

**ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE
TIRUPATTUR**

(Reaccredited with “B” by NAAC)

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2013-2014

1. Details of the Institution

1.1 Name of the Institution

ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

1.2 Address Line 1

MADURAI ROAD

Address Line 2

RANASINGAPURAM
PANCHAYAT

City/Town

THIRUPATHUR
DISTRICT SIVAGANGAI

State

TAMILNADU

Pin Code

630 211

Institution e-mail address

principal@apsacollege.com

Contact Nos.

04577-266176

Name of the Head of the Institution:

Dr.V.S.A.SUBRAMANIAN

Tel. No with STD Code:	O4577-266176
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Name of the IQAC Co-ordinator:	DR.N.RAMANI
Mobile:	9443013014
IQAC e-mail address:	iqac@apsacollege.com

1.3 NAAC Track ID

OR

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/61/RAR/42

1.5 Website address:

apsacollege.com

Web-link of the AQAR:

apsacollege.com/AQAR

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺⁺	81	2005	Up to 20.9.2010
2	2 nd Cycle	B	2.4	2012	Up to 14.09.2017
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

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

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

AQAR -02.05.2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University

Alagappa University

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

Autonomy by State/Central Govt. / University

Nil

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of Students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and

-

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution

(ii) Themes

- SPSS- A tool for Statistical analysis
- ICT in teaching and learning
- E- learning and E-content
- INFLIBNET and its resources

2.14 Significant Activities and contributions made by IQAC

- Initiated remedial coaching classes for those who failed
- Organized and monitored tutorial classes for weaker students
- Implemented common internal test
- Established equal opportunity centre
- Smart classes were introduced as new ICT in teaching and learning.
- Helped faculty members to get 4 minor project
- Motivated faculty members to participate in seminars and publish research papers.
- Motivated the faculties who are not enrolled for Ph.D.to register for Ph.D. (15 faculty members registered)
- Interdisciplinary classes are arranged for all faculty
- Campus kept under constant vigil for free from tobacco.
- Complete elimination of ragging.
- Three Campus interviews have been arranged.
- New books for competitive examinations purchased.
- Faculty members have been requested to give coaching to students on soft skills, competitive examination skills, etc.
- IQAC has developed a package of course material for basic computer skill and trained the faculties to give training to the students.
- IQAC has formed different working committee and supported the institution to celebrate golden jubilee in a great manner.
- IQAC has motivated the faculty members to organize national seminars. Further, it has extended support to Department of Zoology, Physical Education, Economics and Commerce to prepare the proposal for organizing the seminars.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
❖ Competitive examination skills training to the students	❖ Coaching given to students to write TNPSC and Bank exams, etc.
❖ Construction of new building	❖ Proposal sent to UGC
❖ Entry level bridge course	❖ Entry level bridge courses were conducted for students for one week by the respective departments.
❖ Greening the campus	❖ 200 tree seedlings were planted and grown with care.
❖ NET/SLET coaching	❖ NET/SLET coaching given to PG students
❖ Implementation of Faculty Improvement Programme	❖ 10 faculty members went for refresher course and 7 faculty members attended orientation programme.
❖ Paper publications in journals	❖ 23 papers have been published
❖ Keep the campus free from tobacco	❖ Campus is free from tobacco usage
❖ Keep the campus free from ragging	❖ No report of ragging
❖ Remedial coaching to the students who failed in the semester exam	❖ Coaching given to students
❖ Strengthening medicinal plants garden	❖ Five new species of plants were introduced.

