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)

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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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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:

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

b) 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;

c) 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

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

b) 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:	9443301721
IQAC e-mail address:	nvijimca@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

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)	2014-2015
1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)	Year of AQAR: 2013-14 — Date of Submission: 19.11.2014(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
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) } NO

2. IQAC Composition and Activities

2.1 No. of Teachers	27
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	12
2.4 No. of Management representatives	2
2.5 No. of Alumni	0
2. 6 No. of any other stakeholder and community representatives	3
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	3
2.9 Total No. of members	48
2.10 No. of IQAC meetings held	4
2.11 No. of meetings with various stakeholders:	Faculty / Non-Teaching Staff Students / Alumni / Others : 6
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	

1. Recommendation for upgradation of Infrastructure
   - Installation of solar lamps in the college
   - Replacement of tubelights with LED lamps in the M.B. A auditorium
   - Provision of LCD Projectors in M.B.A Classrooms
   - 12 new dotmatrix printers purchased and installed in various computer laboratories.
   - 5 new LCD Projectors purchased and installed in laboratories, and M.C.A seminar hall.
   - 2 Color printers purchased for office purposes
   - 3 pits created in the campus for Vermicomposting and cultivation of Mushrooms and Azolla
   - Incinerators(2 Nos) for degradation of sanitary pads for prevention of air pollution are constructed.
   - 3 new coin phones installed in the hostel buildings
   - Bought 1 Bus (Seating Capacity 67) and 1 van (Seating Capacity 41/2) Mbps Leased Line connection was upgraded to 6 Mbps capacity.
2. Appointment of 30 new faculty members based on requirement
3. Preparation of Plan of Action for the current year and allotment of faculty for various roles.
4. Regular monitoring of institutional activities & collection of data for analysis
5. 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.
6. Analysis of feedback from stakeholders'.

2.15 Plan of Action by IQAC/Outcome	Academic calendar -Vide Annexure – I (a) Association Activities-Vide Annexure- I (b)

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

- To create linkages with research bodies organizations. GOs or NGOs for curriculum implementation & delivery research, placement, students enrichment and extension.
- To motivate more staff members to qualify themselves with higher degrees and pass in UGC-NET/SLET examinations.
- Improving the total no. of faculty who publish, to motivate faculty to publish in quality journals.
- To increase no. of faculty pursuing Ph.D
- ICT literacy for society
- To improve Consultancy Services
- Conduct more FDP for faculty
- Staff participation in workshops/ seminars /conferences to be improved
- To tap funds for research from funding agencies
- Better use of computer communication & other technologies for improvement of various operations.
- To improve infrastructural facilities
- To provide fora for allowing students to publish their creative work like articles, pictures, posters, puzzles, software, Literary work etc.
- To improve the no. of placements
- To enhance the support for physically challenged students.
- More scholarships to be given to students from privileged sections.

Refer Page No.31 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 -
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	5	-	-	-
PG	12	-	-	-
UG	17	-	-	-
PG Diploma	3	-	-	-
Advanced Diploma	-	-	-	-
Diploma	3	-	-	-
Certificate	2	-	-	-
Others	6	-	-	-
Total	48	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	29
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**

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

Nil

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
252	241	--	7	4

2.2 No. of permanent faculty with Ph.D.

27

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
30	0	0	0	0	0	0	0	30	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

35	0	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	11	-
Presented papers	16	8	-
Resource Persons	-	-	16

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

- Conduct of competition 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 Mehandi", "Garland Making", "Hair Dressing", "Bridal Makeup", "Saree Draping", "Apparel Enrichment"
- Experiential learning through contests like "Salad Preparation", "Foods using Traditional Cereals", "Kolam Contest"
- Yogasana for the students for concentration & improvement of memory.
- Management Role play
- Off Campus seminar
- Application oriented learning through preparation of Exhibits.
- Spoken Sanskrit Course
- Firsthand knowledge through interaction with experts.
- Computer Based Tutorial to support for slow learners.
- Budget Analysis by Panel discussion
- Student seminars
- Conduct of Quiz programmes by students for other students.

