



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE</b>
• Name of the Head of the institution	<b>Dr. (Capt.) KR. Jeyakumar</b>	
• Designation	<b>PRINCIPAL</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>04577266176</b>	
• Mobile no	<b>9842184009</b>	
• Registered e-mail	<b>principal@apsacollege.com</b>	
• Alternate e-mail	<b>apsaiqac@gmail.com</b>	
• Address	<b>ARUMUGA NAGAR MADURAI ROAD THIRUPPATHUR</b>	
• City/Town	<b>Thiruppathur</b>	
• State/UT	<b>Tamilnadu</b>	
• Pin Code	<b>630211</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Alagappa University				
• Name of the IQAC Coordinator	Dr. N.Vijayanand				
• Phone No.	9894289088				
• Alternate phone No.	04577266176				
• Mobile	9894289088				
• IQAC e-mail address	apsaiqac@gmail.com				
• Alternate Email address	vijayapsac@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.apsacollege.com">www.apsacollege.com</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://apsacollege.com/courses/">https://apsacollege.com/courses/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	81	2005	21/09/2005	20/09/2010
Cycle 2	B	2.40	2012	15/09/2012	14/09/2017
Cycle 3	B+	2.51	2019	08/02/2019	07/02/2024
<b>6.Date of Establishment of IQAC</b>	18/06/2007				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	nil	nil	nil	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
• Upload latest notification of formation of	<a href="#">View File</a>				

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Short Learning Objects Created by our faculty members for increased student learning opportunities.		
National Digital Library Institute Club has been formed to promote the effective utilization of NDLI's vast resources through competitions, training sessions, and workshops.		
Skill based Add-on courses has been implemented this year		
Academic audit and Gender Audit have been done.		
Five Workshops have been organized.		
Four Departments organized National Level Seminar		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
To implement external academic audit	External Academic Audit conducted	
To organize Gender Sensitization Program through NSS, NCC, YRC and RRC	Department of Economics organized a program on Women and Law. Women Empowerment committee organized training program on	

	Self defense for women on 28.03.2022.
To Develop Short Learning Objects (SLO) for digital learning	Thirty SLOs were created and uploaded in the You tube channel
To conduct Faculty Improvement Program	Gurudakshamarmab Committee organized FDP program on SLO to our facultky members.
To organize internship for Students	Fifty seven students successfully completed internship
To establish National Digital Library Club (NDL).	NDL Club launched and 6 programs organized.
To motivate the faculty members to participate in Faculty Improvement Programme through online mode.	Ninety two programs has been attended by our faculty members.
To Motivate faculty members for innovation in Research Activity	As a result, 3 staff members got patent in their research field.
To motivate the faculty members for publication of research papers in peer review papers	Forty Research papers has been published in the UGC Care listed journals by our faculty members.
To Motivate the faculty members to publish Books/Reference materials	One book has been published by our faculty members.
To apply for Research Guideship	Three faculty members has been recognized as Research Guide by Alagappa University
To Publish Full length papers in conferences	30 number of full length papers has been published by our faculty members in the conferences.
<b>13.Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021	11/01/2023

**15. Multidisciplinary / interdisciplinary**

Add-on courses are offered to students as a part of an integrative and transdisciplinary approach. Students of BA Economics took an add-on course on TNPSC coaching. Physics students took a course on MS Office. Physical Education students took yoga therapy as an add-on course. However, allied courses are chosen for all major programs which are offered by other degree programs. for example, B.A English students took an allied course on Tourism in Tamil Nadu, offered by History Department. Likewise, all the departments choose allied programs other departments offer in tandem with NEP. This enhances their understanding of other disciplines and explores them in a diverse area. To give students a wider exposure, 81 college-level invited lectures and conferences, seminars, outreach activities, and special talks organized by departments give students a deeper understanding of other disciplines also.

**16. Academic bank of credits (ABC):**

Since we are affiliated with Alagappa University, we can't register students in the Academic Bank of Credits.

**17. Skill development:**

Vocational courses are courses that are usually aimed to equip students with maximum exposure to practical skills for a specific profession or field. These courses are tailor-made to make students ultimately job ready. Unlike traditional courses, these courses strengthen the student's procedural knowledge and empower them as skill-oriented people. Our founder has already formulated a vision regarding vocational courses and academic programs in this context. In 2018-2019, we were sanctioned Rs. 1, 70,000,00.00 (One Crore and Seventy lakhs only) by University Grants Commission, New Delhi, under the National Skill Quality Framework scheme to start two courses i.e., Banking and Financial Services and Software development.

In addition, all departments floated add-on courses for students

such as Business English, Numismatics, TNPSC coaching, Python, Web designing, Fundamentals of Computers, Water Testing and Treatment, Aquaculture, Quantitative Aptitude, Auditing, International Trade, Yoga therapy, etc.,

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Our college is situated in the Sivagangai district, which is considered one of the rain-fed agriculture regions in India. For most students, agriculture is the mainstay of their livelihood. To recognize all natural forces and animals for their contribution to agriculture and successful harvest, it was decided to celebrate this traditional Pongal festival as a mark of tribute to the farmers in the region. Since most of the students hail from farmer's families this festival is a symbol of social integration irrespective of caste, religion, and race. Every year, the Pongal day is celebrated. During the celebration, we inculcate the value of traditional foods and traditional sports. Students perform traditional sports and games on that day.

