

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC)

and Submission of Annual Quality Assurance Report (AQAR)

in Accredited Institutions

(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;

- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;
- To encourage self-evaluation, accountability, autonomy and innovations in higher education;
- To undertake quality-related research studies, consultancy and training programmes, and
- To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

Value Framework

To promote the following core values among the HEIs of the country:

Contributing to National Development

Fostering Global Competencies among Students

Inculcating a Value System among Students

Promoting the Use of Technology

Quest for Excellence

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j)Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

Ensure internalization of the quality culture;

b)Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c)Provide a sound basis for decision-making to improve institutional functioning;

d)Act as a dynamic system for quality changes in HEIs;

e)Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and

Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

| | |
|--------------------------------------|--|
| 1.1 Name of the Institution | SHRIMATI INDIRA GANDHI COLLEGE |
| 1.2 Address Line 1 | POST BOX NO.369 |
| Address Line 2 | CHATRAM BUS STAND, |
| City/Town | TIRUCHIRAPPALLI-2 |
| State | TAMIL NADU |
| Pin Code | 620 002 |
| Institution e-mail address | sigctr@gmail.com |
| Contact Nos. | 0431-2702797, 0431-2701453 |
| Name of the Head of the Institution: | Dr.S.Vidhyalakshmi |
| Tel. No. with STD Code: | 0431-2702797, 0431-2701453 |
| Mobile: | 9487516089 |
| Name of the IQAC Co-ordinator: | Ms. N. Vijayalakshmi |
| Mobile: | 9487312199 |
| IQAC e-mail address: | naac.sigc@gmail.com |

| 1.3 NAAC Track ID (For ex. MHCOGN 18879) | TNCOGN10712 | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------|--------------------|-----------------------|--------------------|-----------------------|--------------------|---------|--------------------|----|-------|------|---------|---|-----------|---|------|------|---------|---|-----------|---|------|------|---------|
| 1.4 NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate) | EC/SC/16/RAR/142 May 1, 2015 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.5 Website address: | www.sigc.edu | | | | | | | | | | | | | | | | | | | | | | | | |
| Web-link of the AQAR: For ex. http://www.ladykeanecollege.edu.in/ AQAR2012-13.doc | http://www.sigc.edu/sigc-downloads-aqar.php | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.6 Accreditation Details | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity Period</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1st Cycle</td> <td>B+</td> <td>75-80</td> <td>2004</td> <td>5 years</td> </tr> <tr> <td>2</td> <td>2nd Cycle</td> <td>A</td> <td>3.11</td> <td>2009</td> <td>5 years</td> </tr> <tr> <td>3</td> <td>3rd Cycle</td> <td>A</td> <td>3.25</td> <td>2015</td> <td>5 years</td> </tr> </tbody> </table> | | Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period | 1 | 1st Cycle | B+ | 75-80 | 2004 | 5 years | 2 | 2nd Cycle | A | 3.11 | 2009 | 5 years | 3 | 3rd Cycle | A | 3.25 | 2015 | 5 years |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period | | | | | | | | | | | | | | | | | | | | |
| 1 | 1st Cycle | B+ | 75-80 | 2004 | 5 years | | | | | | | | | | | | | | | | | | | | |
| 2 | 2nd Cycle | A | 3.11 | 2009 | 5 years | | | | | | | | | | | | | | | | | | | | |
| 3 | 3rd Cycle | A | 3.25 | 2015 | 5 years | | | | | | | | | | | | | | | | | | | | |
| 1.7 Date of Establishment of IQAC : DD/MM/YYYY | 25/06/2004 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.8 AQAR for the year (for example 2010-11) | 2017-2018 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011) | <table border="1"> <thead> <tr> <th>Year of AQAR</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2014-15</td> <td>24.09.2015(Online)</td> </tr> <tr> <td>2015-16</td> <td>04.11.2016(Online)</td> </tr> <tr> <td>2016-17</td> <td>16.11.2017(Online)</td> </tr> </tbody> </table> | Year of AQAR | Date of Submission | 2014-15 | 24.09.2015(Online) | 2015-16 | 04.11.2016(Online) | 2016-17 | 16.11.2017(Online) | | | | | | | | | | | | | | | | |
| Year of AQAR | Date of Submission | | | | | | | | | | | | | | | | | | | | | | | | |
| 2014-15 | 24.09.2015(Online) | | | | | | | | | | | | | | | | | | | | | | | | |
| 2015-16 | 04.11.2016(Online) | | | | | | | | | | | | | | | | | | | | | | | | |
| 2016-17 | 16.11.2017(Online) | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|--|---|
| 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 (eg. AICTE, BCI, MCI, PCI, NCI) | Yes ✓ No |
| 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 PEI (Phys Edu) TEI (Edu) Engineering Health Science Management ✓ Others (Specify) - |
| 1.12 Name of the Affiliating University (for the Colleges) | Bharathidasan University, Trichy |
| 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc | No |
| Autonomy by State/Central Govt. / University | No |
| University with Potential for Excellence | UGC-CPE/CE/COP UGC/Innovative PG programmes UGC-Special Assistance Programme DST Star Scheme/FIST Any other (Specify) } - |

