



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE**

**ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE ARUMUGAM PILLAI ROAD  
TIRUPPATTUR SIVAGANGAI DISTRICT**

**630211**

**[www.apsacollege.com](http://www.apsacollege.com)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**September 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Arumugam Pillai Seethai Ammal College was started in the year 1965 by a renowned philanthropist and a famous business tycoon in Malaysia with the objectives of providing quality higher education to the poor and downtrodden people of Sivagangai District which was a socially, economically and industrially underdeveloped. The college was affiliated to the University of Madras in 1965, then M.K. University, Madurai and now Alagappa University, Karaikudi. The college is already accredited with B grade in the 2nd cycle. In the post, 2nd cycle re-accreditation period our College has implemented many measures to improve the quality of education and other parameters necessary for 3rd re-accreditation suggested by the Peer Team during the 2nd cycle.

Now our college is prepared to go for the 3rd cycle of re-accreditation with all necessary preparation and efforts. The Self Study Report has been prepared by a specially constituted committee with Dr.G.V.Gopinath (Co-ordinator) and Dr.V.Elangovan (Deputy Co-ordinator) and faculty members. The Internal Quality Assurance Cell has provided all the inputs needed for the preparation of the report.

We submit this report to the authorities of NAAC and invite for the assessment of the 3rd cycle of accreditation.

### Vision

#### VISION STATEMENT OF OUR INSTITUTION

1. Eradication of illiteracy
2. Eradication of poverty and unemployment through educational attainments
3. Upliftment of socially and economically suppressed
4. Education to all irrespective of caste, community and religion
5. Communal harmony through education
6. One graduate in every home
7. Higher education at low cost
8. Vocational training along with regular academic programmes.

### Mission

<http://apsacollege.com/wp-content/uploads/2014/10/logo.jpg>

Our College Emblem is a wonderful creation of our Founder Mr. N.T.S. Arumugam Pillai, AMN, revealing his vision and mission in building this academic edifice.

The Tower in the Emblem indicates that our College is not only a Temple of Learning but also suggests the upliftment of the downtrodden of Tirupputtur and its neighbourhood through higher education. The Traditional Lamp (*Kutthu vilakku*) is a symbol of our College's dissemination of knowledge by dispelling

ignorance. The Lotus, the Veena, and Palm leaf script (*olai chuvadi*) stand for Goddess Saraswathi, the Goddess of Learning. In Hindu mythology, she is depicted as sitting on the Lotus holding the Veena and the Palm leaf script in her hands. Thus, Goddess Saraswathi is invoked to bless our students with knowledge - that is **power**.

The College motto “*Ulluvathellam uyarvullal*” – **thinking high** is taken from the Tamil Classic Thirukkural which has been recognized as the Universal Gospel. The Thirukkural exhorts us to have always great and grand thoughts so that our aspirations will elevate us. In fact, the Emblem together with the motto manifests the chief ideals of our Founder that our students should be educated as well as moulded into cultured citizens with lofty thoughts to serve the humanity. In short, the higher education that the students receive and the higher thinking that they cultivate in this College will definitely take them to higher positions in their future life as symbolized by the Tower in the Emblem.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

1. Increasing numbers of students.
2. The college celebrated Golden Jubilee in the year 2015.
3. Good results and University ranks every year.
4. Students are given space to explore their strength through seminars and paper presentations.
5. Invited lectures on the modern development.
6. Student Centric method of teaching.
7. Maximum utilization of available resources.
8. Using modern ICT tools in teaching
9. Social service through extension activities as part of the curriculum.
10. Well-structured library
11. Scholarships to 100% of eligible students.
12. Functional PTA and Alumni.
13. Auxiliary platform (YRC, RRC, NCC, NSS) to reach the local communities.
14. The indoor and outdoor stadium on par with the latest standard.
15. Endowment prizes for the rank holders.
16. Medicinal and aromatic plants garden.
17. Tie-up activities with NGOs.
18. Committees and clubs for students support and progression.
19. Functional IQAC since 2007.
20. Good canteen facility.
21. Various committees for women welfare.
22. Personal Accident insurance coverage for all students and parents.
23. Add- on programmes for all students.
24. Scope for Digital literacy.
25. Innovative programme to support society through “ Save the Little Heart”
26. Knowledge transfer through ‘National Children Science Congress’ for school teacher and children.
27. 45KVA standby power supply.
28. Gender friendly campus.
29. Research programmes for Economics, English, Commerce and Business Administration.
30. Self-finance programmes - IT, M.A., English, M.Com., M.Sc., Maths, PGDCA and Physical Education.

### **Institutional Weakness**

1. Salty groundwater
2. Insufficient bus facilities after 4.30pm.
3. There is no separate canteen facility for girls and women staff members.
4. Non-availability of tar roads inside the college campus.
5. Insufficient smart classrooms.
6. Non-availability of PG and research programmes in science departments.
7. Lack of English Language lab.
8. Lack of Open-Air Theatre.
9. Power Fluctuation.
10. Students are coming from the remote village and are lacking knowledge in the latest developments.
11. Students 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. Poor representation in curriculum design.
15. Staff members are lacking in publishing books.
16. Staff member's reluctance in applying for research projects.
17. Lack of vocational courses
18. Lack of campus interviews from notable companies due to the economic backwardness of the districts.
19. Non-availability of PG and research programmes in science streams limits the scope for consultancy due to the absence of big industries, corporate offices and trading centres.

### **Institutional Opportunity**

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 villages.
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. Swift working system is under the proposal for PG courses.
6. The institution has planned to establish 25KVA solar power supply.
7. A project proposal has been submitted to sports fitness centre at 18,222 sq. feet.
8. Opportunities are open for students to learn new add-on courses through NPTEL and MOOC.
9. The institution is planning to have a tie-up with BSNL to establish high-speed open access wi-fi.
10. UGC has sanctioned two vocational courses (B.Voc in software development and B.Voc in Banking and Financial Services).
11. The IQAC has requested all the staff members to apply for the Major and minor projects.
12. 11 Faculty members have planned to publish books.
13. Career Guidance Cell has developed linkages to bring notable companies for recruitment.
14. Bank extension counter for students
15. On campus medical facilities.

### **Institutional Challenge**

1. Since the students are coming from remote villages and are first generation learners, it is a big challenge for the institution to bring the students on par with rapid changes in higher education.
2. Providing resources for marginalized students is also a major challenge the institution faces every year.
3. To give sufficient space to cope up with gradually increasing enrolment of students.
4. As there are no companies, providing employment opportunity to the students is also a big challenge for the institution to arrange campus interviews.
5. Lack of aided programmes for the growing demand from the students.
7. Poor affordability of students for new self-financed programmes to the growing trend.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The first part of this criterion 'curricular aspects' describes how the institution ensures effective curriculum delivery through a well planned and documented process by means of the lesson plans, bridge courses, remedial classes, and enrichment classes.

The data related to this criterion for last five years 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018. No new certificate/diploma programs have been introduced in this period. Out of 351(cumulative) full-time teachers, 75 teachers had participated in various bodies of the institution such as the Board of Studies, Academic Council and other academic bodies.

The second part of this criterion is 'Academic flexibility'. CBCS has been adopted in all 28 programs since 2008. In addition to the regular academic programme, all students enrolled in add-on programs.

The third part of this criterion 'Curriculum enrichment' describes that the institution integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics. Various value-added courses offered in this institution imparts essential life skills. Out of the total strength of 10370 students during the last five years, 918 students have undertaken field projects/ internships.

The fourth part of this criterion 'feedback system' for the review of syllabus semester wise/year wise is not applicable as this institution is affiliated to Alagappa University, Karaikudi.

### Teaching-learning and Evaluation

The Institute continuously evolves innovative methods of teaching, learning and evaluation procedure. Bridge course is conducted by every department for the first-year students. Continuous monitoring and evaluation are done by regular 30 minutes test every day.

Teaching experience is made livelier by adopting student-centric methods. Educational trips are organized at department level as a part of experimental learning.

ICT tools are used for innovative teaching. Students are asked to bring their computers for digital learning. Powerpoint presentation is used to teach all type of subjects to simplify the teaching /learning process. Flash cards are used to check their learning level.

The tutorial system is followed in the Departments and report cards are maintained.

Students are assessed through their learning skills and academic achievement at the end of each internal test and semester examinations . Absentees of centralized internal assessment are identified and the list is given to the concerned head of the Department. Based on the request and genuineness of reasons, the retest may be conducted for absentees

### **Research, Innovations and Extension**

Our college gives due importance to foster research culture by providing required research infrastructure and support. Apart from science labs, there is a separate biological instrumentation lab which is equipped with Deep Freezer, Polymerase Chain Reactor, Laminar Air Chamber, Flame Photometer, UV-Visible Spectrophotometer, etc for basic science research.

Department of Economics, Maths, English, Business Administration and Commerce have been elevated as Research Department. 20 faculty members are recognized as research guides. So far, seven Minor Research Projects have been sanctioned to our faculty members from the University Grants Commission to the tune of Rs. 18,58,920. Our faculty members have produced 12 Ph.D. 133 research articles have been published in UGC enlisted journals. Our faculty members published 13 books and 45 research papers in various conference proceedings. Four UGC sponsored National Seminar has been organized. Two staff members have been nominated as Honorary Wild Life Wardens by the Department of Forest, Government of Tamilnadu.

Outreach programs such as Road Safety for Pilgrims, International Yoga Day, Youth Empowerment have been organized by NSS units jointly with Lions Club of Thiruppathur and Sri Ram Chandra Mission, Karaikudi. Our college encourages the students to involve in extension activity through village adoption programme. In extension activities, 3064 students participated and rendered their social thinking values to the society by organizing self employment training program to farmers and self-help groups, health check-up, blood donation, bird's census, environmental protection, tree plantation, awareness on dengue fever, removal of weeds such as *Prosopis juliflora* and *Parthenium sp.* etc.,

### **Infrastructure and Learning Resources**

Our institution has adequate infrastructural facilities for successful teaching-learning activities. We have 55 classrooms and well-equipped laboratories with free Wi-Fi access. There is a Seminar Hall equipped with LCD projector and public address system. To nurture sports culture, we have an Indoor and Outdoor Stadiums.

Our library is automated using ILMS software, "MODERNLIB" of version 4.0. It offers a total solution for all functions. It subscribes to an electronic database "N-List" which provides open access to e-journals and e-books. There is a vast collection of 37,746 books, 40 reputed journals, textbooks, competitive examination books, and encyclopedia. Our college library has advanced facilities like internet, reprographic facilities, membership in National Digital Library (NDL), Network Resource Centre, and there is an Online Public Access Catalogue facility, a Barcode facility. It has 421 Question Banks, ID card scanner and CCTV

camera facilities.

The Library has a collection of rare books on classic Tamil Language, Contemporary Poets, and Dramatist in English, Biographies, and Autobiographies of eminent personalities.

The departments are provided computers with internet connectivity, printers, scanner facilities. The office is fully automated. Bio-metric attendance is in vogue for all staff members from 2013-2014 . The whole college campus is under surveillance with 16 cameras.

### **Student Support and Progression**

The average percentage of students benefited by scholarships and freeships provided by the Government during the last five years is 58.87 % but no scholarships, freeships are provided exclusively by the institution. At present we give three different capability enhancement and development courses for students. At present we are not providing any Vocational Education and Training courses.

The institution has an effective and transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases, and we have successfully resolved the issues. Regarding placement of students, the average percentage of placement of outgoing students during the last five years is 23%, and the average success rate of students appeared in the qualifying in State/ National/ International level examinations during the last five years is 40%. The total number of sports and cultural activities/ competitions organized at the institution level in the past five years is 16.

With regard to the functioning of the alumni association, in the past five years, there has been a total Number of 21 Alumni (Association / Chapters) meetings and the total financial contribution of Rs.4886540.00 given by our alumni in the last five years.

### **Governance, Leadership and Management**

Our college serves as a platform to transfer knowledge and wisdom to rural students.