Since our college is situated in economically and educationally backward regions, most of the students are not well versed in English communication. So, we adopt the bilingual mode of teaching. If needed, we translate the important words and phrases into Tamil language, so that they understand the content easily.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Program Education Objectives (PEO), Program Specific Outcomes (PSO), and Program Outcomes (PO) for each program are clearly stated on the website. The students are given access to an additional digital learning platform where the course outcomes are skill-oriented. Attainment of program outcomes is done by mapping course outcomes (CO) with POs and PSOs as part of the OBE. Each department evaluates its students' PO and PSO achievement at the end of each semester.

#### **20.Distance education/online education:**

Since our college is government aided and also to Alagappa University, we don't have the right to start a distance education/online education.

### **Extended Profile**

#### **1.Programme**

1.1	718
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	2276
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	850
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	702
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	102
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	77
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	75
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1855955.00
4.3 Total number of computers on campus for academic purposes	90

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

All the programs taught in the college are affiliated with Alagappa University, and we must implement the syllabus prescribed by the affiliated university. The university revises the curriculum design once in three years to ensure updated information, fulfill current needs and improve the quality of higher education. We can choose allied and skill-based papers from the curriculum design every three years. Periodic meetings of IQAC with the Heads of the department are convened to enlist the different strategies to implement the curriculum effectively. Timetable Committee headed by the principal draws up a detailed timetable that efficiently deploys the time units for academic and co-curricular purposes. Program Outcomes (Pos), Programme Specific Outcomes (PSOs), and Course Outcomes (Cos) are prepared for core papers, allied papers, SBS papers, NME, and Value education. In the student Induction Programme, curriculum aspects are disseminated. Bridge Courses and Lesson plans are prepared for effective curriculum delivery. Curriculum delivery is also further extended through Hybrid classes, Google Classroom, Learning Management Software, and e-notes. Apart from traditional lecture pedagogy, Learner-centric techniques such as peer learning, collaborative learning, group discussion, video lectures, quiz, etc., are employed to encourage students in active participation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Well in advance, IQAC and academic council members chart out the academic and non-academic activities and the same is mentioned in the academic calendar which is prepared in consultation with the principal and heads of the department. The calendar incumbents the number of working days required; national, weekly, and other holidays; examination schedule; rules and regulations; history of the college, code of conduct, Parent Teacher Association Meeting, staff members details; internal and external academic audit; etc., For the implementation of Internal Assessment Process, Examination committee is formed at the college level which monitor overall internal and external assessment process. For Skill Based and nonmajor elective papers, external examiners are appointed from another department as a part of the interdisciplinary approach to evaluation. Only for the Internal Assessment, the institution evolves a method of awarding marks to the students. The evaluated scripts are also returned to the students for assignments and seminar papers. A mechanism for the redress of grievances regarding academic affairs is provided to the students online and offline. The faculty members prepare course-wise, Curricular Plans, and year-wise Teaching Plans. Remedial classes, Enrichment classes, periodic field trips, project work, and other educational institution visits are also encouraged.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University**

B. Any 3 of the above

**Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

22

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

643

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

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The curriculum is encompassed with SBS, Elective papers; Professional Ethics, Employability Skills, Human Values, Environment, and Sustainability. Women's studies have been chosen by the English, History, and Economics departments. Environmental Studies, Effective Employability Skills, Interview Technique Interpersonal Communication, Soft skill development, Professional Competence, and Professional Etiquette are offered to make them be prepared for the first step in their career. In order to buildup their mental stability and peace, Manavalakalai Yoga is included in the curriculum. To enhance their livelihood sustainability, students are taught fruit and vegetable Preservation Skill paper. Marketing and Sales management have been taught to a few departments to increase the business thirst. Gender Economics has been the paper that teaches them the equality of women in the professional and business world. Professional English paper has been designed based on the department, and it has been taught. It concentrates on the four skills LSRW. It helps them to overcome their barriers. Through the Extension Activities paper, students learn to connect with people and be in the shoes of ordinary people. They learn how to approach government departments to solve a problem or fulfill their needs. These choice-based studies make our students multi-faceted and good human.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

327

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students**

**B. Any 3 of the above**

Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	<a href="https://drive.google.com/file/d/1j2d0GT2HYaFGhOF5fR79M5XoBhU6hR0a/view?usp=share_link">https://drive.google.com/file/d/1j2d0GT2HYaFGhOF5fR79M5XoBhU6hR0a/view?usp=share_link</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="https://apsacollege.com/wp-content/uploads/2022/11/Action-Taken-Report-2021-2022.pdf">https://apsacollege.com/wp-content/uploads/2022/11/Action-Taken-Report-2021-2022.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>821</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	

850

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Identifying the learning levels of the student is one of the pivotal roles for the institutions to achieve excellence. Students are admitted from various socio-cultural, and economic backgrounds, and most important is the medium of their study at the school level. In lieu of this, learning levels are identified at the entry-level by conducting a bridge course. In addition, special classes are also taken after the regular academic hours. After the completion of the syllabus, subject classes are also repeated for slow learners and late admissions. For advanced learners, students are motivated to participate in student seminars, online courses such as SWAYAM, NPTEL. Department of Zoology and Worldwide Fund, Chennai conducted training program for their students regarding environmental aspects. Students successfully completed an online course on Emotional Intelligence, Introduction to Psychology, Multivariable Calculus, organized by NPTEL-SWAYAM. Video clippings related to the course content are downloaded and shown to students for a better understanding of the subject. Advanced learners are encouraged to become class mentors and take part in assisting slow learners.

