

GOVERNMENT ARTS COLLEGE

TIRUVANNAMALAI – 606 603

The Annual Quality Assurance Report (AQAR) of the IQAC For the Academic Year 2017-2018

(From July,01, 2017 to June, 30, 2018)

Part – A

1. Details of the Institution

1.1 Name of the Institution	Government Arts College
1.2 Address Line 1	Chengam Road
Address Line 2	Tiruvannamalai
City/Town	Tiruvannamalai
State	Tamil Nadu
Pin Code	606 603
Institution e-mail address	gactvmprin@gmail.com
Contact Nos.	04175 – 236298
Name of the Head of the Institution:	Dr. M. Chinniah
Tel. No. with STD Code:	04175 – 236298
Mobile:	9942121225
Name of the IQAC Co-ordinator:	Dr. A. Sugumaran
Mobile:	9487161315
IQAC e-mail address:	iqacgactvm@gmail.com
1.3 NAAC Track ID	TNCOGN11347
1.4 NAAC Executive Committee No. & Date:	EC / 32 / 341 , Dated : 03.05.2004
1.5 Website address:	http://www.gactvm.in
Web-link of the AQAR:	http://www.gactvm.in/aqar15-16.doc/

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	71.00	2004	2004-09
2	2 nd Cycle	B	2.41	2016	Feb 18,2021
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

03-05-2004

1.8 AQAR for the year

2017-18

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

AQAR 2014-15 submitted on 15.04.2015

AQAR 2015-16 submitted on 19.03.2017

AQAR 2016-17 submitted on 12.01.2019

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Literacy Programme

1.12 Name of the Affiliating University (*for the Colleges*)

Thiruvalluvar University, Vellore

Tamil Nadu

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

4

2.4 No. of Management representatives

-

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others (PTA)

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC plays an active role to nurture the quality in our institution. A proper motivation is given to the staff members and students to apply for research projects. The staff members are motivated to conduct conferences, workshops and seminars. A guideline is given to the students about various scholarship schemes are available under State/National level.

The major contributions made by IQAC:

- Preparation and submission of annual quality assurance report (AQAR) 2017-2018.
- Assisting the RUSA members in purchasing books and equipments and new building project under the two crores sanctioned to our college under RUSA Scheme.
- Feed back from all the students about staff members and facilities provided to them are collected and analysed.
- Single girl child in a family who is studying PG Courses are advised to apply for the Rajiv Gandhi Single Girl Child Fellowship.
- All first year under graduate students (except computer science) advised to join computer literacy programme (CLP) a one year certificate course.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Assist the RUSA members in the preparation of Annual plan of our college.	Two crores sanctioned to our college for purchasing books and equipments and constructing new classrooms, sanctioned under RUSA Scheme. Initially Rupees one crore has allotted to our college.
Enhancing the quality.	Moral values, health problems session were conducted to the students. Student interaction on topics such as quality sustenance, enhancing the activities of IQAC have been conducted. Pre-medical check up, awareness about world tourism day, exhibition and seminar on employment opportunities were conducted
Conducting orientation programme for first year students.	The knowledge of various courses offered by the college, various scholarship schemes available to the students, co-curricular and extracurricular activities were discussed.

Eco friendly nature	An herbal park (supported by the Botany Department) is maintained in our college, birthday park is maintained, and students are motivated to plant a tree on their birthday in the campus.
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* *Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body
College Council

Provide the details of the action taken

<ul style="list-style-type: none"> ❖ Awareness programs such as Yoga, Meditation were conducted. ❖ Blood Donation Camps, Health Checkups were conducted. ❖ Feed backs forms form the students were collected, analysed and corrective measures were taken.

Part – B

Criterion – I

1. Curriculum Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	9	---	---	---
M.Phil.	10	---	---	---
PG	10	01	---	----
UG	12	01	---	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	2	05	---	---
Others	---	---	---	---
Total	43	7	---	---

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

1.2 (i) Flexibility of the Curriculum: CBCS (✓)/Core(✓)/Elective option(✓) / Open options(✓)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	34
Trimester	--
Annual	11

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

* Please provide an analysis of the feedback in the Annexure

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

Our college was affiliated to Thiruvalluvar University. The curriculum was restructured in Board of study meetings were convened by the university and suggestions were given for the improvement of current syllabus. A new revision of syllabi was introduced during this academic year for 2nd year students.

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

M. Sc (Zoology) and B. Com (Computer Applications) have started during this academic year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
89	79	10	Nil	

2.2 No. of permanent faculty with Ph.D.

53

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	26	-	-	-	-	-	-	-	26

2.4 No. of Guest and Visiting faculty and Temporary faculty

102	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	0	01	01
Presented papers	6	20	01
Resource Persons	--	2	6

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

- ❖ Awareness is given to the students about various online courses offered by different universities
- ❖ Audio visual class rooms, OHP, LCD and Power Point Presentation were provided to the students whenever necessary.
- ❖ Weaker students in language classes were identified and a separate coaching classes have been conducted.
- ❖ Special classes were conducted at the English Language Lab to improve English Pronunciation and communication skills of the students.
- ❖ Dengue eradication awareness program was conducted.

