AQAR REPORT REVIEW

ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

Aishe id :	C-28532
Submitted for :	2020-2021
Submitted Date :	23/02/2022 06:10 PM
Reference AQAR Link :	Click here
Over all Comments :	Efforts should be made to achieve all the metrics in the upcoming academic year for incremental progress in the quality standards of the institution. AQAR is accepted.
Acceptance date :	09/03/2022

Review/Re-open History

SL NO	Comments by Officer	Review Date	Response of Institution
1	Wherever data is NIL or Zero, kindly re-check once again and resubmit it. Also wherever additional supporting documents to be submitted please upload in favor of the metric and provide working web links. Your AQAR is reopened for editing, kindly request you to resubmit with 15 days from the receipt of this clarification request.	28/02/2022	Dear Sir/Madam We have made necessary correction in the report.

09/03/2022

PRINCIPAL
ARUMUGAM PILLAI SEETHAI AMMAL COLLEL.
TIRUPPATTUR-430 211
SIVAGANGAI DIST

1 / 1

YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE
• Name of the Head of the institution	Dr. (Capt.) KR. Jeyakumar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04577266176
• Mobile no	9842184009
• Registered e-mail	principal@apsacollege.com
• Alternate e-mail	iqac@apsacollege.com
• Address	ARUMUGA NAGAR, MADURAI ROAD, THIRUPPATHUR
• City/Town	Thiruppathur
• State/UT	Tamilnadu
• Pin Code	630 211
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• 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**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://apsacollege.com/wp-content/uploads/2021/01/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://apsacollege.com/wp-content/uploads/2021/09/Calendar-2020-2021.pdf

5.Accreditation Details

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**

6.Date of Establishment of IQAC	**18/06/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**0**	**0**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines		
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	**7**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1) Implementation of e-governance 2) Implementation of Google Classroom as one of the Learning Management System 3) Implementation of Skill Oriented Programme (SOP) 4) Motivating Faculty Members to equip their knowledge in ICT mode. 5) MoU with other reputed institutions

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

Plan of Action	Achievements/Outcomes
To enhance outreach activity	215 activity has been organized this year.
To organize Deeksharambh (Student Induction Programme)	One week Student Induction Programme was organized from 15.09.2020 to 20.09.2020 in virtual mode.
To establish MoU	One MoU has been signed with Indian Research Association, Trichy on 26.07.2020.
To construct additional Classroom	5 additional classrooms have been constructed in this year
To implement ERP	In order to equip with e-governance, Automate software has been installed in our college from this year. This software focuses on easing administrative hassles which is achieved by harnessing all kinds of data and locating it centrally for efficient student data management in terms of transparency and reliability
To cultivate Skill oriented Scheme	Driving classes were initiated for the students in this year by joining hands with Gokulam Driving School, Thiruppathur. 65 students got benefitted this year
To implement Learning Management System through Google Classroom	All departments created Google Classroom as one of the learning Management Systems during the pandemic situation. Lecture materials, videos, e-content were delivered in Google Classroom
To conduct Training Program for Non-Teaching Staff.	For Non-Teaching staff, and Google Suite and Stress Management programmes were organized by IQAC on 29.12.2020

	and 03.03.2021 respectively.
To encourage faculty members to update themselves by participating in various programmes through digital platform	To update and keep their knowledge flow, 195 Webinars, 87 Faculty Development Programmes, 11 Short term courses, 2 orientation and 25 refresher courses and 91 workshop were attended by our faculty members during the pandemic situation
To organize webinars	26 Webinars were organized by the departments in this year
To organize Common and Subject wise Online Quizzes	18 and 112 online common quizzes were conducted by various departments, committees, and faculty members
To participate in NIRF	Our institution participated in the National Institution Ranking Framework in this year
To promote Gender Equity	Department of Chemistry organized a program on "Act for Protection of Women from Domestic violence" on 10.02.2021. • Unnat Bharat Abhiyan organized an Awareness program related to Kaavalan APP on 02.03.2021 for the village peoples. • Department of Vocational Education organized a program in the title "A click on Kaavalan App" on 15.02.2021 for their students
To spread awareness on Health issues	Mathematics department organized an invited lecture entitled "Exploring your Emotional Intelligence" on 18.02.2021. • Training program on "Stress Management" was organized by the department of Commerce on 04.03.2021. • Youth Red Cross and Vasan Eye Care, Karaikudi jointly organized Eye camp on 19.02.2021. • Department of

