ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE
TIRUPPATTUR

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

| 2017-2018 |

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

| TIRUPPATTUR--SIVAGANGAI DISTRICT |

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.A.SUSAIMANICKAM |

Tel. No. with STD Code:

04577-266176

Mobile:

9677044369

Name of the IQAC Co-ordinator:

Dr.G.V.GOPINATH

Mobile:

9360320559

IQAC e-mail address:

iqac@apsacollege.com

1.3 NAAC Track ID : **TNCOGN12497**

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:

www.apsacollege.com

Web-link of the AQAR:

http://apsacollege.com/wp-content/uploads/2018/12/AQAR-2017-2018.pdf
http://apsacollege.com/iqac/

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC: | 18.06.2007 |

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

I	AQAR – 2012-2013 - 02.05.2016
II	AQAR- 2013-2014 - 08.05.2016
III	AQAR- 2014-2015 - 12.05.2016
IV	AQAR – 2015-2016 - 27.02.2017
V	AQAR - 2016-2017 - 01.09.2017

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** ✓

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

Urban [ ]   Rural [√]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   GC 12B [√]

Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (PhysEdu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [√]

Others (Specify) | -

1.11 Name of the Affiliating University (for the Colleges)   **Alagappa University, Karaikudi**

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 (Specify) | ---

UGC-COP Programmes | ---

2. IQAC Composition and Activities

2.1 No. of Teachers | 7

2.2 No. of Administrative/Technical staff | 2

2.3 No. of students | 2

2.4 No. of Management representatives | 1

2.5 No. of Alumni | 2

2. 6 No. of any other stakeholder and community representatives | 1

2.7 No. of Employers/ Industrialists | 2

2.8   No. of other External Experts

| 1 |

2.9   Total No. of members

| 18 |

2.10 No. of IQAC meetings held   : 16

2.11 No. of meetings with various stakeholders: No. | 12 | Faculty | 5 |

Non-Teaching Staff | 1 | Students | 2 | Alumni | 1 | Others | 3 |

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. | 1 | International | - | National | - | State | - | Institution | 1 |

2.14: Significant Activities and contributions made by IQAC

- ➢ IQAC motivated the faculty members to prepare digital learning materials for some courses.

- ➢ Academic audit, Administrative Audit and Gender audit done.

- ➢ Stakeholders' network established through parent/ teacher/ student /alumni meetings and voice mail and WhatsApp groups.

- ➢ Promotion of research and exchange of information and findings through participation of faculty members in conference/seminar / workshop/ invited lecture and guide research students

- ➢ Online feedback collection from students introduced.

- ➢ IQAC has recommended to enhance the number of students participation in the Local chapter of NPTEL and   encourage more number of students to go for Online courses.

- ➢ Organized training program for non teaching staff in office automation.

- ➢ Established Network Communication facility with Reliance Foundation for the stake holders.

- ➢ Motivated all departments to conduct Human rights programs and identified appropriate resource persons

- ➢ Organized interdisciplinary training program on Cyber Security.

- ➢ Motivated Faculties to prepare e-notes and uploaded in the college website.

- ➢ Brought parents and students under Personal Accident Insurance Cover.

- ➢ Organized training to the students on Terrace Gardening.

- ➢ Established OBC and Minority cell.

- ➢ Helped the placement cell to organize campus interview.

- ➢ Recommended to install Open Wi-Fi at 40Mbps per second.

- ➢ Took all necessary steps to introduce new course "Physical Education".

2.14 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 *

2017-2018

ACTIVITIES PLANNED	ACTIVITIES COMPLETED
Shift system to meet out the demand for arts and science courses and graduate more students	Yet to implement
Upgrade the institute to Autonomous Status	Yet to implement
Improved class rooms with smart classes	To be implemented in 2018-2019
Digital learning material for all courses	Implemented
Extension of library working hours in holidays too. (Except Sunday)	Working hours extended up to 5 PM
Remedial coaching	Implemented
NET /SLET coaching	Implemented
Entry level bridge course	Implemented
Common internal examination	Implemented
Network Resource Centre	Implemented
Digital question bank	Implemented
More number of Skill Based Training for students	Implemented
Promotion of research through minor and major research projects	One Major and two Minor Projects have been applied
Digital learning material for all courses Academic audit Gender audit Administrative Audit Stakeholders Networking	Faculty members have attended various Conferences/seminars / workshops. Research papers were also published in the journals

Encouraging students to participate in the intercollegiate/ state level and national level conference/seminar/workshop	Number of students participated in various events. Intercollegiate Competitions – 53 National Conference -3 National Seminar – 2 International Seminar -55
Publication in peer reviewed journals by research scholars and faculty members	60
More number of Research guideship by the faculty members	In 2017-2018 one faculty obtained obtained guideship
Ph.D. Registration by all faculty members who have not yet registered.	No new registration
Publication of research journals	Implemented
Publication of books by faculty members	No new published
Interdisciplinary training for staff	IQAC Programme list
Interdisciplinary classes for students	As part of curriculum, NME and SBS
Academic audit	Achieved
Gender audit	Achieved
Administrative Audit	Achieved
Environmental Audit	Not done
Green and clean campus	Implemented through Eco club
Student-Teacher –Parent networking	Department level and institutional levels meetings were conducted
Extension service to all stakeholder through networking programme	Achieved
Complete database of students blood group	Database available for II year and III year students
Tutorial scheme	Implemented
Promotion of onsite and offsite interview for employment	Campus interview arranged. Students were also encouraged to participate in the campus interview arranged by Alagappa University.
Regular Parent-Teacher-Student review	Once in a six months being conducted
Strengthening Alumni through Alumni Meeting	Department wise Alumni Meeting Conducted
Ragging free campus	Implemented through Anti-ragging Cell
Stakeholders Networking	Achieved
Coaching classes for competitive examination	Achieved

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Management has reviewed the content of the AQAR and has taken the following actions

1. More online courses through SWAYAM

2. More ICT enabled class rooms.

3. Online feedback system for students and Faculties

In addition, management has assured to implement the following measures in the coming academic years

1. 'Standby' power supply from alternate sources of energy

2. Bio-metric attendance for students

3. Open book test

4. Online portal for payment of fees

5. Introducing UGC recognized Certificate and Diploma Courses.

6. Enhanced digital literacy

7. Incubation centre for stakeholders

8. Construction of new class rooms.

9. Organizing National Seminar/Conference.

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	4+3	-	3+3	-
UG	11	-	1	-
PG Diploma	3	-	3	-
Advanced Diploma	-	-		-
Diploma	1	-	1	-
Certificate	1	-	1	-
Others	-	-	-	-
Total	28		17	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	21
Trimester	-
Annual	2
Others (Ph.D.)	5

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

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

Analysis of the feedback in the Annexure- III

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

Since our institution is an affiliated one and comes under Alagappa University, we do not have autonomy to update our syllabus. However, the university revises the syllabus in 2017.