❖ Implementing tutorial to weaker students	❖ All department are conducting tutorial classes for weaker students
❖ Inculcating value education to students	❖ Value education has been included in the curriculum itself and values are inculcated among the students.
❖ Enrichment classes for toppers	❖ Special classes for toppers arranged to enable the students get distinction or ranks
❖ Campus interview	❖ Campus interview was arranged with three companies and 65 students got employment
❖ Introducing common internal test	❖ A common internal test was introduced in university pattern
❖ Extensive service to Govt. departments and to the Society	<p>❖ All second year graduate students spent two days in village extension service along with faculty members.</p> <p>❖ In addition, students and faculty members of Zoology extend support to Forest Department of Govt. of Tamilnadu in sanctuary maintenance and bird census.</p> <p>❖ Further, the faculty members periodically provide training to the school teachers in recent curriculum</p>
❖ Counselling cell	❖ Separate counselling cells for boys and girls were established. Counselling is given to the needy students.

❖ Establishment of Equal Opportunity Cell	❖ An Equal Opportunity Centre was established through which soft skill programmes are being given to SC and BC students
❖ Arrangement of interdisciplinary classes for students.	❖ Interdisciplinary classes for skill based subjects were conducted.
❖ Promotion of research	❖ Four minor research project obtained ❖ 32 faculty members registered Ph.D.
❖ Promotion of computer knowledge	❖ All under-graduate students are undergoing evening special coaching classes for MS office. ❖ Faculty members and Nonteaching staff also provided special coaching in computer application
❖ Renovation of building	❖ Women rest room and toilets have been renovated.
❖ Introducing smart classes	❖ Four smart classes were introduced
❖ Strengthening PTA and Alumni	❖ PTA meetings are being conducted at college level and at department level. Likewise Alumni meeting are also conducted at department level and college level. Members of PTA and Alumni are included in planning and execution of various events and programmes.

Enclosed as Annexure-1 (Calendar for the year 2013-2014)

. 2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- ❖ In order to prepare students for university examination pattern, common internal test was introduced.
- ❖ Laboratory facilities in the science departments were improved for promoting basic scientific research.
- ❖ Uninterrupted power supply and computers with latest configuration were given to computer science department.
- ❖ Women rest room facilities improved
- ❖ Separate two wheeler parking facilities arranged for girl students
- ❖ Guest lecturers were appointed for the departments where regular staff are not available
- ❖ Staff members sent to refresher course, orientation programme, seminar, symposium etc. as part of faculty improvement programme.

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	-	5	-
PG + M.Phil	5+3	-	4+3	-
UG	11	-	1	-
PG Diploma	1	-	1	-
Advanced Diploma	-	-	-	-
Diploma	3	-	3	-
Certificate	2	-	2	-
Others	-	-	-	-
Total	30		19	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	-
Annual	5

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

Mode of feedback : Online Manual Co-operating schools

- Enclosed in Annexure- III

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

No, Since our institution is an affiliated one and comes under Alagappa University, we do not have autonomy to update our syllabus. However, the university revise the syllabus once in three years

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

No

Criterion – II**2. Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
67	40	25	Nil	2

2.2 No. of permanent faculty with Ph.D.

24

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
3	9	Nil	Nil	Nil	Nil	Nil	Nil	3	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	12	13
Presented	7	12	0
Resource Persons	0	0	3

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

The following innovative practices were adopted by the institution

- ❖ Inculcation of ICT method of teaching to the students.
- ❖ Multiple Choice Questions for skill based paper.
- ❖ E- books to the students.
- ❖ Conducting Remedial and Enrichment classes

- ❖ Students are encouraged to take seminars by using power point.
- ❖ Interdisciplinary classes.
- ❖ Group Discussion