| | |
|--|---|
| 2. IQAC Composition and Activities | |
| 2.1 No. of Teachers | 24 |
| 2.2 No. of Administrative/Technical staff | 1 |
| 2.3 No. of students | 11 |
| 2.4 No. of Management representatives | 2 |
| 2.5 No. of Alumni | 0 |
| 2.6 No. of any other stakeholder and community representatives | 2 |
| 2.7 No. of Employers/ Industrialists | 0 |
| 2.8 No. of other External Experts | 3 |
| 2.9 Total No. of members | 43 |
| 2.10 No. of IQAC meetings held | 17 |
| 2.11 No. of meetings with various stakeholders: | Faculty / Non-Teaching Staff Students / Alumni / Others : 4 |
| 2.12 Has IQAC received any funding from UGC during the year? If yes mention the amount. | Yes No ✓ |
| 2.13 Seminars and Conferences (only quality related) | |
| (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC | Total Nos. : 0 International : 0 National : 0 State : 0 Institution Level : 0 |
| (ii) Themes | - |

| | |
|---|--|
| 2.14 Significant Activities and contributions made by IQAC | |
| <ul style="list-style-type: none"> ● Recommendation for upgradation of Infrastructure(Internet Leased Line, Transportation) ● Appointment of 4 new faculty members based on requirement ● Preparation of Plan of Action for the current year and allotment of faculty for various roles. ● Regular monitoring of institutional activities & collection of data for analysis ● Analysis of number of students admitted to various programs, Analysis of Results & Ranks, Analysis of Research & Extension, Analysis of achievement of students and faculty members, Analysis of students placed through campus interviews. ● Analysis of feedback from stakeholders’. ● Organizing staff welfare programmes and faculty development programmes. ● Promote Alumni contribution to the institution. | |
| 2.15 Plan of Action by IQAC/Outcome | <p>Academic calendar –</p> <p>Vide Annexure – 1 (a)</p> <p>Association Activities-</p> <p>Vide Annexure- 1 (b)</p> |
| <p>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 *</p> <p>Plan of Action</p> <ul style="list-style-type: none"> ● To promote the use of ICT in teaching and learning. ● To maximize the use of ICT in administration and operation of the college for e-governance and data collection, processing and analysis. ● To make use of the college website to disseminate information about the functioning of the college, its rules and regulations, provisions for student support and progression, for providing learning materials and question banks to supplement classroom learning, and to notify the achievements of staff and students in various domains. ● To sustain demand for various programmes amidst stiff competition through quality improvement, public interaction, information dissemination and alumni support. ● To sustain and promote academic performance of the students through mentoring, proper motivation, and systematic planning for teaching, learning and assessment. ● To promote research culture through rewards for publishing in national and international journals approved by UGC or indexed by Scopus, WOS etc. ● To promote student placement and alumni interaction with current students. ● To enrich courses through fieldvisits, internships and industrial visits. ● To motivate more staff members to qualify themselves with higher degrees and pass in | |

UGC-NET/SLET examinations.

- To improve infrastructural facilities
- To provide fora for allowing students to publish their creative work like articles, pictures, posters, puzzles, software, Literary work etc.
- More scholarships to be given to students from privileged sections.

Refer Page No.41 Answer to Question 7.2 for Action Taken Report.

* Attach the Academic Calendar of the year as Annexure.

| | | |
|--|---------------------------|--|
| 2.15 Whether the AQAR was placed in statutory body | Yes ✓ | No |
| | Management - | Syndicate - Any other body - Academic Governance Committee. |
| Provide the details of the action taken | Approved by the committee | |

Part – B

Criterion – I

1. Curricular 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 |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | 6 | 1 | 6 | - |
| PG | 11+1* | - | 11+1* | 2 |
| UG | 17 | - | 17 | 4 |
| PG Diploma | 2 | - | 2 | 2 |
| Advanced Diploma | - | - | - | - |
| Diploma | 3 | - | 3 | 3 |
| Certificate | 2 | - | 2 | 2 |
| Others | 7 | 1 | 7 | - |
| Total | 48+1* | - | 48+1* | - |
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

* M.C.A is progressively closed.

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 42 |
| Trimester | - |
| Annual | - |

1.3 Feedback from stakeholders* (on all aspects)

Alumni ✓ Parents ✓ Employers - Students ✓

Mode of feedback :

Online - Manual ✓ Co-operating schools (for PEI) -

*Please provide an analysis of the feedback in the Annexure **Vide Annexure – 2(a) and 2(b)**

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

Yes. The syllabi for all programmes were revised in June 2017. The CBCS structure was retained, with minimal changes. Large number of courses were introduced for Skill Based Elective, Non-major elective and Major based elective in 2017. Specific rules in choice of these electives were also given by the university.

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

No. However M.Phil and Ph.D in Microbiology were introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 208 | 189 | 16 | 3 | - |

2.2 No. of permanent faculty with Ph.D.

| |
|----|
| 40 |
|----|

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 |
| 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| |
|----|
| 30 |
|----|

| |
|---|
| 0 |
|---|

| |
|---|
| 4 |
|---|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | | National level | | State level | |
|------------------------------|---------------------|--------|----------------|--------|-------------|--------|
| | Faculty | Events | Faculty | events | Faculty | events |
| Attended Seminars/ Workshops | 12 | 4 | 1 | 1 | - | - |
| Presented papers | 15 | 9 | 14 | 8 | 1 | 1 |

| | | | | | | |
|------------------|---|---|---|---|---|---|
| Resource Persons | 1 | 1 | 1 | 1 | - | - |
|------------------|---|---|---|---|---|---|