The College Governing Body, College Management, Principal, IQAC College Council, faculties and students took part to realize the Vision and Mission of our college. Our college administration believes in participative management in the governance process for effective administration and it ensures the involvement of every teaching staff, non-teaching staff and students in each programme. The IQAC looks after the quality aspects of the college. The Council consists of all Heads of the Departments which ensures the involvement of everyone in the decision-making process and the execution of various programs in the college. The decisions taken in the Council are discussed in the department level and various programs are planned for action.

Academic programs like conducting internal tests, University Examinations, Seminars, Conferences, Industrial Visits, Educational Tours are planned accordingly by various committees. Various programmes related to the environment, education, human rights, gender equity, health etc., are planned to provide a holistic knowledge to the students.

Regular Feedback System from stakeholders, ALUMNI members, staffs and students are in practice. The faculty members are permitted to attend Orientation and Refresher courses. The Employee Provident Fund facility, Loan facilities and Quarters facilities are provided for teaching and non-teaching staff members.

### **Institutional Values and Best Practices**

Education without value is of no use to the society. Our institution is notable in the society for its values and best practices and has given the significant contribution to the society and stakeholders during the past five years from 2013 – 2014 to 2017-2018. The institution has implemented hundreds of gender equity programmes like employability skills, soft skill development, training and awareness on human rights etc. The institution has also contributed considerable men and materials for green initiatives programmes. The institution has addressed local issues and engaged the local community through health, hygiene, environmental, income generation, and knowledge transfer from lab to land, entrepreneur development and a number of other programmes. The institution ensured its stakeholders' participation in all its programmes.

In recognition of national leaders, identities and fundamental duties, our institution organized many events like the celebration of Independence Day, Republic Day, National Integration Day, Voters Day, International Yoga Day, birthdays of National Leaders like Dr.A.P.J.Abdul Kalam, Dr.S.Radhakrishnan etc. Our institution has integrated all stakeholders and the local community through social cohesion. It also inculcated universal values and righteous conduct through its programmes. In addition to the regular academic programme, it has implemented a number of innovative and best practices which are unique to this institution such as insurance coverage to all students and parents, supporting the heart surgery of two children every year, inculcating scientific temperament among students and school teachers through National Children's Science Congress etc.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE
Address	ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE ARUMUGAM PILLAI ROAD TIRUPPATTUR SIVAGANGAI DISTRICT
City	Tiruppattur
State	Tamil Nadu
Pin	630211
Website	<a href="http://www.apsacollege.com">www.apsacollege.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	A.SUSAIMA NICKAM	04577-266176	9360320559	-	principal@apsacollege.com
IQAC Coordinator	G.V.GOPIN ATH	04577-266142	6382999467	-	apsaiqac@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

**Establishment Details**

Date of establishment of the college	15-07-1965
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**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Tamil Nadu	Alagappa University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	31-03-2004	<a href="#">View Document</a>
12B of UGC	31-03-2004	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE ARUMUGAM PILLAI ROAD TIRUPPATTUR SIVAGANGAI DISTRICT	Rural	87	30000

## 2.2 ACADEMIC INFORMATION

NAAC

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Economics	36	Higher Secondary	English + Tamil	120	117
UG	BA,English	36	Higher Secondary	English	74	73
UG	BA,History	36	Higher Secondary	English	60	56
UG	BSc,Mathematics	36	Higher Secondary	English	52	50
UG	BSc,Physics	36	Higher Secondary	English	54	52
UG	BSc,Chemistry	36	Higher Secondary	English	52	52
UG	BSc,Zoology	36	Higher Secondary	English	52	52
UG	BSc,Computer Science	36	Higher Secondary	English	52	52
UG	BCom,Commerce	36	Higher Secondary	English	146	140
UG	BBA,Business Administration	36	Higher Secondary	English	72	72
UG	BSc,Information Technology	36	Higher Secondary	English	52	52
PG	MA,Economics	24	Graduate	English	24	7
PG	MA,English	24	Graduate	English	20	4
PG	MSc,Mathematics	24	Graduate	English	20	10
PG	MSc,Computer Science	24	Graduate	English	20	0
PG	MCom,Com	24	Graduate	English	35	30

	merce					
PG Diploma recognised by statutory authority including university	PG Diploma, Business Administration	12	Graduate	English	10	0
PG Diploma recognised by statutory authority including university	PG Diploma, Information Technology	12	Graduate	English	10	0
PG Diploma recognised by statutory authority including university	PGDCA, Information Technology	12	Graduate	English	10	5
Doctoral (Ph.D)	PhD or DPhil, Economics	36	Post Graduate	English	8	0
Doctoral (Ph.D)	PhD or DPhil, English	36	Post Graduate	English	10	0
Doctoral (Ph.D)	PhD or DPhil, Commerce	36	Post Graduate	English	10	0
Doctoral (Ph.D)	PhD or DPhil, Business Administration	36	Post Graduate	English	10	0
Pre Doctoral (M.Phil)	MPhil, Economics	12	Post Graduate	English	10	1
Pre Doctoral (M.Phil)	MPhil, English	12	Post Graduate	English	10	3
Pre Doctoral (M.Phil)	MPhil, Commerce	12	Post Graduate	English	10	5

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				19				58			
Recruited	0	0	0	0	16	3	0	19	32	22	0	54
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				23			
Recruited	0	0	0	0	0	0	0	0	5	18	0	23
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				36
Recruited	9	10	0	19
Yet to Recruit				17
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	6	7	0	13
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				8
Recruited	3	5	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	10	1	0	22	13	0	46
M.Phil.	0	0	0	5	2	0	10	8	0	25
PG	0	0	0	1	0	0	1	0	0	2

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	2	3	0	5
PG	0	0	0	0	0	0	1	1	0	2

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	1	7	0	8
PG	0	0	0	0	0	0	0	5	0	5

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	2		0		2

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	290	0	0	0	290
	Female	478	0	0	0	478
	Others	0	0	0	0	0
PG	Male	11	0	0	0	11
	Female	40	0	0	0	40
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	5	0	0	0	5
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	1	0	0	0	1
	Female	8	0	0	0	8
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	42	43	50	57
	Female	82	101	102	87
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	260	231	227	213
	Female	431	433	449	419
	Others	0	0	0	0
General	Male	5	6	5	5
	Female	13	6	12	10
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>833</b>	<b>820</b>	<b>845</b>	<b>791</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 28

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	29	29	29	29

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2498	2456	2320	1941	1785

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
915	899	932	900	871

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
491	484	403	376	412

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
73	69	72	67	70

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
77	77	77	77	77

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 55**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
61.890	36.118	64.311	81.361	57.145

#### Number of computers

**Response: 89**

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

The curriculum is designed by the Alagappa University. A few of our college staff members are in the Board of Studies of their respective subjects in the Alagappa University and ensure quality education to our students with their resource potentiality. The missions of our college, the need of our students are taken into consideration to deliver the curriculum to the students effectively.

The following means are adopted to execute the curriculum effectively.

###### Syllabus to students through E-mail:

Syllabus is delivered to the mail ID's of the students from the respective departments as an effective way of curriculum delivery to students. It is also uploaded in the college website.

###### Courses :

All the courses are designed to impart knowledge to the students. The core courses are compulsory to all the students whereas electives give a chance for the students to select a course of his choice. Assignments, seminars, group discussion, project work, field study, and quizzes are delivered through a well planned and documented process.

###### Aspects Ensured through the Courses:

Research and Employability are the two essential aspects ensured through the curriculum. The curriculum design is revised once in three years by the University to ensure updated information, fulfill current needs and to improve the quality of higher education.

###### Preparation of POs, PSOs, and COs:

Every department prepares the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) for their programmes and courses.

###### Department Meetings :

Department Meetings are conducted at periodic intervals to discuss the courses and programmes to be implemented for effective delivery of curriculum.

###### Lesson Plan:

Lesson plan ensures well-planned delivery of curriculum to the students and hence all staff members are asked to prepare the Lesson Plans for their respective courses with their Course Outcomes (COs) through well-planned documents. PPT's are used by our staff members as one of the curriculum delivery methods and they are properly documented.

**Remedial Classes and Enrichment Classes:**

Remedial courses are offered to weaker students to perform better in their next exams. Enrichment classes are conducted for bright students. Regular class tests are conducted before the commencement of the class hours.

**Bridge Courses:**

Bridge Courses for the first year students are conducted.

**Language Papers :**

Language papers, Tamil and English are handled by the staff members from the Tamil and English Department respectively. The language papers enrich the students in communication, writing, and reading skills.

**Core Papers :**

Core papers are major papers handled by the staff members of the concerned department. Course outcome, lesson plan, and e-notes are prepared by the teaching staff members for effective delivery of the curriculum to the students.

**Allied Papers:**

Allied papers offer choices to the students to select courses from the list of the allied papers.

**Interdisciplinary Skill Papers :**

Effective Employability skills and Competitive Examination Skills are effectively delivered by multiple choice questions, group discussion, seminars and invited lectures.

**1.1.2 Number of certificate/diploma program introduced during the last five years****Response:** 0**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response:** 480**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
16	7	6	6	13

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 100**1.2.1.1 How many new courses are introduced within the last five years****Response:** 28

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 28

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

**Response:**

The curriculum designed by the Alagappa University gives ample space to cross-cutting issues like Gender, Environmental sustainability, Human Values and Professional Ethics, etc., into the curriculum. They are positively delivered to the students by our teaching staff member through a well planned and a documented process there by a healthy environment is ensured in the college campus.



**Gender:**

The courses on gender studies help our students to rise above gender bias. It teaches them to deliver equality in all aspects. The gender study courses address issues related to gender and provide the skills necessary to them for life-long learning. They also provide great opportunities to do research on related issues when they go for higher studies. The curriculum ensures such opportunities through the following courses which are delivered by our staff members effectively through a well planned and documented manner.

- **Gender Economics**
- **Women's Writing in English**
- **Women's Studies**

**Value added Courses:**

Values are something which is desirable and worthy of esteem. It is the primary duty of the teachers to deliver such values through their teaching and, hence the curriculum was modified to include the following value courses to spread harmony.

- **Value Education**
- **Manavalakalai Yoga**
- **Disaster Management**
- **Emergency and Medical Lab Skills**
- **Youth Red Cross**
- **National Service Scheme(NSS)**
- **National Cadet Corps(NCC)**
- **Environmental Education**

The above courses enable the students a sense of social and civic responsibility to develop the competence required for social-living and sharing of responsibilities. They help them to acquire leadership qualities and democratic attitude for national integration and social harmony.

**Professional Ethics:**

Professional Ethics is professionally accepted standards related to personal, business behaviour, values and guiding principles often established by the professional organizations to help, monitor and guide the members of the organization in performing their job according to the consistent ethical principles. Hence, our students are enlightened about such Professional Ethics through their curriculum delivered by our teaching staff members effectively.

**Environment and Sustainability:**

Environmental Studies is part of our curriculum in the Under Graduate Programme. It helps the students to learn the issues and take measures to protect the environment and create awareness to others.

**1.3.2 Number of value added courses imparting transferable and life skills offered during the last**

**five years**

**Response: 65**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 65

<b>File Description</b>	<b>Document</b>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships**

**Response: 5.8**

1.3.3.1 Number of students undertaking field projects or internships

Response: 145

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response: E. None of the above**

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** E. Feedback not collected

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 87.87

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
833	820	845	791	684

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
915	899	932	900	871

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 4982

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
524	494	511	485	477

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

Bridge Course is conducted by every department for the first-year students. Before the commencement of the programme, a counseling is given to the students and their parents. Goals, objectives, code of conduct, attendance requirement, curriculum structure, and evaluation pattern, etc., are explained to the students. A few classes are organized to get familiar with the subjects. After they become familiar with the subjects, Bridge Course is conducted to equip them with their subject jargons.

We streamline our students by continuous monitoring and evaluation through regular 30 minutes test every day. This test helps us to identify the slow and advanced learners based on their performance in the regular tests. Every staff member is given upto 20 students as mentee based on the total strength of the programme. The Mentor regularly monitors his students and assess his/her learning level. He also gives Orientation to enhance the learning level of his students so as to reach their academic goals.