More number of skill-based and value-based courses was being added.

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

Applied for B.Sc. Physical Education

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
73	51	22	-	-

2.2 No. of permanent faculty with Ph.D. 40

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	4	-	-	-	-	-	-	7	4

2.4 No. of Guest and Visiting faculty and Temporary faculty 19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	7	2
Presented papers	18	14	-
Resource Persons	-	1	7

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

- ✓ Digital literacy through online courses, e-notes, e-books, etc.
- ✓ Communication networking through voicemail system with parents, Teachers and Students
- ✓ Student's online feedback system.
- ✓ Digitalized admission system.
- ✓ Continuous Assessment Tests are conducted every day for 30 minutes before the commencement of regular classes to all UG and PG students.
- ✓ Through NPTEL Local Chapter, students enroll to various courses offered by Indian Institute of Technology, Madras. As a part of digital learning initiative, students are exposed to different avenues of knowledge. As a result, 96 students from various disciplines appeared for online exam during this year in which 94 students successfully completed different courses and got respective certificates.
- ✓ Coaching classes are arranged for PG students to face NET/SLET examinations.
- ✓ Multiple Choice Questions for skill based papers such as Effective Employability skills, competitive examination skills are practiced.
- ✓ Induction of Bridge course for first year students
- ✓ Remedial and Enrichment courses for poor and medium learners are arranged.
- ✓ Students are encouraged to participate in seminars and conferences and teachers do confidence building among the students by conducting mock presentation.

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

180

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

1. Assessment of performance is an integral part of teaching and learning processes. As a part of effective educational strategy, the institution adopts **Continuous Internal Evaluation** system to assess all aspects of a students' development on a continuous basis throughout the year.

2. Result analysis is done by the course teacher after every continuous assessment test by calculating the pass percentage in each subject. The performance of the students is monitored by the principal and necessary instructions are given to the concerned faculty members.

3. **Tutorial card System** is followed in the Departments. The Departments maintains report card of the students. The parents are advised to meet the faculty members twice a year to discuss the progress of the students in the university level examinations.

4. **Remedial Classes** are conducted for the slow learners, absentees and the students who took part in co-curricular activities. This practice helps the absentees to update and enrich their subject knowledge. These efforts help to improve the performance of students by framing significant reforms in **Continuous Internal Evaluation** at the institutional level.

5. IQAC of our college has recommended conducting daily test for half an hour before first hour i.e., 10.00 AM to 10.30 AM., on all working days. Schedule of the invigilator and the subject for each day order is prepared and followed. Staff members of concerned subject are responsible for evaluation and maintenance of mark records. This continuous internal daily test increases the pass percentage as well as the continuous reading habits of the students. Besides, two cumulative internal assessment tests are being conducted in each semester and evaluated by the concern staff members. It helps to assess the internal marks. Average of these two internal test, assignment and seminar marks are considered for calculating total internal marks. In science departments model practical examinations are carried out and are used to award internal marks in practical work.

6. After the publication of the results by the University, department-wise data are scrutinized and the result analysis is critically reviewed by the principal.

7. As a part of reform method to monitor the performance of the students, parents are asked to meet the concerned Mentor to discuss if there are any personal issues. As remedial measures students are advised to take test after completing every unit. They are also given ample space to discuss the previous year questions in the class room. Question Banks prepared by the respective departments help the students to prepare for the final examinations. All these reform methods have significantly enhanced the pass percentage of the students. Students are also encouraged to use online-portals and video lectures to improve their learning.

8. Above all the students are encouraged to explore new ideas through critical thinking, group activities, discussions, debates, seminars to enhance their performance level.

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

16

2.10. Average percentage of attendance of students ⎢ **86** ⎢

2.11. Course/Programme wise distribution of pass percentage:

Programme Code	Programme Name	Number of student appeared in the final year Examination	Numb er of students passed in final semester/year examination	Pass Percentage
158	**BA Economics TM & EM**	70	41	59%
111	**BA History**	28	8	29%
103	**BA English Litt.**	63	41	65%
121	**B.Sc. Maths**	49	45	92%
122	**B.Sc. Physics**	38	32	84%
124	**B.Sc. Chemistry**	40	20	50%
126	**B.Sc. Zoology**	42	23	55%
128	**B.Sc. Comp. Science**	46	23	50%
151	**B.Com**	109	74	68%
153	**BBA**	47	40	85%
129	**B.Sc. IT**	48	43	90%
352	**MA**	4	4	100%
351	**M.Com.**	25	23	92%
311	**M.Sc.Maths**	17	16	94%
301	**MA English**	10	10	100%

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

i. IQAC has nominated one faculty member from each department as Mentor for those students who have enrolled for NPTEL online courses. Mentors guide the students in carrying out the course curriculum.

ii. IQAC recommended all the departments to conduct Continuous Assessment Test. Test notes and papers are verified randomly.

1. The IQAC regularly collects feedback from the students, parents and alumni through questionnaires to evaluate and improvise teaching and learning process.

2. Based on the university results IQAC advices all the departments to take necessary steps for the improvement of slow learners..

3. IQAC motivates all staff members to use ICT method of teaching for at least one course.

4. IQAC encourages all the staff members to attend Faculty Improvement Programme such as Refresher and Orientation courses conducted by the Academic Staff College all over the country to update their knowledge.

5.IQAC also motivates the faculty members to attend seminars, conferences, workshops and symposiums to enhance their knowledge and to introduce them the frontier developments in their respective fields.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	14
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	**21**	-	-	-
Technical Staff	**08**	-	-	-

Criterion – III

3.Research, Consultancy and Extension

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

- ❖ IQAC has recommended the management to install Plagiarism Software.
- ❖ The faculty members are constantly motivated by the IQAC to apply for the major and minor research projects. In this regard, Mr.A.Balasundaram, Assistant Professor of Chemistry has been sanctioned Rs. 2,20,000 as Minor Research Project from UGC.
- ❖ IQAC constantly encourages all the faculty members to participate in workshops, seminars, conferences, and symposiums. Consequently, faculty members attended 9 international level, 7 national level and 2 state level conference and symposium. Faculty members published papers in 18 international journals and 14 in national journals. Eight faculty members acted as resource person in various institutions at national and state level.
- ❖ The IQAC plays a key role in consistently encouraging the students to participate in the 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	-	2	01	-
Outlay in Rs. Lakhs	-	6,70,000.00	3,04,395	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	60	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	5	-	-

3.5 Details on Impact factor of publications:

Range 1-1.5   Average 1.83   h-index 10   Nos. in SCOPUS 6

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2	UGC	670000	304395
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total				

3.7 No. of books published With ISBN No. : Nil   Chapters in Edited Books: Nil

ii) Without ISBN No. : NIl

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) [UGC]

3.10. Revenue generated through consultancy [Nil]

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 9

3.1.3 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   UGC   From Management of   -