2.7 Total No. of actual teaching days

during this academic year

180

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

Bar Coding & Photo copy

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

12	12	12
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80.5

2.11 Course/Programme wise distribution of pass percentage :

Subject	Title of the Programme	Total no. of students appeared	Division				Pass %
			Distinction (No. of students)	I class (No. of students)	II class (No. of students)	III class (No. of Students)	
Tamil	UG	71	5	34	17	-	78.8
	PG	-	33	4	26	-	90
English	UG	81	-	09	51	09	85.18
	PG	36	1	33	-	-	94.44
	M.Phil.	4	-	4	-	-	100
History	UG	127	-	15	49	-	50.3
	PG	21	1	20	-	-	100
	M.Phil	11	-	11	-	-	100
Economics	UG	106	-	32	18	12	58.49
	PG	24	-	18	-	-	75
	M.Phil	08	-	08	-	-	100
Commerce	UG	98	-	22	37	-	60.20
	PG	23	-	21	-	-	91.30
	M.Phil	02	-	02	-	-	100
BBA	UG	74	-	10	16	24	67.5
Maths	UG	140	23	36	5	-	45.71
	PG	39	15	15	-	-	76.92
	M.Phil	24	11	12	-	-	95.8
Physics	UG	103	-	31	6	-	35.92
	PG	14	01	7	-	-	57.14
Chemistry	UG	88	5	49	-	-	61
	PG	24	4	14	-	-	75
	M.Phil	18	4	13	-	-	95
Computer Science	UG	76	30	23	-	-	69.73
	PG	26	26	-	-	-	100
	M.Phil	2	2	-	-	-	100
Botany	UG	92	33	51	-	-	91.30
	PG	20	11	7	-	-	90
	M.Phil	3	3	-	-	-	100
Zoology	UG	46	5	40	-	-	98

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

The IQAC serves as a nodal unit of the institution, augmenting the quality in academic and administrative activities.

- An orientation programme was conducted for first year students.
- Weaker students in the subjects are identified and the remedial classes were conducted.
- Feedback forms were collected from the students of all departments, after analyzing the feedback forms, staff members who required better performance were asked to improve their performances by the advisory committee of our college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	11
UGC – Faculty Improvement Programme	-
HRD programmes	0
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the University	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	2
Others	7

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	13	--	3
Technical Staff	4	4	--	4

Criterion – III

3. Research, Consultancy and Extension

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

- * The IQAC is instrumental to motivate the staff members and research scholars to apply for various funded projects. Our college encourages the researchers to participate and present the papers international/national/regional conferences, seminars and workshop.
- * Students are advised to apply for the funded mini and major projects.
- * The research students are motivated to attend seminars, workshops and conferences in their field of interest throughout the nation.
- * Faculty members are encouraged to extend their research work by making tie up with other research institutions like IGCAR, CLRI, Anna University, Chennai, University of Madras, Chennai, etc.,
- * A research committee is formed to monitor and strengthen the research activities of the College.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	1
Outlay in Rs. Lakhs	0	25.69	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	4	4	1
Outlay in Rs. Lakhs	0	3.2	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	8	1
Non-Peer Review Journals	1	9	3
e-Journals	5	4	2
Conference proceedings	0	20	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	25.69 lac	-
Minor Projects (3 No.)	-	UGC	7.2 lac	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored				-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University) (1 No.)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	32.89	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

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

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

1. A Seminar on “ Skill Development Training and its advantages” conducted by Student Employment and Guidance Centre of our college and Tamilnadu Skill Development Centre on 11.07.2017.
2. Tree Plantation Drive was conducted in our college by NCC Students under the theme “My Tree Buddy” on 08.08.2017.
3. Innovation of Science Pursuit for Inspired Research Programme (INSPIRE) Conducted in our college during 20.07.2017 to 24.08.2017 under the support of Department of Science and Technology, Dr. G. Elango, Co-ordinator, M. Wadnere IAS, District Collector Inaugurated this function.
4. Two days National Conference on Material Science (Combined Programme for Physics and Chemistry departments) conducted during 25.07.2017 to 26.07.2017.
5. Dr. A. P. J. Abdul Kalam Death Anniversary conducted in our college on 27.07.2017.
6. Certificate Courses in i. Web Developer ii. Advances IT/ITES-Junior Data Associates iii. Retail- Sales and Management iv. Telecom- Marketing and Management v. Introduction to Banking Finance service and Insurance, were started in our college on collaboration with ICT Academy for SC/ST under TAHDCO Skill Development Training on 21.08.2017.
7. Blood Donation Camp was conducted by Government Arts College and Government District Medical College at Pavendar hall on 22.08.2017.
8. Two days UGC Sponsored National Conference on “Preparation and Characterization of Crystalline Material (NCPCCM-2017)” conducted in our college during 05.09.2017 and 06.09.2017. Dr. S. M. Ravikumar served as convener of this programme.
9. A Prohibition of child marriage and its awareness was conducted by Government Arts College and Child Lion 1098 at Pavendar hall on 07.09.2017.
10. Government Arts College students participated in NSS Programme as Cleanliness work at Railway Station through Swachh Bharat Abhiyan on 26.09.2017.
11. Blood Donation Camp was conducted by Government Arts College and Government District Medical College at Pavendar hall on 04.10.2017.
12. A seminar on “Healthy Child and Good Society” was conducted by Government Arts College and EKOM Foundation on 11.10.2017.

13. A Celebrations on “Equality of Pongal Festival” through NSS and Tamil Department at Periyar Hall on 11.01.2018.
14. One day seminar and Exhibition conducted by Student Employment and Guidance Centre of our college and District Employment Centre. An elocution competition under the topic “Chances created by Education” and an Essay Competition under the topic “Employment opportunity in our society” were conducted on 18.01.2018.
15. National Voters’ Day Programme was conducted by NSS in our college on 25.01.2018.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	40 Acres	-	-	40 Acres
Class rooms	82	-	-	82
Laboratories	14	-	-	14
Seminar Halls	2	-	-	2
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	-	148	State Fund	-
Value of the equipment purchased during the year (Rs. in Lakhs)	126.17 Lakhs	1.20 lakhs	State fund	127.37 Lakhs
Others	---	-	-	-

4.2 Computerization of administration and library

- UG/PG/MPHIL first year admission processes were computerised and first year students of each course were admitted through counselling under single window system.
- Preparation of Salary Bills, Salary account details, Provident fund and other allowances details were fully computerised in our college office.
- University Examinations applications were completely computerised and the details are sent to the University through Online. Each semester internal marks were submitted to the University through Online.
- The titles of the Books available in the college Main Library are computerised.
- The LCD projector is used by the faculty as and when it is required for class room teaching/seminars/conferences.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	50360	8180000	1068	200000	51428	8380000
Reference Books	700	340681	-	-	700	340681
e-Books	-	-	-	-	-	-
Journals	22	35547	-	-	22	35547
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	10	-	-	-	10	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others (Lcd)
Existing	158	2	8	-	-	1	12	3
Added		0		-	-	-	0	
Total	158	2	8	-	-	-	12	3