For slow learners' extra classes are organized by the staff members in regular turn basis to clarify and explain the doubts of the students. This effort helps the slow learners to attend classes regularly and thereby improving their performance in the subsequent examinations.

Quick learners are identified by their interactions in the classroom and by their performance in the regular 30 minutes test. They are given additional inputs on the important topics to improve their subject knowledge and general knowledge. Personal counseling is given to the students for their personal problems. The intellectual capabilities of the quick learners are enhanced by involving them in the presentation of seminars, group discussion at the department level and intercollegiate contest.

**2.2.2 Student - Full time teacher ratio****Response:** 34.22**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0.08**2.2.3.1 Number of differently abled students on rolls****Response:** 2

<b>File Description</b>	<b>Document</b>
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>

**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

Teaching experience is made livelier by adopting student-centric methods. In these student-centric methods, students are involved to participate in teaching learning process by presenting papers, taking seminars, group discussion, project work, field visit, industrial visit, debates, seminars, paper presentations. They enhance the learning experience.

Educational field trips are organized at department level as a part of experimental learning. Invited lectures are organized to help students to know new vistas in their subjects and become independent in their learning. Club activities initiate students from same or other departments for collaborative activities. Such club activities promote knowledge transfer leadership qualities among the students, encourages teamwork among the students. Students are selected as Joint Secretaries and members for various programmes that enhance the teaching-learning process.

Science departments involve individual as well as group work under the guidance of the teacher. Free internet access in the library helps students to develop the habit of self-learning in a group. The following student-centric methods are adopted in the departments for enhancing the teaching-learning process.

**Group Discussions:**

Group discussions in the classroom make students actively participate to deliver their opinions and suggestions. Hence, students are encouraged to participate in discussions in all courses in the classroom. Such discussions enhance their soft skills, learning experience, and current knowledge.

**Debates:**

Taking classroom discussion to the next level, students are encouraged to debate on certain topics. Students come with different opinions in the debate and the argument way of learning enhances the teaching-learning process in a better way.

**Laboratory experimental learning:**

Imparting practical knowledge plays a vital role in the curriculum. Hence, all science students are exposed to laboratories. Scientific validation through experimentation enhances the learning environment of the institution. Such enhanced learning imparts knowledge and inculcates scientific temperament to create globalized- vision and transforms them into lifelong learners.

**Project:**

UG & PG students submit projects which are a part of their curriculum. It develops scientific temper and logical decision- making skill of the students. It also enhances practical knowledge with innovation.

**2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 100

**2.3.2.1 Number of teachers using ICT**

**Response:** 73

<b>File Description</b>	<b>Document</b>
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

**2.3.3 Ratio of students to mentor for academic and stress related issues**

**Response: 0**

2.3.3.1 Number of mentors

### **2.3.4 Innovation and creativity in teaching-learning**

**Response:**

Innovation and creativity are the important factor of teaching–learning process. It motivates the learners to learn and take any challenge to incorporate different strategies into their learning process. The following methods are adopted to enhance the teaching and learning experience.

Computers are used for innovative teaching. Students are asked to bring their laptops. Powerpoint presentation is used to teach in the classes where the LCD projector is available. Video clippings are played for a visual demonstration.

To make the learning process interesting, activity-based teaching is introduced. Play cards are used to check their capability. To improve their skills, Quiz, Role Play, Group Discussion and Presentation have become their part of learning. Collaborative learning brings a relationship among learners. It increases socializing. Students are asked to finish these activities in a stipulated time. It teaches them time management.

Peer group activities are used to develop an attitude to answer any questions posed by their own peers after a long discussion or group activity. The learners are provided with a handout or a cutting from the newspaper or a script highlighting a common problem for a discussion. The same method is used in some cases of grammar teaching. In this activity even, slow learners are able to achieve good results. Students are given access to the library books, journals, and e-books for innovation and creativity–learning.

All the science faculty members use powerpoint presentation as a creative tool. This is a form of visual exercises that will excite the students' mind and capture their interest. Pictorial illustrations, flow charts of biochemical pathways and biological systems are well explained through audio-visual materials. This method helps the students to understand the concepts better. Lab visits and field trips that are relevant to the lessons motivate the students.

In addition to chalk and talk method of teaching the science faculties practice animation classes with LCD projector. A demonstration is given with the help of specimens and instruments.

The interactive tutorials on VB, .NET and Web Design are used to teach the program development step by step. A collection of worked examples is also available. These active learning techniques are used to engage students and encourage innovation and creativity. Assignments on subject topics are mandatory for all students. PowerPoint presentation is encouraged for presenting seminar papers.

## **2.4 Teacher Profile and Quality**

**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**



**Response:** 91.17

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years****Response:** 45.17

## 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
40	33	33	26	27

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

**2.4.3 Teaching experience per full time teacher in number of years****Response:** 11.41

## 2.4.3.1 Total experience of full-time teachers

Response: 833

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 10

## 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

Assessment of performance is an integral part of teaching and learning process. As a part of an 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.

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 are reviewed at the departments level.

**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.

**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.

IQAC of our college has recommended the daily test for half an hour in the 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 the concerned subject are responsible for evaluation and maintenance of marks 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.

After the publication of the results, universities and department wise data are scrutinized and the result analysis is critically received by the Principal.

As a part of the 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. They are also given ample space to discuss the previous year questions in the classroom. Question Banks prepared by the respective departments help the students 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.

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

### **2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

#### **Response:**

Students' learning skills are assessed through periodical internal tests. The main assessment mechanisms are Continuous Assessment Tests, Internal Tests, Projects, Viva -Voce and Practical.

The college follows the regulations of the Alagappa University for conducting the internal assessment. Every student is given a clear idea about the internal assessments during the Bridge Course. Before the commencement of the internal examinations, students are informed about the regulations of the internal examinations. The internal assessment is made transparent to the students by prior intimation, liberty to check their corrected scripts and details of their internal marks are notified to the students. As per the regulations of the Alagappa University, the college conducts two Continuous Internal Tests for every semester. Exam time table is prepared and given to the students in advance. Portions are divided based on the syllabus. Units I&II are the syllabus for the test 1 and the rest of the units are for test II. Internal marks are calculated on the basis of the marks secured in the written tests, seminars, and assignments

Each internal examination is conducted for one and half an hour. Internal test for each course is conducted for 30 marks. The university question pattern is followed for every course. An average of two written tests is calculated to 15 marks. The assignment is given to every course which carries 5 marks. The class seminar which carries for 5 marks is made mandatory for the students. In total every course has 25 marks as internal and 75 marks as External.

However, it is not mandatory for a student to get minimum marks in the internal examinations. It is enough to get 40 marks exclusively in the external at U.G level and 50 for P.G, M.Phil., and Ph.D., to clear

the course irrespective of pass or fail with internal assessment, even if the students are not able to take up the internal tests, Head of the departments are given authority to suggest re-test for the absentees for valid reasons.

Evaluation is done by the course handling faculty members within a week from the date of examination. The students shall go through the answer script and give acknowledgement on the marks secured and return the paper to the faculty concerned. The pattern, quality and correctness of the question papers prepared by the faculty members for the internal assessment tests are verified by the Head of the Department.

For the programmes which include lab courses, the marks/grades scored by the student for each experiment is indicated in the observation / record. The practical approach and real-time applications are tested by viva voce. For the quality of the projects, the evaluation is done by Project Review Committee (PRC) with an external examiner appointed by the University with the project guides.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

Absentees of Internal assessment are identified and the list is given to the concerned head of the Department. Based on the request and genuineness of reasons, re-test are conducted for the absentees within a week.

Student's grievances are received from department and grievance box and discussed in the council meeting. Students' grievances in getting hall tickets, semester mark statement, consolidated mark statement, revaluation application and results, supplementary exams are rectified by the college through the Head of the Department. Grievances in the examination are received by students' mentor. Issues are identified, sorted and forwarded to the department internal committee. A vivid report of the issue is given to the examination committee through the departments.

Grievances related to the university external examinations will be addressed by the Chief Superintendent to the Controller of Examination, Alagappa University. Internal exam papers are distributed to the students to verify. The internal marks awarded for the students are displayed in their respective classes and department notice board to cross-check the statement of marks as submitted by the respective faculty members of the department.

College level grievances of academic and non-academic are taken to the Grievance Redressal Committee. Students' personal and general grievances are also discussed and resolved on priority basis. The Student Grievance Redressal Committee review the grievance with a deep sense of kindness and forward recommendations to the appropriate authorities to action.

Actions are taken against the students involving malpractices in the examinations. The disciplinary committee after finding the facts of the case headed by the chief superintendent take necessary actions.

The principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

Students can apply for revaluation and ask their own answer booklet's photocopy for verification. Students can make an application to the Controller of Examinations through the Principal of the college after paying the fixed fee. The University attend such grievances within a reasonable time, mostly within fifteen days of the receipt of application. Follow up is kept alive by the University until the is settled.

#### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

##### **Response:**

The institution adheres to the academic calendar. A committee of the academic calendar is framed by the institution. The committee consists of Principal and senior faculty members. This committee prepares the academic calendar before the commencement of the academic year. The calendar details the semester class work schedule, internal examination schedule, college re-opening day, last working day and important events.

The staff in-charge of the timetable in each department prepares the department timetable as per the guidelines of respective statutory bodies for the number of credit hours for each subject prior to the commencement of the semester. Time-table is uploaded on the website and displayed in the respective department notice boards.

Before the commencement of the semester, the HoD allocates the course depending upon the faculty's area of interest and specialization. The faculty members prepare their lesson plan and their e-notes. It is usually monitored and checked by any one of the senior faculty members.

Lesson plans are handed over to the Head of the Departments for approval. In need, suggestions are given.

Parent-teacher meeting is conducted after the publication of every semester result. Academic performance of the wards is discussed in PTA meeting. Average of two internal exams, assignments, seminars and projects are calculated for their internal marks. The Internal Assessment is calculated for 25 marks.

## **2.6 Student Performance and Learning Outcomes**

### **2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

##### **Response:**

Curriculum and teaching-learning processes are the basis on which a curriculum is built. The success of such Curriculum depends on the POs, PSOs, and COs. Hence, our institution has prepared and published the POs, PSOs, and COs for all programmes and courses in the college website.

The Course Outcomes are the skills the student acquires at the end of the course. It is a learned outcome of

a course. For this reason, we display and deliver the Course Outcomes for the benefit of the students. It helps the students to decide the programme of his interest.

Programme Outcomes are the knowledge, skills, and attitudes that the students acquire at the end of three years of studies. Programme Specific Outcomes describe what the student should be able to do at the end of the programme.

The same is communicated after the admission in the Bridge course. Every course teacher clearly states the COs and POs of their programme to the students.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

The Teaching-Learning and Assessment are two important aspects of the curriculum to impart knowledge or skill required to the students. They are effectively given through COs and POs. Tests are conducted to assess the skill and knowledge received by the students through COs and POs.

Hence, the attainment of COs, POs, and PSOs depends on writing an appropriate COs for each course. COs are written by our staff members who handle the course. The success of the POs depends on the COs of courses including the elective courses. The COs, POs, and PSOs are reviewed by the HODs of the respective departments before they get published on the webpage of the institution.

The following measures are advised by the institution to measure the attainment of POs and COs.

1. Unit Tests
2. Daily tests
3. Assignments
4. Seminars
5. Quizzes
6. Practical examinations
7. Model Examinations
8. Presentation of review papers
9. Summative exams
10. Field reports.
11. Projects

The above measures are conducted as per the schedule set by the institution. The corrected answer sheets are given to the students to know their shortcomings. They are given counseling to improve their presentation in the final examinations. These measures help to attain the POs and COs gained by the students.

**Attainment of COs**

Course Outcomes states what the students are expected to know at the completion of each course. It explains the skills, knowledge, and behaviour the students acquire through the courses. The COs published in our website clearly includes all the above said and they are measured and attained by conducting regular tests every day in the first hour, quizzes, assignments, seminars, two internal test, practical and field observations which are the part of the curriculum of the Alagappa University to which we are affiliated and it helps to measure the attainment of COs.