University/College Total 3.04

3.16. No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them   17   20

3.19.No. of Ph.D. awarded by faculty from the Institution   3

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

JRF -   SRF -   Project Fellows -   Any other 2

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 | 4 |

National level | 7 | International level | - |

3.2.3No. 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 | 12 |

NCC | - | NSS | 3 |

Any other | - |

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

All undergraduate students who are doing second year programme have spent two days in village extension activity which are part of their curriculum. The most prominent activities implemented are

➢ Tree plantation

➢ Awareness generation on prevention of Dengue

➢ Waste disposal in Government Hospital, Tirupattur

➢ Awareness generation on environmental hazards due to plastic wastes

➢ Awareness generation on restricted use of plastics

➢ Bird census in Vettangudi Bird Sanctuary

➢ Awareness on GST to Local Traders

➢ Training programme for school teachers for developing scientific temperament and doing simple scientific project by their wards

➢ Content enrichment in revised syllabus -training to school teachers

➢ Self employment oriented training to the public and parents in Nursery raining, apiculture, mushroom culture, value addition in agriculture products, vermiculture, soap and phenyl preparation.

➢ Book exhibition for the public to motivate reading habit

➢ Blood donation to public

➢ Free medical camp

➢ Donation to the heart surgery of two children

➢ 7 days NSS camp

➢ Motivation and training to the farmers in the field of rain water harvesting and soil amendments based on soil testing.

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	54	1	Management	54
Laboratories	6	-	-	6
Seminar Halls	2	-	-	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

☐ New arrivals are digitalized.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33658	2413092.5	362	23644.66	34020	2436737.16
Reference Books	685	98251.3	41	176657.35	726	274908.65
e-Books	3135000 (N-list)	5750	N-list Member	5900	3135000 (N-List)	5900
Journals	33	35156	-	-	33	35156
e-Journals	6000 (N-list)	5750	N-list Member	5900	6000 (N-list)	5900
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	429	12049.1	-	-	429	12049.1
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

4.4.Technology up gradation (overall)-Availability of Computers

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	100	43	12	2	20	12	11	-
Added	2	-	2	-	-	-	-	-
Total	102	43	14	2	20	12	11	-

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

☐ All the departments are provided with Wi-Fi Modem which is open for the students to download e-resources.

☐ Additional two computers have been purchased in office.

☐ Special programs on Human Rights have been organized for the benefit of the students and staff.

☐ Cyber security program was organized by the IQAC for the faculty members.

☐ Faculty members were given training on Stake holder networking for the faculty members.

4.6 Amount spent on maintenance in lakhs :

i) ICT | Rs.0.54 |

ii) Campus Infrastructure and facilities | Rs. 0.67 |

iii) Equipments | 0.25 |

iv) Others | Rs. 0.25 |

Total : | Rs.1.71 |

Criterion – V

5. Student Support and Progression

5.1. Contribution of IQAC in enhancing awareness about Student Support Services

➢ NPTEL online archived courses are made available in a hard disk at a volume of 4TB maintained in the library. Staff members can access the desired courses and they can make use of the materials for effective teaching. In addition, students can also access their desired courses directly from the library.

➢ NPTEL Local Chapter supports the students to get scholarship for enrolling in online courses. So far, 96 students have been provided scholarship through NPTEL.

➢ Department of Zoology, Youth Red Cross and Red Ribbon Club jointly organized a Blood Donors Registration Camp. In case of any emergency for blood, students belonging to the particular group are identified, informed and directed them to be made available in the hospitals.

➢ Digitalized Question banks are made available to the students in the library.

➢ Reputed national dailies "The New Indian Express" are distributed to the students at a concessional rate to encourage the students to read daily news.

➢ Both students and their parents are covered under accidental insurance policy.

➢ Additional books for competitive examinations have been purchased.

5.2. Efforts made by the institution for tracking the progression

✓ IQAC monitors the students' academic performance from continuous assessment test and advises all departments to make all efforts to improvise their performance in semester exams.

✓ Every faculty members are allotted 20-30 students and they act as mentor for them. Faculty members periodically monitor their academic performance and track them till their completion of the courses.

✓ To cope with the modern digital developments and globalization, all first and second year students are provided spoken English and Computer training apart from their curriculum.

✓ After the declaration of University Results, every department organizes parent- teacher meeting in their respective departments to analyze and inform the parents about the results obtained by their respective wards.

5.3 (a) Total Number of student

UG	PG	Ph. D.	Others	
2232	220	1	45	2498

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men
No	%
869	35

Women
No	%	
1629	65	2498

Last year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
12	144	-	664	-	820	18	124	-	691	-	833

Demand ratio = 1:2   Dropout % = 6.7

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

➢ Career guidance cell and District employment office has jointly carried out coaching class for Group IV examination.

➢ A committee has been constituted to impart coaching for post graduate students for NET/SLET examination. Five faculty members are in-charge for that committee. Classes are taken after their regular academic hours.

No. of students beneficiaries
441

5.5   No. of students qualified in these examinations :

NET | - | SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | 3 |

5.6 Details of student counseling and career guidance

- ✓ Each and every student is allotted a particular faculty member as mentor. The mentor monitors

  their respective ward's performance and behavior.

- ✓ Students are given counseling when they exhibit odd behavior. Mentor will counsel the particular ward and if the student cannot be brought to the normal behavior, then he/she will be referred to centralized counseling cell established for this purpose. Institution level counseling cell has a group of faculty which is headed by a Vice-Principal. Counseling cell will review the issue and give appropriate orientation. If the problem persists, it will be referred to the parents and disciplinary committee.

- ✓ The Career Guidance Cell of Arumugam Pillai Seethai Ammal College in tie-up with District Employment Office, Sivagangai organized Coaching classes for TNPSC Group – IV competitive examinations. Mr. N. Ramanan, Founder, Mentor Academy, Madurai took classes for the students who applied for TNPSC GROUP-IV Competitive examinations. Around 275 students attended and benefited.

- ✓ Career Guidance Cell of Arumugam Pillai Seethai Ammal College organized a placement programme on 23.01.2018 jointly with Samarth learning solutions(SLS) and Tamilnadu Skill Development Centre for final year students (both UG and PG). Mr. M. Arunkumar, Vice-President, Operation Section, SLS Mr. J. Rajagopalan, Vice-President, Course Director Section, SLS delivered the special address. In their address, they explained vividly the difference between job and career. Around 150 students participated in the placement programme.

- ✓ Career Guidance Cell of Arumugam Pillai Seethai Ammal College organized a Campus Interview in the college premises at 10.30 am on 23.02.2018. IDBI Federal Life Insurance Company, Coimbatore conducted the interview for final year UG and PG students. 200 Students participated in this interview. A pre placement talk was given by Miss. K. Mynavathy, IDBI. Finally, 63 students were hired.