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

- An uninterrupted internet facility has been provided to all departments in our college and office.
- An introductory class about Applications of Microsoft Office has been conducted to the Staff and Students of our college through CLP Staff Members.
- A demonstration of Power Point Presentation was given for interested Students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	Rs. 2,00,000
iii) Equipments	Rs. 1,20,000
iv) Others	-
Total :	Rs. 3,20,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Various Scholarship schemes available to the students provided by State/National government are informed to the students. Many of our students receiving state govt scholarship, farmer scholarship, construction workers scholarship etc.
- Alumni association of our college has installed a Xerox machine and its service has been provided to the students at the lowest cost, for the benefit of student community.
- Students are motivated to participate at least one of the activities such as NSS, NCC, consumer club, YRC etc.,
- Every year Job Awareness Exhibition is conducted in our college with the co-ordination of the District Employment Office, Tiruvannamalai.
- Students are motivated to keep the college campus green and clean. In extension activity, our students actively participated in mass cleaning program and clean the college campus.

5.2 Efforts made by the institution for tracking the progression

A class teacher and class representatives are appointed for each class. Effective interaction between students and the class teachers are taking place. Periodical tests were conducted, attendance of each student is carefully watched and the slow learners are asked to improve their performance. Students who have not turn the classes often are identified and they are informed to the HOD/Principal as well as their parents. Special remedial classes are arranged for slow learning students. Group discussions among the students are also encouraged to share the ideas of learning among themselves.

Meetings with the class representatives are conducted by the Heads of the Departments and the Principal so as to track the progression of the teaching and learning process.

Feedbacks obtained from the students and from parents in Parent Teacher Association meetings are major tools to track the progression.

5.3 (a) Total Number of students

UG	PG	M.Phil.	Ph. D.	Others
3778	529	131	41	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No.	%	Women	No.	%
	1420	32		3059	68

No.	%
3059	68

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1344	617	66	2435	18	4480	278	1246	72	2864	19	4479

Demand ratio: 1 : 25 Dropout : 4.8%

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

- A Seminar on “ Skill Development Training and its advantages” conducted by Student Employment and Guidance Centre of our college and Tamilnadu Skill Development Centre on 11.07.2017.
- Innovation of Science Pursuit for Inspired Research Programme (INSPIRE) Conducted in our college during 20.07.2017 to 24.08.2017 under the support of Department of Science and Technology, Dr. G. Elango, Co-ordinator, M. Wadnere IAS, District Collector Inaugurated this function.
- Two days National Conference on Material Science (Combined Programme for Physics and Chemistry departments) conducted during 25.07.2017 to 26.07.2017.
- Certificate Courses in i. Web Developer ii. Advances IT/ITES-Junior Data Associates iii. Retail-Sales and Management iv. Telecom- Marketing and Management v. Introduction to Banking Finance service and Insurance, were started in our college on collaboration with ICT Academy for SC/ST under TAHDCO Skill Development Training on 21.08.2017.
- Two days UGC Sponsored National Conference on “Preparation and Characterization of Crystalline Material (NCPCCM-2017)” conducted in our college during 05.09.2017 and 06.09.2017. Dr. S. M. Ravikumar served as convener of this programme.
- A seminar on “Healthy Child and Good Society” was conducted by Government Arts College and EKOM Foundation on 11.10.2017.
- One day seminar and Exhibition conducted by Student Employment and Guidance Centre of our college and District Employment Centre. An elocution competition under the topic “Chances created by Education” and an Essay Competition under the topic “Employment opportunity in our society” were conducted on 18.01.2018.
- Coaching classes are conducted for PG students for NET/SLET examinations.
- UGC funded remedial courses are conducted for the slow learners.
- An extensive training of computers using Ms office, internet etc..., hands on experience is given to all first year UG Students under Computer Literacy Programme.
- Communication skills, English pronunciation classes are conducted by the English department in their Language Lab.

- Special classes and awareness programs are conducted in collaboration with District Employment Office for preparation of competitive exams.
- Computer Literacy Programs are conducted for all the UG students to get enough knowledge in Computer software.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	300	55	90

5.8 Details of gender sensitization programmes

- Child Marriage awareness program was conducted by Rotary Club to avoid early marriage of women students.
- Periodical awareness meeting and seminars for students are conducted on gender issues.
- To save the girl child, awareness program was conducted with district health department.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	4109	12726355
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Department	Major Grievances	Redressed Grievances
Commerce	Class Rooms required.	New class rooms are constructed under two crores RUSA Fund. Class rooms will be allotted after construction.
Chemistry	Inadequate Lab Apparatus and Chemicals	
History	Smart class room, e-book journals, research hall for M.Phil. and Ph.D scholars, Historical Museum and Digital library.	
Economics	Lack of awareness on competitive exams.	
Maths	A separate computer Lab is required. An additional class room is required for M. Phil/Ph. D Mathematics.	
Zoology	Class Rooms required.	
English	A Class Room is required for M. Phil English	

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Government Arts College of Tiruvannamalai will be a valued and vital Community partner in our region (Tiruvannamalai district) by striving to enrich our expanding community and preparing our students to learn, work and live in a diverse, dynamic environment.

Key success variables

- Research and innovation
- Learning, teaching, and the wider student experience
- Dynamic Institute-Industry interaction
- Development of employability and entrepreneurial skills

Objectives:

- Sustained quality program and program mix comprising IT education and entrepreneurial skills that continues to support economic development, address the skills shortage in Tiruvannamalai district and provide the required skilled labour and leadership for the region.
- Continuous improvement in teaching methodology with a focus on student success.
- Advance innovation and effectiveness in teaching and student services through collaboration, professional development, training and technology.

