

2020 – 2021

Criterion 7 – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metri c No.	Gender Equity																																												
7.1.1 QIM	<i>Measures initiated by the Institution for the promotion of gender equity during the year.</i> Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words <i>Provide Web link to:</i> • Annual gender sensitization action plan • Gender Equity The education on gender equity will encourage the formation of new individuality so that students are educated to achieve equality between the sexes without discrimination and exclusion. Opportunities are given equally to both the genders. A network of gender equality advisors is active in the department. • The impact of the awareness created about gender equity, women empowerment and Women’s education is visible in the increased percentage of the girl’s admission in Unger Graduate, Post Graduate and M.Phil. Programmes in 2019-2020. <table><tr><th>Course</th><th>Total</th><th>Boys</th><th>Girls</th></tr><tr><td>BA</td><td>36</td><td>16</td><td>20</td></tr><tr><td>MA</td><td>34</td><td>09</td><td>25</td></tr><tr><td>M.Phil.</td><td>07</td><td>01</td><td>06</td></tr></table> Co-Curricular Activities The English Literary Association office bearers were selected and out of 14 posts 8 posts that is 57.14% was allotted for girls. Gender equality is well-maintained by nominating students of both genders. <table><tr><th>S.No</th><th>NAME</th><th>YEAR</th><th>POSITION</th></tr><tr><td>1.</td><td>Mr. R. Maran</td><td>II MA</td><td>President</td></tr><tr><td>2.</td><td>Mr. S. Vetrivel</td><td>I MA</td><td>Vice-President</td></tr><tr><td>3.</td><td>Ms. S. Sabarna</td><td>III BA</td><td>Secretary</td></tr><tr><td>4.</td><td>Ms. B. Ragasudha</td><td>II BA</td><td>Joint Secretary</td></tr><tr><td>5.</td><td>Ms. M. Priya</td><td>II MA</td><td>Treasurer</td></tr><tr><td>6.</td><td>Mr. K. Raghul</td><td>I MA</td><td>Secretary, Drama Club</td></tr></table>	Course	Total	Boys	Girls	BA	36	16	20	MA	34	09	25	M.Phil.	07	01	06	S.No	NAME	YEAR	POSITION	1.	Mr. R. Maran	II MA	President	2.	Mr. S. Vetrivel	I MA	Vice-President	3.	Ms. S. Sabarna	III BA	Secretary	4.	Ms. B. Ragasudha	II BA	Joint Secretary	5.	Ms. M. Priya	II MA	Treasurer	6.	Mr. K. Raghul	I MA	Secretary, Drama Club
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7.	Ms. N. Jeevitha	I MA	Secretary, Reading Club
8.	Ms. R. Chandra	Ph.D. (Full-time) Research Scholar	Secretary, research Forum
9.	Ms. A.S. Harine	III BA	Secretary, Quiz Club
10	Mr. S. Vimaladhitthan	I MA	Secretary, Fine Arts Club
11	Mr. K. Rubanraj	I MA	Secretary, Cultural Club
12	Mr. M. Manikandachandru	I MA	Secretary, Poetry Club
13	Ms. M. Siranjani	II BA	Secretary, Wednesday Wisdom Club
14	Ms. V.K. Srinidhi	I BA	Secretary, Story Telling Club

The following awareness Programmes were conducted by the department. All the girl students from our department are encouraged to participate actively. To create health awareness for pregnant girls, Ms. D. Indumathi, Guest Faculty, Department of Nutrition & Dietetics, Thiruvalluvar Government Arts College, Rasipuram on 27.11.2021. The BMI was calculated for the pregnant girl students and the BP was also checked. The speaker issued pamphlets to them. Further she assured counselling for them to improve their health.

The same afternoon at around 3 p.m. an online programme was organized by our department It was an eye opener to the students. The programme was through [meet.google.com / nfu-ovtd-nmy](https://meet.google.com/nfu-ovtd-nmy). Ms. D. Indumathi, Guest Faculty, addressed our students on “Be the CEO of your Health”. The speaker offered tips on immunity, balanced diet and reiterated on drinking and doing regular exercise.