- ✓ The Career Guidance Cell of Arumugam Pillai Seethai Ammal College and District Employment Office, Sivagangai jointly conducted JOB FAIR in the college premises from 10.00 am to 6.00 pm. on 17.03.2018. Principal Dr. A.Susaimanickam presided over the function. 23 private companies conducted the interview. Around 500 candidates attended this and 79 candidates were selected.

- ✓ Staff members of our institution also took coaching classes for NET/SLET for the P.G. and M.Phil., scholars. 40 students attended the coaching class.

No. of students benefitted	607

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**
11	**850**	**270**	**0**

5.8   Details of gender sensitization programmes

➢ In commemoration with Women Day, Women Welfare Forum and National Commission for Women Competitive Examination jointly conducted competitions programs such as elocution, debate, essay writing, drawing on various topics for girls students.

➢ Prominent personalities who were recognized for their contribution to establish women rights and solve issues are invited and presided over the International Women's Day celebration held on 8th March. In this year, Mrs. Asha Ajith, Sub Collector, Devakottai was invited and she gave special address on women empowerment to the students.

5.9   Students Activities

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

State/ University level　[20]　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

Supporting agency	Number of students	Amount (Rupees)
Financial support from institution	-	-
Financial support from government	1071	2367671
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

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

Exhibition:State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students

| 15 |

5.13   Major grievances of students (if any) redressed:

➤ Campus interview arranged in which 270 numbers of students were placed.

➤ All departments are provided Internet facility with open access.

➤ Field trip and Industrial visit are arranged for students belong to Business Administration, History, Zoology and Chemistry

➤ In addition to chalk and talk method, faculties prepared power points, e- notes, and delivered to students. It is also uploaded in the institutional website and free access is given to the students

➤ RO unit which was temporarily out of order was repaired and Purified drinking water supply is ensured.

➤ Canteen Committee ensured Quality food at nominal cost

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

6.1.a   Statements

- ✓ 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.

6.1.b   Means to Attain the Vision

- ✓ The vision and mission statements of our institution given above are in tune with the national interest and higher education policies such as education to all irrespective of caste, community and religion, eradication of poverty and unemployment through educational attainments and higher education at low cost.

- ✓ The major activity in concordance with the vision and mission statement is education up to research to all sections of the community.

- ✓ Higher education is provided to all sections of community at low cost and there is no discrimination of caste, creed and religion.

- ✓ Employment opportunity is provided through campus interviews.

- ✓ Technology enabled courses are given to the students at free of cost through NPTEL.

- ✓ Employment oriented vocational courses viz. Software Development and Banking and Financial Management were applied to UGC for its approval and funding.

- ✓ Communal harmony is established by engaging students and society through NSS, NCC, Sports, Value Education, Cultural Programme, Association meetings, Extension activities.

- ✓ Upliftment of socially and economically suppressed through education, awareness programmes to students and their parents, skill training programmes, etc.

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

❖ The curriculum is prepared by the board of studies, Alagappa University with the aid of staff members from the university and affiliated colleges. Being affiliated to Alagappa University, Karaikudi, our institution follows the curriculum aspects of the university.

❖ Out of 73 faculty members from our institution 3 members were appointed as Chairman of the Board of Studies and 15 were appointed as members of the Boards. Our faculty members impart necessary alterations to make the syllabus up-to-date.

6.3.2   Teaching and Learning

- o   The institution ensures effective curriculum delivery through a well planned and documented process by means of Lesson Plans, Bridge Courses, Remedial Classes and Enrichment Classes.

- o   In our college 94 students were enrolled in NPTEL courses, out of which 92 students successfully completed the courses.

- o   Widespread usage of ICT in teaching and learning process.

- o   Interdisciplinary and multi-disciplinary classes.

- o   Interdepartmental staff exchange for Non-Major Elective and Skill based Subjects

- o   Interdepartmental invited lectures.

- o   SET-NET coaching classes for P.G final year students.

- o   Competitive Exam coaching to U.G and P.G final year students.

- o   Students are encouraged to use Library constantly.

- o   E-learning materials(e-notes) are provided in the institutional website.

6.3.3　　Examination and Evaluation

➢ Two Centralized Internal Assessment Tests and daily class tests were conducted for all the students to enable them to appear for the university exams with confidence. The IQAC has constituted a Centralized Internal Test Committee to monitor the tests.

➢ Performance of the students is evaluated by the faculty members and critically reviewed by the Head of the Departments, Principal, IQAC and parents.

➢ Internal assessment marks are evaluated strictly based on the written test, assignments and seminars by the students.

6.3.4　　Research and Development

➢ Four departments of our institution are recognized as Research Departments and we are waiting for the renewal of fifth one.

➢ One UGC Minor Research project has been sanctioned to Mr. A.Balasundaram, Assistant Professor of Chemistry

➢ Faculty members are constantly encouraged to participate and present papers in workshop, seminar and conference, etc. As a result, 46 papers have been presented in various seminar and conferences at State/National and International Level and 60 research papers are published in peer reviewed UGC recognized journals.

➢ There are in total 19 faculty members as research guides under whom there are 11 Ph.D research scholars pursuing their research works.

➢ Two of the faculty members from the Department of Commerce had been awarded Ph.D during 2017-2018.

➢ 09 Scholars are doing M.Phil in the Research Departments of Economics, Commerce and English.

6.3.5　Library, ICT and Physical Infrastructure /Instrumentation

➢ The college library is equipped with sufficient numbers of textbooks, reference books, journals, magazine and newspapers etc, the library has good number of e-resources like e-books, e-journals, related to subject and curriculum of the college and also maintains large number of rare books that are the sources of great historical significant events to provide historical information to faculty and students.

➢ Have become the N-list Member for e-journals and e-books. 362 books have been added in the library and the total value of these additions is Rs.2,12,102.

➢ For campus infrastructure, Rs.**61,89,013.13** has been spent.

6.3.6   Human Resource Management

➤ Competitive examination skills and effective employability skills are inculcated among the students through invited lectures, group discussions, mock interviews.

➤ Resource persons are hired from external sources for coaching in Spoken English and give training to Yoga and Meditation.

➤ Both students and faculties are encouraged to enroll in online courses under NPTEL-SWAYAM program and enrich their knowledge and skills.

➤ IQAC periodically organizes trainings, workshops and special meetings to equip teaching and non-teaching staff members.

➤ Faculty members are encouraged to participate and present papers in workshop, seminar and conference, etc. As a result, 42 papers have been presented in various seminar and conferences at State/National and International Level and 60 numbers of papers are published in peer reviewed UGC recognized journals.

➤ In addition, guest faculties are also involved in teaching UG and PG self financed courses.

➤ 18 faculty members have attended the refresher courses, 2 faculty members took part in orientation courses and one faculty member has attended short-term course.

6.3.7   Faculty and Staff Recruitment

➤   Seven teaching staff has been recruited as Assistant Professors in the Department of English, History, Commerce, Mathematics and Business Administration as per the norms laid down by the UGC.