	Botany & Red Ribbon Club jointly organized Covid and Dengue Awareness camp in Thirukoshtiyur on 30.12.2020. • Red Ribbon Club and Tamilnadu State Aids Control Board organized health awareness program related to AIDS and other communicable diseases on 15.03.2021.
To promote Universal values, National values, Social cohesion, Constitutional rights	The NSS, NCC, YRC and Taluk Office, Sivagangai District jointly organized One Day Voter Awareness programme under the theme "No Voters to be Left Behind" was held at Arumugam Pillai Seethai Ammal College, Seminar Hall on 01.03.2021. • Department of Physics conducted an invited lecture program on Fundamental Rights and Duties on 12.03.2021. • On 03-03-2021, Computer Science department organized an invited lecture on Right to Information Act. • Internal Quality Assurance Cell and Counselling and Redressal cell (Men and Women) jointly organized Awareness Program for First Time Voters on 06.03.2021. An Election rally was also organized on the same day
To organize Skill oriented programmes	One day workshop was organized by History department on Museum Preservation and Inscription Techniques on 19.02.2021. • Honeybee Keeping and Employment Opportunities program was organized by Entrepreneur Club on 05.03.2021. • Awareness program on Beautician was organized by Entrepreneur Club on 26.02.2021. • On 24.06.2021, Entrepreneurship club organized Rural Entrepreneurship

	Development: Art and Graft in present environment. • Department of Zoology conducted three-day workshop on Animal Preservation Techniques on 02.03.2021 and 04.03.2021.
Book Publication	Six books have been published with ISBN
Paper publication	50 Research Publications were published in various reputed peer review journals
To Participate in SWAYAM online courses	Three faculty members successfully completed NPTEL-SWAYAM online courses in this year

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	26/03/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	27/01/2022

Extended Profile

1.Programme

1.1   704

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 **2241**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 **897**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3 **697**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 **101**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2 **77**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**704**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**2241**

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**897**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**697**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**101**

File Description	Documents
Data Template	[View File]

3.2 Number of sanctioned posts during the year	77

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	75
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8043574.26
4.3 Total number of computers on campus for academic purposes	89

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

The Curriculum focuses on two major aspects-Research and Employability. The curriculum design is revised once in three years by the University to ensure updated information, fulfil current needs and improve the quality of higher education. Preparation of Pos, PSOs, and Cos: Every department prepares the Programme Outcomes (Pos), Programme Specific Outcomes (PSOs), and Course Outcomes (Cos) for their programmes and courses. This pandemic period is a big challenge and great effort must be put into it. To manage the emergency and not let anything down in students' learning process, the institution implements many new methodologies and modes of teaching. Course Syllabus, Course Outcome and Programme outcome is sent to all the students through email, Whatsapp and uploaded on the college website in the respective department section. Department conducted Google meetings at periodic intervals to discuss the courses and programmes to be implemented for effective delivery of the curriculum through Online Classes. Every three years, we have the