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

180 days

2.8 Examination/ Evaluation Reforms initiated by the Institution

- ❖ Centralized internal tests
- ❖ Open book examination

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

12

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (Eco.EM)	35	-	40	20	-	60
B.A. History	18	-	5.6	21.4	-	27
B.A English	58	-	24	50	5.2	79.2
B.Sc Maths	37	37.8	54.1	2.7	-	94.6
B.Sc. Physics	32	6.3	53.1	3.1	-	63
B.Sc. Chemistry	40	5	40	10	-	55
B.Sc. Zoology	41	2.4	24.4	47.2	-	34
B.Sc. Computer science	41	4.9	51.2	12.2	-	68.3
B.Com	115	-	33.9	35.7	-	70
B.B.A	65	-	10.8	61.5	-	72.3
B.Sc. I.T	43	6.8	41.7	17.7	-	67.4
M.A. Economics	12	-	91.7	-	-	92
M.A.English	1	-	-	100	-	100
M.Sc.Maths	9	11.1	88.9	-	-	100
M.Com	33	-	100	-	-	100
M.Phil. Eco	7	-	100	-	-	100
M.Phil .English	1	-	100	-	-	100
M.Phil. commerce	10	-	100	-	-	100

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

- IQAC advices all the departments to collect feedback from the students through Structured Questionnaires related to Teaching Learning process and subsequently, IQAC evaluates and takes necessary actions.
- IQAC suggested remedial and enrichment courses.
- IQAC suggests faculty members to attend Orientation and Refresher Courses.
- IQAC encourage learning through field activity.

2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	Number of faculty benefitted
Refresher courses	6
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	1
Faculty exchange programme	Nil
Staff training conducted by the university	6
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

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	36	25	11	14
Technical Staff	8	2	6	2

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages Paper Presentation, Paper Publication in the referred journals
- Motivate all the faculty to apply for Major and Minor Research Projects, Workshops
- IQAC motivates all the department to conduct National Seminar, Conference, Workshop, Hands on Training program, etc.,
- IQAC promotes scientific awareness to school children by conducting exhibition and training programmes.
- Encourages post graduate and research students to participate in intercollegiate seminars, workshops and competitions

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	-	-	4	-
Outlay in Rs. Lakhs	-	-	6,90,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	20	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	3	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	Two Years	UGC , Hyderabad	6,90,000	5,20,000
Interdisciplinary Projects				
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	1(Ph.D)	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- ❖ Our college organizes Free Medical camp in collaboration with Apollo Hospital, Madurai for local peoples and to the parents of the students. Nearly 300 peoples from in and around Thiruppathur were benefitted through this program.
- ❖ Subsequently, our college organized a social initiative program namely “Save the Little Heart” program. Our kind Management, Teaching and non teaching staff members and

students donate generously to the program in order to save the children who are ailing with cardiac problems. The amount collected in this year was Rs. 40,000. We have saved two children through this program.

- ❖ All Undergraduate students spent two days in villages as part of outreach activity such as tree plantation, environmental cleaning, vote awareness, self employment program, natural resource conservation, education to school children blood donation to the needy public etc. In addition, NSS of our college conducts seven days special camp in the adopted village and serve the peoples according to their needs.
- ❖ Training to Government School teachers and students on basic scientific research

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	87 acres	-	-	87 acres
Class rooms	53 No s	-	-	53 No s
Laboratories	6 No.s	-	-	6 No.s
Seminar Halls	2 no.s	-	-	2 No.s
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	1	UGC	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2,29,950	UGC	2,29,950
Others	-	-	-	-

4.2 Computerization of administration and library

- ❖ In library, bar coding system was introduced.
- ❖ Two computers have been installed in Network Resource Centre.
- ❖ Part of the administrative offices has been computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31005	1951271.51	1282	223844	32287	2175115.51
Reference Books	593	31175.30	29	23349.00	622	54524.30
e-Books	75000	5000 (N-LIST)	8000	-	83000	5000 (N-LIST)
Journals	11	5150.00	5	8550	16	
e-Journals	3000	5000 (N-LIST)	2000	-	5000	5000 (N-LIST)

Digital Database	-	-	-	-	-	-
CD & Video	240	1069.00	13	2914.25	253	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	94	2	11	9	2	8 computers, 2 reprography, 1 full Office automation	13 Computers 4 smart class	-
Added	5	-	-	1	-	-	2	-
Total	99	2	11	10	1	11	19	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation.