6.3.8   Industry Interaction/Collaboration

➤ About 150 students of Chemistry department belong to I year, II year and III year have visited industries Aavin Milk Products, Aravind Chemicals and Ramco Cement industries respectively.

➤ Department of Physics has arranged a visit to CECRI, Karaikudi.

6.3.9   Admission of Students

➤ The Government reservations and guidelines are strictly followed for the admission of students.

6.4   Welfare schemes for

❖ Teaching	❖ Available for the faculty to undergo FDP. ❖ Faculty can avail On-duty for attending the Orientation/Refresher/short term courses. ❖ New India Insurance cover for staff and their family. ❖ Can avail festival advance in multiple easy instalment repayment. ❖ Financial assistance is provided through Thrift Society. ❖ All necessary helps are given by the management to avail Housing loan, vehicle loan and personal loans from the banking sector.
❖ Non teaching	❖ New India Insurance for staff and their family. ❖ Can avail festival bonus in multiple easy instalment repayment. ❖ Financial assistance is provided through Thrift Society. ❖ All necessary helps are given by the management to avail Housing loan, vehicle loan and personal loans from the banking sector.
❖ Students	❖ Endowment prizes and scholarship for students. ❖ Government Scholarship for SC, ST, OBC, DNT, First graduate and Farmers family. ❖ Minority Scholarship. ❖ Fees Concession. ❖ Insurance Scheme for Students and parents under Group Personal Accident Policy. ❖ Free health check-up. ❖ Tamil Medium scholarship. ❖ Registration and Travel fee for the students who participated in the outstation state and national level seminars and competitions.

6.5   Total corpus fund generated | - |

6.6   Whether annual financial audit has been done :   No

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

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

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

Since college comes under the affiliation of Alagappa University, publication of results is not in our hand.

For UG Programmes   Yes ☐   **No** ☑

For PG Programmes   Yes ☐   **No** ☑

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

As our institution is an affiliated institution we do not have any exclusive powers to alter or modify any reforms at our own discretion. Hence, the reforms made by the university are followed by our institution.

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

➢ Special lecturers were arranged by departments by inviting prominent alumni for motivating the students.

➢ An amount of Rs. 8,94,786.00 has been contributed by the Alumni Association

➢ An Endowment is created in the name of Mr.Karthikeyan, from which four students get free education every year.

6.12   Activities and support from the Parent – Teacher Association

1) Parent – Teacher Association arranges general meeting for the first year students on 2 separate days for science and arts students. The fresher are informed about the history of college, the facilities available and the do's and don'ts which are to be followed strictly.

2) At the beginning of every academic year, PTA meeting is conducted to explain the rules and regulation of the college.

3) The PTA directs the departments to conduct at least one meeting in each semester to discuss with the performance, the attendance status of their children.

4) Students found violating the college rules and regulations are asked to bring their parents and proper counseling is given to the students. Parents are also notified about the student's activity.

5) PTA encourages the parents of the students to participate in the free Apollo health check up held annually in the college.

6) PTA offers suggestion to improve education, infrastructure and career advancement.

6.13   Development programmes for support staff

- Training program on Office Automation was offered to the non teaching staff.
- Loan through Thrift Society

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

➢ Swachh Bharat Abhiyan is inducted in the campus and one teaching staff is appointed as nodal officer to coordinate the activities.

➢ The tree seedlings and saplings planted inside the campus is protected by the students through watering during the drought time.

➢ Eco-club of the institution keeps the campus clean, green and garbage free.

➢ Usage of Plastic carry bags and plastic tumblers is discouraged.

➢ Garbage of the campus is segregated into degradable and non degradable and separate dust bins are available for this. The degradable solid wastes are being composted and used for coconut plantation in the campus

➢ Tobacco Free Campus

➢ The available compost pits are regularly used from the herbal garden in order to recycle leaf litters and to produce organic manure.

➢ Herbal gardens have been maintained by the students of the Department of Zoology.

➢ Rain water harvesting units have been maintained to save our water resources.

➢ Different departments have adopted a particular area in the college to keep the entire campus eco-friendly.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

❖ Digital literacy through online courses, e-notes, e-books etc.

❖ Communication networking through voicemail system with parents, Teachers and Students

❖ Student's online feedback system.

❖ Digitalized administration system.

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

ACTIVITIES PLANNED	ACTIVITIES COMPLETED
Shift system to meet out the demand for arts and science courses and to graduate more students	Yet to implement
Upgrade the institute to Autonomous Status	Yet to implement
Improved class rooms with smart classes	To be implemented in 2018-2019
Digital learning material for all courses	Implemented
Extension of library working hours in holidays too. (Except Sunday)	Working hours extended up to 5 PM
Remedial coaching	Implemented
NET /SLET coaching	Implemented
Entry level bridge course	Implemented
Common internal examination	Implemented
Network Resource Centre	Implemented
Digital question bank	Implemented
More number of Skill Based Training for students	Implemented
Promotion of research through minor and major research projects	One Major and two Minor Projects applied
Digital learning material for all courses Academic audit Gender audit Administrative Audit Stakeholders Networking	Faculty members have attended various Conference/seminar / workshop. Research papers were also published in the journals
Encouraging students to participate in the intercollegiate/ state level and national level conference/seminar/workshop	Number of students participation Intercollegiate Competitions – 53 National Conference -3 National Seminar – 2 International Seminar -55

Publication in peer reviewed journals by all research scholars and faculty members	60
More number of Research guideship by the faculty members	In 2017-2018 one faculty obtained guideship
Ph.D. Registration by all faculty members who have not yet registered.	No new registration
Publication of research journals	Implemented
Publication of book by faculty members	No new books published
Interdisciplinary training for staff	IQAC Programme list
Interdisciplinary classes for students	As part of curriculum, NME and SBS
Academic audit	Achieved
Gender audit	Achieved
Administrative Audit	Achieved
Environmental Audit	Not done
Green and clean campus	Implemented through Eco club
Student-Teacher –Parent networking	Department level and institutional levels meetings conducted
Extension service to all stakeholder through networking programme	Achieved
Complete database of students blood group	Database available for II year and III year students
Tutorial scheme	Implemented
Promotion of onsite and offsite interview for employment	Campus interview arranged. Students were also encouraged to participate in the campus interview arranged by Alagappa University.
Regular Parent-Teacher-Student review	Once in six months being conducted
Strengthening Alumni through Alumni Meeting	Department wise Alumni Meeting Conducted
Ragging free campus	Implemented through Anti-ragging Cell
Stakeholders Networking	Achieved
Coaching classes for competitive examination	Achieved

7.3. Give two Best Practices of the institution

 Practice-1: Digital Literacy (DL)

Practice-2 : Parent-Teacher-Student Communication Network (PTSCN)

(Enclosed as Annexure IV)

7.4. Contribution to environmental awareness /protection

- ❖ All II year undergraduate students have spent two days in the villages as part of their village extension programme. During this programme students involved in tree plantation, establish fencing to protect the seedlings from the cattle, removal of garbage, bush clearance, desilting tanks to harvest water, etc.