Values

- Student Success and Academic Excellence
- Continuous Improvement to suit the changing environment
- Mutual Respect and Integrity among all communities and class
- Inclusive education and equal opportunity
- Inculcating creativity and Innovation
- Responding to regional and Social challenges

Mission

The Government Arts College of Tiruvannamalai is situated in a backward area but it is a learning-centered, comprehensive college dedicated to student service to promote the intellectual and economic prosperity of the diverse communities in and around rural area of Tiruvannamalai through education and research.

6.2 Does the Institution has a management Information System?

Yes, the College has an effective Information Management system.

UG/PG/M. Phil admission procedure is completely computerized. Internal assessment marks are sent to the University through on line mode.

College records including service registers of the employee are computerized.

All the information is communicated to the students, through circulars to the class rooms, and through notice boards. Important information is displayed on the College website too.

Communication regarding various extension activities is intimated to the students through the respective staff-in-charge and the notice boards.

Communication to the staff members is sent to all the departments through circulars. Urgent information is intimated through mobile phones.

Request and applications from the students are routed through the heads of the departments to the Principal for necessary action; and the action taken on the applications are intimated to the respective students

Scholarship, student records, bus/train passes and curricular aspects are managed by separate sections in the office in coordination with the staff members and Heads of the departments.

Examination related matters are communicated by the Principal and Chief Examiner incharge of the Examinations.

- Service records, salary and other benefits of all teaching and non-teaching staff members are under the purview of College office.
- The Principal is the head of the institution, all different units of administration must report and function as per the orders and instruction given by the Principal.
- The Principal holds periodic meetings with the staff-in-charge of different units of administration and academic bodies and Heads of the departments, for effective administration and delivery of services to students and staff in time.

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

6.3.1 Curriculum Development

The curriculum of our college is developed by Thiruvalluvar University. Senior Staff members in each department of the affiliating Colleges constitute the board of studies of the University. The board of study meeting will be held every year to review the existing syllabus and the syllabus is updated if necessary. The board of study members of the College will discuss with the staff members about the required modifications in the syllabus. Later the syllabus is framed/modified by the board of studies and it is approved by the academic council of the University. The approved new syllabus is followed for at least three consecutive years. Any addition or omission is effected only after the approval of the board of studies and the academic council of the University. UGC norms are followed in deciding core courses, allied and elective subjects.

6.3.2 Teaching and Learning

Teaching and Learning processes is the heart and brain of the College. There shall not be less than 90 working days for each semester.

Examination shall be conducted at the end of every semester for the respective subjects. Each semester has 90 working days consisting of 5 teaching hours per working day. Thus, each semester has 450 teaching hours and the whole programme has 2700 teaching hours.

Apart from conventional lecture methods, faculty members are using Interaction methods, Problem solving sessions, Mind Mapping techniques, Group discussion, Chart making, Quiz, Micro-seminar, Power Point Presentation, Videos, Virtual Laboratory and Lectures from International Universities available in you tube to make the teaching and learning process effective and successful.

The faculty members regularly attend orientation, refresher, national/international conferences and other in-service training programs to keep themselves updated of the latest development in the field of core subjects and education technology.

Field Visits, Industrial Visits and Educational Trips are arranged to supplement the learning experience of the students on the College campus.

Feedback from the students are analysed and the staff members are motivated to go in tune with the frequency of the students so as to enhance the teaching learning process.

The examination results are analysed and remedial classes are conducted in difficult subjects especially to slow learners.

6.3.3 Examination and Evaluation

Three periodical tests followed by a model examination will be conducted for each semester. Assignment works have been given to the students periodically. Based on the above tests and assignment marks, Cumulative Internal Assessment Marks (CIA) have been awarded to each student in all subjects.

The evaluation process includes Continuous Internal Assessment for 25% of marks and Semester examination for 75% of marks. The current system of Central Valuation is in practice for the past 25 years. In all UG, PG and M.Phil., theory papers are valued by external examiners under a Single valuation system. For UG Practical evaluation, one internal examiner and one external examiner are appointed by the University. For PG Practical evaluation two external examiners are appointed by the University.

Choice based Credit System (CBCS) is followed for both UG and PG courses. The Continuous Assessment has been done by tests and assignments so that the students are motivated to search reference books and internet to improve their performance and update their knowledge effectively.

Candidates are permitted to apply for revaluation after obtaining a **photocopy of Answer Paper** within 21 days from the date of publication of results. A person failed in only one paper in final Semester of the course (UG and PG) is allowed to write the Supplementary Examination conducted by the affiliating Thiruvalluvar University within a month of the publication of results, and the results

of Supplementary Examination will be declared within ten days, so that the students can pursue his higher studies without wasting a year.

The **coding and decoding system of Answer Scripts** are implemented from the Semester Examinations of April 2014 to hide the identity of the examinees to the evaluators.

The examination system is completely computerized in the College. Data entry of Examination Applications, Students data, Examination schedule, seating arrangement, Attendance Register, and uploading the Semester Examination results published by the Tiruvalluvar Univeristy in the College website are computerized.

6.3.4 Research and Development

The College has a Research Committee to encourage and support the teaching staff to take research projects. The major functions of the research committee are as follows:

1. Providing information and research guidance to teaching staff about the various funding agencies
2. Encouraging interdisciplinary research
3. Motivating the language departments to do collaborative work in the field of translation.
4. Motivating the faculty of each department to publish research articles in the Scopus Indexed journals.
5. Ensuring timely release of funds from the funding agencies to promote research activities.

The Committee has recommended upgrading the P.G Departments to Research Departments. Based on this recommendation, nine departments (Tamil, English, Mathematics, Physics, Chemistry, Botany, History, Economics and Business Administration) became research department since 2012. It emphasizes to conduct workshop / seminars /conferences often.

As per the policy of the College, the staff and students are allowed to use the following facilities for their research.