- ❖ Establishment of Network Resource Centre for staff and students.
- ❖ Wi-Fi Connectivity to every department.
- ❖ Training to students through ICT methods.
- ❖ Inculcation and easy assessment of e-books for the students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.64
ii) Campus Infrastructure and facilities	3.14
iii) Equipments	0.12
iv) Others	5.18
Total :	10.08

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- Centralized internal test for the students has been introduced for all UG and PG students.
- Library has extended its working hours till 5.00 pm for the benefit of the students.
- Educational tour and field study have been arranged for the students
- Equal opportunity program for students belonging to weaker section of the society was arranged. The program was funded by UGC. 360 students belonging to weaker section of the society benefitted through this program by arranging various programs such as Human rights, Women empowerment, Self employment, etc.

5.2 Efforts made by the institution for tracking the progression

- Remedial and Enrichment classes were frequently monitored and evaluated
- Weak students are identified in the class with the help of their respective class teachers
- Spoken English class and Computer class are conducted for first and second year students respectively.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1626	112	3	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
464	26.6

Men

No	%
1277	73.4

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
29	400	-	1410	-	1839	25	398	-	1318	-	1741

Demand ratio 1.5:1

Dropout % :1

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

- Students are motivated to attend all competitive examinations. Special coaching by staff members are given to the students. 210 books have been purchased for their preparation.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Each faculty member is allotted to a group of students as their ward. The tutor interacts with his ward. If there is any problem, the particular students were given counselling through the counselling cell. Counselling cell takes personal attention to the students. If needed, the parents are called and discussed with them.
- Career guidance cell in our college gives training to face various competitive examinations and entrance tests for higher education.

No. of students benefitted

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
3	220	65	10

5.8 Details of gender sensitization programmes

- All men and women students are educated on equality
- In our college, we have Women Entrepreneur Development cell, Women studies and Girl Students Welfare Committee, Value Education Committee, Sexual harassment prohibition cell and Anti dowry cell to pay special attention on women students.
- Every year Women's day is celebrated on March 8th.
- Special lecture on Importance of women health and nutrition was arranged.
- Equal opportunity centre of our institution has developed different programmes in broad area like health, gender equality and were conducted for the benefit of the students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	-	-
Financial support from government	1046	Rs.20,20,331.00
Financial support from other sources	4	Rs.14000.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Separate two wheeler parking area for girl's students was arranged.
- Safe drinking water is provided by installing Reverse Osmosis.
- Additional Bus facilities arranged.
- Internet facilities in Network Resource Centre.
- E-books arranged in library

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- a. Ensures that the vision and mission of the institution is in tune with the objectives of the higher education policies of the nation?
- b. Translates its vision statement into its activities?

VISION AND MISSION STATEMENT OF OUR INSTITUTION

- ❖ Eradication of illiteracy
 - ❖ Eradication of poverty and unemployment through educational attainments
 - ❖ Upliftment of socially and economically suppressed.
 - ❖ Education to all irrespective of caste, community and religion.
 - ❖ Communal harmony through education.
 - ❖ At least, one graduate in every home.
 - ❖ Free education and free boarding for destitute.
 - ❖ Higher education at low cost.
 - ❖ Vocational training along with regular academic programmes.
- The vision and mission statement of our institution given above is in tune with the national interest and higher education policy.
 - The major activity in concordance with the vision and mission statement is providing graduate and post graduate in education and research to all section of the community.

6.2 Does the Institution has a Management Information System

No

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

6.3.1 Curriculum Development

- Several staff members have been appointed as member in Board of Studies. Our faculty members give suggestions for framing new syllabus. Staff members give suggestions to the Board of Studies.

6.3.2 Teaching and Learning

- The management has been periodically reviewing the performance in academic activities and motivates the staff to achieve good results and encourages the staff to go for further studies under FDP.
- Smart Classes came into practice
- Staff members are encouraged to take part in seminars and conferences.
- Faculty members are also encouraged to publish research papers in peer reviewed journals.
- Students are also encouraged to participate in the intercollegiate, state level and National level seminars and conference.