Year	Title of the program	Date and Duration (from-to)	Number of participants	Guest Speaker
2020- 2021	Nutrition during Pregnancy and Lactation	27.11.2021	50	Ms. D. Indumathi Guest Faculty, Department of Nutrition & Dietetics, Thiruvalluvar Government Arts College, Rasipuram
2020- 2021	Be the CEO of your Health	27.11.2021	50	

	LIST ENCLOSED : STUDENTS CONTACT DETAILS ● Specific facilities provided for women in terms of: a. Safety and security 1. Ragging in any form is strictly prohibited inside the campus. 2. Students are instructed to take pledge against Ragging and Sexual harassment which is printed in the college calendar 3. Whatsapp group is created exclusively for Women Cell members 4. Every Department has a women cell member and two girls are nominated from the department to represent the issues of girls. Katherin of III BA and S. Janani of II MA were the representatives. 5. Napkins are also given in time of emergency. 6. Awareness about the proper disposal of napkins is created by the effective use of Napkin Incinerator. 7. The girls are instructed to represent their problems through their Women cell nominated member or girl representatives. 8. They can contact any women member of faculty at any time either in person when they are in campus or through phone. 9. Women cell ensures their safety and security both inside as well as outside the campus. 10. Department of Nutrition & Dietetics gave health awareness for girl students and the pregnant girl students. b. Counseling 1. Periodic counselling about health, hygiene and safety are given by all the members of faculty. 2. Married girls are given food tips by the Department of Nutrition and Dietetics. 3. Pregnant girls as well as girls who have children are counselled properly and periodically. 4. In case of any personal as well family problems they are advised to meet any women faculty member of their choice. 5. Young widows are encouraged to continue their education. Moral as well as Financial support are provided to them. 6. They are given counselling to pursue their higher education and get placed.				

	c. Common Rooms Common rooms are provided to the girl students. Room number 28 is allotted as the common room for the girl students. The sick students make use of the common room. d. Day care center for young children NIL e. Any other relevant information Incinerators are available in the campus and students are encouraged to keep their rest rooms clean by proper disposal of Napkins.
	Environmental Consciousness and Sustainability
7.1.2 QnM	<i>The Institution has facilities for alternate sources of energy and energy conservation measures</i> - Solar energy Solar lamps are available in the campus. (PHOTO) - Biogas plant NIL - Wheeling to the Grid NIL - Sensor-based energy conservation NIL Use of LED bulbs/ power efficient equipment NIL Options: 4 or All of the above - Any 3 of the above Any 2 of the above - Any 1 of the above - None of the above Upload: - Geo tagged Photographs - Any other relevant information (Note: Data template is not applicable to this metric)
7.1.3 QIM	<i>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)</i> - Solid waste management NIL - Liquid waste management NIL - Biomedical waste management NIL

	• E-waste management NIL • Waste recycling system NIL • Hazardous chemicals and radioactive waste management NIL Provide web link to • Relevant documents like agreements/MoUs with Government and other approved agencies • Geo tagged photographs of the facilities • Any other relevant information
7.1.4 Q_nM	<i>Water conservation facilities available in the Institution:</i> 1. Rain water harvesting Rain water harvesting facility is implemented in the campus as per the guide lines of the Government of Tamil Nadu. 2. Bore well /Open well recharge Bore well is available in the campus. 3. Construction of tanks and bunds Overhead tanks are constructed in all the buildings. 4. Waste water recycling NIL 5. Maintenance of water bodies and distribution system in the campus Water is extracted from borewell to the sump available in the campus and the water is distributed to the water tanks constructed in every building. The sump is cleaned periodically. Options: A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Upload: • Geo tagged photographs / videos of the facilities • Any other relevant information (Note: Data template is not applicable to this metric)