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

- Conduct of competitions to improve folk arts like dance, music & drama, oratorical, essay writing skills, spelling words etc.
- Skill development for UG students through workshops conducted on "Applying Mehendi", "Garland Making", "Hair Dressing", "Bridal Makeup", "Saree Draping", "Apparel Enrichment"
- Experiential learning through contests like "Salad Preparation", "Foods using Traditional Cereals", "Kolam Contest" "fireless cooking", etc
- Yogasana for the students for concentration & improvement of memory.
- Management Role play
- Off Campus seminars and industrial cum field visits
- Application oriented learning through preparation of Exhibits.
- Spoken Sanskrit Course
- Firsthand knowledge through interaction with experts.
- Computer Based Tutorial to support for slow learners.
- Availability of tutorial study material and question banks on the college website.
- Budget Analysis by Panel discussion
- Student seminars
- Conduct of Quiz programmes by students for other students.
- Mega Garment made to showcase dress embellishment strategies to students and people.
- Installation of vermicomposting pit and herbal garden and entrepreneurship development through sale of production
- Cultivation of azolla in campus for sale

- Bringing awareness among students about entrepreneurial skills using various vocational training courses like typewriting, sewing, embroidery, jewellery making, dress embellishments etc.

2.7 Total No. of actual teaching days during this academic year

| |
|-----|
| 199 |
|-----|

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

| |
|----|
| NA |
|----|

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| | | |
|---|---|---|
| 6 | 0 | 0 |
|---|---|---|

2.10 Average percentage of attendance of students

| |
|-----|
| 80% |
|-----|

2.11 Course/Programme wise distribution of pass percentage:

Vide Annexure - 3

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

Contribution to Teaching & Learning Process:

- Motivating faculty to follow innovative and student centric teaching methods.
- Advice to heads of Departments and staff members to organize/attend Faculty Development Programme, Orientation & Refresher Courses for faculty, motivating faculty to attend seminar/conference/workshop inside and outside the institution
- Conducting workshops to train faculty in using ICT for teaching and learning.

Monitoring Activities of IQAC:

- Analysis of student feedback, staff work done diary, student work done register, submission of reports by student, student output in the forms of assignments,

presentation, case studies, dissertation, analysis of student performance in internal and external examinations, etc.,

- Analysis of staff participation in extra curricular activities

Evaluating Teaching & Learning Process:

- Weightage given to each portion of internal assessment marks awarded to students.
- Analysis of students performance in theory & practical examinations (Internal Assessment and External Examination) through students scores in CIA & UE
- Faculty output in terms of research publications, books, awards and result outcomes of courses handled during the present year.

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|--|------------------------------|
| Refresher courses | - |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | 62 |
| Faculty exchange programme | - |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | 8 |
| Summer / Winter schools, Workshops, etc. | - |
| Others | - |

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 | 49 | - | 2 | - |
| Technical Staff | 31 | - | 2 | - |

Criterion – III

3. Research, Consultancy and Extension

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

- Motivating faculty to apply for funds to carry out minor & major research project from funding agencies.
- Conduct of workshops to equip faculty with knowledge base for research
- Access to research journals & thesis through subscription to E-portals like EBSCO, JGATE, IEEE, DELNET, INFLIBNET and access to internet
- Providing incentives for research (Publication, Seed money for project, Research Guidance)
- Interaction with eminent researchers and scientists
- Conduct of Ph.D viva within the campus.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 88 | 6 | - |
| Non-Peer Review Journals | 4 | 1 | - |
| e-Journals | - | - | - |
| Conference proceedings | 9 | 1 | - |

3.5 Details on Impact factor of publications:

Range :0.521-8.074 Averages: 3.949 h-indexes: - - Nos. in SCOPUS: 19

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

NIL

3.7 No. of books published - 8

i) With ISBN No.- 5 Chapters in Edited Books: -

ii) Without ISBN No. - 3

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

| | |
|--|------------|
| One day blood test camp for fresh candidates (12.9.2015) beneficiaries 217 students (each Rs.35) | Rs.7595/- |
| Sale of Vermin compost prepared from our own establishment (2015-2016) | Rs.1900/- |
| Composting of coirpith 30 students (13.4.2016) | Rs.1500/- |
| One day blood test camp for fresh candidates (19.7.2016) beneficiaries 131 students(each Rs.25) | Rs.3275/- |
| One day blood group identification camp for fresh candidates (22.7.2017) 221 beneficiereires (each Rs.30) | Rs.6630/- |
| Total | Rs.20900/- |

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | 2 | - | - | - | 2 |
| Sponsoring agencies | 1 | - | - | - | 1 |

3.12 No. of faculty served as experts, chairpersons or resource persons -8

3.13 No. of collaborations

12

International - National - 3 Any other - 9

3.14 No. of linkages created during this year

21

3.15 Total budget for research for current year in lakhs:

From Funding agency - 3 lakhs

From Management of University/College - 6 lakhs

Total - 9 lakhs

3.16 No. of patents received this year

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

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 7

And students registered under them 12

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

3

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 | 500 | State level | 500 |
| National level | - | International level | - |

3.22 No. of students participated in NCC events: NA

| | | | |
|------------------|---|---------------------|---|
| 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 | 48 |
| Any other | - | | |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility - 17

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 | 9.04 acres | - | -- | 9.04 acres |
| Class rooms | 112 | - | - | 112 |
| Laboratories | 10 | - | - | 10 |
| Seminar Halls | 2 | - | - | 2 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | 5 | Management | 5 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | 92 | Management | 92 |
| Others (in lakhs) | - | 5.6 | Management | 5.6 |

4.2 Computerization of administration and library

Many of the administrative operations like admission, students' information system, result analysis, dropout analysis, internal marks processing, attendance processing, exam scheduling, question paper printing, exam attendance sheet generation, room allotment and supervision scheduling, class timetable preparation and work load allotment and distribution, online submission of marks and attendance to university, have been automated using software prepared inhouse. Hostel fees collection and bill printing, account summarization, payroll processing and preparation of salary statement, income tax statement, etc. have also been automatized. Biometric attendance system is followed for staff in college and students in hostel. Thus almost all activities have been computerised.