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

211

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

22	22	22

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 :

A. **Contribution to Teaching & Learning Process**:

i. Motivating faculty to follow innovative and student centric teaching methods.
ii. Advice to head of departments to organize Faculty Development Programme, Orientation& Refresher Courses for faculty, motivating faculty to attend seminar/conference/workshop inside and outside the institution

B. **Monitoring Activities of IQAC**:

i. 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, etc.,
ii. Analysis of staff participation in extra curricular activities

C. Evaluating Teaching & Learning Process:

i. Weight age given to each portion of internal assessment marks awarded to students.
ii. Analysis of students performance in theory & practical examinations (Internal Assessment and External Examination) through students scores in CIA & UE
iii. 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	2
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	2
Others	2

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	31	-	11	-
Technical Staff	40	-	4	-

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	-	2	2	-
Outlay in Rs. Lakhs	-	-	720000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	80	-	-
Non-Peer Review Journals	39	1	-
e-Journals	-	-	-
Conference proceedings	25	17	-

3.5 Details on Impact factor of publications:

Range: 0.3 TO 7.22 Averages: **3.0620** h-indexes: - **28** Nos. in SCOPUS: - 12

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	Nil	Nil	Nil	Nil
Minor Projects	2	UGC	720000	720000
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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

Nil

3.11 No. of conferences organized by the Institution

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

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

31

3.13 No. of collaborations

International - National - **Any other - 09**

3.14 No. of linkages created during this year

29

3.15 Total budget for research for current year in lakhs:

From Funding agency - 1.5 lakhs

From Management of University/College - 4. 5 lakhs

Total - 6 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
-	-	-	1	-	1	-

3.18 No. of faculty from the Institution

Who are Ph. D. Guides 11
And students registered under them 10

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

2

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:

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	-	19
NCC	-	NSS		
Any other	-			

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility - 19

EXTENSION ACTIVITIES:

1. Conducted an "Orientation Programme" for II Year NSS Students on 20.6.2014.
2. A Special Lecture Programme on "General Orientation" by Dr. L. Ganesan, NSS Co-ordinator (i/c), Bharathidasan University, Tiruchirappalli on 9.8.2014.
3. An Awareness Programme on "SAVE DROPS – SAVE FUTURE" by Shri.K.Sathishkumar, Professor, Department of Tamil, Kalaikaveri College of Fine Arts, Tiruchirappalli on 16.8.2014.
4. An Awareness Programme on "How to face the Situation when there is a Crisis in one's personal life" by Ms. S.Sumitra, Principal, Karpaga Vinayaka College of Nursing Pudukkottai on 23.08.2014.
5. The Valediction of the NSS DAY. Dr.L.Ganesan, Co-ordinator, National Service Scheme, Bharathidasan University, Tiruchirappalli delivered the Valedictory Address and distributed the Prizes on 25.09.2014.
6. A Special Lecture Programme on "வள்ளுவமும் காந்தியமும் " திரு பூவை பி .தயாபரன் , எம் .ஏ பி .எட் ., ஓய்வுபெற்ற தமிழாசிரியர் , நிறுவுநர் மற்றும் தலைவர் திருக்குறள் திருமூநாதன் அறக்கட்டளை, புள்ளம்பாடி , திருச்சி உரையாற்றினார் on 11.10.2014.

7. The National Service Scheme, PG & Research Department of Social Work and the Department of Hospital Administration conducted a Programme to Commemorate the "Global Hand Washing Day" on 15.10.2014.
8. An Awareness Programme on "ELLAKKU" by Dr.M.Syed Omermuckthar, General Secretary, Government of Tamilnadu on 16.10.2014.
9. A Lecture Programme on "Enhancing & Exposing Students' Skill" by Mr.Karthikeyan, Assistant Professor of English, Maruthu Pandiar College, Thanjavur on 20.12.2014.
10. The National Service Scheme and Fine Arts jointly organized "Pongal Festival" on 7.1.2015.
11. "Samathuva Pongal Festival" at Perugamani, Sirugamani, Trichy on 10.1.2015.
12. B.Lakshmi (II BCA) attended "Adventure Camp" conducted by the Government of Himachal Pradesh – Atal Bihari Vajpayee institute of mountaineering and Allied Sports Manali at Himachal Pradesh from 29.09.14 to 08.10.14.
13. NSS volunteers S.Ramya of III BCA, S.Subashini, of III B.Com CA and G.Arunadevi of III BA English and Ms.N.Bhuvaneswari, Dept. of Commerce, NSS Programme Officer attended the Trainers Programme on **"Youth Employability Skills"** at Rajiv Gandhi Institute of youth Development (RGNIYD) Sriperumbudur.
14. **National Integration Camp** was conducted by the Government of Karnataka at Sri Aadhichanchana giri Math, Karnataka. Our NSS volunteer J.Silvia (II B.Sc Maths) Participated in the camp from 24.01.2012 to 30.01.2015.
15. The Lions Club International, Bharathidasan University and 'Kalam' organization jointly organized a Three Day Residential workshop on **"Sintanaiyil Maatram"** at Hallmark Business School, Trichy. 4 NSS volunteers & participated in the workshop on 30.2.2015, 31.2.2015 and 1.2.2015.
16. Rajiv Gandhi Institute of Youth Development (RGNIYD) Sriperumbudur conducted a Two Day Youth Development Programme at Srimad Andavan Arts & Science College & Nehru Memorial College, Trichy. 10 volunteers participated in the workshop.
17. On 25.9.2014 on behalf of the NSS Day Celebrations NSS units of our college conducted various competitions such as Exhibition, Quiz competition, Slogan writing and preparation of ECO Friendly paper bags were made by 450 volunteers. Dr.L.Ganesan, NSS co-ordinator of Bharathidasan University was the chief guest.
18. Ms.S.Varalakshmi, NSS Programme Officer, Lecturer, Department of Tamil received the **Best NSS Programme Officer State Award** presented by Youth Welfare & Sports Development Department, TamilNadu State NSS Cell and Directorate of Collegiate Education, Chennai, Govt. of TamilNadu on 3.12.2014 for outstanding Service during the year 2s012 – 2013.

