" led by Social activist Mrs. S. Jeyasurya	30/08/2016	30/08/2016	100	0
Guest lecture on the topic "Penniya sinthanaigal" by Mr. S.Nagarathinam, Principal, Hindu Nadar Teacher Training Institute, Kula sekarapattinam.	15/09/2016	15/09/2016	500	0
Awareness Rally on Voters Awareness led by Thiru. T. Thiyagarajan, Revenue Divisional Officer, Tiruchendur.	20/09/2016	20/09/2018	100	0
"Youth Awakening Day" - Guest lecture on the topic "?????"	15/10/2016	15/10/2016	200	0

?????????" by Dr. R. Andal, Head & Associate Professofof of English, Govindammal Aditanar College for Women, Tiruchendur.				
"National Youth day" - Guest lecture on the topic "Digital Payments" by Thiru. M. Srinivasan, Chief Manager, State Bank of India, Tiruchendur.	12/01/2017	12/01/2017	200	0
Road Safety Patrol organized an awareness programme on the topic "Road Safety" by Mr. G. Sankaranaray anan, Sub- Inspector of Police, Tiruchendur.	20/02/2017	20/02/2017	150	0
Women's Day Celebration	08/03/2017	08/03/2017	500	0

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
Nil

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	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	3
Scribes for examination	Yes	1
Special skill development for	No	0

differently abled students		
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	25/08/2016	1	Cleaning of Karkuvel Ayyanar Temple, Tharikudiyeruppu	Created healthy atmosphere in the temple	100
2016	1	1	30/08/2016	1	Anti-dowry - Rally	Created awareness about anti dowry	100
2016	1	1	08/09/2016	2	College Bazaar	Improved the marketing skills of students along with Self Help Groups	22
2016	1	1	20/09/2016	1	Voters Awareness Rally	Encouraged voting awareness	202
2016	1	1	30/09/2016	1	Coastal Cleaning	Created awareness about safety environment	100
2017	1	1	19/01/2017	1	Blood Donation Camp	Promoted life saving preciousness	49
2017	1	1	18/02/2017	7	N.S.S camp at the	Service to the people	100

adopted
village,
Koorntan
villai
Service
to the
people

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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)
Know your Library	20/06/2016	<p>1. Strict silence is to be observed in the Library. 2. All must handle the books and journals with care preserving them for other readers. 3. Each member is provided with readers tickers for taking books from the library. 4. Loss of tickets should be reported to the librarian immediately and a new ticket will be issued soon. 5. If the due date falls on holiday, the next working day will be treated as due date. 6. Borrower who fails to return the books on or before the due date shall pay the overdue charge. 7. Only two renewals are permitted. 8. Any person responsible for damage or loss to any of the library properties must replace the same with new copy or to pay the cost of the books. 9. All the tickets should be handed over to the library while leaving the college.</p>
Prospectus	08/05/2017	<p>1. Students are expected to be modest, neat and simple in their mode of dressing. 2. Students are not permitted to bring/ use cell phones inside the college campus. 3. Regular attendance to the college is compulsory. 4. Any student whose conduct is considered to be detrimental to the</p>

		<p>interest of the college is liable to punishment which may extend to dismissal from the college.</p>
<p>College Handbook</p>	<p>20/06/2016</p>	<p>1. Students should dress modestly in keeping with the place and occasion and are not permitted to wear midi. To maintain traditional culture UG final year PG students must wear saree. 2. Every student must be present for the morning prayer. Absence during the prayer may cause her attendance for half a day or for the whole day as per the discretion of the Principal. 3. Students should greet the members of the staff when they meet them. When any member of the staff or visitor enters the class, the students must keep standing till they are asked to be seated. 4. Loitering and making noise in the college campus are strictly forbidden. 5. No student shall take part in any activity or movement which the college authorities think as undesirable for students. 6. Students should be respectful to the seniors and the superiors be polite and courteous to all be ready to oblige and to show themselves lovers of good order and decorum. 7. Any student who is indifferent or careless in her work or whose conduct is considered to be detrimental to the interest of the college is liable to punishment which may extend to even dismissal from the college. 8. Students are expected to behave decently while travelling</p>