flexibility in choosing the allied and skill-based papers from the curriculum design. Lesson Plan: Lesson Plan ensures well-planned delivery of curriculum to the students and hence all staff members are asked to prepare the Lesson Plans for their respective courses with their Course Outcomes (Cos) through well-planned documents. We channelize our efforts in the process of teaching and learning, using appropriate methods and techniques to the learners and subjects. Though the situation is crucial there is no failure in making the learners know the point of the view of their curriculum. Hybrid classes are introduced to them. Technology substitutes textbooks. Google Classroom is used by our staff members as one of the curriculum delivery methods and they are properly documented. After finding the learners' learnability through assessments, special attention is given to them. Remedial Classes and Enrichment Classes: Remedial courses are offered to weaker students to perform better in their next exams. Enrichment classes are conducted for bright students. Regular class tests and quizzes are conducted in online classes by using google forms. Bridge Courses: Bridge Courses for the first-year students are conducted in order to bridge the gap between two levels of competence. The students'Induction Programme is conducted through Google meet. Core Papers: Core papers are major papers handled by the staff members of the concerned department. Course outcome, lesson plan, and e-notes are prepared by the teaching staff members for effective delivery of the curriculum to the students. Since the Institution has students from rural areas and considering their difficulties in online learning the institution suggests to post all recorded classes in Google classso that they can learn at their convenience. The non-Major Elective Course aims to modify the behavioural tendency by experience. Allied Papers: Allied papers offer choices to the students to select courses from the list of allied papers. In the social context, Extension Activity is part of their learning. It makes them aware of the needs, norms, and demands of contemporary society. Interdisciplinary Skill Papers: Effective Employ-ability skills, Competitive Examination Skills, value education, basic internet and office automation, fruit vegetable preservation and equipment handling papers are chosen by our college to impart skill ability to the students. Teachers conduct tasks and activities for learner interpretation and performance in the Google class – for the whole class. Group. Pair or individual tasks and activities bring the greater impact of curriculum on students. Though face to face or traditional teaching and learning is in challenging mode the institution succeeds in curriculum delivery.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The College strictly adheres to the systematic pattern of functioning every academic year based on which all the activities are worked out.Well in advance the IQAC and academic council members chart out the academic and non-academic activities for the coming academic year. College Calendaris prepared with close consultation with principal and heads of the department which incumbents thenumber of working days required, national, weekly, and other holidays. the academic calendar is finalized. The departments also follow they plan their syllabus accordingly. As a part ofthe vision of the teaching and learning process, the institution adopts a Continuous Internal Evaluation system to assess all aspects of a students' development and understanding on a continuous basis throughout the year. Since it is a time of rapid changes, consequences, and challenges, the IQAC of our college has a holistic focus on students to thrive out of every stage of life. Centralized Internal examination is conductedevery semester and the committee looks into it. The schedule of the invigilator and the subject for each day's order is prepared and followed.Though they are in remote learning, these continuous internaltests increase the pass percentage as well as the continuous reading habits of the students. For Skill Based and non-major elective papers, external examiners are appointed from another department as a part of the interdisciplinary approach of evaluation. Only for the Internal Assessment, the institution evolves a method of awarding marks to the students. Technology provides the opportunity to both personalize and connect everything in the evaluation process. Online learning platforms such as NPTEL, SWAYAM etc., are provided to the students in every semester. In order to enhance thier subject knowledge, invited lectures are arranged by inviting eminent personalities. Parent-teacher Meet is conducted every year by all the departments.For assignments and seminar papers also, the evaluated scripts are returned to the students. As a part of a reform method to monitor the performance of the students. Parents are asked to meet the concerned Mentor to discuss academic performances and personal issues in Google meet. There is an effective and transparent

mechanism for redress of grievances in respect of internal evaluation and it helps to drive and shape thejourney of the students to the set goal.

Course wise, Curricular Plans and year wise Teaching Plans are preparedare authenticated with the signature of the Head of the Department periodically. The department timetable for the week is designed and distributed equally among the teachers. Apart from this, remedial classes are taken for slow learners. Periodic field trip, project work, other educational institution visit is also done by a few departments. Departmental evaluation and internal academic audit work are undertaken by a team nominated by the principal and teaching notes, diaries, teaching plans, and other departmental activities are exercised by the faculty members. The Principal also visits departments every now and then to ensure that academic calendar and teaching plan are followed in letter and spirit.

File Description	Documents
Upload relevant supporting document	View File
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 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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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)	View File

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Since it is a competitive world, it is highly needed to feed the students all skills and make them fit for survival. So the curriculum is combined with SBS, Elective papers; Professional Ethics, Employability Skills, Human Values, Environment, and Sustainability. Women studies havebeen chosen by English, History, and Economics departments. Few departments have chosen Environmental Studies, Effective Employability Skill, Interview Technique Interpersonal Communication, Soft skill development, Professional Competence, and Professional Etiquettesto make them be prepared for the first step in their career. These skills improve their personality. As we are always in a hurry, the curriculum has given a chance to the students to build up their mental stability and peace by Manavalakalai Yoga. Since we are social animals and responsible for social wellness, the Emergency and Medical Lab paper has been chosen. To make the students well and advanced in culture and Geography few departments have chosen Heritage and Tourism. A healthy society can make a healthy country, to make it sure and aware, students are taught Fruits and vegetable Preservation Skill paper. It makes the students excellence in their business also. Marketing and Sales management has been taught to few departments to increase the business thirst. Gender Economics has been the paper that teaches them the equality of women in professional and business world. Competitive examination Skill paper has been chosen by a few departments, which can make them ready to appear for competitive examinations. 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 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 a multi faceted and a 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.	View File