Separate accounting software is used to maintain the college accounts. Library automation system takes care of Library attendance, access, bibliometric search, barcoding, and reporting. Ultimate Software for printing Transfer Certificate for outgoing students (UG & PG) was developed in 2015-16. **Software for Online "Student Feedback on Teachers" was developed and implemented during the year 2017-2018.**

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|---------|------------------------------------|--------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 34948 | 7190125 | 42 | 18261 | 34990 | 7208386 |
| Reference Books | 18274 | 2319865 | - | - | 18274 | 2319865 |
| e-Books | - | - | - | - | - | - |
| Journals | - | - | 42 | 75265 | 42 | 75265 |
| e-Journals | - | - | Inflibnet/ DELNET/ EBSCO, JGATE | 383258 | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - | - | - |
| Others (specify) | - | - | 25 | 20114 | 25 | 20114 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|--|------------------|------------------|--------|-------------|--------|
| Existing | 518 | 6 | 1Mbps Broad band 20 Mbps Leased lines | Campus -wide | 2 | 20 | 4 | 16 |
| Added | | | 14 Mbps Leased lines* | | | | | |
| Total | 518 | 5 | 1Mbps Broad band 34 Mbps Leased lines | Campus -wide | 2 | 20 | 4 | 16 |

Purchased in Feb 2018.

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

Training to teachers and students

- A **Demonstration on “the Use of EBSCO Information Services”** by Shri T.S.Nandha Lal, Training Specialist, South India, EBSCO Information Services India Private Limited was conducted on 15.7.2017.
- The Department of Computer Science, MCA, Information Technology and CSI Women Student’s branch organized a **HTML Programming** for Final Year UG students of Maths, Physics and Chemistry held at MCA Lab(Maths), Auditor K.Santhanam Lab(Chemistry), Advanced Multimedia Lab (Physics) on 8.7.2017.
- The Department of Computer Science, MCA, Information Technology and CSI Women Student’s branch organizes a **Tamizhum Kanninium** for Final Year UG students of B.Lit held at Internet & Microprocessor Lab on 8.7.2017.
- Placement training given to 1894 students. 38 Students were recruited through campus placement drives during this year.

Technology upgradation in governance CCTV Surveillance upgraded with more cameras in different parts of the campus. Cameras could be viewed from mobile phones with the Secretary and Principal 24x7. **28 New cameras were installed around the campus during 2017-2018.**

4.6 Amount spent on maintenance in lakhs :

| Particulars | Amount in Rs. |
|--|-----------------|
| Website Maintenance & AMC + Domain charges | 1341710 |
| Annual Maintenance Charges | 75000 |
| Vehicle Maintenance | 8601360 |
| Generator up keep | 118224 |
| Building Repair and Maintanance, | 7362465 |
| Printing and Stationery | 1525246 |
| Electricity Charges | 3764902 |
| Telephone Charges | 302076 |
| Furniture and Furniture Repairs | 369792 |
| Lab Consumables | 1146792 |
| Lift+ Maintanance | 51213 |
| Watch and Ward | 1477350 |
| TOTAL | 26136130 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Various services are rendered to the students in the name of Student Support Services

Career Guidance and Placement Cell

Book Bank Scheme

Earn while you Learn

Entrepreneurship Development Cell

Grievance Redressal Cell

Student Counselling Centre

Antiragging squad and cell

Internal Complaints Committee

Students are given details about all the above services during the Freshers' Day as soon as they enter college. Information on whom to contact regarding the same is also published in the College Calendar and college website. There are boards bearing contact details for anti-ragging squad and cell, student counseling centre, Internal Complaints Committee and Grievance Redressal cell at various spots in the college. Besides these measures,

- Circular is sent by librarian about the Book Bank Scheme, & Earn While You Learn scheme every semester.
- Fresh graduates are given orientation on various students support services on the fresher's Day by Principal and Vice Principals
- Class Tutors continue to remind their students about various services and help them to avail these services in time.
- IQAC collaborates with Career Guidance and Placement Cell in planning and carrying out various activities
- IQAC monitors grievance redressal, student counseling, antiragging, ICC and EDC through the respective committees.
- IQAC ensures that these activities are carried out promptly.

5.2 Efforts made by the institution for tracking the progression

- Feedback on infrastructure facilities, sports, extra-curricular activities and teaching and learning is obtained from students twice a year. These are analyzed to rectify any

shortcomings and the report is submitted to the Management and Academic Council for further action.