File Description	Documents
Paste link for additional information	<a href="https://apsacollege.com/nptel/">https://apsacollege.com/nptel/</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2276	101

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

Our institution continuously implements different student centric methods though blended mode of teaching. Besides attending to the rigorous academic work that takes place within the four walls of the classroom, students are encouraged to participate in various co-curricular and extracurricular activity. Five departments (Business Administration, Information Technology, English, Computer Science, Economics and Vocational Courses) have taken project work as core papers. This helps the students to cultivate higher-order thinking and problem-solving skills. From this year, all departments organized field trip for a better understanding of the subject. Moreover, this also aid them to have deeper engagement and interaction with learning content. Department of History organized a hands-on-training program on Inscription as experiential learning. Three students successfully completed online course on Emotional Intelligence, Introduction to Psychology, Multivariable Calculus, organized by NPTEL-SWAYAM. Department of Zoology, Business Administration and History department regularly conduct educational tour every year. Students are motivated to participate in various cultural activities to enhance their cognitive skills in participative learning. Internships are provided to the students for as a part of experiential learning. Students are motivated to register in NDLI club. They participate in various programs conducted by NDLI Club and got certificates.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Our institution has ample e-resource materials to deliver our teaching and learning process through ICT methods. Google Classroom

is created, and faculty members post notes, learning materials, video links, assignments and e-quiz. This enables the students to assess the learning content at any time, anywhere, and conveniently. E-notes prepared by the faculty are posted on the website. In addition, we have subscribed to N-List and NDL, and all faculty members and students are enrolled in N-List and NDL portal. Students who have projects in their program utilize the journal content present in the NList resource. NPTEL resource materials for more than 200 courses (2TB) are also available for students who choose any NPTEL course. All departments are equipped with Wi-Fi modems, and students can surf any electronic resources related to the subject in the library or in their respective departments. In addition, online learning materials and platform links are posted on the college website, and students can easily assess the resource. Virtual labs are used to conduct labs through simulations. Feedback is regularly collected through google forms from different stakeholders, which is used for further improvement regarding curriculum and learning aspects.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

99

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

101

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

59

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

1199

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College strictly adheres to the systematic pattern of functioning every academic year based on which academic calendar is prepared. At the beginning of every year, academic council meeting is convened, and internal examination dates are fixed. The fixed dates are mentioned in the academic year and the calendar is distributed to the students in the beginning of the semester itself. Centralized Internal Assessment is practised. Two internal tests are conducted. Timetable is displayed in college website; respective department notice board and college notice board. Answer sheets are given to the students and students note their marks. In case of transparency, internal marks are displayed in the notice board, website, and Classmate portal. If any student misses the internal test, one more chance is given to the students upon genuine reason.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://apsacollege.com/exam-schedule/">https://apsacollege.com/exam-schedule/</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

In this year, we have automated the entire academic and administrative process. Internal examination timetable and marks are updated in the Classmate Portal and also in the website. Students can view their academic performance by logging in to the portal. In the portal, if the students have any discrepancies in internal marks or schedule, they can mention their grievances. Immediately, their grievances are sent to Principal, the Head of the Department, allotted mentor, and examination cell. In case of transparency, internal marks are displayed in the notice board. If any student misses the internal test, one more chance is given to the students. One week time is given to the students to write the test.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and

displayed on website and communicated to teachers and students.

Programme outcomes (POs), Programme Specific Outcomes (PSOs), and outcomes (COs) are necessary for flexibility and innovation in programme design, syllabi development, teaching-learning process, and assessment of student learning levels. The POs/PSOs/COs of all the programs after duly considering the inputs from faculty and alumni is posted on the college website. POs and Cos are communicated to the students in the Student Induction Programme and Department-wise Bridge Course programme. Further, hard copies of the POs and Cos are displayed on the notice board.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://apsacollege.com/poco/">https://apsacollege.com/poco/</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

PO is evaluated based on the performance of the students in terms of their progression to higher studies, qualification in competitive examinations and placement. It can be assessed by conducting standardised examinations (Semester End Examinations (SEE) where students are given limited amount of time. Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) are the prime tools for evaluation of PO and CO attainment. Students are encouraged to participate in all the curricular, co-curricular and extracurricular activities of college. Programme outcomes, programme specific and course outcomes are measured basing on the performance of students and student achievements in curricular, co-curriculum and other activities such as seminar presentation, attending e quizzes, daily tests, assignments, project work etc., Student Feedback on Curriculum is obtained and the same is shared with the department heads so that their feedback is discussed and relevant changes if any are

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year****2.6.3.1 - Total number of final year students who passed the university examination during the year****662**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://apsacollege.com/wp-content/uploads/2023/01/Student-Satisfaction-Survey-2021-22.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

3

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem****3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

Institution has provided on duty to the staff members to transfer their technical knowledge to other institutions through invited lectures, training programmes, workshops. Staff members are provided on duty to attend and present their research papers in Seminars and conferences. The staff members are provided opportunity to exchange their ideas, research innovations through collaborations and encouraged to do Refresher course and faculty development programmes. Institution offers incubation centre for transfer of technical knowledge on mushroom culture, vermiculture and honey bee rearing. In association with Tamil Nadu Science Forum, our institution provides technical support to guide teachers through training programme for National Children Science Congress.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