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

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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	View File

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

198

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://apsacollege.com/wp-content/uploads/2022/01/Stakeholders-Feedback-Report-2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://apsacollege.com/wp-content/uploads/2022/01/Stakeholders-Feedback-Report-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

778

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

778

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

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, economical 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. For slow learners, remedial classes are conducted. 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. In this year, 112 e-quizzes were prepared, and students actively participated in the program. This e-quiz practice made them prepare for the upcoming semester examination. For advanced learners, students are motivated to participate in student seminars, online courses such as SWAYAM, NPTEL. One student Mr.S.Tamilarasan, III BA English succesfully completed online course on Speaking effectively organized by NPTEL (IIT Madras). 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. Besides this, 10 invited lectures were organized by various departments. Due to the pandemic situation,field visits, educational tours, and university visits were not organized.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2241	101

File Description	Documents
Any additional information	View File

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. Participative learning and problem-solving methodologies such as case study, group discussions, project works, field trips, class seminars, educational tours etc., is practised. 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. Moreover, this also aid them to have deeper engagement and interaction with learning content. Department of Zoology and History organized hands-on -training programme on Animal Preservation techique and Inscription as experiential learning. In addition, adjunct learning through digital platform such as SWAYAM, NPTEL, etc is also inculcated to the students.S.Tamilarasan, III BA English successfully completed a course on Speaking Effectively. Department of English organized online courses in which79students of our college successfully completed the course. Department of Zoology, Business Administration and History department regularly conduct educational tour every year. Participative learning is imparted to the students by choosing as project work as one of the core papers.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/2.3.1-PARTICIPATIVE-LEARNING_2020_2021.pdf

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

In our institution, we have 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 equiz. This enables the students to assess the learning content at anytime, anywhere at their ease of convenience. E-notes prepared by the faculty are posted on the website as well as in Learning Management System (ClassMate). Students can directly assess the materials from the ClassMate portal at their convenience. 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 programme utilize the journal content present in the N-List resource.NPTEL resource materials for more than 200 courses (2TB) is also available for students who choose any NPTEL course. All departments are equipped with Wi-Fi modem and students can surf any electronic resources related to the subject in the library or in their respective departments. In additions, online learning materials and platforms links are posted in the college website and students can assess the resource at their ease of convenience. Virtual labs are used to conduct labs through simulations. Feedbacks are 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	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

`101`

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

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)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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)	View File

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

11

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

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. In this year, internal examination timetable and marks are updated in the Classmate Portal. Students can view their academic performance by logging in the portal. In the portal, if the students have any discrepancies in internal marks or schedule, they can give their input in the grievance area in the portal itself. The grievances can be viewed by principal, examination section, test coordinator and head of the department. 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	https://apsacollege.com/exam-schedule/

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 loggingintothe portal. In the portal, if the students have any discrepancies in internal marks or schedule, they can mention theirgrievances.Immediately, thergrievances are sent to Principal, Head of the Department, allotted mentorand 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 the flexibility and innovation in programme design, syllabi development, teaching-learning process, and assessment of student learning levels. The POs/PSOs/COs of all the programmes after duly considering the inputs from faculty and alumni is posted in the college website. POs and Cos are communicated to the students in the Student Induction Programme and Department wise Bridge Course programme. POs, Cos are also displayed in our Classmate Software for students and for faculty members. Further, hard copy of the POs and Cos are displayed in the notice board

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://apsacollege.com/courses/
Upload COs for all Programmes (exemplars from Glossary)	[View File](View%20File)

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 made.