7.1.5 Q_nM	<i>Green campus initiatives include</i> 7.1.5.1. The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles • Students are counselled to avail buses as the Government of Tamil Nadu is providing free bus passes to the students. • Students from nearby places opt bicycles to reach the campus. • Members of Faculty use car-pooling. 2. Use of Bicycles/ Battery powered vehicles • Students including physically challenged boys and girls of nearby places use bicycles as well as battery powered scooters. • Physically challenged students come to college by special tri-cycle and scooters. 3. Pedestrian Friendly pathways NIL 4. Ban on use of Plastic The campus has strictly implemented the ban of plastic items in the campus the students and the faculty members adhere to it. They are advised not to use plastic water bottles. 5. landscaping with trees and plants “Environmental Studies” is a prescribed NMEC paper for I year students. They have planted saplings to make the green and eco-friendly. The sapling planted by them are maintained well. ECO FRIENDLY CAMPUS Options: A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Upload • Geo tagged photos / videos of the facilities • Any other relevant documents (Note: Data template is not applicable to this metric) PHOTOS
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	<i>Quality audits on environment and energy are regularly undertaken by the institution</i> 7.1.6.1. The institutional environment and energy initiatives are confirmed through the following 1.Green audit NIL 2. Energy audit NIL 3.Environment audit NIL 4.Clean and green campus recognitions/awards NIL 5. Beyond the campus environmental promotional activities NSS Volunteers camp in nearby villages. The camp is conducted for 7 days. They are involved in cleaning the streets and temples Awareness programmes on Health and Hygiene and usage of Helmet were conducted by them. In the morning the volunteers are engaged in the field work. In the afternoon invited speakers, Village union members and senior Professors of the institution were invited to share their ideas and experiences. In the evening Cultural programmes were conducted by the NSS volunteers. PHOTOS Options: A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Upload: ● Reports on environment and energy audits submitted by the auditing agency ● Certification by the auditing agency ● Certificates of the awards received ● Any other relevant information (Note: Data template is not applicable to this metric)
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7.1.7 Q_nM	<i>The Institution has disabled-friendly, barrier free environment</i> 1. Built environment with ramps/lifts for easy access to classrooms. Ramps are provided to the physically challenged students for easy access to classrooms. 2. Disabled-friendly washrooms. Disabled-friendly washroom facility is also provided in the campus for their easy access. 3. Signage including tactile path, lights, display boards and signposts. NIL 4. Assistive technology and facilities for persons with disabilities (<i>Divyangjan</i>) accessible website, screen-reading software, mechanized equipment NIL 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading Fellow students as well as Professors help the disabled students inside as well as outside the campus. Willing Scribes from the other major are provided to the students for writing their university examination. (attach Hariharan's proof) Options: A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Upload: • Geo tagged photographs / videos of the facilities • Policy documents and information brochures on the support to be provided • Details of the Software procured for providing the assistance • Any other relevant information (Note: Data template is not applicable to this metric)
	Inclusion and Situatedness

7.1.8 QIM	<i>Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</i> COMPETITIONS PROMOTION OF VALUES <i>Provide Web link to:</i> - Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) - Any other relevant information.
	Human Values and Professional Ethics
7.1.9 QIM	<i>Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens</i> Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words. Recitation of Thirukkural in the first hour. Thought for the day is written on the black board. Pledges are taken on Gandhi Jayanthi, Voter's Day, Republic Day and Independence Day. Campaign was conducted for election and all the students enrolled themselves in the campaign. "Human Rights" paper is prescribed for the students by the University. Students wear uniform on every Monday and during academic related programmes and events to promote integrity. NCC and NSS volunteers took part in various programmes, rally and processions on_____. Blood donation camp was conducted periodically by the YRC and Rotary club, the students took part in it. 17 students donated blood on 11.01.2020. Our students took part in a Polio Awareness Programme which was conducted by the Rotary club on _____. Students as well as Professors contribute to the flag day. Students contribute to the orphanage and buy things like pen, pencil, incense sticks sold by when the volunteers visit the classes after seeking proper permission. PHOTOS Provide the link to: - Details of activities that inculcate values; necessary to render students in to responsible citizens - Any other relevant information