41

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

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

39

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Staff members and Students of all the Departments of Arumugam Pillai Seethai Ammal College, Tiruppattur adopted villages, in an endeavour to carry out welfare measures to the people of surrounding villages. Due to Covid -19 pandemic and successive lockdowns announced by the Government of Tamil Nadu, it was unable to bring the students directly to the adopted villages to carry out the Extension Activities Programme for the year 2021-2022. All department students were distributed into several groups. Totally 40 activities were carried out by our students in their native villages. Their service is helpful to the society and maintain the environment clean and green. The objectives of pursuing extension activity in a village are as follows: 1. To create literacy awareness among the villagers 2. To divulge social and environmental awareness 3. To divulge hygienic awareness 4. To carry out tree plantation programme 5. To impart scientific knowledge relating to agriculture.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 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., during the year

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1016

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Library has a Network resource center wherein they have access to e-resources and provide online access to the core digital resources in the ICT area. The Central Library has been automated using "Modern Lib" Software It has an Institutional membership of NLIST. Provided remote access to all students and staff. Printing, Scanning, and reprographics service are provided. Semi-automated central library with a barcoding facility is available. As a token of infra development, this year five classrooms have been constructed. E-notes are uploaded on the college website and sent to their email. We have a subscription to National Depository Library. We have also subscribed to N-LIST journals. Plagiarism software is available in the library for research scholars and faculty members. NPTEL, a project funded by the Ministry of Human Resource Development (MHRD), provides e-learning through online Web and Video courses. Two Terrabyte volume of NPTEL course material is available and more than 200-course materials are available. A detailed lesson plan in accordance with the learning objective is prepared. Evaluation of teachers by students is conducted periodically through an online feedback system. Besides the traditional teaching method, group discussion, class-level seminars, industrial visits, the use of charts, LCD projectors, and computers is facilitated for learning to bridge the curricular gap. Practical or experiential learning takes place for B.Sc. Physical Education students in the Indoor and Outdoor stadium only. Indoor and Outdoor stadiums are available for the students to practice and participate in intercollegiate competitions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Institution is particular in Physical and mental health of the students. Since students stick to the Academic performances to the maximum schedule, we provide opportunities to the students to involve themselves in cultural and sports activities. At one point it will be their relaxing mode and in another , it is an opportunity to find out their area of interest. Vasantham Arangam and Seminar hall are used as the cultural activity area. We have UGC funded Indoor stadium and Outdoor Stadium. The Outdoor stadium has 400 meters , Track athletic (Track and Field Event) and games. It has the facilities for Football, Cricket, Handball, Volleyball, Kabadi and Ball Badminton. This year a Proposal for Fitness Center(with sports science backup) has been submitted. Students can use these facilities and improve their talents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

60

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://apsacollege.com/wp-content/uploads/2023/01/4.1.3.pdf">https://apsacollege.com/wp-content/uploads/2023/01/4.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library has been automated using "Modern Lib" Software with a 4.0 version. It was automated in the year 2015. MODERNLIB software is a user-friendly software designed to take care of all the administrative and management functions of the library. It organizes and manages the information of books and periodicals. MODERN LIB 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 are available in the system. It is User Friendly. A user can search the entire database to find book based on different criteria, like name, author, title, subject, and author& title, etc. Around 135 different output reports can be generated using MODERN

LIB. It allows users to search resources to see whether it is available or lost or under circulation or binding. It gives details of users. It has a reservation facility. It provides the details of the new arrival of books.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

57333

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

College has IT facilities for the students as well as teachers. They can use these sources to upgrade themselves. Each year the Institution updates its IT facilities throughout the campus. We have lecture rooms, Seminar Hall, Auditorium and Well equipped Library. Each department has a classroom that is properly equipped with LCD projectors and audio visual systems. The complete campus has a CCTV monitored facility. CCTV installed throughout the campus to monitor the campus activities. Modem is provided to departments so the students can access through their laptop or Mobile phone in the College campus to download e resources and their activity based learning in classrooms. The college has the signage for departments and buildings which would be useful for the newcomers and visitors. Event details are displayed on the college Website. Institute regularly updates IT facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

90

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the** A. ? 50MBPS

Institution	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

The institution practices a policy of decentralization of authority for efficient look over, maintenance and best utilization of its available resources. In our college, computers, labs, sports complex, ICT classrooms are utilized effectively through well planned schedule. Computers present in common lab maintained by Department of Information technology are used to conduct special computer class for all first-year students. Science labs are used for regular academic purpose and also to do any basic scientific research for faculty members and students. All departments are provided with computers and internet facility. They use the computers and net facilities for registration for National Academic Depository, download e-notes, sending feedbacks to IQAC, download videos and audios and to maintain the academic records of the students. In our central library, we have subscribed for N-LIST, INFLIBNET and NPTEL

resource materials. Plagiarism software is available for student and research scholars. Library is kept open till 5.00 PM. Students can use these facilities to equip their knowledge base at anytime and anywhere. Students make use of the indoor stadium after the regular academic hours. This year, our college has been automated and academic support service to the students such as e-notes, academic performance, grievances, feedback links etc., are provided. Faculty members take attendance via the ClassMate portal. There are 15 smart classrooms which is used by our faculty members to utilize the resources available on the internet for the better understanding of the students. Seminar hall is used to organize invited lectures, PTA, alumni meetings.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

870

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

**institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to Institutional website	<a href="https://apsacollege.com/wp-content/uploads/2023/02/Capability-Enhancement-Scheme-2021-2022.pdf">https://apsacollege.com/wp-content/uploads/2023/02/Capability-Enhancement-Scheme-2021-2022.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1013

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1013

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**442**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

78

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one)

during the year

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Each department in our college has its own association with its council representatives. One 3rd year student takes the lead as the student's council representative of the association of the respective department. Student from the 2nd & 1st 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 HOD discuss the issues with the staff members of the concerned department to bring out a solution to the concerned issues. The student Council representative and the members take the responsibility of organizing the invited lectures and other programs conducted by the department. 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. Apart from this, the students actively participate in following committees: Sports, Cultural Committee, SWAYAM & NPTEL, Career Guidance & Entry In Service , SC/ ST Cell, OBC Welfare Committee, Minority Welfare Committee, Swatch Bharat, Women Entrepreneurship, Men Entrepreneurship, Anti Ragging Cell, Internal Complaint Committee, Tutorial Scheme, YRC Society etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association of our college is registered (Reg.No.47/2005), since 2005.