in the bus/train without violating the rules and regulations. 9. Students should wear their ID card when they are in the college campus. 10. Ragging in any form is a punishable crime. It is strictly forbidden inside or outside the campus. 11. Students are not permitted to bring cell phones inside the college campus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day Celebration - A lecture on the topic Importance of Yoga by Mrs. Chithra Balasundaram, Green Hands Project Coordinator, Esha Yoga Center, Thoothukudi.	20/06/2016	20/06/2016	200
Vilakku Pooja Celebration	29/07/2016	29/07/2016	45
Independence Day Celebration	15/08/2016	15/08/2016	115
Krishna Jeyanthi Celebration - A lecture on the topic ???????? ???????????? Krishna Anubavangal by Mrs. J. Gomathi Thirunavukarasu, Rtd Teacher, Child Labour Special School, Tirunelveli.	24/08/2016	24/08/2016	517
Vinayakar Chadurthi Celebration - - A lecture on the topic ?????????? ?????? Vinayagar Magimai by Dr. P. Thirumagal, Assistant Professor of Tamil, Govindammal	01/09/2016	01/09/2016	240

Aditanar College for Women, Tiruchendur.			
Navarathiri Golu Pooja Celebration	02/10/2016	10/10/2016	115
Kumba Pooja Celebration	02/10/2016	02/10/2016	115
Navarathri Grand Golu Pooja celebration	10/10/2016	10/10/2016	130
Youth Awakening Day - Guest lecture on the topic ?????? ?????????? by Dr. R. Andal, Head Associate Professof of English, Govindammal Aditanar College for Women, Tiruchendur.	15/10/2016	15/10/2016	100
Vivekananda Kendra, Kanyakumari conducted exam on various religious topics for Hindu students	19/12/2016	19/12/2016	1471
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of plastic is banned in the college campus
2. Declared as smoke free zone.
3. Planting saplings in our college campus.
4. Maintaining medicinal plants for healthy environment.
5. Students are encouraged to come by bicycle.
6. Installation of rain water harvesting system.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2 Best Practices Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link Best Practice - I Blood Donation Camp Objectives : 1. To sensitize the need of donating blood to the needy in time 2. To instill the feeling of helping others to breathe life with their precious donation 3. To impart to them the value of blood donation "Nothing is more precious gift than gifting life to someone". Donate Blood and Save Lives!! Blood donation can save lives of innumerable persons. Donation of blood is very critical and crucial for saving lives of many patients and those who have met with accidents. It is as such a great service or contribution to the society and people living in it. The blood donation programme was held on 19-01-2017 between 10.00 a.m and 3.00 p.m in our college premises. An orientation programme in connection with the blood donation was organized by the NSS units of our institution prior to the date of the blood donation programme to motivate the students. On that occasion Dr. R. Shanthi, M. D., Assistant Surgeon, Blood Bank and Medical College Hospital, Thoothukudi, Mr. M. Jeyakumar, Health Inspector and Mr. A. Alaguraja Sekar, Govt. Primary Health

Center, Kayamozhi gave lectures on the significance of blood donation on 18-01-2017 between 2.30 p.m and 3.30 p.m. Our institution made all necessary comforts and arrangements for the medical team to carry out this priceless task. On 19-01-2017 a medical team visited our college with necessary medical equipments and collected blood. They took a short physical examination of students to make sure that the donation is not hazardous to their health. Red Ribbon club and NSS Programme Officers of our institution Dr. M. Jansi Rani, Assistant Professor, Department of Chemistry and Mrs. D. Sheela Jebasta, Assistant Professor, Department of Commerce made all arrangements necessary for the programme. The following medical officers and medical staff rendered their valuable service in this programme. 1. Dr. R. Shanthi, M. D. - Assistant Surgeon, Blood Bank and Medical College Hospital, Thoothukudi. 2. Tmt. Gnanam Kalairasi - Staff Nurse 3. Tmt. Helen Vasantha Mary - Staff nurse 4. Tmt. Mathi - Staff Nurse 5. Tmt. I. Syed Ali Kisirkhan - Lab. Technician 6. Tmt. Sheeba Darling - ICTC Lab. Technician 7. Tmt. Savithirai - ICTC Counsellor 8. Thiru. Sudalaimani - Multi Purpose Hospital Worker 9. Driver with the Ambulance No. TN 69 G 0227 The students of our college donated the blood eagerly and 49 units of blood were collected. They were served with juice and biscuits in order to reenergize them. The students were happy and content after donating the blood.