1. Well maintained department libraries .
2. Well equipped research laboratories of Science Department
3. General Library
4. Research Journals
5. Internet connectivity through BSNL broadband
6. Computers
7. English Language Lab
8. Fully Equipped and Modernized Computer Literacy Programme Laboratory

In this College, 10 out of 12 departments offer M.Phil. programmes and 9 departments offer Ph.D. programme. Every year 180 candidates secure M.Phil. Degree from Thiruvalluvar University through the College.

6.3.5 Library, ICT and physical infrastructure / instrumentation

In this academic year, 1068 new books worth Rs. 2 lakhs are added to the Library. The IQAC encourages the departments to purchase more journals, download more e-books and e- journals from INFLIBNET. The IQAC directs the students in free hours if any, compulsorily to go to the library.

6.3.6 Human Resource Management

- The teaching and the nonteaching staff of the college work in tandem under the guidance of the principal for the betterment of the students.
- A student representative is appointed for each class to act as a bridge between the faculty and the students in the execution of regular academic activities.
- The faculty and the office staff work together to process the applications of student scholarships for early disposal of scholarships.

6.3.7 Faculty and Staff recruitment

- As per the norms of the UGC, the Teachers Recruitment Board(TRB), Chennai recruits eligible candidates and the Director of Collegiate Education appoints them in the cadre of Assistant Professors.
- Tamil Nadu Public Service Commission recruits and the Director of Collegiate Education appoints the eligible persons for various non teaching positions.

6.3.8 Industry Interaction / Collaboration

In the Governing Council of the college, a member has been nominated from the industry to ensure the participation of the industry in the curriculum development. Students from Computer Science, Zoology, Botany, Business Administration and Commerce periodically visit the industries and institutes to develop their knowledge in practical aspects.

6.3.9 Admission of Students

- Admissions to UG/PG courses are done through single window system, based on the merit list prepared by the admission committee. The merit list is displayed in the notice board. The entire process of admission is done as per the norms and regulations of Director of Collegiate Education, Tamil Nadu.
- Admission to M. Phil. course is done as per the guidelines of Thiruvalluvar University, Vellore. The merit list is prepared based on the marks obtained in the entrance test exam, interview and the marks in the qualifying examinations (PG).
- For Ph.D. course, the performance in the entrance test and *viva-voce* conducted by the Departmental Research Committee forms the basis for admission.

6.4 Welfare schemes for

Teaching	A Medical insurance scheme is being implemented by the government for the welfare of the staff Festival advance is given once in a year for those who apply for it Government loan schemes to purchase house and vehicles are available for all the staff members. The staff are eligible to get accommodation in Tamil Nadu Housing Board at subsidised rent. The college arranged for medical health check up for all the staff.
Non teaching	All the welfare schemes mentioned above are available for non-teaching staff too.
Students	Government scholarships are available for all SC and ST students. In case of BC and MBC students scholarships are available for those who belong to low income group. Free bus passes up to 30 km are issued by the state government to all the students. Four free hostels run by government welfare boards offer accommodation to SC/ST, BC/MBC male students who hail from far off places. For female students a separate hostel is run by the government. A Group Insurance scheme is available for all the students. A free health check up and blood grouping is done every year. A student cooperative store is functioning in our college for the benefit of students.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Committee
Administrative	Yes	AG Office	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Bar Coding of the answer scripts is introduced.
- The students pay the examination fee directly in to college account through the special counters arranged by the bank at the college for a specific period.
- An improved answer booklet is supplied to the candidates for better presentation of answers.
- Instant exams are conducted in which the final year candidates with only one paper arrear are permitted to appear.

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

Not applicable.

6.11 Activities and support from the Alumni Association

Alumni association shoulders the responsibility of conducting the convocation ceremony with the college management every year. Alumni of our college are working as Teachers, Bank employees, Officers and scientists in the country.

6.12 Activities and support from the Parent – Teacher Association

- PTA helps the college management in matters of students discipline and welfare.
- Temporary appointments of guest faculty and office staff in the vacant positions are made with the help of contributions from PTA.

6.13 Development programmes for support staff

- Support staff are encouraged to pursue higher studies with proper permission from the Director of Collegiate Education, through correspondence mode to equip themselves and to enhance their promotional opportunities.
- They are sent to attend periodic in-service programs to hone their skills.

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

- Saplings were planted in the campus to make the campus green.
- As per the guidelines of UGC, animal use in Zoology practical curricula is minimized. Digital alternatives are used.
- Proposal to establish solar lamps to minimize the use of electricity, have been finalized by the college council.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Orientation programmes were conducted for the students on environmental awareness, availing scholarships from government and other agencies, personality development and social responsibility.

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

Plan of Action	Achievements
Various Scholarship schemes available must be known to each student.	Circulars are placed on each department notice board stating that various scholarship schemes available to the students, date of submission , etc.
Faculty members are motivated to apply for major and minor projects of UGC, DST etc.	One UGC Major project worth 25.69 lakhs and Three UGC minor Projects worth Rs. 7.2 lakhs were sanctioned.
Students are motivated to apply for student project funds provided by TNSCST.	Students are advised to apply for student research projects.

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

BEST PRACTICES – 1

1. Title of the practice: Periodical Assembly

2. Objective of the practice

The Principal meets the class representatives of all the departments at Pavendar Arangam and to disseminate the information and activities of the college to all staff and students. It makes all the students disciplined to report to college in time. The assembly serves many other purposes. It creates a bond among the students who unite in a single platform and inculcates a feeling of loyalty to their institution.

3. The Context

The assembly is quite relevant as information is passed to all members of staff and students through a single announcement to avoid complaint against lack of awareness about any event or happenings of the college. This get-together avoids discrimination and student unrest as there is familiarity with one another.

4. The Practice

This is a harmonious and healthy practice followed since the inception of the institution in 1966. The college conducts assembly at every Independence Day, Republic day and the important department meetings.