**Attainment of POs**

Programme Outcomes and Programme Specific Outcomes state the skills and knowledge a student acquires after the completion of his/her graduation. The Program Outcomes and Program Specific Outcomes are assessed with the help of Course Outcomes of the relevant courses through direct methods. Projects, Model Practical Examinations, Viva-Voce and final examinations are some of the Direct methods used in our institution to observe the students' knowledge, skills and to measure the attainment of Programme Outcomes and Programme Specific Outcomes.

**2.6.3 Average pass percentage of Students**

**Response:** 69.65

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 443

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 636

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey**

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:** 3.46

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 27.4

3.1.2.1 Number of teachers recognised as research guides

Response: 20

File Description	Document
Any additional information	<a href="#">View Document</a>

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0.1

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 7

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 351



File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

Our college has created an incubation center to impart a self-employment training program to Farmers, self-help groups, unemployed youths and differently abled persons. Department of Botany, Chemistry and Zoology organize training programs to our students and local community by inviting technical persons from prominent government and private sectors. During the program, a hands-on training program are given to the participants. Training programs include mushroom cultivation, preparation of vermicompost and honey bee rearing.

In this regard, we have established a mushroom cultivation center in which hands-on-training on Mushroom preparation is given. In order to prepare spawn (seed) packets which require aseptic condition, Biological Instrumentation room is provided to them and for other methods, Mushroom cultivation center and a medicinal garden is provided. This facility can be used by the participants at any time. Technical assistance will also be provided for the participants round the clock

Medicinal Plant Garden is established in our college covering 0.5 acre which serves as potential hub for disseminating skills and knowledge. Vermicomposting unit is established in this medicinal plant garden. Department of Zoology provides training to the participants on basics of organic agriculture, vermicomposting techniques, problems and prospects of vermicomposting and marketing skills.

Every year, Department of Zoology organizes Guide Teachers Training Programme for **National Children's Science Congress** in collaboration with Tamilnadu Science Forum. Elementary, High School and Higher Secondary School Science Teachers participate in this training program. Faculty members from Zoology, Chemistry, Physics and Botany deliver lecture on the basic scientific research on specified themes suggested by National Council for Science and Technology, Communications (NCSTC) and Department of Science and Technology (DST), Government of India. After the training program, teachers (Project Guide) and their team of students can make use of our biological instrumentation lab for their project work. Our faculty members serve as mentors, experts, consultants and advisors to them in the lab during their course of project work. Our faculty members also participate as evaluator in District level and State level Team This activity serves as roadmap for the students to choose their career in science and in kindling their scientific knowledge among them.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-

**Academia Innovative practices during the last five years****Response:** 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

**3.3 Research Publications and Awards****3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response:** Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards****Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 0.6

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 12

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 20

File Description	Document
URL to the research page on HEI web site	<a href="#">View Document</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response: 7.7**

#### 3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
43	5	7	11	11

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response: 6.2**

#### 3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	20	13	17	8

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

Extension projects and outreach activities have always been strength of the College and foreground the institution's core value of service to the community. Extension activities like cleanliness drive, personal hygiene, environment safety and health, road rally, tree plantation, addressing social issues and other awareness programmes make students to realize the value of life and understand their responsibilities as good citizens. These activities mould the students as builders of tomorrow's society. It creates humane value system in the youth and helps in building a better nation tomorrow.

In addition to the NCC, the NSS and the YRC, all departments adopt a village under the programme "Village Adoption Programme" and render their effortless service to the community. This programme creates a platform to establish a link between college- neighbourhood- local communities. Our college mainly focuses on national duties, environmental protection, gender issues, human rights, value education, health issues and other social responsibilities. Every year, Department of Zoology organizes guide teachers training programme for National Children's Science Congress in collaboration with Tamilnadu Science Forum. High School and Higher Secondary School Science teachers participate in this training program. Every year, 200 to 350 teachers participate in this program. Department of Botany, National Service Scheme and Lion's Club of Thiruppathur organized a program entitled "Road Safety Awareness for Pilgrims". In this program, Reflective stickers were pasted on the dresses and bags of the pilgrims who choose road as transit to reach the temple. Through this program, road accidents can be avoided. Department of Chemistry rendered their extension services by providing training on preparation of Soap and Detergents and other value added products as part of self employment. In addition, awareness on prevention of dengue and other health programs were given to the public in their adopted village. Department of Economics, Information Technology, Business Administration, English, Mathematics and History department undertook green initiatives by planting trees, removal of *Parthenium* and *Prosopis juliflora*, removal of plastics products, bush clearance and health programs such as awareness on dengue fever, importance of yoga and meditation, awareness on first aid, removal of medical wastes in Government Hospital etc and in their adopted villages.

Department of Commerce, National Service Scheme along with Selection Grade Town Panchayat conducted a special Cleanliness drive programme under Special Swachhta Campaign scheme in Tirupattur bus stand to disseminate the awareness about cleanliness. 50 volunteers of National Service Scheme participated in the program and they distributed pamphlets to the public highlighting cleanliness. Every year, Department of Zoology conducts Birds Census Programme by joining hands with Tamilnadu Forest Department, Sivagangai District in Vettangudi Birds Sanctuary.

#### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response:** 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years**

**Response: 2**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response: 5514**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-

wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
607	636	631	442	441

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 0**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

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## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

Our college provides adequate facilities for teaching and learning. We have a well-maintained campus spread over 87 acres of serene green land. The main building ground serves as the Principal office, Chemistry, Physics Labs and their respective departments and the College Central Library. The first floor of the main building has Zoology and IT departments and their labs and the Seminar hall for the college. The seminar hall is equipped with an LCD projector.

Tamil, English, Economics, History, Commerce, Business Administration and Mathematics departments are functioning in the first two floors of the Humanities building. PG Mathematics, English, Economics and UG History classes are functioning in the second floor of the Humanities building.

Department of Computer Science functions in the Alumni building and the Lab for the computer science is adjunct to the Department.

Classes for all the UG are taken place in the new building. It has 15 spacious rooms to accommodate the students.

We do have a very spacious, well equipped Central Library with references and text

books, journals, magazines, newspapers etc., Book bank facility is made available wherein the students can borrow the books and use for the entire semester.

**Classrooms:**

Our institution has a sufficient number of well-furnished, well ventilated, spacious

classrooms for conducting theory classes. Common room for girls is available where any sick student can take rest.

**Laboratories:**

All our laboratories are well equipped and well maintained not only for carrying out

Curricular aspects but also to carry out research activities.

**Technology Enabled Learning Rooms:**

The college has four e-classrooms equipped with LCD and Projector, audio system and internet. E-learning facility is provided which covers a wide set of applications and processes including computer-based and virtual learning.



**Seminar Hall:**

The college has one seminar hall to conduct conferences, seminars, workshops and meeting. The seminar hall can accommodate 450 members. The hall is equipped with LCD Projectors, public addressing system with internet connectivity.

**Yoga Practice Hall :**

We have a Yoga Classroom. Students are given yoga classes in the Seminar Hall.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities****Response:**

Our college believes in the all-round development of our students. Hence we encourage our students to participate in sports by providing adequate facilities for sports and games both indoor and outdoor, and yoga center is also being provided. Every year boys and girls represent state and national level sports competition under the banner of our college.

The outdoor stadium provides ample opportunities to develop the students' skills in the sports like Cricket, Football, Hockey, Volleyball, Throwball, Kabaddi, Handball, Kho-Kho, etc. Students are encouraged to participate in Annual Sports Day to exhibit sports skills. They are also sent to other colleges for intercollegiate sports competitions.

We also have an indoor stadium to practice shuttle, badminton, table tennis and chess. The college Physical Director takes care of sports activities of the college.

The college has sports team who give practice to the juniors to take part in state level and University level competitions and other in intercollegiate competitions.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**

**Response:** 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 55

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response:** 6.95

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2.22	9.80	11.00

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

**4.2.1 Library is automated using Integrated Library Management System (ILMS)**

**Response:**

- Name of the ILMS Software - MODERNLIB
- Name of Automation (Fully or partially) - Fully Automated
- Version - 4.0
- Year of Automation - 2015

Name of the ILMS Software:

1. The library has been automated using “MODERN LIB” Software with 4.0 version. It was automated in the year 2015 which is a user-friendly, designed to take care of all the administrative

and management functions of the library. It organizes and manages the information of books and periodicals. MODERNLIB is a 32 bit Microsoft Windows XP/Windows 7 & 8 based software package for Library Automation. It offers a total solution for all functions of a library with the three modules such as library Management Module, library circulation Module and Student Search and Inquiry Module. A user can search the entire database to find a book based on different criteria, like name, author, title, subject, etc.

2. Arumugam Pillai Seethai Ammal Learning Resource Centre is well-equipped with a vast collection of over 34,746 books. It subscribes about 40 reputed international journals, national and International Magazines. The collection includes books for various Entrance Exams, competitive examinations, conference proceedings, encyclopedias, reference books, CD-ROMs, floppies, DVDs. etc.
3. The Library has been provided with Internet connectivity for browsing the E-Resources and surfing the internet.
4. The library has a Network Resource Centre wherein the staff and students can access to e-resources.
5. The Library subscribes to an electronic database such as **N-LIST "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)"**, being jointly executed by the UGC-INFONET Digital Library Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium. The N-LIST project provides access to e-resources. Through Institutional membership more than 6000 e-journals and 31, 35000 e-books can be accessed under N-List.
6. Institutional member of NDL(National Digital Library)
7. The Library has OPAC (Online Public Access Catalogue) facility to search the collection. Users can also identify the latest books through OPAC.
8. The library provides open access to staff and students.
9. Library conducts User Orientation and User Awareness programs on regular basis.
10. Library systems are connected with LAN facility to the UPS for reliable access without Interruptions.
11. Books for competitive examinations are made available.
12. Providing important information like current news, collecting & preserving the college-related news appearing in the leading dailies.
13. There are 420 such Question Banks.
14. Newspaper Clipping service is provided.
15. Printing, Scanning and reprographic service are provided on demand.
16. The barcode printer in the library is used for printing the accession number of the books which would be scanned during book transaction and the barcode scanner is used in the library to scan the barcode of the books during issue and return of books.
17. ID scanner records the entry of users into the library.
18. Fire extinguisher has been installed.
19. CCTV cameras are installed at the library to monitor and record clear images of all visitors.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

**Response:**

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 a wide selection of non-academic and rare books which are of great historical significance to provide faculty and students an enriched experience. The non-academic books range from wide topics that could contribute to the development of faculty and students. The collection contains important first editions of classical authors and authors of world importance, and autographed copies in addition to works deemed rare by virtue of age. Like other holdings of the library, the collection of rare books also support and enhance the teaching learning and research process. The different topics include

- Books related to contemporary poets and Dramatists
- Books related to Russian Literature published in 1967,1968
- Books related to history and literature of classical Tamil language.
- Books of biography and autobiography of eminent personalities.
- Dictionaries from 1965
- Encyclopedias from 1943

The rare books are intended to prepare for the different types of research projects. Gaining competence and confidence as a researcher will also support in future graduate studies and in the career.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**4.2.3 Does the institution have the following:**

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 1

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.40736	0.39495	0.31478	1.38396	2.49273

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 5.76

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 148

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

- Nearly all departments were provided with computers with Internet, Printer and Scanner facilities. A few departments have BSNL broadband facilities and others have internet connectivity through 'Reliance Jio modems.
- Separate Wifi-facility has also been provided and those students and staff members who wish to have internet connection through their Lap-tops may as well get it through activating their Wifi options. The Wifi access is kept as an open access within the college campus only.