19. The Youth Camp from 23.2.2015 to 26.2.2015 organized by Swami Vivekanandha Higher Studies Centre, Bharathidasan University was held at J.J. College, Pudukottai. Our 20 NSS volunteers took part of Trainers in this programme. They trained 400 participants in this youth camp.

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	-	--	-
Class rooms	112	-	-	-
Laboratories	10	-	-	-
Seminar Halls	2	-	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

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 atuomized. Biometric attendance system is followed for staff 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.

The other administrative areas that are recently computerized are listed below.

Administrative Activities computerized during 2014 – 2015

1. Accounts Automation & Billing Software.

Software Tools used:

Front End	:	Visual Basic 6.0
Back End	:	Visual FoxPro

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3614	689761	39+733*	9120	4386	698881
Reference Books	892	299791	922+104*		1918	299791
e-Books						
Journals	754	1144990	42	70165	796	1215155
e-Journals	Inflibnet/delnet/IEEE/EBSCO, JGATE	1161413	Inflibnet/delnet/IEEE/EBSCO, JGATE	1050588		
Digital Database						
CD & Video						
Others (specify)	Barcodemachine, Library automation	95906		56714		152620

*Funded by UGC 12th Plan Grants

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	557+10	6	1Mbps Broad band 6 Mbps Leased lines	2	2	22 systems	9	13
Added						2*	-	-
Total							-	-

* Funded by UGC 12th Plan Grants

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

- Computer
  - 12 new dot matrix printers, 5 LCD projectors,2 color laserjet printer, and new switches for LAN connectivity in M.C.A lab have been procured this year.
  - 1 Printer bought with UGC 12 th plan grants.
- Internet Access
  - 2 Mbps leased line has been upgraded to 6 Mbps
- Training to teachers and students
  - Faculty Development Programme on "English Language Development and Speaking skills" to faculty using language laboratory
  - Training in Yoga and Meditation to faculty for better health and concentration
  - Training workshop to access E-portals (IEEE EXPLORE - ASPP) to faculty.
  - Placement training given to 2960 students. 110 Students were recruited through campus placement drives during this year.
- Additional infrastructure improvement
  - Procurement of 6 refrigerator for various Labs.
  - 3 water coolers, two in hostel and one in one of the college buildings
- Technology upgradation in governance
  - Automatic Generator of Fee Receipts and Salary Bills.
  - Website redesign and revision

4.6 Amount spent on maintenance in lakhs :

i) ICT	
Web site redesign	35,000
AMC for Library	5, 000
Domain charges for websites	3,370
New Software Preperation	14, 500
UPS + Battery Charge	1, 96 ,011
Subscription to e-resources	11,07,302
Annual charges for internet connectivity	4,64,911
ii) Campus Infrastructure and facilities	
Furniture	35, 336
Replacement of New Fans	36, 250
Campus Repair	71,78,697
Repairs and Maintenance charges	88, 317
iii) Equipments	
Projectors	1,70,000
Computer & Printers	2, 81,800
Water cooler, fridge etc.	2,10,000
UPS	2, 35, 000
Television	49, 686
Air Conditioner	1, 47, 300
iv) Others	
Lab consumables in science laboratories	8,91,879
Bus, Van upkeep	49,49,642.30
New Transport Facilities	67,91,195
Total :	**2, 28, 91, 196**

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

1. Career Guidance and Placement Cell
2. Book Bank Scheme
3. Earn while you Learn
4. Entrepreneurship Development Cell
5. Grievance Redressal Cell
6. Student Counselling Centre.