6.3.3 Examination and Evaluation

- From this year, Two Centralized Assessment Test was introduced to conduct internal exam for all the students on par with the Semester exam Practice for each semester.
- Internal assessment marks are evaluated strictly based on the written test, assignments and seminars by the students.
- Based on the performance of the internal assessment test, Remedial and enrichment classes were given to the respective students.

6.3.4 Research and Development

- Four Departments (Commerce, Business Administration, Mathematics and English) have been upgraded as Research departments by Alagappa University.
- 4 Faculty members have been sanctioned with Minor Research projects.
- Management has contributed an amount of Rs. 25,000 for establishing Medicinal plants Garden.
- Based on the encouragement and motivation given by the management, staff members are pursuing Ph.D. in different university.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- IQAC has recommended the Library to go for full automation.

- Four class rooms have been upgraded as Smart Classes.

6.3.6 Human Resource Management

- Management identifies the socially, economically downtrodden students and facilitate them to get all types of scholarship from Government of Tamilnadu.
- In the event of vacancy in the regular departments, management compensates by appointing guest lecturers.
- Personality development training program and Placement program are provided to the students.
- Special training programmes like Spoken English, Imparting and enhancing employability skills were carried out for both Undergraduate and Postgraduate students.
- Self Employment training program such as Mushroom Culture, Vermicompost and Organic Farming practice are organized in the college to create future entrepreneurs.

6.3.7 Faculty and Staff recruitment

- All the permanent teachers are recruited as per the norms of the government and UGC.
- An interview committee is formed to conduct the interview for teaching and non-teaching staff recruitment as per the UGC guidelines.

6.3.8 Industry Interaction /Collaboration

- Students are encouraged to visit various industries to visualize the practical application of what they learned.

6.3.9 Admission of Students

- The Government reservations are strictly adhered.
- Our college has constituted an admission committee which will look over the admission as per the guidelines of government.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ➤ Yearly health check up done for the faculties during Apollo health Camp ➤ Health Insurance Scheme. ➤ Financial Assistance through Thrift Society. ➤ Free soft skill training program.
Non teaching	<ul style="list-style-type: none"> ➤ Training on soft skills ➤ Health check up in Apollo health Camp ➤ Health Insurance Scheme. ➤ Financial Assistance through Thrift Society. ➤ Free soft skill training program.
Students	<ul style="list-style-type: none"> ➤ Fee Concession ➤ Student Counselling Centre ➤ Remedial and Enrichment coaching ➤ Insurance Scheme for Students under Group Personal Accident Policy ➤ Personality Development / Skill Development Programmes ➤ Book Bank ➤ Self employment training program

6.5 Total corpus fund generated

Rs. 2,40,000.00

6.6 Whether annual financial audit has been done

√

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	-
Administrative	No	-	Yes	-

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?

Our institution has come under Alagappa University, and we do not have any exclusive powers to make any reforms at our discretion. Hence, the reforms made by the university are followed by our institution.

- Pass marks is calculated irrespective of the marks obtained in Internal tests.
- Alagappa University conducts supplementary examination for those students who failed in only one subject at the end of the sixth semester.
- Students who couldn't attend the internal test are given one more chance if there are genuine reasons.
- Multiple Choice Questions pattern is adopted in selected subjects (Skill Development Subjects)

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

- Outstanding Alumni members are invited to motivate the current students through invited lectures.
- They are donating for various campus developments
- They are encouraging students by providing scholarships to the toppers and economically weaker students.
- One of our Alumni, as a Chief Financial Officer in Multi National Company at Dubai, recruits two students every year.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher meeting were organized periodically in the department levels

- After the University results were declared.
- After the evaluation of the internal tests
- In case of violation of college rules and regulations
- PTA encourages the parents of the students to participate in Apollo health check up held annually in the college.