Best Practice - II - Pongal Celebration Objectives: 1. In order to remain in touch with Tamil festivities and customs, the students of our institution celebrate the sacred Pongal festival every year with great delight and happiness. 2. To bring the unity among the students and learn the art of cooking. 3. To encourage the quality of team work. The Pongal festival is basically a four-day festival of harvest, celebrated in Tamil Nadu on the first day of the Tamil month 'Thai'. It has been celebrated from the ancient millennia to thank the elements of nature and give offerings to the Sun God and Cattle. It is mainly the festival of farmers who depend on the sun, cows and buffaloes for a bountiful harvest of their staple food rice. A special feature is the ritualistic offering of sweet pongal made of rice, coconut and jaggery to pay their gratitude to God Surya. Every year the students of each department make the whole day as a festive look without any caste and religious discrimination while celebrating the festival. Celebrations include drawing of kolam and cooking of delicious pongal. Our college ground is decorated with colourful kolams and decorations with sugarcane, mango leaves, vegetables etc. The students go dressed in traditional colourful and grand sarees. The students and staff turn cooks at the college as they lit fire in the firewood and prepare sweet- pongal with rice, jaggery, coconut, ghee and nuts. The chanting of "Pongalo Pongal" by students when the foam of water with rice comes out of the rim of the pot is exciting to watch. A stack of sugarcane is distributed to each department students. Outcome: In this year it was celebrated on 20.01.2017. The Pongal celebration stood as an example of communal harmony. The students without any difference of caste, religion and race prepared the pongal, did poojas and served among them with great delight. The Principal participated in all department poojas and graced the occasion with enthusiasm. The joyful occasion became a platform for unity among the students. The students participated in this event, displayed their creative skills and brought out the theme of unity in diversity in their joyful celebration. In this manner Govindammal Aditanar College for Women gets proud and pride in celebrating this Pongal festival every year.

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

<https://www.gacw.in/wp-content/uploads/2023/05/Best-Practice-I-Blood-Donation-Pongal.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

ACADEMIC ACHIEVEMENTS Mission: CHARACTER, EDUCATION AND ENHANCEMENT Vision: To impart quality higher education to girls of this locality and make them self-reliant, good and useful citizens, and train them with the background of our culture so that they may acquire faith in God and the tradition of our motherland. Our institution Govindammal Aditanar College for Women always marks its footprint in the sand of success regularly in producing university toppers. The gems of our institution are laurelled with awards, medals, prizes, etc. in curricular, co-curricular and extra-curricular activities. Our college proudly walks with the rising number of university rank holders right from its inception. In 1990-1991 nine university rank holders inaugurated our victory journey rate and it reaches the peak of 81 university rank holders in the academic year 2016-2017. Among the 74, five were university gold medalists. The Chairman of our institution Thiru C. Balasubramaniyan Adithan fostered the university first laureates with gold medals. It's glad to enlist below the university rank holders during this academic year 2016-2017 alone. U.G Programmes: Part - I - Tamil -15, Part - II - English-7, Part - III - Tamil -6, Part - III - English-3 , Part - III - Economics-5 , Part - III - Maths -7, Part - III - Chemistry-1, Part - III - Zoology-2, Part - III - Computer Application-7, Part - III - Commerce with computer application- 4, Part - III - Business Administration-4 P.G Programmes: Tamil - 1 , Maths - 1, Physics - 1, Computer Science - 6, Commerce - 4. Thus our institution stands pompous and gaiety with 1175 university ranks upto 2016-2017. Besides our institution has become the road mark of 68 gold medalists till 2017-2018 with a great assurance that the graph of this success would reach the pinnacle in the upcoming years.

Provide the weblink of the institution

<https://www.gacw.in/wp-content/uploads/2023/05/Institutional-Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

Future plans: 1. To provide enrichment programmes to the school students regarding higher education prospects. 2. Placement cell of the college is to conduct career guidance and orientation programme for the final year students. 3. Plan to make use of ERP effectively. 4. To conduct national and international level seminars/workshops in future. 5. Feedback from outgoing students is to be collected by all departments for further development of the college. 6. Many awareness programmes are to be organized by various clubs. 7. To organize further extension activities 8. To organize college bazaar in future to develop the marketing skills of the students