#### 4.3.2 Student - Computer ratio

**Response:** 24.49

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** <5 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 532.1

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
61.89	29.46	60.08	69.19	45.43

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

##### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Response:**

- Computers, LCD Projectors, and Science labs are the physical facilities. The computers in the common computer lab are used to conduct special computer classes for all students. A timetable is prepared for all students and they attend their computer classes after the college working hours are over.
- The staff members, apart from their regular classes, participate in conducting internal tests, tutorial schemes, parents-teachers meetings students' counseling cell, discipline committee, etc.
- Science laboratories are used effectively to conduct subject related practicals.
- In the College Library, a timetable for the accessibility of different major students is given. Each student can take two books at a time. Within 15 days intervals, the students can borrow new books or renew their previously borrowed books.
- The indoor stadium is used by the students to play the indoor games such as Shuttle Cork, Table Tennis, and Handball. Inter-collegiate competitions are being held here.
- There is a well-maintained playground which consists of Running tracks, Football ground, Cricket ground, and Kabaddi courts. Inter-collegiate Kabaddi tournaments are regularly conducted in our college grounds.

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## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 55.92

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1196	1318	1289	1158	1122

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

**7. Yoga and meditation****8. Personal Counselling****A. 7 or more of the above****B. Any 6 of the above****C. Any 5 of the above****D. Any 4 of the above****Response:** E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years****Response:** 21.55

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
441	1665	313	71	92

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 23.36

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
270	242	0	6	42

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 24.85

5.2.2.1 Number of outgoing students progressing to higher education

Response: 122

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 40

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	0	1	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	0	1	0	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

**Response: 0**

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

Every Department creates a platform for the active participation and representation in academic, administrative, co-curricular and other activities. It helps them to gain leadership qualities.

Each department has a association with its council representatives. An active III year student takes the lead as the student's council representative of the association of each and every department. Student form the II & I year are appointed as members. The members bring the views and suggestions related to subjects, syllabus and other issues of the entire class to the Council representative. The Council representative in turn brings the issue to the HOD of the department. The HOD discuss the issues with the staff members of the concerned department to bring out a solution to the represented issues.

The student Council representative and the members take the responsibility of organizing the invited lectures and other programs conducted by the department association. They also take the roll in arranging industrial visits after discussing with the class students. The internal quality assurance cell (IQAC) of our college also includes two student members (one male and one female ) which helps us to interact closely with students in improving the quality and standards of the institution.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response: 3.2**

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	3	2	3

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

**5.4 Alumni Engagement**

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

The financial and non-financial contribution of our alumni for the past five years was immense and inspiring the present batch of students to contribute in future when they become the alumni of our institution. The last five years was so memorable for our alumni association of our institution, because the year 2015 witnessed the golden jubilee celebration of our institution in which hundreds of alumni have participated. The financial contribution by the alumni for the year 2013-14 was Rs.3,17,531.00 and for the year 2014-15 (which was the golden jubilee year) the contribution by the alumni was tremendous, which was Rs.25,78,294.59. For the year 2015-16 the contribution was Rs.9,06,818.00, for 2016-17 it was Rs.1,89,110.00 and for the year 2017-18 it was Rs.8,94,786.00, one of our alumni Mr.Karthikeyan is funding the educational expenses of two poor B.com student every year.

The non-financial contribution by the alumni is also notable, our alumni working in various reputed organization also helps us to get placement for our students in their organization by arranging campus interviews, around 242 students got placed in 2016-17 with the help of our alumnus from BBA department, who brought their organization for campus interview. Each and every department association also invites their prominent alumni to give motivational talk to the students during the association function.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)**

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** ? 5 Lakhs

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 21**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
2	7	6	4	2

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

Our college serves as a platform to transfer knowledge and wisdom to rural students and develop them holistically by inculcating social, human, cultural values and send them as responsible citizens through employment oriented education with a sense of discipline and commitment to national values.

It is our mission to give value based quality education to the students of Humanities, Science, and Commerce for dynamic and global careers and to provide easy access to higher education. The Management, The Principal, the IQAC, and the staff members work together to fulfill the above mission.

The following strategies enable the College to realize its vision:

Teaching, learning and evaluation process is carried out as per the academic calendar. Assessment is carried out through continuous assessment tests and final examination.

Research work is encouraged and monitored by the Research Monitoring Committee. Staff members are encouraged to apply for major and minor research projects. They are also encouraged for paper presentation.

Apart from our regular academic works, we also carry over outreach programmes out of the working hours relating to social issues.

Every year many industries are invited to conduct campus interviews. Many of our students are recruited through interviews. Our mission is also achieved through the following strategies:

- Modern technological resources used to teach.
- The personal commitment of our teachers to the educational success of students by providing guidance and counseling both academic and personal.
- Promoting research atmosphere by helping them to present paper presentation inside the classroom and in other educational institutions..
- Contribution of the alumni.
- Building communication skills for Undergraduate programs across the curriculum.
- Leadership and service to meet societal needs.



### 6.1.2 The institution practices decentralization and participative management

#### Response:

Our institution follows the practice of decentralization in the sphere of administration. The College Governing Body is framed based on the vision and mission. It designs programmes related to Academic, Administrative, Developmental and Financial aspects of the college and suggests measures for the improvement and development to the IQAC and the Council Body. The IQAC looks after the quality aspects of the college and discusses them in the Council Body. The council members are asked their opinion before the decision is finalized. Decentralization of authority to various functionaries with free hands to function independently helps to finish the work assigned at the planned time period.

The IQAC, which is the parallel body of the Principal Office delegates the academic, administrative and all other works to the IQAC members to exercise effective monitoring of quality aspects in the college.

The decisions based on the policies tuned to the vision and mission of the college is implemented through the Principal and the Council Body. The internal coordination is effectively carried out by decentralizing the authority of the Principal into Academic and Administrative, monitored with the help of two Vice-Principals.

At Department level, the Council decision is discussed and the work is shared by the staff members. Various committees are formed to conduct various programmes. The committees under the leadership of the faculty members, who are given representation as convener and members, arrange various activities to bring out the skills of the students through co-curricular and extra-curricular activities. The tutorial scheme helps in the effective implementation of the evaluation process. For the Tutorial system, every faculty is assigned a few students as wards. The tutor helps and counsels his wards and exercise general supervision over the academic work and they also help them to undertake research work, and in all the academic matters of the college.

As a process of decentralization, the examination work is decentralized to the departments. Every year, one department is selected through a lot system to conduct both internal and the external examinations. The Examination Coordinator with the help of his staff members conducts the internal and external examinations. In this process, the whole department maintains proper standards of examination and smooth running of the examinations.

Decentralizing a few departments works to the students helps them to play an active role in the department activities as representatives who not only monitor the discipline of the classroom in the absence of the staff member but also bring the students together for co-curricular extra-curricular and, extension activities.

Our institution involves the policy of Participative management by involving the teaching, non-teaching, and students. In defining the policies, procedures, framing guidelines, rules and regulations, admission procedure, discipline, development activities etc., the Governing Body involves the Principal, Vice-Principals, The IQAC coordinator, and the Superintendent of the Principal office for effective implementation, smooth going and systematic functioning of the institution. In conducting various programmes and events the faculty members discuss and involve the students of their respective departments to participate in various department activities.

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The college has both undergraduate and postgraduate programmes with educational objectives with major and specific goals. Various committees in the college are given liberal freedom to meet the principal and the IQAC coordinator to run the academic activities of the college. They meet regularly to work out the strategic plans and take the necessary steps to implement them effectively. They are regularly monitored and given suggestions to take steps for improvements in line with the vision and mission of the management.

To make the students read and revise the lessons regularly a strategic plan to conduct the regular test in the first hour of every day was worked out after consulting with the Governing Body, later approved by the IQAC and the Council Body and implemented through the HODs and the staff members. It had a great impact at students' level which is assessed in the final examinations.

To monitor the academic and discipline activities every staff members are assigned a few students to be monitored. The mentors monitor his/her mentees' activities and report them to the HOD.

Regular meetings of the Governing Council, Managing Council and IQAC, regular feedback system from Stakeholders, Alumni Members, Staff and Students, Faculty Audit, Department Audit, and General Audits are conducted every year as a strategy to monitor and evaluate the performance of the teaching staff members.

Apart from the above strategies to monitor and evaluate, the Principal and the Vice principals make regular visits to the classrooms and the departments and interact with the heads of the departments and the faculty members.

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

Our institution adheres to optimum level of decentralization and participative decision-making process as a regular practice. As per the university and government guidelines, the Governing Body plans its policies and reports them to the Secretary. The Secretary finalizes the policies and reports of the Governing Body with the help of the College Council Secretary, the President, the Members, and the IQAC. The Faculty members and the administrative staff are involved in implementing and evaluating the policies. The institution functions on the above set of decision-making process.

The following bodies function under the Principal Office

#### 1. Office Administration

2. Academic
3. Training and Placement Cell
4. Alumni
5. Library
6. Anti-ragging cell
7. Sports committee
8. Co-curricular Activities Cell
9. Extra-curricular Activities Cell
10. Magazine Committee
11. Discipline Committee
12. Purchase Committee
13. Book Purchasing Committee
14. Parents Teacher Association

The Principal Office Administration functions under the office superintendent who looks after the accounts and establishment sections.

As a decentralization process there are two Vice-Principles in our college.

Dr.G.V Gopinath, Department of Zoology looks after the Administrative functions of the college. Dr.N.Sridevi takes care of the Academic functions of the college.

NCC functions under Captain Dr.Jayakumar, Associate Professor, Department Of Economics who looks after the NCC as an additional charge.

There are three NSS units for boys and one unit for girls. The boys units function under Mr.P.Rajendiran, (Unit 32), Department of Commerce, Dr. P.Narayanasamy, (Unit 33), Department of Economics and Dr. C.S Edhayavarman, (Unit 34), Department of Business Administration and the girls unit is being looked after by Mrs. V. Dhanalakshmi, (Unit 35), Department of Tamil, who take care of the units as an additional charge.

The institution follows the service rules of U.G.C and the State Government.

Recruitment of teaching staff members are done according to the norms of U.G.C , and the Alagappa University. Recruitment committee for Faculty recruitment comprises of Secretary of the College, University Representatives, Principal and H.O.D of the Concerned Departments. The performance of the candidates for faculty member in the interview board is checked by the subject experts according to the parameters of the institution.

Promotional policies of the institution help to improve the overall performance of institution and the staff members. Hence, the institution adopts the following promotional policies.

1. Research under FIP
2. Permission to attend Refresher Course and Orientation Courses
3. Permission to present and attend seminars, symposium, and conferences.

To take care of the problem affecting the students, our college has a Grievance and Redressal Cell and it addresses any issues that affects the students.

Mr. A. Balasubramniaan, Department of Mathematics is the convener for the Grievance and Redressal Cell. The cell has 13 members to look into the relationship with other staff members and students of the college.

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

Various bodies / cells are formed in the college for an overall comprehensive development in academic, administrative, and infrastructural growth to lead the college towards excellence in curricular, co-curricular and extra-curricular activities. They strengthen the research culture and extension activities in the college.

The effectiveness of the bodies/cells is evident through Minutes of Meeting, Agenda of discussions & implementation of their resolutions.

The following committees, cells, and clubs are available in our institution. Minutes of the meetings are uploaded for reference.

s.no	•	Functions
1	<b>Recruitment of Faculty Committee</b>	recruits faculty members constituted recruitment.
2	<b>Internal Quality Assurance Cell</b>	monitors the academic, administrative, curricular and extra-curricular activities of the college.
3	<b>Student Admission Committee</b>	looks after the admission of students every year.
4	<b>Career Guidance &amp; Entry in Service Committee</b>	takes efforts to bring corporations to the college to conduct interviews.
5	<b>Examination Committee</b>	conducts regular internal and University Examinations.
6	<b>Discipline Committee</b>	Students' discipline is monitored by respective HODs and reported to the Discipline Committee for actions.
7	<b>Grievance and redressal Cell</b>	takes care of the student problems and gives counseling.
8	<b>SC/ST Cell</b>	Looks after the scholarship and other welfare schemes for SC/ST students.
9	<b>Anti-Ragging Cell</b>	Makes the campus ragging free.
10	<b>Sexual Harassment Prohibition Cell</b>	Creates a friendly atmosphere on campus.
11	<b>Calendar Committee</b>	Prepares calendar for every year.
12	<b>Timetable Committee</b>	Prepares general timetable every year.
13	<b>Cultural Committee</b>	Motivates students to participate in cultural programmes both inside and outside the college campus.
14	<b>Campus Cleanliness Committee</b>	Prepares schedule every year for campus cleaning.
15	<b>Consumer club</b>	Creates awareness about consumer products to the students.
16	<b>Book Purchasing Committee</b>	Gives instructions regarding purchase of books to the students and faculty.
17	<b>Women's welfare committee</b>	Looks after women's welfare and represents the problems to the management and IQAC if any.
18	<b>Insurance Governance cell</b>	Insures all our students every year.