- ❖ Department of Forest and Department of Horticulture, Govt. of Tamilnadu extended support for tree plantation and medicinal plants conservation programmes implemented by the institution.

- ❖ Students have created awareness among the public regarding environmental hygiene, environmental hazards caused by plastic carry bags and other non degradable wastes, and environmental issues causing serious threat to public health, etc.

- ❖ The tree seedlings and saplings planted inside the campus are cared by the students.

- ❖ Eco-club of the institution keeps the campus clean, green and garbage free.

- ❖ Usage of Plastic carry bags and plastic tumblers is discouraged in the campus.

- ❖ Bird census conducted in Vettangudi Bird Sanctuary on request of Forest Department, Govt. of Tamilnadu

- ❖ Nursery and grafting technique training was given to Farmers.

- ❖ Rain water harvesting and soil amendments based on Soil testing were advised to the farmers

7.5   Whether environmental audit was conducted? NO

7.6   Any other relevant information the institution wishes to add. (For exampleSWOT

Analysis)

SWOC analysis is done and the details are given below

Strengths :-

1. Increasing numbers of students.
2. Age old college, celebrated Golden Jubilee in the year 2015.
3. Good results and University rank every year.
4. Students are given space to explore their strength through seminars and paper presentations.
5. Invited lectures from every department on modern trends.
6. Friendly relationship among the members of college staff, students and parents.
7. Student Centric method of teaching.
8. Maximum utilization of available resources.
9. Using modern ICT tools in teaching
10. Social service through extension activities as a part of curriculum.
11. Well-structured library
12. Scholarships for all eligible students .
13. Functional PTA and Alumni.
14. Auxiliary platform (YRC, RRC, NCC, NSS) to reach the local communities
15. Indoor and outdoor stadium
16. International standard athletic track.
17. Endowment prizes for the rank holders.
18. Medicinal and aromatic plants Conservation Park.
19. Incubation centre for farmers, self-help groups.
20. Tie-up activities with NGOs.
21. Committees and clubs for students support ad progression.
22. Functional IQAC since 2007.
23. Good canteen facility which offer variety of foods delivered in a hygienic manner.

24. Special cell and committee for women welfare.

25. Personal Accident insurance coverage for all students and parents.

26. Add- on programmes for all students(Spoken English, Computer Education and NPTEL)

27. Digital learning through e-Notes, Digital Question bank and ICT tools.

28. Innovative programme to support society through " Save Little Heart"

29. Transfer of knowledge through 'National Science Forum" for school children and school staff.

30. 45kva standby power supply

31. Student-friendly environment.

32. Qualified teaching faculty.

33. Gender friendly campus.

Institutional Weakness

Weakness:-

1. The ground water, where the college is located is salty.

2. Bus facilities for the students to go to their home after 4.30pm are not sufficient.

3. There is no separate canteen facility for girls and women staff members.

4. Non availability of tar roads inside the college campus.

5. Staff members find it difficult to take classes in ICT tools as there are insufficient smart class rooms.

6. Non-availability of research programmes in science departments.

7. Lack of English Language lab.

8. Lack of open-Air theatre.

9. Power Fluctuation.

10. Students from remote village lack knowledge in the latest developments.

11. Students from remote village have poor communication skill at entry level.

12. Lack of high speed open accesses wi-fi

13. Students' knowledge in computer application is poor.

14. Staff members are given poor chance of representation in Board of studies at university level.

15. Staff members are lacking in publishing books.

16. Staff members lack in applying for Major and minor projects.

17. Lack of vocational courses

18. Lack of campus interviews from notable companies.

19. Lack of medical and first-aid facilities in time of emergency.

20. Lack of bank counter facility inside the college campus.

Institutional Opportunity

Opportunities: -

1. We have an opportunity to link the Cauvery river water from the neighbouring Town Panchayat.

2. Management is planning to provide bus facility to the students coming from the remote village.

3. A separate counter has been planned for women in the canteen.

4. A request has been made to the panchayat to lay road inside the college campus.

5. Shift working system is under proposal for PG courses.

6. The institution has planned to establish 24kva solar power supply.

7. A project proposal has been submitted for sports fitness centre at 8000 sq. feet.

8. Students are given opportunities to learn add-on courses through add- on programmes.

9. Students are given opportunities to develop language skills through the spoke English classes

10. The institution is planning to have a tie-up with BSNL to establish high speed open access wi-fi

11. Two vocational courses will be started (B.Voc in software development and B.Voc in Cost and Finance Management).

12. The IQAC has requested all the staff members to apply for the Major and minor projects.

13. 11 faculty members are preparing books in different subjects.

14. Carrier Guidance cell has developed linkages to brig notable companies for recruitment.

Institutional Challenge

Challenges:-
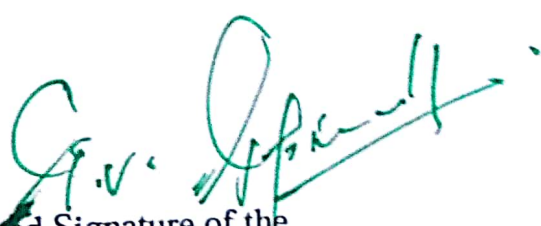
1. As students are from remote villages, keeping pace with the rapid change in higher Education is a challenge both for the institution and the staff members.

2. Providing resources for marginalized students is also a major challenge the Institution faces every year.

3. To give sufficient space to cope with gradually increasing enrolment of students is a Major challenge.

4. As there are no companies employment opportunity to the students is also a vital Challenge the institution faces.

8.   Plans of institution for next year

1. Integration of Employment Oriented Vocational Courses

2. More online courses through SWAYAM

3. Green Auditing

4. Standby power supply from alternate sources of energy

5. Bio-metric attendance for students

6. More ICT enabled class rooms.

7. Online feedback system for Parents, Alumni, students and Faculties

8. Open book test

9. Request Alagappa University to introduce Internship for students

10. Request Alagappa University to introduce Project work for all final year graduates.

11. Online portal for payment of fees

12. Introducing UGC recognized Certificate and Diploma Courses.
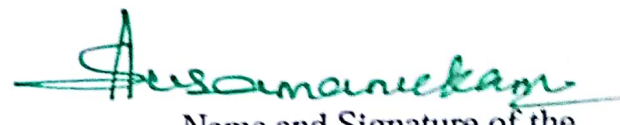
13. Enhanced digital literacy