6.13 Development programmes for support staff

- Supportive staffs were given special training to operate software pertaining to College office
- Loan through Thrift Society
- Social gathering
- Technical training
- Soft skill programme.

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

- Plastic Free Campus
- Tobacco Free Campus
- Tree plantation
- Organic farming
- Vermicompost

- Herbal Garden
- Rain Water Harvesting
- Adopting few trees by every departments

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.

- Multiple Choice questions for skill based subjects
- ICT mode of teaching in some subjects for better understanding.
- Encouraging the staff members and students to involve in research and publish research articles
- Educational tour and field trip.
- Self employment training program
- Health Insurance for all staff, students and parents.
- Health Check -up for all staff, students and parents.
- Outreach activities by each and every department.
- Medical camp
- Endowment scholarship

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

- ❖ In order to prepare students for university examination pattern, common internal test was introduced.
- ❖ Laboratory facilities in the science departments were improved for promoting basic scientific research.
- ❖ Uninterrupted power supply and computers with latest power supply was given to computer science department.
- ❖ Women rest room facilities improved
- ❖ Separate two wheeler parking facilities arranged for girl students
- ❖ Guest Lecturers were appointed for the departments where regular staff are not available
- ❖ Staff members sent to refresher course, orientation programme, seminar, symposium etc. as part of faculty improvement programme.

7.3 Give two Best Practices of the institution

Practice I : Community Outreach Programme

Practice II : Soft Skill Development

Enclosed as Annexure -IV

7.4 Contribution to environmental awareness / protection

- No drive day –In order to reduce carbon emissions, students and faculty members are motivated to use the public transport on No – Drive Day.
- Campus is kept free from non-recyclable plastics
- Tobacco Free Campus
- Tree plantation on world environment day.
- Adaptation of organic agricultural practices.
- recycling of biodegradable waste through composting.