The agenda of the assembly is

- ❖ Song in Praise of Tamil Nadu
- ❖ Special song- all community prayer
- ❖ Silent prayer
- ❖ Oath against untouchability
- ❖ All announcements like inter and intra college events, scholarships, fees, exam dates, bus train passes, training, placement, academic and professional meets, discipline and all other information are disseminated to the students.
- ❖ Honoring of achievers (both faculty & students)

- ❖ Innorative talk by an outsider which will be of interest to students is delivered during the assembly.
- ❖ Condolence is expressed on occasion of sudden demise of staff and student and the condolence resolution is also done.
- ❖ An announcement for students through representatives is also done.

5. Evidence of success

Compliance of dates and schedules by one and all in the institution itself is an evidence for success of this practice. All are abreast and updated with information.

6. Problems Encountered

To sum up, the Assembly creates a bonding among the 5000 strong student community, all united in a feeling of loyalty towards their institution. It comprises a prayer as well as moral teachings which help in the holistic development of the student, making him or her not just a good student but more importantly, a good human being.

7. Notes: (Optional)

8. Contact Details:

Principal : Dr. M.CHINNIAH

College: **Government Arts College**

Address: Chengam Road, Tiruvannamalai – 606 603.

City: Tiruvannamalai – 606 603.

State: Tamil Nadu

Website: <http://www.gactvm.in>

E-Mail: gactvmprin@gmail.com

Phone

Office No: 04175 – 236298

Mobile No: 9942121225

Fax No: 04175 – 236553

E-Mail: gactvmprin@gmail.com

BEST PRACTICES- 2

1. Title of the practice: Extension Activity for students

2. Objective of the practice:

Extension activities are made mandatory for the students to promote Community linkage, Social Responsibility, Interaction with the people and Problem Analyzing and Solving Skills

3. The Context

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

4. The Practice

NSS, NCC, Youth Red Cross Society, Red Ribbon Club and Consumer Citizen Club are functioning in the College and they involve the students in the activities like

- ✓ Field work of cleaning the campus, sowing saplings
- ✓ Celebrating the national days like Republic day, Independence day, Youth day, world population day, world tourism day, women day, voters day, world green day and NSS day.
- ✓ Organising camps AIDS awareness, de addiction, Cancer awareness, polio awareness, eradication of plastic usages, etc.
- ✓ Celebration of Rajeev Gandhi marabou saara erisakthi day campaign and Inter college competitions as well as the State level skill developing competitions like speech, Essay writing and poetry are

conducting for all the colleges of Tiruvannamalai District along with the Department of Tamil development.

- ✓ Promoting and enrolling members for Blood donation, Eye donation
- ✓ Participation in Marathon, and Rallies against Child Labour, Drug Addiction, Junk Food etc.
- ✓ Collecting sponsors and donations for relief and rehabilitation of people affected by natural calamities.
- ✓ Students' contribution to old age homes by frequent visits, physical and monetary help.
- ✓ Involvement in socio Economic survey through NSS Camp on members in rural and their living condition.
- ✓ NSS Units involved their volunteers to help the police and revenue departments for giving protection to the national level religious festivals like Kaarthigai Deepam festival and chitrapournami festival.
- ✓ Campus Cleaning and Beautification of Girivalam Road
- ✓ Drive against Domestic Violence.
- ✓ Village Level Consumer awareness Camps.

5. Evidence of success:

- ❖ Students realized the challenges faced by the school drop outs in society. They have also realized the value and importance of education for their upliftment. As a result, the dropouts from our college have declined drastically.
- ❖ Our institution has got the donor award for the highest units of blood organized by Lions Club of Tiruvannamalai along with NSS and Red Cross Society
- ❖ The students develop the quality of integrity through the extension activity.
- ❖ The students volunteer act as scribes for the visually challenged and physically challenged candidates in the college and in all competitive exams.
- ❖ Student participation in various socio-cultural activities has greatly increased.

6. Problems Encountered:

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

7. Notes: (Optional)

8. Contact Details:

Principal: Dr. M.CHINNIAH

College: **Government Arts College**

Address: Chengam Road, Tiruvannamalai – 606 603.

City: Tiruvannamalai – 606 603.

State: Tamil Nadu

Website: <http://www.gactvm.in>

E-Mail: gactvmprin@gmail.com

Phone Office No: 04175 – 236298

Mobile No: 9942121225

Fax No: 04175 – 236553

E-Mail: gactvmprin@gmail.com

7.4 Contribution to environmental awareness / protection

A. Monthly Campus cleaning by NSS

B. Tree Plantation Drive was conducted in our college by NCC Students under the theme “My Tree Buddy” on 08.08.2017.

7.5 Whether environmental audit was conducted?

No

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

1. STRENGTHS :

The admission process is conducted by single window system in a transparent manner.

- * More number of Students nearly 1630 Students are admitted in each year through two different shifts.
- * Experienced and research oriented faculty.
- * Most of the Students are receiving scholarship from various Tamil Nadu Government welfare programmes.
- * Paper publication by our Staff members in reputed journals are increasing every year.
- * Faculties have received many State and UGC funded projects.

2. WEAKNESSES:

- * Lack of non – teaching and technical Staff.
- * Lack of surfing facility in the library.
- * Maintaining non – autonomous status.

3. OPPORTUNITIES:

- Industrial exposure and training programmes , Financial assistance from UGC ,DAE,NBHM and other funding agencies.

4. CHALLENGES

- * Catering to the needs of diverse and heterogeneous student community.
- * Lack of class room facility compared to the number of courses were started.

8 . Plans of Institution for Next Year:

1. To obtain Autonomy Status
2. To Build additional Class Rooms through State/UGC Funds
3. To achieve potential excellence in this area.
4. Make the Campus Green and Clean.