The composition of Alumni Association for the year 2021-22 are as follows

Mr.N.Rameswaran -President

Mr.N.Arumugarajan - Vice President

Dr.SM.Alagappan - Secretary

Dr.M.Vijaya -Joint Secretary

Mr. M.Tamilmani -Treasurer

Dr.RM.Chandrasoodan -Executive Member

Dr.P.Kasivairavan -Executive Member

Dr.R.Premarani -Executive Member

Our alumni not only supports the institution financially but also facilitates the placement of our students through their employers and also gives key note lectures and motivational speech to their juniors for capacity building and skills enhancement

File Description	Documents
Paste link for additional information	<a href="https://apsacollege.com/alumni/">https://apsacollege.com/alumni/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our college serves as a platform to transfer knowledge and wisdom to rural students and develop them holistically as responsible citizens. It is our mission to give value-based quality education to the students by inculcating social, human, and cultural values through employment-oriented education with a sense of discipline and commitment to national values.

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:

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

Research work is encouraged and monitored by the Consortium for Academic and Research Ethics Committee. Staff members are encouraged to undertake major and minor research projects, publish papers in UGC Care list journals, and present papers in Seminars and conferences. The committee conducts research methodology workshops at regular intervals for PG and Research scholars.

Carry out outreach programs relating to societal issues.

Our mission is also achieved through the following strategies:

Blended mode of teaching by uploading e-content resources on our college YouTube channel

Providing guidance and counseling, both academic and personal.

Promoting research atmosphere by helping them to present and publish papers

Contribution of the alumni.

Building communication, professional, and Leadership skills to meet societal needs

File Description	Documents
Paste link for additional information	<a href="https://apsacollege.com/vision-mission/">https://apsacollege.com/vision-mission/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college follows decentralized Governance even to the bottom level which helps the institution to accomplish its vision and mission. The principal is the Member Secretary of the governing body and Chairperson of IQAC. At the beginning of the academic year, a meeting is held with the college secretary and the IQAC team where various strategies are discussed. After that, the strategies are discussed with the college council to implement successfully in the corresponding academic year itself. The perspective plans are

formulated by the IQAC after which it is forwarded to the Governing Body for its final approval. Various statutory and non-statutory committees are formed in consultation with the IQAC. Faculty members are given representation as either conveners or members of different committees.

2. At the Department level, Heads of the department convene meetings with the faculty members and disseminate the information and decision taken in the council meeting. Each member in the department is assigned a role, which includes the test coordinator, vice president, extension activity coordinator, department library in-charge, and department NAAC representative. Discussion about the academic progress of the students, co-curricular and extracurricular activities, research activity, digital learning aspects, etc.,

3. Committees organise programs covering various topics to enhance and enrich the knowledge of both staff members and students. The outreach programs are run by committees to help society.

4. Students are represented in almost all college committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To enhance the online teaching method, we decided to provide Short Learning Objects for our students. Quality of teaching and the learning methods of the students requires innovative techniques in this digitalization world. This transformation is inevitable and should be taken as a challenge to move on with modern innovative teachings and acquire technical knowledge. The Gurudaksharamb committee of our institution came forward to provide training on the preparation of short learning objects to our faculty members. The committee conducted a survey on the need-based and a three-day three days training program on Offline Video Tutorials was incorporated which included assignments. The assignments were submitted by our faculty members. The training included:

1. PPT file creation, slide layout selection slide designs, size, and transitions,

2. Background corrections, PPT shortcuts, Slide show
3. Inserting audio, video, and animation
4. Inserting graphs, charts, and drawing tools
5. Recording and Editing
6. Open resources

As a result of the training, every department created its short learning objects and submitted them to IQAC in the stipulated time period. The created Short Learning Objects were uploaded to our college YouTube channel and are available to the public. The short learning objects can be accessed by all, irrespective of time and place. It is beneficial to both the student and teaching community and other community learning centers. It can create a significant implication not only for our students but also to open and distance learning institutions.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.youtube.com/@apsaciqac">https://www.youtube.com/@apsaciqac</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our institution adheres to the effective and efficient functioning of the institutional bodies. As per the University and Government guidelines, the Governing Body plans its policies and reports them to the Secretary. The Secretary finalizes the report with the help of the College Council, the President, the Members, and the IQAC, and an action plan is drawn. The faculty members and the administrative staff are involved in implementing and evaluating the policies. Various bodies function under the Principal Office to carry out the diversified tasks of the institution. The institution follows the service rules of the U.G.C. and the State Government.