- Circular is sent by librarian about the Book Bank Scheme, & Earn While You Learn scheme.
- 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 counselling 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

- 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.
- Entrepreneurship Development Cell provides details of entrepreneurship training programmes organized by them.
- Grievance Redressal Cell co-ordinator provides details of grievances redressed for entire year.

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
5391	1152	4	468

(b) No. of students outside the state

11

(c) No. of international students

Men	No	%
	2	0.046

Women	No	%
	7520	95%

	Last Year					This Year				
	General	SC	ST	OBC	**Total**	General	SC	OBC	ST	**Total**
UG	60	387	12	1620	**2079**	76	167	1539	1	**1783**
PG	31	102	2	440	**575**	24	82	404	4	**514**
Demand Ratio 106%						**Dropout 4%**				

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

Yes .

Career Guidance and Placement Cell conducted 12 coaching programme for Competitive Examinations. Details given 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	15.07.2014	Career Opportunities	550
2	18.07.2014	Profiling Oneself for the Job Market	350
3	31.1.2015	Mock Aptitude Test	200
4	2.2.2015	Group Discussion	180
5	2.2.2015 to 18.2.2015	Microsoft Certificate Training Programme MTA NETWORKING FUNDAMENTALS	94

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	1677	102	4

5.8 Details of gender sensitization programmes

- Conducted a Lecture Programme on **"Gender Sensitization Among Adoloscent Girls"** by Dr.N.Murugeswari, Associate Professor, Department of Women Studies & Publication Officer i/c, Bharathidasan University, Trichy on 23.06.2014.
- A Lecture Programme on "**Education a tool to Empower Women**" by Ms.S.Vembu, Gender Cell Coordinator on 30.6.2014.
- An Essay Writing and Oratorical Contest on **"Liberation of Women through Life Skill Education"** on 12.2.2015.

5.9 Students Activities

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

State/ University level 64/17 National level 1 International level -

No. of students participated in cultural events

State/ University level 68 National level - International level -

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

Sports: State/ University level 2 National level - International level -

Cultural: State/ University level 1 National level - International level -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	305	6,72,015
Financial support from government	1079	63,16,950
Financial support from other sources	181	2,53,500
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

3

5.13 Major grievances of students (if any) redressed:

56 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

- To enable the students to acquire an integrated personality, endowed with Character, Culture, Compassion & Discipline.
- 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.
- Exam reappearance, internal assessment timetable and room allotment cum attendance, external assessment room allotment cum attendance, 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 resource. 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

21 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

1. FDP given to faculty students on use of e-resources like IEEE.
2. FDP given to faculty on new courses in curriculum.
3. Permit faculty to attend training programmes in other institutions.
4. Inculcate research culture through cash awards and appreciation.
5. Preparation of new course materials and study materials & Question Bank for slow learners in selected courses.
6. Remedial coaching given to slow learners
7. Motivate students to prepare posters, models, charts, & exhibits for exhibitions and creative content for student magazines.
8. Motivate students to participate in intercollegiate symposia, conferences, workshops and seminars, present and publish papers, attend training programmes.
9. Use of books journals & internet for students' seminars.
10. Upgradation of infrastructure-

    Five LCD projectors were purchased & installed.
    New printers, cables & switches were purchased.

6.3.3 Examination and Evaluation

Mid-semester examination 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. University results are also communicated to parents.

6.3.4 Research and Development

- Motivating faculty to publish in peer reviewed international journals with high impact factor 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

- Six new LCD Projectors were purchased and installed.
- 12 New Printers were purchased
- Subscription to journals, magazines & e-portals for current year for Rs.11,07,302/-.

6.3.6 Human Resource Management

- Training given to faculty to update themselves in new areas of study
- Faculty appointed 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.

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.

6.3.8 Industry Interaction / Collaboration

- New collaborations with industries/ organizations/other institutes for projects work, internship, field works, care 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	**2750**	**1783**	**671**	**76**	**972**	**567**	**167**	**1**
Total PG	**809**	**514**	**234**	**24**	**302**	**102**	**82**	**4**
M.Phil	**174**	**122**	**36**	**9**	**72**	**28**	**13**	**0**
Total PG Diploma	**208**	**53**	**155**	**1**	**38**	**7**	**6**	**1**
Total diploma	**234**	**198**	**36**	**13**	**90**	**86**	**9**	**0**
Total Certificate	**156**	**143**	**13**	**4**	**65**	**66**	**8**	**0**
	4331	**2813**	**1145**	**27**	**265**	**187**	**36**	**1**

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 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?