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

The Effective welfare measures provided for the teaching and non-teaching staff are listed below:

1. Faculty members are allowed to attend Orientation and Refresher Courses on OD.
2. Casual leave and other leaves are permitted as directed by the State Government
3. Employee Provident Fund for teaching and non-teaching staff.
4. Loan facility is made available for the staff through Cooperative Society.
5. Quarters facility for both teaching and non-teaching staff members.
6. Medical camps are being conducted.
7. Tamil Nadu Government Health Insurance facility arranged.

#### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0.57

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>

#### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 4.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	5	6	4

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response:** 14.77

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	20	4	6	4

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**

**Response:**

Our institution has performance Appraisal Systems for both teaching and non-teaching staff separately. For teaching staff the performance is appraised through an Academic Audit, which is performed by making use of a schedule. The schedule contains information regarding the research performance, Teaching methods followed, participation in administration and evaluation system, etc. The Academic Audit contains another part viz. 360° Audit in which 360 marks based evaluation is done. The performance of a teaching staff is deemed to be good if his/her score is above 220 points. It is deemed to be satisfactory if the score lies between 150 to 220. If it lies below 150, then it means that the staff should improve his/her

performance in the institution. The Department H.O.Ds are monitoring the performance of the faculty in his/her department.

The Non-teaching staff are evaluated through an “Administrative Audit Proforma”. The filled-in-proforma are collected and evaluated every year by the superintendent of the office.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Since, our institution is a govt. aided one, it receives salary grant and developmental grants from the government organizations, and from the College Governing Body. Hence, it is mandatory to submit an Audited financial statement to these organizations. Regarding financial matters, Internal Audits are not performed. External Financial Audits are performed every year regularly by the officials of the Joint Director of Collegiate Education, Madurai. The discrepancies observed if any would be rectified in the subsequent years.

### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

#### Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

- College Administration encourages the faculty members to apply and get minor and major projects. The funds offered for projects are auditable and the related utilization certificate are sent to the funding agencies.



- The accounts related to developmental and non-developmental funds received from the govt. institution are also audited year after year.
- Our college has a strong Alumni Association which supports the college by providing building fund. The funds are utilized for the construction of class room building. The Alumni fund is also being audited every year and these accounts are properly maintained.

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

The following IQAC members significantly contribute quality assurance strategies and the process of the institution.

- Chairperson
- Management Member
- Industrialist
- Scientist
- Coordinator
- Faculty
- Alumni
- Student
- PTA member
- Administrative staff:

The IQAC of our institution takes care of the quality aspects of the college both academic and administrative. The IQAC prepares programmes for the overall performance of the institution by concentrating on the development of students and faculty members towards quality enhancement.

- It promotes research activities and research findings.
- Encourages the staff members to use modern methods of teaching and learning.
- Takes various programmes and quality related activities of the higher education to the staff members.
- Teaching plan and Course Work is executed under the guidance of IQAC
- Monitors the students through regular tests conducted every day in the first hour.
- Reviews the Diary of Events every year to monitor the academic activities of the Department.
- Demands feedback from students.
- Staff members are asked to submit Staff Audit report every year
- IQAC also demands Gender and Department Audit reports every year.
- IQAC encourages every department to conduct Orientation Programme for every first-year student to make the students aware of their programme and courses and their scopes
- Monitors Remedial and Enrichment courses of every department and gives instructions to monitor

the learning levels of the students.

- Conducts invited Lectures for Teaching and Non- Teaching staff members.
- Monitors Remedial and Enrichment Classes and internal tests.

### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

#### **Response:**

Achieving the vision, mission and goals of the institution depends on the effective leadership. It is achieved by setting values and participative decision-making processes through formal and informal meetings in the institution to coordinate both academic and administrative works. It is achieved through periodical reviews by the IQAC.

Teaching-learning process is regularly monitored regular meetings at department level, IQAC, and Council level. Result analysis and planned goals are checked in a regular process.

Invited lectures are periodically conducted in every department addressed by the eminent persons in various fields.

The Principal and the Management plans every year for improvements and modifications in the teaching learning processes and gets them executed through IQAC.

As a part of the teaching learning process all staff members are asked to write e-notes for their subjects regularly.

Class tests are conducted every day in the morning to motivate the students to study and revise the lessons taught in the classes.

Staff meetings are directed to write course output for every course when the syllabus is revised to review teaching and learning process.

The teaching learning process gets complete with students' evaluation through online. The survey is later summed up.

### **6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response:** 14.4

#### **6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
16	20	17	11	8

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

##### Response:

To improve the quality of teaching it was decided to give ICT training to all teaching staff and a few training programmes on “MS Office”. Training on Application of SPSS Software was also been provided.

In the Office administration “Office Automation Software” was installed. The financial proceedings and examination proceedings were fully automated after the second cycle.

MODERNLIB Software of version 4 installed in the library.

ICT enabled classrooms increased.

Biometric attendance for the staff members.

Safe drinking water.

Surveillance under CCTV

Indoor and outdoor stadiums.

NPTEL local chapter.

Continuous Internal Assessment (CAT)

E-notes

Enhanced campus interview and career guidance

Increase in paper publication in peer-reviewed journals, research project, and participation in research-oriented seminars.

Increased number of extension activities through NSS, NCC, YRC, RRC, National Children's Science Congress, Yearly blood donation and medical Camps.

UGC sponsored national level seminars (4)

Golden Jubilee celebration

Extended "save the little heart programme".

The number of the recognized research guide increased.

International Achievers award for Educational Excellence to the College Secretary.

Awards received by faculty members.

Increased student strength especially for girls.

Improved student-teacher ratio.

Insurance coverage for both students and parents.

Academic, Administrative and Gender audit done.

Increase in the number of faculties with the Ph.D. degree.

Online feedback system.

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 24

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	4	4	2	6

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

Our institution has inherited the gender balance of our founder *Vallal* NTS. Arumugam Pillai, the famous philanthropist, has prefixed his wife's name as one of the initial along with his Father and Mothers' name. In his initials "S" stands for Seethai Ammal, i.e., his wife. Hence, gender balance and gender sensitivity are inbuilt along with the foundation stone and in all programmes.

##### 1. Safety and Security:

The institution has requested the Tamilnadu State Transport Corporation and arranged bus facilities for all the students who come from remote villages.

Both front and back gates are entrusted with round the clock security cover.

Also, two women caretakers in the girl's restroom will not permit any gents and outsiders into women's

restroom.

We have a bulk SMS system to intimate the parents in case of the absence of students to college and during the sudden holidays and unexpected suspension of classes. 5.

Reliance Communications as part of their corporate social responsibilities have a tie-up with our institution and support mass voice mail communication without any cost.

Our institution has women representations in College Committee, Governing Body and in the other councils, forums and committees. Besides, we have a women vice-principle to attend the grievances of the girl students.

There are watchdog committees in the name of Antiragging Cell, Internal Compliance Committee, Counseling Cell, and Discipline Committee as a multilevel security system for girl students.

## **2. Counselling**

We have a two-step counseling system in the institution to attend the women issues. In each class, there is a representative to forward the fellow students' grievances to the department.

Further, there are women staff members in all departments who are at the request to hear girl students issues with patience and counsel them. In case, if the issue is steely to deal at the department level, it will be addressed to the counseling cell established at the college level.

## **3. Common Room**

There is a common restroom for girls with adequate water and toilet facilities. There are two women caretakers in the girls' restroom to take care of the students' belongings and attend to their health issues immediately. There is also a separate restroom for Women Staff members.

### **7.1.3 Alternate Energy initiatives such as:**

#### **1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)	
Response: 32850	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>7.1.4 Percentage of annual lighting power requirements met through LED bulbs</b>	
<b>Response:</b> 21.98	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 200	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 910	
File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

<p><b>7.1.5 Waste Management steps including:</b></p> <ul style="list-style-type: none"> <li>• <b>Solid waste management</b></li> <li>• <b>Liquid waste management</b></li> <li>• <b>E-waste management</b></li> </ul> <p><b>Response:</b></p> <p>Wastes are inevitable in any process, and it is very common at all levels. The percentage of waste varies from place to place and process to process. We have a well-planned waste management system in our institution. We give importance to waste collection and recycling as a part of environmental hygiene. Categorically we have three types of waste as mentioned below and we have evolved a parallel mechanism for the waste management.</p> <p>1. Solid waste management</p> <p>Solid wastes are generated by students, faculties, canteen and by trees as leaf litters. The wastes generated by the students are papers, printed materials, water bottles, broken and unused writing materials, and eatables. Whereas other forms of solid waste are generated from the canteen, leaf litters, laboratory wastes, and office waste. We have a regulated and well-planned system of waste collection. A group of scavengers, who clean the classrooms, collect degradable and non-degradable wastes and store in a separate placer bin.</p>
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All bio-degradable wastes are further transported to four different places where separate tanks are established for composting. The fallen leaf litters are also collected by the scavengers and moved to the compost tanks.

The Department of Zoology maintains earthworms to compost the degradable materials. The bio-degradable waste collected is composted with the help of earthworms, and the vermicompost is used as manure for the organic coconut plantation in an area of one acre of land. This waste management through vermiculture technology is maintained by the staff and the students. This setup is also used to give skill training to students, self-help groups and parents. Each department is provided with two bins for waste collection. We have also placed bins in the canteen, restrooms, office, and laboratories. We have Eco-Clubs and Swachh Bharath volunteers to monitor the wastes management. Non-degradable waste is stored and periodically lifted to the garbage yard of the Town Panchayats. Other paper materials are periodically disposed to the vendors who collect wastes.

## 2. Liquid waste management:

We have liquid waste origin from the Reverse Osmosis Unit for water purification, canteen, restrooms, and laboratories. The drainage from the RO unit is collected through pipelines and supplied to the trees. Canteen liquid wastes are flushed into the panchayat's water drainage system. Restroom liquid wastes are collected and destined for septic tanks. Laboratory water wastes are collected and recharged in deep in the soil. The water waste from the Zoology and Physics laboratories are collected and used to irrigate the medicinal plants garden. Wastewater from the common washbasins is collected and passed to the tree plantation.

## 3. E-Waste Management:

The E-wastes are mainly generated from the Computer Science, Information Technology, Physics and other science laboratories. In addition to other commonly used items, these wastes are periodically collected and disposed of through vendors. On rare occasions, the waste materials will be dismantled, refurbished for replacing spares.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

**Response:**

Our institution is situated in the area where the annual rainfall varies from 600 to 750 mm, and the groundwater is salty and not potable. Hence, rainwater harvesting and groundwater recharging are one of the priority areas to make the water potable. Since the soil type is red soil and mostly silt, the surface runoff will not stagnant and do not make any damp site. The campus holds Coconut plantations, Medicinal Plants Garden and other green covers. They need periodical watering for survival. Irrigation is established in selected areas. Hence, the land, except the road area is being ploughed periodically in an interval of two months to facilitate the rainwater into the ground. The downpour within the campus will be completely recharged to enrich the subsoil moisture and facilitate the growth of trees within the campus. There is no question of runoff and wastage of rainwater.

We also have rooftop rainwater system from all the permanent structures with RCC roofs. The natural showers are collected from the roofs through permanent PVC pipes and are recharged to a dig well. In addition, the rainwater collected from other RCC roof buildings are recharged into the ground through the sand, gravel and pebble system. Groundwater recharging is established in six buildings. The rainwater harvesting system is designed in such a way that the downpour will not escape from the campus and made to vertically penetrate into the ground.

#### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

Our institution is adopting green initiatives as an integral part of academic programmes and takes efforts to establish green cover in and out of the campus.

Most of the students are coming at a distance of thirty-kilometre radius and are economically poor. The government of Tamilnadu has issued a **subsidized bus pass system for students. Hence, they use only public transport system. The government of Tamilnadu has also issued bicycles to all students who study high and higher secondary schools.** Hence, all students who completed higher secondary education have bicycles. Students who come from local town use the bicycle given by the government. In addition, the institution has requested State Transport Corporation to cover bus services to the College from the bus stand. All the working day is ensured with public transport buses; it covers three trips in the morning and three trips in the evening. Nearly 50% of the staff members are coming from the local area, and they use bicycles or bikes. Those who have come from outstation use either public transport or carpool.

Pedestrian friendly roads:

Our institution covers a land area of 85 acres with 1.5km length. It has two main gates one in North and other in the south which is 1.5Km apart. Students can come through from both gates. The Institution covers this distance with mud road which is periodically levelled to make the road smooth. **Both sides of the roads are covered with hundreds of trees which are planted, watered and fenced by students.**

#### Plastic-free campus

All teaching, non-teaching staff members and students are persuaded not to use carry bags, plastic tumblers and other plastic materials which could not be recycled. We have also motivated them to avoid plastic water bottles and suggested to use metal containers.

#### Paperless office

In order to avoid extensive use of papers, the office and all departments are assigned with a unique email address, and most of the communications from the office are sent through the email. A WhatsApp group for the faculties is also created, and all government orders, university notification, and UGC announcement are posted in that group with related links. **Students are also encouraged to submit assignments online to the respective department mail.** All sections of the office are atomized with computers and staffs of that concerned section are well trained to use the system. They receive most of the communication through the mail and also send a reply through the mail. Hence, the usage of paper is very much reduced.

#### .Green landscaping with trees and plants

Our institution has established green cover from end to end of the campus. We have established more than five hundred grownup trees which were planted and maintained by NSS, NCC, ECO Club and other conservation groups. At the entrance, we have an organic coconut plantation for which the manure is supplied from the recycled solid wastes and vermicomposting unit.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response: 0**

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 8

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	3	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 20

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	4	2	3

File Description	Document
Report of the event	<a href="#">View Document</a>

#### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

#### 7.1.13 Display of core values in the institution and on its website

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

#### 7.1.15 The institution offers a course on Human Values and professional ethics

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

#### 7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

**Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

#### 7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

**Response:** 25

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	7	4	3	3

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

Our institution always pays tribute to the great national personalities. In commemoration of the national birth and death anniversaries of the great Indian personalities, NSS, NCC, Physical Education and various other departments, committees and clubs organize events in which students and faculties actively participate. We celebrate and organize special programmes in commemoration of the birth anniversaries of the following leader.

#### Swami Vivekananda Birth Day

National Youth Day was adopted on 12th January to honour Swami Vivekananda. On this day, we organize special programmes like Yoga, meditation, and special address.

In view of Honoring Dr.S.Radhakrishnan and Teachers of our nation, we celebrate Dr.S.Radhakrishnan Birth Day on 5th September. In the year 2014, we organized a National Seminar on “BIOVISION-2014” with UGC assistance and we had a wide representation of students and faculties from the nation. In 2017, we celebrated Dr.S.Radhakrishnan, Birth Day in the campus and also conducted elocution competition for students.

#### Dr.A.P.J.Abdulkalam Birth Day

Birth Day of Dr.A.P.J.Abdulkalam was greatly celebrated on 15th of October in all years. We organize a blood donation camp to honour him. Students and Professors along with YRC, RRC, NSS and NCC units organize this programme and **we donate blood to Government Blood Banks.**

#### Independence Day

Independence Day in our institution was celebrated on August 15th of all years. Guard of Honour a ceremonial event was given by our NCC Cadets to our Correspondent / Principal on Independence Day. The program started with pilot receiving, followed by Guard of Honour, and Rashtriya Salute to the National Flag. Our Correspondent hoisted the tricolour flag and welcomed the audience. Independence Day speech will be delivered by Correspondent, Principal and a Senior Faculty. In their address, they remember the freedom struggle and its history and emphasis national integration

#### Republic Day

Students and faculties participate in the Republic Day on 26th January of all years. The Correspondent, Principal and any one of the Senior Faculty member will address the students and brief various incidents and history behind this day. We have very good NCC unit to which the response of the students for enrolment and service is always more than we expect. **Two of our students have participated in the prestigious Republic Day Parade at New Delhi on 26.1.2014.**

#### National Voters Day

All professors and students administer a pledge on National Voters Day on 25th of January in all years. Students belong to UG, PG and Research take the pledge at 11 A.M. uniformly in their respective classes or workplace.

#### National Integration Day and Sardar Vallabhbhai Patel Birth Day

National integration day pledge was administered by the professors and all students at 11 A.M. on 31st October of all years. Incidentally, Sardar Vallabhbhai Patel, the first home minister of independent India, and his birth anniversary also falls on the same day. Hence, students and professors take the pledge for national unification and integration

### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

#### **Response:**

The institution has well-planned governance and transparency in its financial, academic, administrative, and auxiliary functions.

#### **Financial Functions**

All financial matters are planned, decided and executed by a team of teaching faculties and office superintendent headed by the Principal. The team consists of the Principal, the Vice Principal Administration, the Vice-Principal Academic and the office superintendent. The team prepare a draft proposal and discuss with the academic council. The final decision in all financial matters will be submitted to the College Secretary for approval. Our institution has formed a Plan Block Grant Committee constituted as per regulations which will decide all financial matters concerned with UGC. We also have formed a Building Committee which will decide all building and renovation works. There is a Coordinator for Self Finance Programme, who will discuss with the Principal and the Secretary and take a final decision in all financial matters related to self -finance courses. The Governing Body has empowered the Secretary to take a decision in financial matters.

#### **Transparency in Academic Functions**

All academic functions are planned and discussed in the Academic Council with all Head of the Departments, Vice Principals and the IQAC Coordinator, as members, a senior faculty is the Member



Secretary, and the Principal is the Chairman. The suggestions offered by the faculty members and students in each department will be addressed regularly by the academic council and vice versa. The Academic Council meeting will be headed by the Principal as Chairman. The decision of the academic council will be submitted to the Secretary for his approval.

#### **Transparency in Administrative Functions:**

All administrative functions are planned, executed and day to day works are monitored by a team consisting of the Principal, the Vice-Principal (Administration), the IQAC Coordinator, the Office Superintendent and the Self Finance Coordinator. All administrative functions are supported by a team of Non-Teaching Staff members.

#### **Auxiliary Functions:**

In addition to the Financial, Administrative and Academic functions all Auxiliary functions are planned and executed by various Committees, Clubs, NCC officer, NSS Officers, and Physical Directors. Conveners of Various Committees and Clubs hold discussions with the Principal, the Vice Principal and the IQAC Coordinator. Each committee and club is headed by a convener at Associate Professor Rank and members at Assistant Professor Rank.

## **7.2 Best Practices**

### **7.2.1 Describe at least two institutional best practices (as per NAAC Format)**

#### **Response:**

PRACTICE-1

#### **Title of the Practice**

**Save the Little Heart**

#### **2. Objectives of the Practice**

## Objectives:

Inculcate the concern for the economically and socially deprived people by financial support.

Support open heart surgery of two children every year and motivate students and staff to help the vulnerable community.

### 3. The Context

Cardiac problems are one of the major challenging issues, and many people are suffering without proper medical aid and pass away without any notice to the rest of the community. The situation is more pathetic in the rural areas where people do not have access to a speciality hospital, and they are unaware of the problem and does not know where to knock for the help.

### 4. The Practice

Every year we pay Rs. The Apollo Hospital will bear 40,000/- for heart surgery and the remaining amount. Since 2005, every student, staff and the Management contribute this amount together. On the occasion of College Annual Day and Founders' day, we have an exclusive event for this "SAVE THE LITTLE HEART" programme, and the money is donated in the presence of all students and staff members to the Apollo Doctors.

### 5. Evidence of Success

Since 2013-2014 we have supported 58 children's Heart surgery. Click the link for proof. <http://apsacollege.com/wpcontent/uploads/2018/09/Savethelittleheartevidences.pdf>

### 6. Problems Encountered and Resources Required

Since it is a voluntary help by the students, there are no problems found and no resources required.

## PRACTICE-2

### 1. Title of the Practice

Village Extension Programme

### 2. Objectives of the Practice

Motivate the students to understand the status of villages and extend service for creating awareness and the development of communities.

### 3. The Context

. Students after their higher education wish to settle in the urban area and ignore the villages. The younger generations are unaware of the rural conditions. **Hence, this programme is implemented as a mandatory event** for all graduate students, to give an exposure to understand the rural status and cultivate the spirit of participating in the development of villages.

#### 4. The Practice

In the under graduation programme, all students must undergo village extension activities for two days along with the faculty members. **The extension programme is conducted only during holidays. Participation of students in the village extension programme is mandatory.** The students should score 40 marks out of 100 assigned for the filed performance and report writing. **On an average every year we spend 1600 man days for the extension programme.**

#### 5. Evidence of Success

The evidence of success is visible in terms of surviving trees, clean environment, adoption of health and hygiene, etc. Click the link for evidence. <http://apsacollege.com/extension-activities/>

#### 6. Problems Encountered and Resources Required

Local bodies are reluctant. Skill training materials required

#### PRACTICE-3

##### 1. Title of the Practice

**National Children's' Science Congress- Guide Teachers Training**

##### 2. Objectives of the Practice

###### Objectives

Inculcate the scientific temperament among school children and teachers.

###### Intended outcome

Students at their school level start doing simple scientific innovations and participate in District Level, State Level, and National Level Competitions.

###### Underlying Principles

Generally, teachers teach science and fail to give scientific temperament. This program gives training to school teachers on scientific outlook/experiment who in turn motivate their wards.

##### 3. The Context

Children from sixth to twelfth standard form team at the school level and try to experiment location specific/issue based experiments to find alternatives. They present their findings at District Level, State Level, and National level contest and the winner is awarded as Young Scientist.

#### 4. The Practice

**NCSC is a Govt. of India programme in which children at the age 11 to 18 participate and attempt scientific innovation. Our institution provides Training to Science teachers and their ward. Every year around 200 to 300 science teachers get training in our campus.**

### 5. Evidence of Success

During the academic year, 2013-2014 to 2017-2018 Children's were selected at District Level, State Level and went for National Contest.

NCSC particulars of Students Participation	YEAR	NO. PROJECT SUBMITTED	NO. OF SCHOOLS PARTICIPATED	NO. OF CHILDREN PARTICIPATED	OF SCHOOLS PARTICIPATED
	2013-2014	28	67	73	4
	2014-2015	39	29	198	5
	2015-2016	56	DATA NOT AVAILABLE	283	7
	2016-2017	24	47	120	10
	2017-2018	98	96	460	6

See link for evidence <http://apsacollege.com/wp-content/uploads/2018/09/NCSCmerged-file.pdf>

### 6. Problems Encountered and Resources Required

Laboratory support is needed for more effective implementation.

#### **PRACTICE -4** Title of the Practice

Insurance coverage for students and their parents

#### 2. Objectives of the Practice

Provide insurance coverage for all students and their parents and ensure the continuation of education.

#### Intended outcome

In case of death of the parents, the students have to continue education. In case of the death of students, parents can start a small business and continue their livelihood with the insurance claim of Rs.1,00,000/\_

#### 3. The Context

We insured students and their parents under the **Personal Accident Insurance Programme** which cover hospital expense up to Rs.10,000/- and in case of death, Rs.1,00,000/- will be given.

#### 4. The Practice

Our institution is the first of its kind in the state who insured students and parents under **Personal Accident Insurance policy**. When the parents of the students suddenly pass away in an accident, the students discontinue the education and go to work to economically support their families. With this unique insurance coverage to the parents, students continue their education. Hence, there is no dropout due to the economic crisis.