- Staff members report on completion of new Programmes, NET, SET, Ph.D, research guideships etc. by them and provide copies of certificates. Copies of registration letters for research and invitations for Public Viva-voce for Ph.D are also submitted.
- An internal audit is conducted every year to verify and peruse through all academic records leading to details on progress.
- Placement cell provides report about student placement during campus drives and no. of students who attend career counselling and placement training programmes.
- Departments provide input on no. of student progressing to higher studies and no. of students placed after graduation after alumnae meet conducted on graduation Day every year.
- Libraries provide data on no. of students who availed Book Bank Scheme & Earn While you Learn facility every year.
- Every day rounds throughout the campus by members of the Academic council facilitates idenrification of need for infrastructure development and maintenance, which is then recommended to the Management for further action.
- Entrepreneurship Development Cell provides details of entrepreneurship training programmes organized by them.
- Grievance Redressal Cell and Antiragging Cell co-ordinators provides details of grievances redressed and issues of ragging for entire year. GRC also helps to identify student needs and address them.
- The details provided by all the above bodies is analysed by the IQAC to study desirable and undesirable trends in various operations. These are discussed during IQAC meets to further provide inputs to correct undesired deviations. Favourable trends are appreciated.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 4938 | 960 | 12 | 129 |

(b) No. of students outside the state

-

(c) No. of international students : 2 (Srilankan)

| Men | <table border="1"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0.003</td> </tr> </tbody> </table> | | No | % | 2 | 0.003 | Women | <table border="1"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>6039</td> <td>99.997</td> </tr> </tbody> </table> | | No | % | 6039 | 99.997 |
|------|--|---|----|---|---|-------|-------|--|--|----|---|------|--------|
| | No | % | | | | | | | | | | | |
| 2 | 0.003 | | | | | | | | | | | | |
| No | % | | | | | | | | | | | | |
| 6039 | 99.997 | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

| | 2016-17 | | | | | 2017-18 | | | | |
|--------------|---------------------|-----|----|------|-------|--------------------|-----|------|----|-------|
| | General | SC | ST | OBC | Total | General | SC | OBC | ST | Total |
| UG | 70 | 126 | 1 | 1333 | 1530 | 46 | 179 | 1456 | 10 | 1691 |
| PG | 18 | 53 | 2 | 341 | 414 | 21 | 58 | 447 | 0 | 526 |
| Dropout | UG – 7% PG-3% | | | | | UG – 8% PG-5% | | | | |
| Demand Ratio | UG – 129% PG – 100% | | | | | UG – 143% PG – 73% | | | | |

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

Yes . Career Guidance and Placement Cell conducted 9 coaching programme for Competitive Examinations. 1794 were benefitted. Details given in Supporting Document.

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

| S.No | Date | Programme Details | No. of Participants |
|------|------------|---|---------------------|
| 1 | 21.08.2017 | Career Opportunities | 203 |
| 2 | 22.08.2017 | Aptitude problem solving skills | 203 |
| 3 | 23.08.2017 | Leadership skills | 200 |
| 4 | 24.08.2017 | Interview skills | 198 |
| 5 | 28.08.2017 | Self Management | 198 |
| 6 | 29.08.2017 | Personality Development motivational skills | 198 |
| 7 | 30.08.2017 | Analytical Reasoning | 198 |
| 8 | 31.08.2017 | Technical Interview | 198 |
| 9 | 31.01.2018 | Career Opportunities in CAPGEMINI | 198 |

Total No. of Students beneficiaries

1794

5.7 Details of campus placement

| S.No | Date | Company visited | On/Off Campus | No. of students participated | No. of students selected |
|------|------------|-------------------------------|---------------|------------------------------|--------------------------|
| 1. | 1.02.2018 | Capgemini, Trichy | On-campus | 126 | 22 |
| 2. | 15.02.2018 | Omega Health care Private Ltd | On-campus | 40 | 16 |
| | | Total | | 166 | 38 |

5.8 Details of gender sensitization programmes

- The Dr.Muthulakshmi Reddy Women's Empowerment Study Circle and Gender Club jointly organized an "Essay Writing and Pencil Sketching Competition" for all the III Year UG Students on Women Empowerment on 15.03..2018.

5.9 Students Activities

| 5.9.1 No. of students participated in Sports, Games and other events | | | | | |
|--|----|----------------|----|---------------------|---|
| State/ University level | 39 | National level | 17 | International level | - |
| No. of students participated in cultural events | | | | | |
| State/ University level | 27 | National level | - | International level | - |

| 5.9.2 No. of medals /awards won by students in Sports, Games and other events | | | | | |
|---|----|----------------|----|---------------------|---|
| Sports: State/ University level | 56 | National level | 16 | International level | - |
| Cultural: State/ University level | 95 | National level | 1 | International level | - |

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|-----------|
| Financial support from institution | 190 | 7,95,800 |
| Financial support from government | 674 | 40,88,785 |
| Financial support from other sources | 171 | 2,56,000 |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

Fairs: State/ University level - National level - International level -

Exhibitions: State/ University level - National level - International level -

5.12 No. of social initiatives undertaken by the students

10

5.13 Major grievances of students (if any) redressed:

148 Grievances totally resolved relating to absenteeism, academic performance, drop-outs, moral conduct & psychological problems. **Vide Annexure – 4**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : To enable the students to acquire an integrated personality, endowed with Character, Culture, Compassion & Discipline.

Mission: To foster Higher education and the upliftment of Women in Society in general & the improvement of their Economic Status & Independence in particular

6.2 Does the Institution have a management Information System

Yes, Payroll, Income Tax, Accounts administration etc. have been computerized.

Particulars of students who apply to various programmes every year are entered into a database using custom built software. The software also provides features like consolidation of admission particulars programme-wise date-wise, community-wise, and produces required reports. These student records are integrated into another program module that takes care of attendance, internal assessment, and fees payment. One module is also available to issue TC after pass out.

Exam reappearance, internal assessment timetable and room allotment cum attendance, external assessment, preparation of consolidated internal mark statement, attendance statement and lack of attendance and result analysis are also computerized.

Separate information systems are maintained for storing research details like details of faculty who have completed/ pursuing Ph.D research publications M.Phil guidance particulars, Minor project details and funds provided for research and cash awards given to inculcate research culture.