Not Applicable

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 meets are conducted on Graduation Day every year. Alumni Details about outgone students are collected during these meets. This year two meets were conducted one on UG Graduation Day and one on PG Graduation Day.

6.12 Activities and support from the Parent – Teacher Association

Parents Teacher Association 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

A Computer Training Programme on **"Training in System Administration"** for Programmers by Mr. S. Rajagopal, System Administrator, BHEL, Trichy on 13.06.2014

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.

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.

1. 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.
2. 71 out of 92 students cleared the **Microsoft certified MTA Networking Fundamentals** course online after giving training for a period of 2 weeks. This will provide better job scope to students
3. A large dress spanning 30 feet by 18 feet was constructed by the Department of Fashion technology to showcase the trend in the style of fashion. The garment was embellished with stones and embroidery.
4. A azolla pit and mushroom cultivation unit were established to produce biofertilizers and mushrooms for domestic purposes
5. Fireless cooking fair was celebrated with much gusto on World Vegetarian Day giving students an opportunity to showcase their creative talents
6. 3 new interdepartmental linkages were initialized to exchange expertise and create content –
   eHerbs between Departments of Biochemistry and Computer Science & Applications for creating a website for culinary effects of herbs
   - PCTronics between Departments of Physics and Computer Science & Applications for applying embedded technology to activate digital circuits for specific applications and release of a manual for programming with Intel 8086
   - Chemotech between Departments of Chemistry and Computer Science & Applications for preparing a digitized periodic table producing information on physical and chemical properties of elements.
7. Remodeling our website to
   a. provide wide publicity to activities of the college
   b. provide information on the various committees and clubs of the college
   c. give an overview of the building, infrastructure, courses and programmes offered by the college.
   d. Download relevant learning materials and reports

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 create linkages with research bodies organizations. GOs or NGOs for curriculum implementation & delivery research, placement, students enrichment and extension.	29 new MOUs have been signed for student projects, consultancy, placement, training etc.
2.	To motivate more staff members to qualify themselves with higher degrees and pass in UGC-NET/SLET examinations.	1 Staff member has passed in UGC-NET Examinations during the year 2013-2014. 4 members have finished their Ph.D
3.	Improving the total no. of faculty who publish, to motivate faculty to publish in quality journals.	No. of publications by faculty during this year in Peer Reviewed Journals: 80 Non-Peer Reviewed Journals: 40 Conference Proceedings: 42
4.	To increase no. of faculty pursuing Ph.D	Already 48 faculty members are pursuing Ph.D. 4 more have registered in 2014-15
5.	ICT for society	IT on Wheels- Computer Literacy for rural school children Internet Literacy Programme for Housewives M.S Office, VB, and .NET Programming for sub-inspectors of Police, Tamil Computing for B.A/B.Litt Tamil students of all colleges.
6.	To improve Consultancy Services	Training on the following areas were given to different cross sections of society during various occasions: Jewellery Making Tailoring and Dress making Tamil Computing Physical Fitness Garland Making English Grammar
7.	Conduct more FDP for faculty	1. A Faculty Development Programme on **"Problem Solving in Life Situation"** by Dr. S. Gurudoss, Adult Mental Health Practitioner, Queensland Health, Australia on 16.12.2014. 2. The PG Departments of Biochemistry, Hospital Administration and Dr.Muthulakshmi Reddy Women's Empowerment Study Circle of Shrimati Indira Gandhi College jointly organized an Inter-Departmental Linkage Health Awareness Programme on "Arthritis" for all the Faculty Members of Shrimati Indira Gandhi College on 14.2.2015. 3. A Microsoft Training Programme on **"MTA – Networking Fundamentals"** by Mr. S. Venkatasubramanian, Associate Professor & Head, Department of Computer