#### 5. Evidence of Success

We have four insurance claim, one for the death of a parent and another 3 for hospital expenses. See additional information for claim summary

#### 6. Problems Encountered and Resources Required

Students do not report the incident on time, and they do not file FIR.

#### PRACTICE-5

##### 1. Title of the Practice

Blood donation

##### 2. Objectives of the Practice

Donate blood to the students and their families, and the local community in a medical emergency.

##### Intended outcome and Underlying principles:

No student, family or the local community should suffer for want of blood in a medical emergency.

##### 3. The Context

Our institution is located in a rural area where there is no big hospitals and blood bank. Hence, in case of emergency, people have to go 45 to 65 kilometers to get blood. We have a database of Blood Profile of all students' and faculty. In case of emergency, we can easily identify the donor and help the needy people we approach for blood donation.

#### 4. The Practice

We periodically conduct "Blood Donor Registration Camp" and enroll students who are willing to donate blood. In case of emergency, a request is being sent to the Principal who in turn gives the list of students who are willing to donate blood. We also have a helpline on college website for blood donation.

#### 5. Evidence of Success

**1824 students registered as Blood donors. See link <http://apsacollege.com/wpcontent/uploads/2018/09/BloodDonationevidence.pdf>**

## 6. Problems Encountered and Resources Required

During the night, access to students is really difficult. A blood bank in the local hospital is ideal for blood donation.

### PRACTICE -6

#### 1. Title of the Practice

Auxiliary platform to enhance learning

#### 2. Objectives

In addition to the regular curriculum, an auxiliary platform is established for the students to improve their skills and knowledge.

#### Intended outcomes and the underlying principles:

In addition to the regular curriculum, students will learn more need-based, self-oriented skills and knowledge which will help them to improve their career.

#### 3. The Context

Our students are hailing from the rural area. They study in Tamil Medium at the school level, and when they undergo collegiate education, they find it difficult in understanding the lectures in English. Those who are interested in technology-based learning do not have an opportunity in Arts and Science College. Hence, we have a platform from which they can learn additional courses to improve their career.

#### 4. The Practice

We provide add-on courses on “Fundamentals of Computer and Office Automation” during the first year. Courses come under NPTEL, Yoga and Spoken English are open to all the three years. Such a unique opportunity is given to the students at our institution.

#### 5. Evidence of Success

Since 2016, 195 students enrolled in NPTEL courses and 186 students passed with the pass percentage of 93.5 %. See link [http://apsacollege.com/wp-content/uploads/2018/09/NPTEL\\_Evidence.pdf](http://apsacollege.com/wp-content/uploads/2018/09/NPTEL_Evidence.pdf),

<http://apsacollege.com/wp-content/uploads/2018/09/MoU-Mergedfile.pdf>

## 6. Problems Encountered and Resources Required

Lack of bus facility in the evening is the only problem. Additional buses are required.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

##### COMMUNAL HARMONY THROUGH EDUCATION

Communal harmony is the foundation and one of the professional ethics adopted by our institution. Since its inception, our institution does not have any discrimination or preference towards any caste, community, and religion. In the vision and mission statement of the institution, our founder has clearly mentioned the communal harmony.

##### Statue

Inside the campus of the institution, we have a statue of Goddess of Education. We have a symbol of love towards all religion by instituting a Hindu, Christian and Muslim identities in the same line of vision which reflects that we treat all religion equally and there is no communal disparity.

##### NSS and NCC

We have four units of NSS. One unit is exclusively for girls unit. It plays a vital role in maintaining communal harmony. Students belong to all religion and communities. They function as members, and they jointly organize events without any prejudice. On the occasion of the local festivals and gatherings, it may be a temple consecration or procession or social get-together people request our NSS volunteers who readily offer support. NSS, NCC also plays a vital role in maintaining communal harmony; they integrate people belongs to all community and religion.

##### Medical Camp

Every year, in commemoration of the Foundress and Former President's Birth Day, our institution conducts Medical Camp on 25th of September with Apollo Hospital for the public at free of cost. People belong to all sections of the community viz. students, public belongs to Tirupattur, and neighbouring villages participate and benefit.

##### Blood Donation:

The Youth Red Cross, NSS and NCC units of our institution jointly organize blood donation camp periodically and donate blood for the benefit of all communities. Both the blood donors and the

beneficiaries belong to all religion and community. Further, we have a database of blood donors which includes both students and staff members, and it is linked to the Department of Information Technology and the Principals Office. Students, parents and the local community who need blood on a medical emergency, approach and get benefitted. **Besides these arrangements, there is a helpline on the website through which the needy people approach for help. Hence, the blood donation establishes communal harmony.**

### **Admission**

Our institution is keen on providing opportunities as per the government norms to all sections of the community in admission and appointment. There is strict "No" to religious and communal bias.

### **Extension activities:**

At under graduation level, in the second year of their graduation, all students extend their service in the neighbouring villages in the holidays for two days. This system is integrated as part of the curriculum. Hence, every year nearly 800 students and all the staff members work for all sections of the community. They choose village on need base or on request of the local community, NGOs, and even Government Department. This is one of the best examples of communal harmony which we practically implement.

### **The Day begins with Communal Harmony with the Song.**

All working day begins with the communal harmony song in the regional language which is non-religious. The prayer persuades to be proud, as a citizen of India celebrates the national and regional integration. All functions in the college start with communal harmony song and end with National Anthem which promotes communal harmony and national integration.

### **NCC and NSS Units:**

We have three units of NSS for boys and one unit for Girls. We have a common unit of NCC for both boys and girls. Every year the NSS and the NCC units organize a number of events, camps and special camps within the campus and outside the campus considering the need of all sections of the society. They involve people of all religion and community and execute the programmes. These activities inculcate communal harmony in the society.

### **Equal opportunity centre;**

Our institution has established an equal opportunity centre for the staff and students of all religion and community. The Equal Opportunity Centre conceives and implements events which benefit all students of all **religion and community.**

### **Scholarship for all:**

Our institution has arranged scholarship ( Scholarship for SC, ST students, BC, MBC, DNT students, Children of farmers, First graduate Assistance and Muslim girls students and Tamil Medium Stipend) for the students of all sections of community and religion for promoting education.

### **Sports:**



Sports are the best example of communal harmony. We have a very good Kabadi, Cricket, Shuttle Badminton, Kho Kho, Table Tennis team in which students play with communal harmony, and they win a lot of events at the inter-college level, University level and State level sport.

**Pledge:**

Every year, our institution organizes pledge for communal and religious harmony. Students and staff of all religion and community stand and undertake pledge.

Hence, our institution's vision that "Communal Harmony Through Education" is integrated into all aspects and it is amalgamated as an indivisible part of all events. We love the society, respect all sections of the society and serve the society without any prejudice.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

Our College celebrated its Golden Jubilee in the year 2014-15. We have realized a very good record of achievements in the academic and social activities. We have realized the importance of Autonomy and the college is gearing up towards it. This will enable us to have the freedom to design our own curricula that match the needs of the students and the society.

The President of our college Governing Body Mr.N.Vasantharajan was awarded the prestigious title " DATO" in the year 2013 by the Malaysian Government.

The Secretary of the College Governing Body **Mr.N.Rameshwaran** was awarded "International Achievers Award for Education Excellence" in the year 2015.

### Concluding Remarks :

The team of IQAC members with mutual consultation and guidance from the management has gone a long way in the preparation of the **Self Study Report**. The various committee members, the Heads of the Departments, the faculties, and the Administrative staff have extended their fullest co-operation for the successful completion of this report. The **Self Study Report** consists of four sections.

The first section, **Profile for SSR**, includes *Basic Information, Academic Information and Evaluation Reports* of the Departments. It gives a short profile, the distinctive features and achievements of the college.

The second section, **Extended Profile and QIF**, includes the major component of the report and the Self-Appraisal of the institution, based on the impartial analysis of the data collected under seven criteria as prescribed by NAAC.

The third section, **Executive Summary**, has four sections, viz., *Introduction, Criterion-wise summary, SWOC and Conclusion*. It focuses on the potential growth of the institution and the future course of action to attain higher efficiency, accountability and quality in all spheres of activities to match expectations with achievements.

The last section is **Students' Details for Survey** which contains the e-mail IDs of the current year students for online survey. The supporting documents for all the statements are either given as a PDF file or as a link.

The IQAC of our college conveys its gratitude wholeheartedly to NAAC for giving an opportunity to review our performance and prepare the future plan of action.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>9</td> <td>9</td> <td>10</td> <td>22</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>7</td> <td>6</td> <td>6</td> <td>13</td> </tr> </tbody> </table> <p>Remark : According to the proof</p>	2017-18	2016-17	2015-16	2014-15	2013-14	25	9	9	10	22	2017-18	2016-17	2015-16	2014-15	2013-14	16	7	6	6	13
2017-18	2016-17	2015-16	2014-15	2013-14																	
25	9	9	10	22																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
16	7	6	6	13																	
1.2.3	<p>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>2239</td> <td>2261</td> <td>2144</td> <td>1941</td> <td>1785</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : No proof provided</p>	2017-18	2016-17	2015-16	2014-15	2013-14	2239	2261	2144	1941	1785	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
2239	2261	2144	1941	1785																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 82</p> <p>Answer after DVV Verification: 65</p>																				
2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable																				

reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
833	820	845	791	684

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
524	494	511	485	477

Remark : According to the proof

2.3.3 Ratio of students to mentor for academic and stress related issues

2.3.3.1. Number of mentors

Answer before DVV Verification : 73

Answer after DVV Verification: 0

Remark : The appointment letters and other supporting documents are not provided to support the claim. Hence reducing the number.

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	2	0	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	1

Remark : According to the proof

2.6.3 Average pass percentage of Students

2.6.3.1. Total number of final year students who passed the examination conducted by Institution.

Answer before DVV Verification : 489

Answer after DVV Verification: 443

2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution

Answer before DVV Verification : 706

Answer after DVV Verification: 636

Remark : According to the proof

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
62	31	14	11	15

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
43	5	7	11	11

Remark : As per the proof.

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	20	14	17	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	20	13	17	8

Remark : As per the proof.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	2	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : According to the proof

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
696	854	631	442	441

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
607	636	631	442	441

Remark : As per the proof.

4.2.3	<p>Does the institution have the following:</p> <ol style="list-style-type: none"> <li>1. e-journals</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga Membership</li> <li>4. e-books</li> <li>5. Databases</li> </ol> <p>Answer before DVV Verification : A. Any 4 of the above Answer After DVV Verification: C. Any 2 of the above</p>																				
4.2.5	<p>Availability of remote access to e-resources of the library</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : According to the proof</p>																				
4.4.1	<p>Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years</p> <p>4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1227 1046 1361"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>61.89</td> <td>36.118</td> <td>62.08</td> <td>69.19</td> <td>45.43</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1440 1046 1574"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>61.89</td> <td>29.46</td> <td>60.08</td> <td>69.19</td> <td>45.43</td> </tr> </tbody> </table> <p>Remark : According to the proof</p>	2017-18	2016-17	2015-16	2014-15	2013-14	61.89	36.118	62.08	69.19	45.43	2017-18	2016-17	2015-16	2014-15	2013-14	61.89	29.46	60.08	69.19	45.43
2017-18	2016-17	2015-16	2014-15	2013-14																	
61.89	36.118	62.08	69.19	45.43																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
61.89	29.46	60.08	69.19	45.43																	
6.4.2	<p>Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)</p> <p>6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1933 1046 2067"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>8.94</td> <td>1.89</td> <td>9.07</td> <td>25.78</td> <td>3.17</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	8.94	1.89	9.07	25.78	3.17										
2017-18	2016-17	2015-16	2014-15	2013-14																	
8.94	1.89	9.07	25.78	3.17																	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : No proof attached

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
22	21	17	10	28

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
8	4	4	2	6

Remark : As per the list provided.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.19618	0.21475	0.22782	0.54635	0.12909

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : No proof attached

## 2.Extended Profile Deviations

ID	Extended Questions
1.3	Number of computers



Answer before DVV Verification : 102

Answer after DVV Verification : 89

NAAC