7.1.10 Q_nM	<i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</i> 1. The Code of Conduct is displayed on the website. ● Code of Conduct is printed in the College Calendar as well as in the website. ● Students take oath against “Untouchability, Ragging and Child Labour. They take pledge for maintaining Integrity and Communal Harmony. ● The importance of percentage of Attendance, Identity Card, Dress Code, Punctuality, and Discipline inside the class and in the campus including Library and all the needed instructions are published in the College Calendar. ● Instructions regarding the behaviour of students during college, participation in politics, maintenance of college properties and payment of fee are given in College Calendar. ● Duties of students is published in page number 29 of the College Calendar. ● Instructions for using the Library is also printed page 27 of the College Calendar 2. There is a committee to monitor adherence to the Code of Conduct. ● The discipline committee members are nominated for the institution. ● Class advisors monitor the discipline of the students and they are monitored via selected girl and boy representatives of each class. ● Gate duty is allotted to two professors of each department 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. ● Women cell regularly organizes awareness programmes to self-check the code of conduct of individuals including sexual harassment, POSCO etc., ● During fresher’s day the Principal instructs the students about the rules to be followed inside and outside the campus. ● The students and parents are given instructions about the rules to be followed after the admission by the Head and Professors of the respective department. ● At times the NSS volunteers are used to communicate the message to others. 4. Annual awareness programmes on Code of Conduct are organized. ● Yes. It is by the Principal, NSS and NCC coordinators and Faculty members. ● Students’ Induction Programme was conducted for the fresher’s of the under graduate as well as for the post graduate students. All the parents also took part in the Induction programme. The parents and the fresher’s
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	were briefed about the college, the department, the dos and don'ts of the academic programme. SCANNED COPY OF THE COLLEGE CALENDAR Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Upload: 1. Code of ethics policy document 2. Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims. 3. Any other relevant information (Note: Data template is not applicable to this metric)
7.1.11 QIM	<i>Institution celebrates / organizes national and international commemorative days, events and festivals</i> Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words • As the institution is named after the renowned Tamil poet Thiruvalluvar, Thiruvalluvar Day is celebrated on January 15. • Republic Day, Independence Day are celebrated in the campus by hoisting the flag and the department students attend the programme in proper dress code (uniform). Sweets are distributed for students and breakfast for the teaching and non-teaching faculty members. • Teacher's Day is celebrated in the department by the students. • Pooja celebration is also conducted and all the students actively participate in the event and they clean their classroom, laboratory and department. Provide the link to: • Annual report of the celebrations and commemorative events for the last (During the year) • Geo tagged photographs of some of the events • Any other relevant information

Key Indicator - 7.2 Best Practices

Metric No.	
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.
QIM	

	1. The students and staff members have planted several tree saplings. These saplings and all these trees are taken care of and maintained. 2. NSS wing has been active in maintaining the objective of Swach Bharath Abhiyan. 3. The class Toppers of each class are given a shield and books on the valediction of English Literary Association. 4. Alumni Portal to connect with the alumini and utilize their service, like guest lectures, Internship opportunities, placements, etc., 5. Regular training for placement is imparted and communication skill and aptitude are given special focus. 6. The students are encouraged to participate in the competitions like Literary fests, paper presentation, ideas and innovation contests organized inside TGAC and in neighbouring institutions. 7. Parents-Teachers meet are conducted to take the regular feedback about the progress of their ward and overall development of the college. Provide web link to: • Best practices in the Institutional web site • Any other relevant information

Key Indicator - 7.3 Institutional Distinctiveness

Metric No.	
7.3.1	<i>Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words</i>
QIM	Provide web link to: • Appropriate web in the Institutional website • Any other relevant information

Future Plans of action for next academic year (200 words)

**Planning to conduct seminars, workshops, adoption of a village. ELA Club activities.
To send the I MA students for internship programme.**