		Science & Engineering, Saranathan College of Engineering, Trichy on 2.2.2015. 4. A User Orientation Programme on **"A Demonstration on the use of EBSCO Information Services"** by Shri. Vinodh B. Kumar, Training Manager (South India), EBSCO Information Services India Private Limited.
8.	Staff participation in workshops/ seminars /conferences to be improved	29 Faculty members participated & 24 presented papers. However this is lesser compared to previous year & should be improved.
10	Better use of computer communication & other technologies for improvement of various operations.	Use of Internet for collecting information from various departments.
11.	To improve infrastructural facilities	General: 1. Installation of solar lamps in the college 2. Replacement of tubelights with LED lamps in the M.B. A auditorium 3. Provision of LCD Projectors in M.B.A Classrooms 4. 12 new dotmatrix printers purchased and installed in various computer laboratories. 5. 5 new LCD Projectors purchased and installed in laboratories, and M.C.A seminar hall. 6. 1 Color printer purchased for office purposes 7. 3 pits created in the campus for Vermicomposting and cultivation of Mushrooms and Azolla 8. Incinerators(2 Nos) for degradation of sanitary pads for prevention of air pollution are constructed. 9. 3 new coin phones installed in the hostel buildings 10. Bought 1 Bus (Seating Capacity 67) and 1 van (Seating Capacity 41)2 Mbps Leased Line connection was upgraded to 6 Mbps capacity. **Library:** Updation of Library Software.
12.	To provide a fora for allowing students to publish their creative work like articles, pictures, posters, puzzles, software, Literary work etc.	**1.** The Department of Fashion Technology and Costume Designing Conducted an **"Inter-DepartmentalHair Dressing Competiton"** for all UG Students. 2. The Department of Fashion Technology & Costume Designing & Entrepreneurship Development Cell (EDC) conducted a One Day Workshop on **"Garland Making".**

<table>
<tr><td></td><td></td><td>3. The Department of Social Work conducted an Exhibition on “SOCIO EXPO”
4. The Department of Chemistry conducted an Exhibition “Chem Power-xbit-14” in the UG Chemistry Lab.
5. The Department of Fashion Technology & Costume Designing & Entrepreneurship Development Cell (EDC) jointly organized an “Inter – Departmental Wealth out of Waste Competition”.
6. The Department of Microbiology conducted a “Poster Presentation” by UG & PG Microbiology Students.
7. The Fine Arts and National Service Scheme jointly organized “Pongal Festival”.
8. The Department of Fashion Technology and Costume Designing and Entrepreneurship Development Cell (EDC) conducted a One Day Workshop on “Soft Toys Making” .
9. The National Service Scheme organized “Samathuva Pongal Festival” at Perugamani, Sirugamani, Trichy.
Magazines
1. English magazine
2. Sanskrit- Speak Sanskrit
3. Hindi- Ujval Manch
4. Mathematics- Fun with Numbers
5. Tamil- Kavi Saaral and Ilaiya Nila
6. Computer Science- IT Mirror
7. Commerce- SIGCOM</td></tr>
<tr><td>13.</td><td>To improve the no. of placements</td><td>102 students were placed. But this is lower than last years achievement. This will be improved.</td></tr>
<tr><td>14.</td><td>To enhance the support for physically challenged students.</td><td>Rs.2000/- provided per year by management.
Free Books given under Book Bank Scheme.</td></tr>
<tr><td>15.</td><td>More scholarships to be given to students from privileged sections.</td><td>
<table>
<tr><th></th><th>No. of Beneficiaries</th><th>Scholarship amount</th></tr>
<tr><td>Government Scholarships</td><td>305</td><td>6,72,015</td></tr>
<tr><td>Management Scholarships</td><td>1079</td><td>63,16,950</td></tr>
<tr><td>Amount sanctioned by Other Donors</td><td>181</td><td>2,53,500</td></tr>
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7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

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

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

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

1. 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.
2. 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)

Strengths

- Good infrastructure & facilities.
- Strategic location of Institution.
- Excellent results and academic performance of students.
- Well qualified, dedicated faculty.

Weakness

- Yet to achieve research collaborations.
- Consultancy services need improvement
- Funds need to be tapped for major/minor projects.

Opportunities

- Large scope for inter-disciplinary research & activities.
- Training and placement in collaboration with industries
- Interdepartmental linkages to be strengthened.

Threats

- A small fall is student strength is due to competition
- Demand for core programmes out number demand for Computer – Based programmes.

8. Plans of institution for next year

Plans of the institution for the next year

1. To improve the percentage of placements through campus drives.
2. To work for more MOUs/LOCs with industries, organizations and research labs to improve the curriculum.
3. To apply for research awards and tap more funds for research.
4. To improve upon the college research journal by inviting publications from faculty and registering it.
5. To improve consultancy services.

Name _____ *Name* _____

_____ _____

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*

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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

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