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

641

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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)

<u>https://apsacollege.com/wp-content/uploads/2022/01/Student-Satisfaction-Survey-2020-21.pdf</u>

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)	<u>View File</u>

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

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
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

9

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

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

3

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)	View File
Any additional information	View File

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

30

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

10

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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 2020-2021. All department students were distributed into several groups. Totally 215 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	https://apsacollege.com/wp-content/uploads/2022/02/3.4.1_Extension_2020_2021.pdf
Upload any additional information	View File

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)	View File
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

9

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

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

412

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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	View File

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

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 with 4.0 versions equipped with over 35831 books, 15 reputed national, international journals and Magazines and 6 dailies. It has an Institutional membership of N-LIST. More than 6000 e-journals, 1,99,500 ebooks and N-List and 6,00,000 books are provided for remote access to all students and staff. A Printing, Scanning, and reprographic service are provided. Barcode printer, E-gate register with ID scanners, CCTV cameras and 7 systems with internet facility are enabled in the library for students' access. Books for competitive examination and question bank are available.The sprawling college campus runs over an area of 87 acres which is comprised with 69 class rooms, 6 Laboratories, one Indoor and Outdoor stadium, 2 seminar halls, semi- automated central library with barcoding facility. As a token of infra development, this year five class rooms have been constructed. E-notes are uploaded on the college website and also sent directly to the students through their email . We have subscription in National Depository Library which is designed to benefit all kinds of users like students, teachers, researchers, librarians, library users, professionals, differently abled users and all other lifelong learners. We have also subscribed to N-LIST journals which are used by faculty members, research scholars and students. Plagiarism software is available in the library for the research scholars and faculty members. The National Programme on Technology Enhanced Learning (NPTEL), a project funded by the Ministry of Human Resource Development (MHRD), provides e -learning through online Web and Video courses in Sciences,

Technology, Management, and Humanities. Two Terrabyte volume of NPTEL course material is availableand more than 200 course materials in video and transcript form in LINUX Operating Software is also availableA detailed lesson plan in accordance with the learning objective is prepared. Evaluation of teachers by students is conducted periodically through online feedback system. Besides the traditional teaching method, group discussion, class level seminars, industrial visit, use of charts, LCD projectors and computer is facilitated for learning to bridge the curricular gap. Indoor and Outdoor stadium are available for the students to practice and participate in the intercillegeiate competitions. Practical or experiential learning takes place for B.Sc. Physical Education students in the Indoor and Outdoor stadium only.

File Description	Documents
Upload any additional information	View File
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	View File
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.

15

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/4.1.3_ICT_2020_2021.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

4205000.00

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	[View File](#)

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.ID scanners record the entry of users into the library. It is used for calculating the daily report of users visiting the library. The barcode printer in the library is used for printing the accession number of the books which would be scanned during books transactions and the barcode scanners are used in the library to scan the barcode of the books during issue and return of books.The Library has OPAC (Online Public Access Catalogue) facility to search the collection. OPAC has a basic and advanced search facility. Users can also identify the latest books through OPAC.

File Description	Documents
Upload any additional information	View File
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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

71898.80

File Description	Documents
Any additional information	View File
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)	View File

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

1.0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

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

89

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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)

8043574.26

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)	<u>View File</u>

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 studentand research scholars.Library is kept open till 5.00 PM. During university examination, the library is kept open for students Except Sunday, library works on all weekdays. 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. Students can utilize the indoor and outdoor stadium on thier free hours. After regular academic hours, students use the indoor and outdoor stadium. A movement register is available where the students enter the sports properties.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 meeting, alumni meeting etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/4.4.2-FINAL-ESTABLISHED-PROCEDURES_2020_2021.pdf

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

878

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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)	View File

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	https://apsacollege.com/wp-content/uploads/2022/02/5.1.3_2020_2021.pdf
Any additional information	[View File]()
Details of capability building and skills enhancement initiatives (Data Template)	[View File]()

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

0

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

0

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)	[View File]()

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	View File
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

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

136

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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)	View File

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)	View File

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. A III year student takes the lead as the student's council representative of the association of the

respective department. Student form the II & I year are appointed as members. The members bring the views and suggestions related to subjects, syllabus and other issues of the entire class to the Council representative. The Council representative inturn brings the issue to the HOD of the department. The HOD discuss the issues with the staff members of the concerned department to bring out a solution to the represented issues.The student Council representative and the members take the responsibility of organizing the invited lectures and other programs conducted by the department. They also take the roll in arranging industrial visits after discussing with the class students. The internal quality assurance cell (IQAC) of our college also includes two student members (one male and one female) which helps us to interact closely with students in improving the quality and standards of the institution.NSS, NCC and YRC committees are organized in order to make the students to excel in these fields and thus, every year, students participate actively in these committees in order to serve the society. 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, Youth Red Crass Society ,Cultural Committee, Red Ribbon Committee, Dr.Salim Ali Nature Club, Literacy & Magazine Committee ,Women Empower Committee.