Library management software is used for access of library resources, library attendance and bar coding books and other resources. Access to e-resource is enabled through internet access in the library. An application for government scholarships is done online through government web portals and distribution of scholarships is consolidated on computer systems.

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

6.3.1 Curriculum Development

6 faculty members represent the college in the respective Board of Studies of the University in various disciplines. These members

- Carry recommendations from other faculty members, Students, alumni & other stakeholders,
- Include new & emerging areas of study in the respective syllabi during the forthcoming revision.
- Update existing syllabi as per requirements.
- Recommend introduction of new programmes of study in the college.

6.3.2 Teaching and Learning

- FDP given to faculty & students on use of e-resources like EBSCO, J-Gate etc.
- FDP given to faculty on new courses in curriculum.
- Permit faculty to attend training programmes in other institutions.
- Inculcate research culture through cash awards and appreciation.
- Use of e-resources, e-books, and ICT & Learning Management Systems for teaching / learning
- Preparation of new course materials and study materials & Question Bank for slow learners in selected courses which are posted on the college website.
- Remedial coaching given to slow learners
- Motivate students to prepare posters, models, charts, & exhibits for exhibitions and creative content for student magazines.
- Motivate advanced learners to participate in intercollegiate symposia, conferences, workshops and seminars, present and publish papers, attend training programmes.
- Use of books, journals, powerpoint presentations & internet for students' seminars.
- Upgradation of infrastructure- Periodically replace computer systems with newer ones with latest configuration. Purchase newer versions of software and peripheral equipment.
- Upgrade Leased Line Bandwidth and purchase software licenses.
- Motivate students to use the library to supplement their learning skills.

6.3.3 Examination and Evaluation

- Students are evaluated through Quiz, slip tests, oral tests and assignments in the class room. Based on their performance in these, students are categorized into slow learners, average learners and advanced learners.

- Mid-semester examinations are conducted like university examinations by following university pattern for question paper, internal evaluation by faculty, allotting internal marks based on various parameters with due weight age.
- Provision for improvement of internal marks by writing extra tests, display of internal marks on notice board and sending results of mid-semester and end-semester exam to parents exists. University results are also communicated to parents.
- There is also a provision for improving the internal marks by redoing the semester afterwards by applying to the university.
- Remedial coaching is given to students who have to re-appear in the university examinations of previous semesters.
- Advanced learners are also motivated to get ranks in the university examinations by giving them extra inputs and coaching.

6.3.4 Research and Development

- Motivating faculty to publish in peer reviewed international journals with high impact factor and / or in indexed journals.
- Encouraging faculty to take part in International / National seminars/ conferences and to present papers in them.
- Inspiring faculty to publish books and aim for research awards.
- Encouraging and supporting faculty to tap funds from external agencies for minor /major research projects.
- Recommending project proposals to management for sanction of seed money.
- Instructing faculty to promote student research projects and to apply for funds for the same.
- Providing incentives for research guidance, completion of Ph.D and for research publications to promote research culture.
- Supporting research through subscription to journals and e-portals providing access e-journals.
- Motivating faculty to collaborate with other organizations for research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library advisory committee reviews the activities of the library and gives its suggestions to improve the services of the library.

- The college provides free internet access to staff and students. This helps students to prepare for tests, assignments, competitions, classes and participate in online contests, register for competitions and learn subjects online. Staff members use the internet to update themselves and use e-resources for teaching and research.
- Laboratories are updated with required up-to-date equipment to facilitate learning and research.

6.3.6 Human Resource Management

- Training given to faculty to update themselves in new areas of study
- Faculty directed to carryout various academic activities to enrich themselves and get practical training in related areas.
- Participation in national/international seminars/conferences, workshops, training programmes help in knowledge acquisition.
- Recruitment of well qualified faculty as & when needed.
- Interdepartment linkage and research helps in team learning and activities.

6.3.7 Faculty and Staff recruitment

- Candidates who have cleared UGC-NET/SLET or completed Ph.D or who have atleast 5 years experience are only recruited.
- Retention of staff with Ph.D and NET/SET qualifications through special allowances **(Rs.5000 per month)**.

6.3.8 Industry Interaction / Collaboration

- New collaborations with industries/ organizations/other institutes for projects work, internship, field works, case study, Rotary training, research
- Conduct of guest lectures, workshops & training programmes.
- New consultancy services offered to industry by our faculty.
- Linkage with university departments & external GOs for value-added training to students.

6.3.9 Admission of Students

| | Total No.of Sanctioned Seats | Students Admitted | No.of Vacant Seats | OC | BC | MBC/DNC | SC | ST |
|-------------------|------------------------------|-------------------|--------------------|----|------|---------|-----|----|
| Total UG | 2220 | 1691 | 529 | 46 | 972 | 484 | 179 | 10 |
| Total PG | 729 | 526 | 203 | 21 | 302 | 145 | 58 | 0 |
| M.Phil | 219 | 131 | 88 | 5 | 73 | 28 | 25 | 0 |
| Total PG Diploma | 120 | 100 | 20 | 4 | 57 | 26 | 13 | 0 |
| Total diploma | 180 | 180 | 0 | 9 | 95 | 62 | 14 | 0 |
| Total Certificate | 120 | 120 | 0 | 3 | 56 | 53 | 8 | 0 |
| Grand Total | 3588 | 2748 | 840 | 88 | 1555 | 798 | 297 | 10 |

- Faculty members motivate students to pursue higher studies in their discipline.
- Mentors maintain a good rapport with their mentees and gather information about student expectations for pursuing higher studies in the college and provide feedback to ensure that the college provides facilities and infrastructure to attract students to pursue studies.
- Faculty members are present during the admission process to help applicants to choose programmes for study by providing career counseling and support.
- Students are also motivated to pursue additional certificate, diploma and P.G Diploma programmes to get value addition in education.