14. Introduce Lecture Capture System

15. Incubation centre for stakeholders

16. Publication of books by faculty members

17. Fetch Minor and Major projects.

18. Construction of new class rooms

19. Publication of more number of research papers in the UGC enlisted journals.

20. Organizing National Seminar/Conference

Name and Signature of the

Director /Co-ordinator, IQAC

DR. G.V. GOPINATH

Name and Signature of the

Chairperson, IQAC
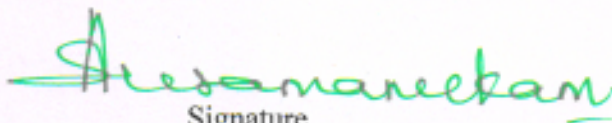
Dr. A. SUSAIMANICKAM
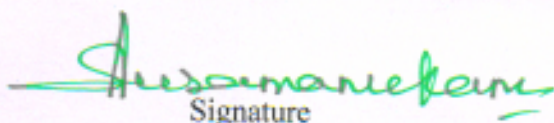
STATEMENT OF EXPENDITURE
2017-2018

1   Name of the College   **Arumugam Pillai Seethai Ammal College**

2   UGC approval Letter No. and Date :No.F.IQAC- 506/14/(IQAC/UGC –SERO)

         dated: March 2014

3   Effective date of Establishment of IQAC   18.06.2007

4   Period of Expenditure   : From 1st April 2017- 31st March 2018

    (UGC Public Notice F.No.22-4/ 2016(FD-1/B) Dated: 9th June, 2017)

Details of Expenditure

S.No	Item	Amount Approved Rs.	Expenditure incurred Rs.
1	Honorarium to the Coordinator, IQAC Rs.1000x12x5	60,000/-	....
2	Office Equipment	60,000/-	....
3	Hiring Services for Secretarial &Technical Services	60,000/-	....
4	ICT's Communication expenses	70,000/-	54350/-
5	Contingencies	50,000/-	11360/-
	Management contribution	310/-	
	Total	3,00,310/-	65,710/-
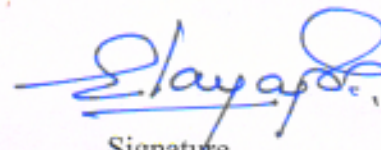
It is certified that the amount of 65,710/-.(Rupees Sixty five thousand seven hundred and ten only) has been utilized in the year 2017 - 2018 out of the total grant of Rs3,00,000/-. (Rupees Three Lakhs only) Sanctioned to Arumugam Pillai Seethai Ammal College, Tiruppattur, Sivagangai Dist by the University Grants Commission vide its letter number No F.IQAC- 506/14/(IQAC/UGC –SERO) dated: March 2014 towards XII plan IQAC fund has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the commission. If as a result of check or audit objection, some irregularities are noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.
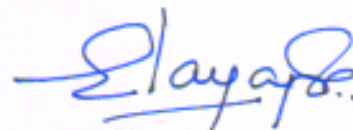
Signature
Principal with seal
PRINCIPAL
ARUMUGAMPILLAI SEETHAI AMMAL COLLEGE
TIRUPPATTUR-630 211
Sivagangai Dist.

Signature
Auditor with seal
P. ELAYAPERUMAL, B.B.A., F.C.A.,
CHARTERED ACCOUNTANT
7, Pillaiyar Kovil Street, Near Sivan Koil,
SEKKALAI, KARAIKUDI - 630 002.

Chartered
Accountant
M.No: 026089
KARAIKUDI

Statement of Expenditure
2017-2018

1. Name of the College **Arumugam Pillai Seethai Ammal College**

2. UGC approval Letter No. and Date :No.F.IQAC- 506/14/(IQAC/UGC –SERO)

   dated: March 2014

3. Effective date of Establishment of IQAC 18.06.2007

4. Period of Expenditure   : From 1st April 2017- 31st March 2018

Details of Expenditure

S. No	Item	Income Rs.	Expenditure incurred Rs.
	Amount received from the Management as Reimbursable	33953/-	
1	Hiring services for Secretarial & Technical services		12000/-
2	Stationary items		14420/-
3	Contingencies		7533/-
	Total		33953/-

It is certified that the amount Rs.33, 953/-(Thirty three thousand nine hundred and fifty three only) received from the Management to the IQAC, Arumugam Pillai Seethai Ammal College (reimbursable) has been utilized for the purpose for which it was given.

Signature
PRINCIPAL with seal
PRINCIPAL
ARUMUGAMPILLAI SEETHAI AMMAL COLLEGE
TIRUPPATTUR-630 211
Sivagangai Dist.

Signature
AUDITOR with seal
P. ELAYAPERUMAL, B.B.A., F.C.A.,
CHARTERED ACCOUNTANT
7, Pillaiyar Kovil Street, Near Sivan Koil,
SEKKALAI, KARAIKUDI - 630 002.

Chartered
Accountant
M.No: 028089
KARAIKUDI

ANNEXURE – III

Feedback Analysis Report

Feedback from Students

Online student feedback was done for the academic year 2017-2018 department wise and it is uploaded in the college website. The link of the students' feedback is given below

SURVEY DETAILS	
DEPARTMENT NAME	SURVEY LINK
B.A.English Literature	https://docs.google.com/forms/d/e/1FAIpQLSdqiWpvXuwKTlqoJOLjR1VXkV6Nhy-CvwnTCawpvbOQcEsVdw/viewanalytics
B.A. History	https://docs.google.com/forms/d/e/1FAIpQLSe7FNL5MuEaMdCu7-1pXw31EPsdn6Vc2ZQBaR1ovGpNuuIUqA/viewanalytics
B.B.E. (Tamil Medium)	https://docs.google.com/forms/d/e/1FAIpQLSdHFQkizyffbtm4kpJyFJGOlLc7k2FS1BKG7Ciscww-SVZk0g/viewanalytics
B.B.E. (English Medium)	https://docs.google.com/forms/d/e/1FAIpQLSf0h5wYS51XasknvatGAWaMp4qFpnY74zKZDhEhMFicTPLvmw/viewanalytics
B.Com-A	https://docs.google.com/forms/d/e/1FAIpQLScE8tTbTg31JK93xOUIQNRSUs7-9vk8Y4oBjyTXYEjgMZOj1g/viewanalytics
B.Com-B	https://docs.google.com/forms/d/e/1FAIpQLSfWy8Q_upD54F9LqctUUi617UrGFLivovowjJPDrHLh_hQx3Q/viewanalytics
B.B.A.	https://docs.google.com/forms/d/e/1FAIpQLSfSHLhSYF5yQHTNqqmN8YlO_LtcWgs1vFaizy_M3AEUVqgS-g/viewanalytics
B.Sc. Mathematics	https://docs.google.com/forms/d/e/1FAIpQLSd-8xKaneTcKVU8i6pWVTLs95PVEM22xkYFGfZMf0WVcwNpBA/viewanalytics
B.Sc. Physics	https://docs.google.com/forms/d/e/1FAIpQLSdZHWgNolBwbVl7ymYe0N-gyjBK7Ka3BxNdBFHaW-tT_UCaLA/viewanalytics
B.Sc. Chemistry	https://docs.google.com/forms/d/e/1FAIpQLSdxEyNiu0JbdNYn6ORdIJw96VnHd0qZIdyHxXZjwp-lP9Gfrw/viewanalytics
B.Sc. Zoology	https://docs.google.com/forms/d/e/1FAIpQLScRHrc5ZC1eIG5i7zb3sCaIPBlivGTxsHjP2-bZBC30pVPqtw/viewanalytics
B.Sc. Computer Science	https://docs.google.com/forms/d/e/1FAIpQLSeU_gHeUjFAFrs3xvDDLKmN3MpLJISqxrk9FF_6yU633fcEyg/viewanalytics
B.Sc. Information Technology	https://docs.google.com/forms/d/e/1FAIpQLSfwuhFhXLZD6t8l7_KTBOw6NpW-JokTTz5SoVSzMTcN-K-7XQ/viewanalytics