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

staff members is followed according to the rules prescribed by the State Government and the office of the Regional Joint Directorate Office. The committee for non-teaching staff recruitment comprises of Secretary of the College, the Principal, the Office Superintendent, a Senior Faculty member, and a representative from a scheduled caste. The performance of the candidates in the interview board is checked by the subject experts according to the parameters of the institution.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1otTwPWtE-sqp8WQKGWBSGiff3y1992vj/view?usp=share_link">https://drive.google.com/file/d/1otTwPWtE-sqp8WQKGWBSGiff3y1992vj/view?usp=share_link</a>
Link to Organogram of the institution webpage	<a href="https://apsacollege.com/organogram/">https://apsacollege.com/organogram/</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### Welfare measures for teaching staff

1. Granting permission to attend conferences, Seminars, Workshops, short-term courses etc., on OD
2. Casual Leave and other leaves are permitted as directed by the

State Government

3. Employee Provident Fund for teaching faculty.
4. Loan facility is made available for the staff through the Cooperative Society.
5. Quarter's facility for teaching staff members.
7. Tamil Nadu Government Health Insurance facility arranged.
8. Paternity and Maternity leave can be availed.
10. Common restroom for staff members
11. Installed Incineration machine

Welfare measures for non-teaching staff

1. Loan facility is made available for the staff through the Cooperative Society.
2. Quarter's facility for non-teaching staff members.
3. Tamil Nadu Government Health Insurance facility arranged.
4. Granting permission to attend Workshop on OD
5. Casual Leave and other leaves are permitted as directed by the State Government
6. Paternity and Maternity leave can be availed.
7. Training is provided on a regular basis to improve their work process
8. Installed Vending machine
9. Training programs conducted to enhance their performance and to keep them up to date

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1y-V9W5l2stEjK1SfYl9cixCeDF3PoJls/view?usp=share_link">https://drive.google.com/file/d/1y-V9W5l2stEjK1SfYl9cixCeDF3PoJls/view?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**NIL**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**5**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For teaching staff members, the performance was appraised through an individual academic audit with the help of a google form. The google form pertains to information regarding Research performance through research publications, participation in seminars and conferences, research guidance, organizing webinars and workshops, innovative teaching methods followed. Participation in administration and

evaluation system, contribution to the institution in the form of additional responsibilities, enhancement of their capability by participating in Faculty Development Programmes, etc. The Academic Audit contains another section viz. Department audit, wherein it is evaluated based on department facilities, faculty performance, students' academic, co-curricular and extra-curricular performance, and outreach programs of the department. The Department H.O.D. monitors and assesses the academic performance of the faculty in his/her department.

The Non-teaching staff members are evaluated through an "Administrative Audit Proforma". The audit covers both technical and behavioral aspects. The filled-in proforma are collected and evaluated every year by the superintendent of the office. Training and workshops are conducted for the non-teaching staff based on the evaluation of the audit.

File Description	Documents
Paste link for additional information	<a href="https://forms.gle/BM95AUhKAjT3iYXq7">https://forms.gle/BM95AUhKAjT3iYXq7</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The accounts of the College are audited regularly as per Government rules. An internal audit is done every year by the Office Superintendent and the Principal of the college. The internal audit is carried out by checking the receipts with fee receipts and payments with vouchers and necessary evidence. It is ensured that all payments are duly authorized. Particulars such as Salary account, Special fees account, UGC Grant account, MRP Account, Scholarship Account, B.Voc Account, and Examination account are verified. The external auditor from the Joint Directorate Office conducts a statutory audit at the end of the financial year. The report of the external auditor along with the audited Balance Sheet and Income Expenditure account is maintained. The external audit is also carried out by the Chartered accountant and the Joint Director, Madurai.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

**NIL**

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College Governing body administers the funds optimally for the efficient functioning of the institution. The fund provided by the management is being allocated for developing the infrastructural facilities in the institution. Accounts are maintained by the college treasurer and audited every year. Every department is provided with adequate funds to conduct academic and outreach programs for the academic year.

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

The accounts related to developmental and non-developmental funds received from the govt. institutions are also audited year after year.

Our college has a strong Alumni Association which supports the college by providing funds. The funds are utilized for the

construction of classroom buildings. The Alumni fund is also audited every year and these accounts are properly maintained.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

1. Internal Academic Audit was conducted by the Auditing committee comprising of the Principal, IQAC Coordinator, and IQAC members. The audit contained three sessions namely, Part-1 covering general information pertaining to the department, part-II covering faculty performance, and part-III covering students' profile and their achievements. Finally, an external Academic Audit was conducted with Dr. Paramasivan, President, IARA and Assistant Professor of Commerce, EVR College, Trichy and Dr. Nagendiran, Assistant Professor of Chemistry, Alagappa Arts College, Karaikudi. A report of the audit was generated by the committee and suggestions for improvement were sent to the concerned department.
2. National, and international level seminars and conferences on varied topics related to the subject, National importance, and research area were covered by the departments and various committees of our institution. Eminent persons from various institutions were invited to deliver the sessions. The programs were not just confined to our staff members and students alone, rather it was open to all, as our intention was to spread the knowledge to other participants who needed it.