6.4 Welfare schemes for

| | | | |
|--------------|------------------------|-----|-----|
| Teaching | Group Insurance Scheme | ESI | EPF |
| Non teaching | Group Insurance Scheme | ESI | EPF |
| Students | Group Insurance Scheme | -- | -- |

6.5 Total corpus fund generated -

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 | Yes | External experts | Yes | IQAC |
| Administrative | Yes | Raju & Co | | |

6.8 Does the University/ Autonomous College declare 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?

Not Applicable

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

Recommendations are given to colleges after General Inspection every 3 years. (if eligible)

6.11 Activities and support from the Alumni Association

- Alumni are invited as resource persons for seminars / workshops
- Alumni provide career counseling and training to students
- Alumni donate equipment or funds to college.
- Alumni help in placement of students.

6.12 Activities and support from the Parent – Teacher Association

Parents Teacher meetings are conducted by each department at their convenience. During these meets, parents are informed about the performance of their wards in curricular, co-curricular and extra-curricular activities, regularity in attendance, general problems they face in academic & personal affairs and parents interact with concerned class tutors to hit upon a common solution for problems faced (if any). These meetings also help the college / department to collect feedback from parents on curriculum, infrastructure, Student support and teaching & learning methods.

6.13 Development programmes for support staff - NIL

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

- Many pits have been dug with the conception of harvesting the rain water that goes down the drain for increase the level of underground storage of water.
- A herbal garden is maintained in the campus.
- In addition, an incinerator was constructed to destroy sanitary pads without pollution.
- Vermicomposting pits have been built to continually generate vermicompost. This is used to fertilize our herbal gardens and kitchen gardens. The excess is also sold to students and staff of the college
- An azolla pit has been built to cultivate azolla which is used for preparation of food and for fertilizing gardens.

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.

- Online Fee Payment has been made mandatory to all students for paying their tuition fees, exam fees, hostel fees and all other forms of fees to the college.
- Online feedback system for collecting feedback on teaching and learning by teachers from students and their analysis has been introduced.
- Steps to introduce autonomy were taken. Staff members without Ph.D / NET / SET qualification were urged to complete them as early as possible. Permanent affiliation to as many courses as possible were applied and obtained.
- More attention has been paid to use of ICT in teaching and learning.
- Submission of data to university and to government have all been done through Internet giving way to digitization.
- All internal communication among staff members and specific committees are done through tools like Whatsup, or e-mail. Teachers contact their students also through mailing lists and chat groups.
- Instruction material, tutorial material, question banks and educational videos are provided to students through college website.
- IQAC receives all its data from staff members only through mail and uses whatsapp to send circulars and other notifications, thereby promoting e-Governance.
- Use of paper has been considerably reduced in all ways.

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 |
|----|---|--|
| 1. | To promote the use of ICT in teaching and learning. | <ul style="list-style-type: none">• Faculty make use of the seminar halls, class rooms and auditorium with internet facilities to conduct lectures deriving content online. PPT presentations are also used.• Moreover some faculties also use LMS to conduct assessment tests• Video conferencing is also used to conduct lectures and seminars |

| | | |
|----|---|---|
| | | <ul style="list-style-type: none"> • Additionally, instructional material, tutorial materials, question banks etc. are available on the college website for use by students. • Students are provided free access to the internet to update themselves and to collect details for their coursework and research. |
| 2. | <ul style="list-style-type: none"> • To maximize the use of ICT in administration and operation of the college for e-governance and data collection, processing and analysis. | <ul style="list-style-type: none"> • Staff members use the internet for internal communication and disbursement of materials. • Information dissemination is done through chat groups and communities. • Alumni registration and feedback are got through the website. • All details regarding the college and its activities and various reports are also available on the college website. • Applications can be downloaded from the website. Fees payment is also made through the website. • All details to government and educational governance bodies are submitted online |
| 3. | To make use of the college website to disseminate information about the functioning of the college, its rules and regulations, provisions for student support and progression, for providing learning materials and question banks to supplement classroom learning, and to notify the achievements of staff and students in various domains. | <ul style="list-style-type: none"> • Done regularly |
| 4. | To sustain demand for various programmes amidst stiff competition through quality improvement, public interaction, information dissemination and alumni support. | <ul style="list-style-type: none"> • Staff members disseminate information about the college and its activities to the public through external events, distribution of college prospectus to school students, news and media. • Alumni also contribute to the demand for the programmes through direct or indirect recommendations. Undergraduates join in Post Graduate programmes. • Participation in educational camps, and awareness programmes for higher education • Improve the quality of education and |