7.5 Whether environmental audit was conducted?

Yes

No

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

NIL

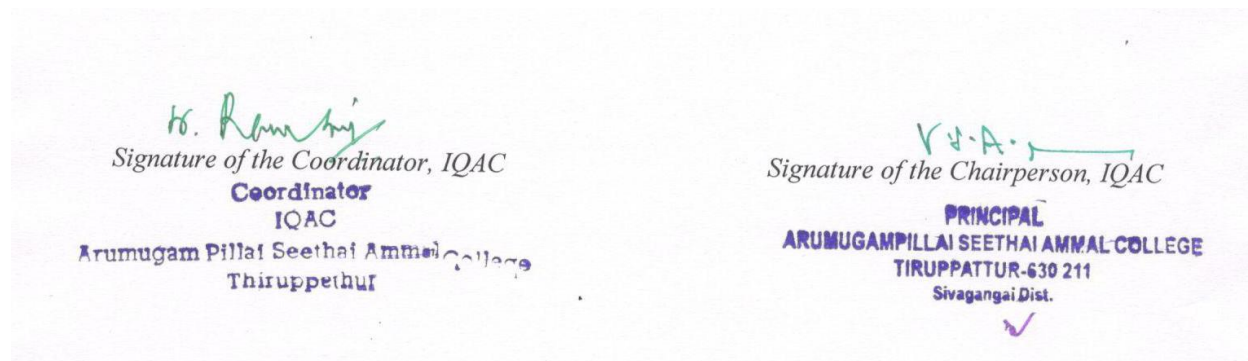
8. Plans of institution for next year

- ❖ Remedial coaching
- ❖ NET /SLET coaching
- ❖ Entry level bridge course
- ❖ Common internal examination
- ❖ Digital question bank
- ❖ At least one minor project in each department
- ❖ Major project
- ❖ IQAC seminar
- ❖ Research seminar/workshop
- ❖ Paper presentation by all research departments
- ❖ Ph.D. registration by faculty members.
- ❖ Publication of research journals
- ❖ Publication of book by faculty members
- ❖ Interdisciplinary training for staff
- ❖ Interdisciplinary classes for students
- ❖ Academic audit
- ❖ Gender audit
- ❖ Greening the campus
- ❖ Trainings to farmers
- ❖ Complete database of students blood group
- ❖ Tutorial scheme
- ❖ Campus interview
- ❖ Strengthening PTA and Alumni
- ❖ Value education to students
- ❖ Ragging free campus
- ❖ Competitive examination skill to students
- ❖ Consultancy service to the govt. departments and to the society
- ❖ Training for museum specimen preparation
- ❖ Renovation of building
- ❖ Construction of new buildings

- ❖ Promotion of computer knowledge
- ❖ Orientation and Refresher course for staff
- ❖ Paper publication in the peer reviewed journals
- ❖ Strengthening medicinal plants garden
- ❖ Tobacco free campus
- ❖ Enrichment classes
- ❖ Office automation
- ❖ Golden jubilee
- ❖ Library automation

Name : DR.N.RAMANI

Name : DR.V.S.A.SUBRAMANIAN



ANNEXURE – III (2013-2014)

Feedback analysis report

Feedback from Students

Appreciations

- Quality in Teaching.
- Disposal of scholarships on time.
- Extra coaching classes (Remedial and Enrichment courses).
- Group Personal Accident Insurance for all students.
- Annual Master Health Checkup
- Excellent Co-curricular and extracurricular activity
- Career guidance
- Availability of open access e- books.

Suggestions

- More spacious classes needed
- Students Amenity Centre.
- Working hours of library needs to be extended.
- Demanded Internet Wi-Fi facility.
- Require improved rest room and a separate two wheeler parking.
- Additional Reverse Osmosis Unit for drinking water.
- Variety in food at affordable cost.

Feedback from Parents

Appreciations

- Disposal of scholarships on time.
- Apollo Master Health Check up for parents and general public.
- Group Personal Accident Insurance for all students.
- Spoken English class and computer courses for all students.

Suggestions

- Needed additional transport facility
- Number of PTA meetings to be increased.
- Campus Interview for all departments.

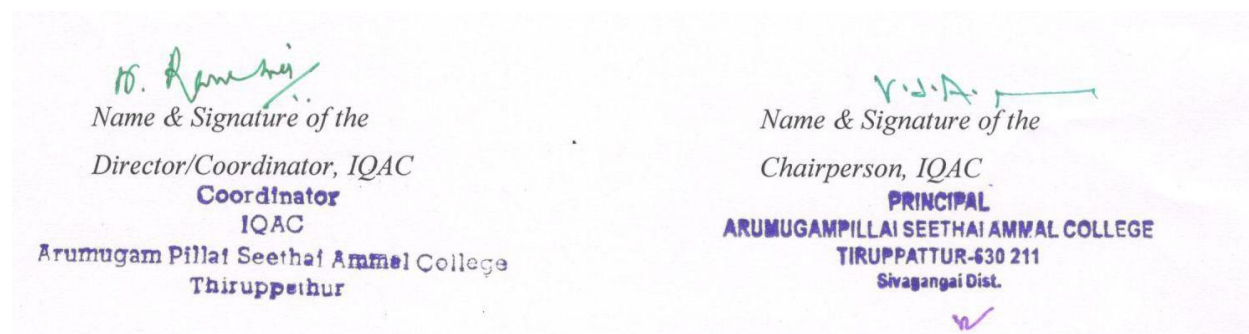
Feedback from Alumni

Appreciations

- Best set of qualified and efficient teachers.
- Rich experience to the students through N.S.S., N.C.C and extension activities.
- Best exposure to the students through various departmental activities.
- Employment opportunities through campus interviews.

Suggestions

- More number of coaching classes for competitive examinations.
- Personality development program.
- Leadership training programmes.
- Need cultural skill development programs.