Feedback from Parents

Appreciations

- Computer courses for all students.
- Alternate platform to learn Online courses (NPTEL)
- Review of results with parents.
- Disciplinary regulations.
- Voice mail communication through Reliance.
- Campus interviews arranged.
- Apollo Master Health Check up for parents and general public.
- Group Personal Accident Insurance for all students and parents.

Suggestions

- Post graduate courses to be added.
- Employment Oriented courses to be introduced.
- More number of buses in the evening may be arranged.
- More campus

Interviews Feedback from Alumni

Appreciations

- Online NPTEL courses
- Digital learning resources
- Interactions with alumni and Inviting alumni for college functions.
- Insurance coverage for parents and students.

Suggestions

- Require more number of industrial visits and field trips.
- Alumni Database in the college Website.
- Skill based Vocational Courses may be included.
- General Alumni get together at least once in two years

Name and Signature of the

Director /Co-ordinator, IQAC

Dr. G.V. GOPINATH

Name and Signature of the

Chairperson, IQAC

Dr. A. SUSAIMANICKAM

PRACTICE – I

(i) Title   : Digital Literacy (DL)

(ii). Objective : To enhance the literacy level of students through digital technology

(iii). Context :

Enhanced digital technology and learning may help to acquire enhanced global level competencies. So, "digital literacy" is achieving these goals using technology. Digital literacy implies the same reading-writing skills, but without paper, pencils, conventional books in physical forms, or lectures. It is user friendly and a green practice. Digital literacy also refers to content creation, writing in digital formats, *etc*. The digital-writing tools are designed to help students for preparing their seminars, and assignments. Digital literacy technology offers many benefits like storage of voluminous books and reference materials in minimum space, get books and reference materials at minimum cost, easy to carry the reading materials in digital formats, store in cloud for 24 X 7 accesses, *etc*.

(iv)   Execution of the Practice:

Teaching faculties have uploaded their e-notes and other reading materials in the website of the institution. Students are given free access to down load the content. Professors also give their lecture materials in ppts form to the students for further references. The E-notes are being periodically revised and the E-content of the journal are made available to the students on request. Students are motivated to go for online courses in NPTEL. Students are also encouraged to submit their assignment and seminar ppts in the digital format. It helps the faculties to identify the improvement in learner's level of understanding about the subject and preparation for the final exams and project work.

(v)   Evidence of Success

Students have shown interest in online courses. During the academic year 2017-2018 96 students have registered NPTEL courses and 94 have passed. Some students have prepared power point and taken seminar using digital technology.

vi) Outcome:

All faculty members have prepared e-notes for at least one subject and uploaded in the college website. The students are becoming familiar in online aided learning method that helps to refer the international learning resources. We have received hundreds of request from the students to grant permission to access e-notes from the college website.

Practice II:

i) **Title: Parent-Teacher-Student Communication Network**

ii) **Objective :** To establish a communication network (digital and audio visual) and to provide information to parents, students and faculty members regarding academic matters.

iii) Context:

Parent, Teacher and Student are the main pillars of an educational institution. Networking among these three stakeholders is of paramount importance. Conventional communication through postal service does not deliver the message instantly and vulnerable for missing, damaging, misplacing etc. Hence, to cope up with the modern trend, easy way of communication, instant delivery and response, requires for digital and audiovisual networking among Parents, Teachers and Students. Many parents are not aware of the college reopening day, closing day, commencement of examinations, academic status of their wards, campus interviews, and placement, coaching classes for competitive examinations, University examination schedule, last date for fees payment, etc. Likewise students are also need networking to share academic messages, missing lectures and various events of the institution. Faculty members find difficulty in contacting the out gone students to collect information regarding career advancement, placement and communicating to Alumni Meetings, Graduation day etc. Hence, there is a strong need for **Parent-Teacher-Student Communication Network.**

iv) **Execution of the Practice:**

Considering the strong need for communication networking, IQAC of our institution has recommended digital and media based communication networking. Hence, all departments have formed a whatsapp group for each batch of students in which academic news are regularly

posted. All HoDs have collected e-mail ID and phone numbers of all students. Institution has also established tie-up with Reliance Communications for free voicemail to all parents, students and faculties. In addition, institution has also planned BULK SMS system to inform the parents about student's status of attendance to the classes, college reopening day, closing day, commencement of examinations, etc.
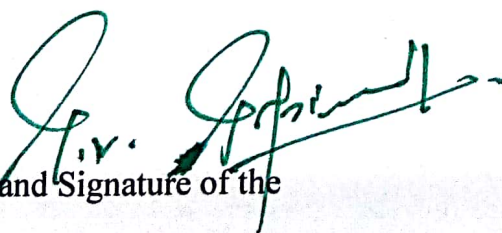
V) Evidence of Success:

➢ Our college collaborates with Reliance Communications to send academic information to students, parents and faculties members through the voice mail.

➢ In addition, we also delivered information related to agriculture, self employment oriented training, campus interviews and other opportunities to the parents.

➢ We received the email id of all students for specific communication like sending lecture materials, reference books and receiving assignment, seminar ppts etc.

➢ All departments have formed whatsapp groups for each batch of students.

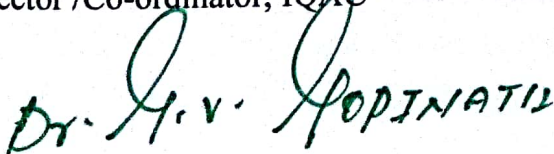## (VI). Problems Encountered and Resources Required

Since it is a voluntary help by the institution to the parents and students and ensured the instant communication, the stakeholders feel happy and we have not come across any problems.

(VII). Outcome

➢ Information related reopening and closing dates, examination schedule, results, campus interviews are being communicated to parents, faculties and students.

➢ Both students and faculties found easy for sharing academic and other relevant information.

➢ Instant delivery of messages and mass communication have been established.

Name and Signature of the

Director /Co-ordinator, IQAC

Dr. M.V. GOPINATH

Name and Signature of the

Chairperson, IQAC

Dr. A. SUBRAMANICKAM