Name : Dr.A.Sugumaran

Signature of the Co-ordinator IQAC

Name: Dr.M.Chinniah

Signature of the Chairperson IQAC

Principal
Government Arts College
Tiruvannamalai

Annexure I

**Government Arts College, Tiruvannamalai
Academic Calendar
2017-18**

Date	Particulars
16.06.2017	Reopening of the College for Odd Semester
From 09.08.2017	First Internal Test
From 18.09.2017	Second Internal Test
From 23.10.2017	Odd Semester Model Test
08.11.2017	Last working Day for Odd Semester
From 09.11.2017 to 03.12.2017	Odd Semester Holidays
04.12.2017	Reopening of the College for Even Semester
From 22.01.2018	First Internal Test
From 19.02.2018	Second Internal Test
From 26.03.2018	Even Semester Model Test
10.04.2018	Last working Day for Even Semester
From 15.04.2018 to 17.06.2018	Summer Holidays

Annexure II
FEED BACK ANALYSIS OF THE STAFF PERFORMANCE

Questionnaire:

GOVERNMENT ARTS COLLEGE, TIRUVANNAMALAI

Dept. _____ Semester./ year _____

Dear student, Please rate the parameters below based on your perception towards the faculty handling a particular subject

S.N	Components to be assessed	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
1	Syllabus coverage (பாடத்திட்டத்தை குறித்த நேரத்தில் முடித்தல்)										
2	Punctuality (regularity to class) (காலம் தவறாமல்)										
3	Tests conducted by the faculty (அகமதிப்பீட்டுத் தேர்வு நடத்துதல்)										
4	Test papers evaluated and consented by students (தேர்வுத் தாட்கள் மதிப்பீடு செய்து இசைவு பெறுதல்)										
5	Student Interaction (Involving students) (மாணவர்களை வகுப்பில் பங்குகேற்பு செய்தல்)										
6	Subject Application / practical implication/illustrations used (பாடத்தின் பயன்பாடுகள் மற்றும் எடுத்துக்காட்டுகளுடன் விளக்குதல்)										
7	Creative teachings adopted: Chart works/ Assignmesnts (கற்பித்தலில் புதுமை)										
8	Motivating the students to perform (மாணவர்களை ஊக்குவித்தல்)										
9	Commitment to students query on subjects(மாணவர்களின் பாடசம்பந்தமான கேள்விகளுக்கு பதிலளிக்கும் தன்மை)										
10	Remedial or special efforts to improve performance (மாணவர்களின் முன்னேற்றத்திற்கு சிறப்புப் பயிற்சி)										
11	Degree of Understanding (புரிந்து கொள்ளும் தன்மை)										

Rating: 1-Very Good; 2-Good; 3-Average

S1- Faculty Name & subject

S2- Faculty Name & subject

S3- Faculty Name & subject

S4- Faculty Name & subject

S5- Faculty Name & subject

S6- Faculty Name & subject

S7- Faculty Name & subject

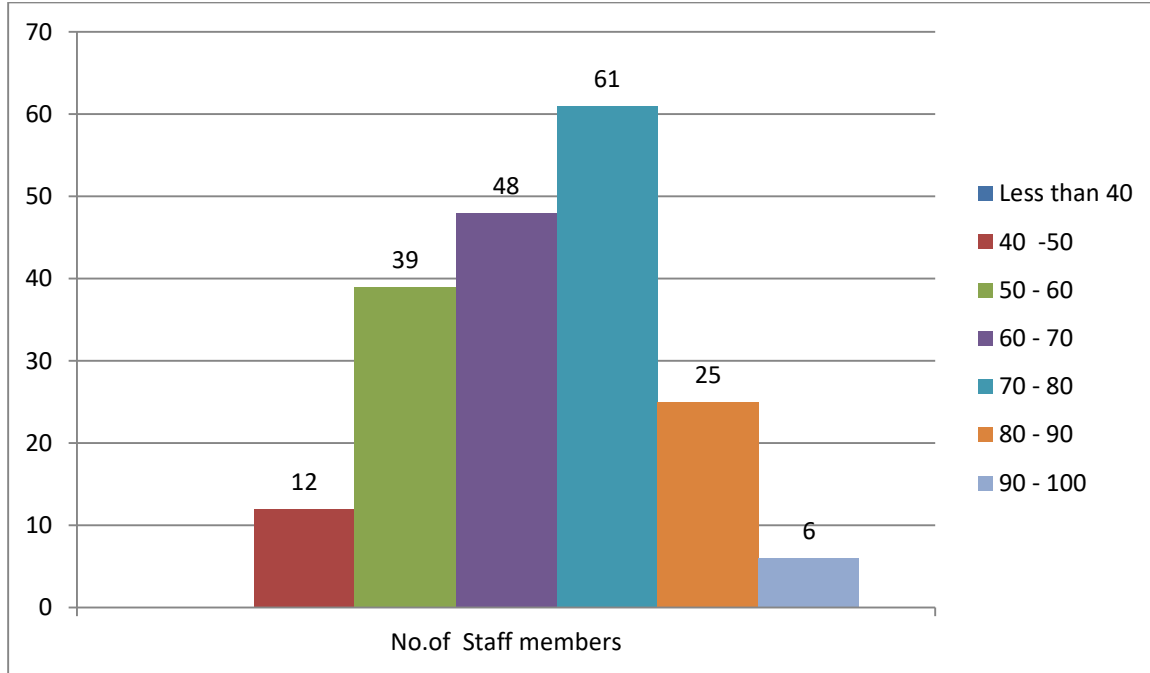
S8- Faculty Name & subject

S9- Faculty Name & subject

S10- Faculty Name & subject

Feedback from all the students about the performance of the teaching faculty were received and analysed. The results are displayed below:

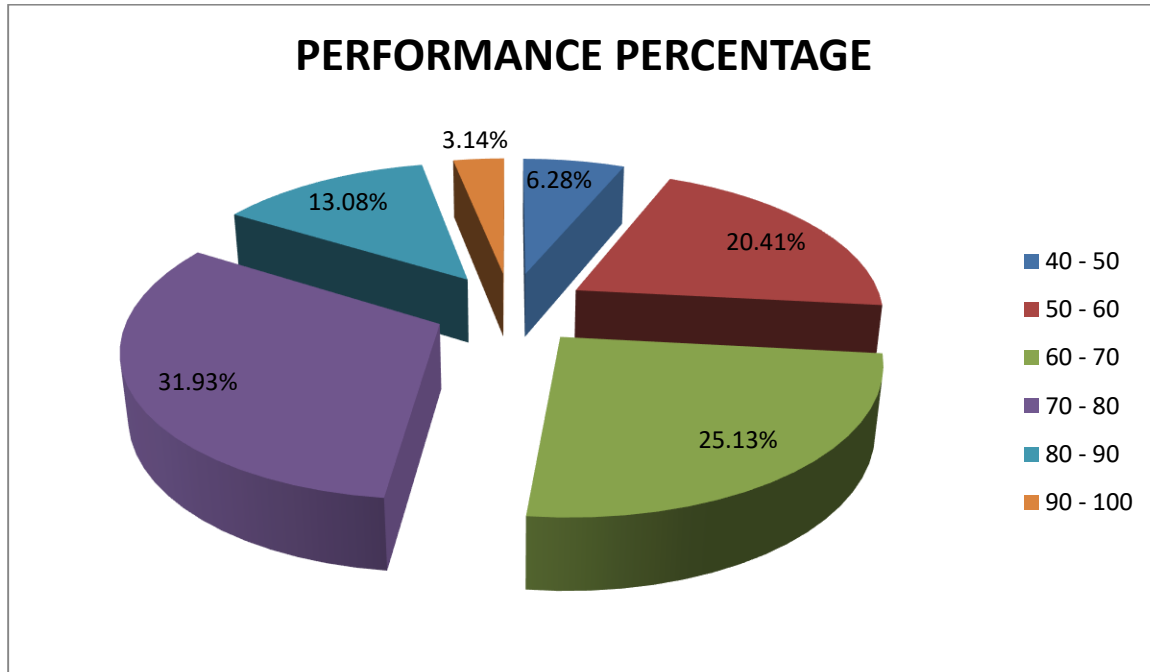
OVER ALL STAFF PERFORMANCE IN BAR CHART



Overall Score of the Staff

Score	No. of Staff
Less than 40	0
40 – 50	12
50 – 60	39
60 – 70	48
70 – 80	61
80 – 90	25
90 – 100	6

OVER ALL STAFF PERFORMANCE IN PIE CHART



Interpretation

Feedback about the teaching faculty's performance was collected from all the students. According to the collected data the result was analysed. Overwhelming majority 61 of the faculty have scored between 70 to 80%. Then 48 staff scored 60 to 70%. 39 staff scored 50 to 60%. 25 staff scored 80 to 90%, 12 staff scored 40 to 50% and 6 staff scored 90 to 100%. None of the staff scored below 40%. Therefore, it is concluded that overall performance of the teaching faculty in our college is good.

Calculation of Mean, Variance & Standard Deviation

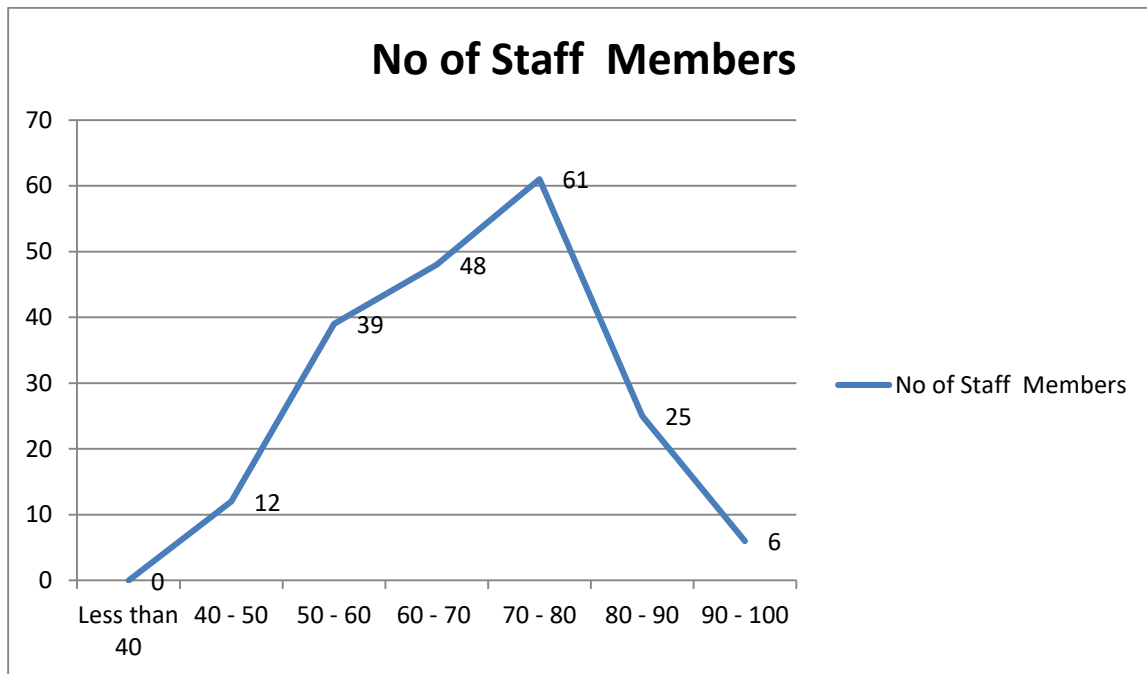
Score	No. Of Staff Members f	Mid Value x	fx	fx^2
Less than 40	0	35	0	0
40 – 50	12	45	540	24300
50 – 60	39	55	2145	117975
60 – 70	48	65	3120	202800
70 – 80	61	75	4575	343125
80 – 90	25	85	2125	180625
90 – 100	6	95	570	54150
Total	191		13075	922975

Average = 68.5

Variance = 140.08

Standard Deviation = 11.84

OVER ALL STAFF PERFORMANCE IN FREQUENCY POLYGON



Interpretation:

Overall performance of the staff shows a bell shaped Normal distribution curve with average 68.5, Variance 140.08 and standard deviation 11.84. Moreover the average and standard deviation reveal that the average performance of the staff is $68.5 \pm 11.84 = (56.66, 80.34)$. This shows that the overall performance of the staff is good and acceptable.