ANNEXURE – IV

Practice I :**i) Title : Community Outreach Programme****(ii) Objective**

- To create environment awareness.
- To create awareness on health and hygiene
- To promote sustainable agricultural practices
- To improve livelihood status of the socio-economically deprived society
- To create awareness to the students on self employment.
- To impart training to farmers on organic farming.
- To disseminate scientific awareness to school students.
- To enhance the livelihood status of the women through trainings.

(iii). Context

Our college is situated in most economically backward region of Tamilnadu. Peoples in our surrounding area entirely depend upon agriculture only. In order to foster their sustainable livelihood management, our college makes every effort to offer training programme to farmers, women self-help groups, unemployed youth and differently abled persons. The College engages the services of our faculty members, government employees and other resource persons from government and non-government sectors to impart training programs. This sort of training program has paved way for them to increase their livelihood status. Further, the program has become an effective tool to implement the vision and mission of our institution.

(iv) Execution of the Practice

- All departments organize outreach programme such as tree plantation, health camp, environmental cleaning, compost making, biological pest control, vermiculture, mushroom culture, etc., for two days in the neighbourhood villages.

(v) Evidence of Success

- Some of the persons who attended our program got interested and applied for Bank loan with the certificate issued from our institute and they have started their own venture.
- Herbal garden was established by the Self Help groups who were benefitted by our program.
- Large numbers of trees planted in the villages are maintained by the school children.
- Some of the farmers are practicing biological pest control in coconut by using pheromone traps.
- Healthy agricultural practices like using biofertilizers, panchagavya, Vermicompost are being adopted by some farmers.

(vi) Problems Encountered and Resources Required

- Lack of technical expertise in giving hands –on-training.
- Lack of marketing skills.
- Lack of audio visual arrangements.
- Limited response from the stakeholders.
- Financial constraints of the participants.
- Lack of health awareness, environment and education.
- Lack of follow-up.
- Poor response from the bankers to offer loans for alternative employment programs.

(vii) Outcome

- It has become an excellent example of self employment and practice that can be emulated by the interested persons in future.
- Large number of trees are maintained in the villages
- Some of the persons who attended our program got interested and applied for Bank loan with the certificate issued from our institute and they have started their own venture.
- Herbal garden was established by the Self Help groups who were benefitted by our program.
- School children pick up the interest of growing trees at their homes and schools.

- Large numbers of trees planted in the villages are maintained by the school children.
- Some of the farmers are practicing biological pest control in coconut by using pheromone traps.
- Healthy agricultural practices like using biofertilizers, panchagavya, Vermicompost are being adopted by some farmers.

Practice II

i) Title : Soft Skill Development

(ii) Objective

- To enhance the communicative skills.
- To build up the self confidence and self-esteem
- To prepare to face competitive examinations.
- To improve their employability skill
- To impart computer skills to the students.

(iii) Context

More than 95% of students are from Tamil medium of instruction till their Higher secondary level. In our college, the medium of instruction is English. Since most of the students are first generation for higher education, students are facing problems due to lack of confidence.

(iv) Execution of the Practice

In order to increase their effective learning and communicative skills, bridge course were given. Employability skills like Group discussion, mock interview, body language, office management were given. From the first year itself, students are trained to take seminars in order to get rid of stage fear which ultimately gains confidence in them. Aptitude training is given to the students as part of the curriculum.

(v) Evidence of Success

- Few students have cleared the competitive examinations such as Teachers Recruitment Board, Teacher Eligibility Test and TNPSC.
- 65 Students were able to successfully face the group discussion in the campus interview and got selected.

(vi) Problems Encountered and Resources Required

- Lack of technical expertise.
- Lack of interest among the rural students.
- Lack of awareness among the students
- Students have stage fear

(vii). Outcome

- Many of our students have successfully cleared interviews.
- Some of the students have gone for higher education.