File Description	Documents
Paste link for additional information	<a href="https://apsacollege.com/wp-content/uploads/2023/02/3.2.2-1-8-2021-2022.pdf">https://apsacollege.com/wp-content/uploads/2023/02/3.2.2-1-8-2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 and recorded the incremental improvement in various activities

The vision, mission, and goals of the institution are achieved by setting values and participative decision-making processes through formal and informal meetings in the institution to coordinate both academic and administrative work. Based on the schedule of the institute, the academic calendar provides the framework of the teaching-learning process and it also accommodates various activities to be carried out in an effective manner. The lesson plan is submitted by each faculty member for the subjects they handle. The Principal and the Management plan every year for improvements and modifications in the teaching-learning processes and gets them executed through IQAC. It is monitored by conducting regular meetings at the department level, IQAC level, and Council level. Subject-related topics and contemporary issues were undertaken through group discussions, quizzes, field visits, internships, workshops, and tests conducted to keep them updated on their subject knowledge. As a part of the teaching-learning process, invited lectures are periodically conducted in every department. e-notes and writing course output for every course when the syllabus is revised. The teaching-learning process gets completed with students' evaluations online. The survey is later summed up.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/11lWK-EwYj47cf2Toh-i5NB2KdFFxitR?usp=share_link">https://drive.google.com/drive/folders/11lWK-EwYj47cf2Toh-i5NB2KdFFxitR?usp=share_link</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://apsacollege.com/wp-content/uploads/2023/02/Annual-Report21-22.pdf">https://apsacollege.com/wp-content/uploads/2023/02/Annual-Report21-22.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In the curriculum, the following gender-related courses have been added in certain specific programs.

Women's Writing in English (7BEN5C2) - 5 Credits, Women's Studies (7BHIE3B) - 5 Credits, Gender Economics (7BAEE3B) - 5 Credits

Among the 4 NSS units, one unit is exclusively allotted for the participation of women in NSS (100 girl students), which is headed by women Professor. Likewise, our institution is the only coeducation institution in which participation of women in NCC (50 girl students) is encouraged. In Internal Quality Assurance Cell, out of 17 members, seven members are women. Further, the institution has exclusively formed some committees for the promotion of Gender equity and for the safety and security of Women, such as the Girl Students Welfare Committee, Women Entrepreneurship Club, Anti-ragging Cell, Internal Complaint Committee, and Women Empowerment committee Women faculty members have been assigned top position as Convener in Calendar Committee, Convener, Youth Red Cross Society Convener, OBC Welfare Committee. Every year, March 8th International Women's Day is celebrated to motivate girl students to active participation in all walks of society. We have organized women's safety-related programs such as Women and Law, Cyber Pledge, and Self-defense for girls on 19.03.2022, 13.03.2022, and 28.03.2022, respectively.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1O_i8Th2gIQ1npSRpZ3K-H_xQ49MwrIBX/view?usp=share_link">https://drive.google.com/file/d/1O_i8Th2gIQ1npSRpZ3K-H_xQ49MwrIBX/view?usp=share_link</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1Nx_1Lg_09pvYkOOWG1kKh9_fpVYX3Y1-/view?usp=share_link">https://drive.google.com/file/d/1Nx_1Lg_09pvYkOOWG1kKh9_fpVYX3Y1-/view?usp=share_link</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Our institution has separate waste management and recycling systems for different types of waste.**

#### **SOLID WASTE MANAGEMENT AND RECYCLING**

**Wastes generated are segregated into the biodegradable and non-degradable waste collection. Sanitary Workers clean the**

**Campus and collect all the leaf litter and other wastes and adequately dispose of them. Degradable wastes are composted in the specially established compost pit, and the manure generated is used for the gardens.**

#### **LIQUID WASTE MANAGEMENT AND RECYCLING**

**laboratory waste, wastewater from the Reverse Osmosis plant, washroom waste, and hand and dish wash from the canteen are properly**

designed and collected in the special tanks that were already constructed. The RO waste and students' hand-washed water are reused for irrigating the garden plants.

#### BIOMEDICAL WASTE MANAGEMENT

The institution has installed an incineration unit within the campus. Biomedical waste is safely disposed of with the help of the incineration unit.

#### E-WASTE MANAGEMENT

#### HAZARDOUS CHEMICALS WASTE MANAGEMENT:

The hazardous chemical waste from the scientific laboratories is being collected separately and disposed of in a deeply established disposal pit which is covered with a proper cement concrete lid.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

C. Any 2 of the above

- vehicles**  
**3. Pedestrian-friendly pathways**  
**4. Ban on use of plastic**  
**5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of**

**C. Any 2 of the above**

reading material, screen	reading
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our institution has a strong commitment towards communal harmony and equitable society. In the vision statement of the institution, it is clearly mentioned that "Education to all irrespective of caste, community, and religion" and "Communal harmony through education." The mission statement of the institution is to produce disciplined, competent, socially committed, and morally upright intellectuals through high-quality education and research. Our institution has some organized structures to promote tolerance towards cultural, regional, linguistic, and communal socio-economic harmony. We have 4 NSS units in which there are 400 volunteers and one NCC student in which there are 120 boys and girls. Further, we established a Red Cross society and a Red Ribbon Club also to treat and care for all sections of the society without any discrimination. We have a culture committee that promotes multicultural harmony through cultural events. Further, the Alumni of our students from various parts of the world, different religions, and linguistic origins come and meet on the campus and promote tolerance and harmony among the successors. We have a counseling cell for boys and girls to prevent sociocultural and religious discrimination. We also arrange invited lectures in inclusive environments, i.e., tolerance and harmony in communal socio-economic, etc., In this year, the Department of Maths organized invited lecture on social harmony on 25.04.2022.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our institution organized various programs at periodical intervals to sensitize students and employees of the constitution to the constitutional obligations: values, rights, duties, and responsibilities of citizens. Red Ribbon Club organized a Blood awareness program for our students to inculcate the habit of donating blood to needy people on 30.03.2022 in our college. Similarly, RRC, NSS, NCC, and YRC, in association with Sivagangai Government Medical College and Hospital, organized a blood donation camp on 20.04.2022. Internal Complaints Committee organized an awareness program on cyber-crimes on 15.11.2021. In addition, a cultural committee organized an essay competition on cyber crime as per the communication received from UGC on 28.12.2021. As part of social responsibility, Arumugam Pillai Seethai Ammal College has specially formulated an Insurance Governance Cell for the benefit of students and their parents. 2301 students have been insured. Policy No; AG00005897000108 dated 30.12.2021. But, in the academic year 2021-2022, i.e., 1.6.2021 to 30.5.2022, two students expired in an accident, and the details are given below. The Insurance Governance Cell has processed the claim, and Rs.2,00,000/- has been settled to their parents. Other programs on Vaccine awareness and Road safety awareness program were also organized in our college on 01.09.2021, 29.12.2021 & 05.04.2022, respectively.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1dCpqrUavxtmZ00Q5mNwL5YmJVveKCyBf/view?usp=sharing">https://drive.google.com/file/d/1dCpqrUavxtmZ00Q5mNwL5YmJVveKCyBf/view?usp=sharing</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts**

**B. Any 3 of the above**

**periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our institution emphasizes celebrating/organizing national and international commemorative day events and festivals. To salute womanhood in society, International women's day is celebrated on 08.03.2022. Cultural activities such as essay competitions, Rangoli, etc., are organized, and students actively participate and win prizes. Similarly, to promote peaceful coexistence among individuals, International Peace day is celebrated on 21.09.2021. In order to conserve sparrows, which are considered an essential biodiversity-conservative organism, was celebrated on 25.03.2021 by Dr. Salim Ali Nature Club. A workshop was organized on preparing sparrow nests, and students built their innovative ones. On the commemoration of World Water Day, National Service Scheme organized a rally on 31.03.2022. Nealy, 145 students participated in the event. In addition, World Students Day, World Aids Day, and World Theatrical day were celebrated on 13.10.2021, 06.12.2021 and 27.03.2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE 1Launch of NDLI Club

The core objective of starting the NDLI club is to disseminate knowledge, skill, and traits to access various learning resources for the students. Students will access a vast repository of free and open-access learning resources, from anywhere and at any time, either through desktop, PC or laptop or tablet, or mobile, from the National Digital Library of India (NDLI).NDLI provides content for all academic levels, including lifetime learners, all disciplines, and most of the widely used Indian languages, to enable people to learn and prepare from best practices worldwide.This year, NDLI Club was started on 26.03.2022. As of date, 1217 students are enrolled in the club. Totally, six programs have been organized by the committee.

### BEST PRACTISE- 2Short Learning Objects

Last two years, educational institutes had huge setbacks due to the pandemic situation. Offline classes were completed and affected.In the current scenario, lectures in digital format are gaining importance in the academic arena.Gurudhakshakarambam Committee gave all the faculty members a training program on E-content development (SLO)on 16.05.2022.As an outcome of the training program, all the faculty members created short learning objects on their respective subjects. Ninety short learning objects were created and uploaded to YouTube Channel.

YouTube Channel link: <https://www.youtube.com/@apsaciqac>

File Description	Documents
Best practices in the Institutional website	<a href="https://apsacollege.com/wp-content/uploads/2023/01/BEST-PRACTICE-I-NDLI-FINAL.pdf">https://apsacollege.com/wp-content/uploads/2023/01/BEST-PRACTICE-I-NDLI-FINAL.pdf</a>
Any other relevant information	<a href="https://apsacollege.com/wp-content/uploads/2023/01/BEST-PRACTISE2.pdf">https://apsacollege.com/wp-content/uploads/2023/01/BEST-PRACTISE2.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Most students who graduate from our college come under the umbrella of First generation students. Our utmost priority is to make the students well-versed in the digital mode of teaching. We decided to provide Short Learning Objects for our students to enhance the online teaching method. Quality of teaching and the student's learning methods requires innovative techniques in this digitalization world. This transformation is inevitable and should be taken as a challenge to move on with innovative modern teachings and acquire technical knowledge. The Gurudaksharamb committee of our institution came forward to provide training on the preparation of short learning objects to our faculty members. The committee conducted a survey on the need-based, and a three-day, three days training program on Offline Video Tutorials was incorporated.

1. PPT file creation, slide layout selection slide designs, size, and transitions,
2. Background corrections, PPT shortcuts, Slide show
3. Inserting audio, video, and animation

As a result of the training, every department created its short learning objects and submitted them to IQAC in the stipulated time period. The created Short Learning Objects were uploaded to our college YouTube channel and are available to the public. All can access short learning objects, irrespective of time and place. It benefits the student, teaching community, and other community learning centers. It can create a significant implication for our students and open and distance learning institutions.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Future Plan

1. To increase the Memorandum of Understanding (MoU).
2. To organize orientation program for freshers.
3. To encourage students to do internships.
4. To Include SBS/NME papers in Centralized Continuous Internal
5. and external assessment.
6. To Enhance the enrolment in NPTEL/SWAYAM courses.
7. To introduce soft skill program through external agency.
8. To motivate the faculty members to apply for Research
9. guides.
10. To encourage staff members to apply for conducting seminars,
11. To foster social responsibility to the students through outreach programmes.
12. To launch Enterprise Resource Planning for Academic and Administration process.
13. To motivate the faculty members for publication of research papers in peer review papers.
14. To motivate the faculty members to participate in Facultydevelopment Programme through online mode.