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| | | infrastructure facilities to impress on students and other stake holders to make a name for the college to attract students. |
| 5. | To sustain and promote academic performance of the students through mentoring, proper motivation, and systematic planning for teaching, learning and assessment. | <ul style="list-style-type: none"> • Yes. The teachers provide motivation and psychological support to their mentees to improve their performance • Slow learners are tutored to get good marks while advanced learners are motivated to participate in co-curricular and extra curricular activities to showcase their hidden talents and win laurels. • Systematic planning for teaching and assessment helps in identifying and categorizing the students to offer help to them |
| 6. | To promote research culture through rewards for publishing in national and international journals approved by UGC or indexed by Scopus, WOS etc. | <ul style="list-style-type: none"> • Management provides cash awards to promote research activities as detailed in Criterion III |
| 7. | To promote student placement and alumni interaction with current students. | <ul style="list-style-type: none"> • Career guidance and placement cell have been able to provide wide career advise and training in order to promote placement. • Campus drives are also arranged every year. • Alumni have been invited to tell the students about how to make a career and the challenges they face and how to tackle them. |
| 8. | To enrich courses through fieldvisits, internships and industrial visits. | <ul style="list-style-type: none"> • Departments of Social Work and Hospital Administration include internships and fieldvisits in their curriculum. • Some of the other departments have taken their students to visit industries and other organizations to gain first hand experience in their areas of study. • Some assign project works that should be carried out in industries. |
| 10 | To motivate more staff members to qualify themselves with higher degrees and pass in UGC-NET/SLET examinations. | <ul style="list-style-type: none"> • 4 faculty members have cleared SET exams this year. Many have completed their Ph.D |
| 11. | To improve infrastructural facilities | <ul style="list-style-type: none"> • One more car, van and a bus were purchased |

| | | <ul style="list-style-type: none"> for transportation of staff and students • Internet bandwidth was improved to suit usage • Projectors were setup in many class rooms • New printers and storage devices were purchased • More cameras for CCTV surveillance • Lift facilities improved | | | | | | | | | | | | |
|-----------------------------------|--|--|--|----------------------|--------------------|-------------------------|-----|----------|-------------------------|-----|-----------|-----------------------------------|-----|----------|
| 12. | To provide fora for allowing students to publish their creative work like articles, pictures, posters, puzzles, software, Literary work etc. | <ul style="list-style-type: none"> • Many competitions were held to bring out the hidden talent of students. • Student magazines, souvenirs, paper presentations, posters, journal publications, software development have been made by students this year (vide Annexure 6) | | | | | | | | | | | | |
| 13. | More scholarships to be given to students from privileged sections. | <table border="1"> <thead> <tr> <th></th> <th>No. of Beneficiaries</th> <th>Scholarship amount</th> </tr> </thead> <tbody> <tr> <td>Management Scholarships</td> <td>190</td> <td>7,95,800</td> </tr> <tr> <td>Government Scholarships</td> <td>674</td> <td>40,88,785</td> </tr> <tr> <td>Amount sanctioned by Other Donors</td> <td>171</td> <td>2,56,000</td> </tr> </tbody> </table> | | No. of Beneficiaries | Scholarship amount | Management Scholarships | 190 | 7,95,800 | Government Scholarships | 674 | 40,88,785 | Amount sanctioned by Other Donors | 171 | 2,56,000 |
| | No. of Beneficiaries | Scholarship amount | | | | | | | | | | | | |
| Management Scholarships | 190 | 7,95,800 | | | | | | | | | | | | |
| Government Scholarships | 674 | 40,88,785 | | | | | | | | | | | | |
| Amount sanctioned by Other Donors | 171 | 2,56,000 | | | | | | | | | | | | |

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals) *Provide the details in annexure (annexure need to be numbered as i, ii,iii)

* Semester wise Teacher plan & Appraisal VIDE ANNEXURE 5 (i)

* Academic flexibility and value education VIDE ANNEXURE 5 (ii)

7.4 Contribution to environmental awareness / protection

- Construction of Vermicomposting pit to produce vermicompost continuously. The produced compost is distributed to staff and students at a subsidised price for use in their garden and fields.
- A azolla pit and mushroom cultivation unit were established to produce biofertilizers and mushrooms for domestic purposes

7.5 Whether environmental audit was conducted?

Yes ✓

No

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

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| <p>Strengths</p> <ul style="list-style-type: none"> • Good infrastructure & facilities. • Strategic location of Institution. • Well qualified, dedicated faculty. • Excellent results and academic performance of students. | <p>Weakness</p> <ul style="list-style-type: none"> • Yet to achieve research collaborations. • Consultancy services need improvement • Funds need to be tapped for major/minor projects. • Employee attrition after completing Ph.D / NET to government jobs |
| <p>Opportunities</p> <ul style="list-style-type: none"> • Large scope for inter-disciplinary research & activities. • Training and placement in collaboration with industries • Communication skills training in association with finishing schools • Large scope for social outreach activities. | <p>Threats</p> <ul style="list-style-type: none"> • Students are more focused towards typical job areas like government departments, post office, bank or clerical jobs. So they are not interested in higher studies or research. • Lack of Communication skills, employability skills, due to economical backwardness and lack of motivation. • Most of the students are from rural areas and have learnt in Tamil medium. So, they devote more time for self development and coping with college work, and so have less time to devote to outreach activities. |

8. Plans of institution for next year

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| <ul style="list-style-type: none"> • Apply for more sections for programmes that have high demand. • Try to get permanent affiliation for some more programmes / sections of programmes • Work towards autonomy of the college. • To motivate and ensure faculty members complete Ph.D / NET / SET as early as possible. • To improve the use of ICT in teaching, learning and assessment. • To motivate faculty to focus on student centric teaching and learning. • To ensure that research scholars and guides publish in quality journals. • To apply for research awards and tap more funds for research. • To frame a consultancy policy. • To work more towards societal causes and create awareness about the same among students. • To improve the percentage of placements through skill development. |
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- To create collaborations and linkages with government for skill training and placement.
- Improve alumni contribution towards academic development.

Name N.VIJAYALAKSHMI

Name Dr.S. Vidhyalakshmi

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure - I

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |