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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)	[View File](#)

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 2018-19 are as follows

Mr.N.Rameswaran

PrePrsident

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	**Nil**
Upload any additional information	<u>View File</u>

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

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

MISSION STATEMENT OF OUR INSTITUTION

Our vision is to produce disciplined, competent, socially committed and morally upright intellectuals through high quality education and research.

The following strategies enable the College to realize its vision:

The Management, The Principal, the IQAC, and the staff members work together to fulfill the above vision. 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.

Our mission is also achieved through the following strategies:

Blended mode of teaching and learning through Modern technological resources

Providing guidance and counseling, both academic and personal.

Promoting research atmosphere by helping them to present papers

Contribution of the alumni

Building communication and professional skills

Leadership and service to meet societal needs

Technical and Skilled education through Vocational Programmes

Empowering our rural girl students through various martial arts

File Description	Documents
Paste link for additional information	https://apsacollege.com/vision-mission/
Upload any additional information	View File

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

1. Principal an ex-officio member serves as the Secretary of the governing body and Chairperson of IQAC. Various statutory and non-

statutory committees are formed in consultation with the IQAC. Faculty members are given representation as either convener or member of different committees to ensure smooth functioning.

2. At Department level, meetings are convened to discuss the Council decision and the programs for the entire financial year. The work is assigned among the faculty members for the smooth and effective functioning of the department. Role like test coordinator, vice-president, extension activity coordinator, department library in-charge, department NAAC representative is assigned among the faculty members. Discussion about the academic progress of the students, co-curricular and extracurricular activities, research activity, digital learning aspects etc., and also elucidate various strategies for enhancing the quality.

3. We have 52 committeeswhich organises programmes coveringvarious topics to enhance and enrich the knowledge of both staff members and students. Outreach programmes are conducted by the committees to help the society. Nodal Officers for PFMS, AISHE, B.Voc Programme are also nominated.

4. Students are given representation in 18 committees of the college. In association activities, students are assigned the role as secretary, joint secretary, and a representative from each class to develop leadership and service aptitude.

File Description	Documents
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2021/10/IQAC-MINUTES-2020-2021.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Every year, IQAC comes with different quality initiative strategies both in academic and administrative aspects. This year, emergence of pandemic situation has stumbled the teaching and learning process in educational sector. Even though COVID-19 had an unprecedented impact in several forms, teaching learning process was kept active in our institution during the pandemic time by imparting training to faculty members on various

pedagogies in online teaching mode.

As a first step, the Internal Quality Assurance Cell of our institution conducted three days training program on Google Suite. Mr. Ananthakrishnan, HoD of Information Technology gave hands on training to our faculty members batch wise. Simultaneously, Video materials on "E-Content Development" was also uploaded in our college website for future reference or clarification to our faculty members. Teachers were equipped on the following areas:

1. **To handle google drive**
2. **To create google forms**
3. **To explore various recording apps for teaching such as zoom, google meet, A-Power rec, Google classroom etc.,**

Secondly, faculty members were encouraged to participate in Faculty Development Programmes and workshops to empower themselves in online teaching mode in which the participation in such courses counted to 51 in number. Thirdly, each faculty member was asked to create google classroom for the courses they handled. Videos, Materials, E-quizzes, Assignment, Test were posted in Google Classroom. Students were also given demo videos through WhatsApp group on how to enroll themselves in google classroom, attend quizzes and test.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://apsacollege.com/iqac/online-training/
Upload any additional information	**No File Uploaded**

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 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 policies and reports of the Governing Body with the help of the College Council, the

President, the Members, and the IQAC. The faculty members and the administrative staff are involved in implementing and evaluating the policies. The institution functions on the above set of decision-making process.

The following bodies function under the Principal Office

1.Office Administration

2.Academic

3.Training and Placement Cell

4.Alumni

5.Library

6.Anti-ragging cell

7.Sports committee

8.Co-curricular Activities Cell

9.Extra-curricular Activities Cell

10.Magazine Committee

11.Discipline Committee

12.Purchase Committee

13.Book Purchasing Committee

14.Parents Teacher Association

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://apsacollege.com/organogram/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

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 Cooperative Society.

5. Quarter's facility for teaching staff members.

6. Tamil Nadu Government Health Insurance facility arranged.

7. Paternity and Maternity leave can be availed.

8. Common rest room for staff members

9. Vending machine installed

Welfare measures for non- teaching staff

1. Loan facility is made available for the staff through 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 programmes conducted to enhance their performance and to keep them up to date

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

6

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

43

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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 the information regarding Research performance through research publications, participation in seminar 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 faculty performance, students' academic, co-curricular and extra-curricular performance and outreach programmes of the department. The Department H.O.D monitors and assess the academic performance of the faculty in his/her department. The Non-teaching staff 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. Trainings and workshops are given to the non-teaching staff based on the evaluation of the audit.

File Description	Documents
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/6.3.5-Academic-Audit.pdf
Upload any additional information	View File

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 the Government rules. 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. The external auditor from the Joint Directorate Office conducts statutory audit at the end of financial year. The report of external auditor along with audited Balance Sheet and Income Expenditure account is maintained. External audit is also carried out by the Chartered accountant.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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)

0

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)	[View File](#)

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

College Governing body administers the funds optimally for the efficient functioning of the institution. 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. College Administration encourages the faculty members to apply and get minor and major projects. The funds offered for projects are auditable and the related utilization certificate are sent to the funding agencies. The accounts related to developmental and non-developmental funds received from the govt. institution are also audited year after year. Our college has a strong Alumni Association which supports the college by providing fund. The funds are utilized for the construction of classroom building. The Alumni fund is also being 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 for every department was performed by the Internal Quality Assurance Cell in the presence of our Vice-Principal, IQAC Coordinator and IQAC members. The audit comprised 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. A report of the audit was generated by the committee and suggestions for improvement was sent to the concerned department.

2. In total, 26 State, National, and international level webinars on varied topics related to subject, National importance and research area was covered by the departments and various committees of our institution. Eminent persons from various institutions were invited to deliver the sessions. The programmes 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	**Nil**
Upload any additional information	View File

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

Achieving the vision, mission and goals of the institution is achieved by setting values and participative decision-making processes through formal and informal meetings in the institution to coordinate both academic and administrative work.The Principal and the Management plans 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 department level, IQAC level, and Council level. Even in the covid pandemic period, meetings and programmes were conducted through virtual mode. Online classes were conducted through Google classrooms. Subject related online quizzes and tests were conducted to keep them updated in their subject knowledge. As a part of the teaching learning process, invited lectures are periodically conducted in every department, writing e-notes, writing course output for every course when the syllabus is revised. The teaching learning process gets complete with students' evaluation through online. The survey is later summed up.

File Description	Documents
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/SIP-Report-2020-21.pdf
Upload any additional information	View File

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

B. Any 3 of the above

agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://apsacollege.com/wp-content/uploads/2022/02/LATEST-FINAL-COLLEGE-ANNUAL-REPORT.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The institution has inculcated various courses, events, policies, forums and structural facilities for promotion of gender equity within the campus and in the society.

In the curriculum, following gender related courses has been added in certain specific programmes.

Title of the Course

Subject Code

Semester

Credit

Women's Writing in English

7BEN5C2

V

5

Women's Studies

7BHIE3B

VI

5

Gender Economics

7BAEE3B

VI

5

Our institution has four NSS units in which one unit is exclusively sanctioned for participation of women in NSS Activities and it is headed by women Professor. Likewise, our institution is the only coeducation institution in which participation women in NCC is encouraged. This is the biggest women regiment in Alagappa University affiliated Colleges. There are 50 girls students in our NCC unit. In Internal Quality Assurance Cell, out of 17 members, 7 members are women. Further the institution has exclusively formed some committees for promotion of Gender equity and for safety and security of women.

- Girl Students Welfare Committee
- Women Entrepreneurship Club
- Anti-ragging Cell
- Internal Complaint Committee
- Women Empowerment Committee

In addition, women faculty members have been assigned top position and are heading some important committees irrespective to in the institution as mentioned below.

- Librarian
- Convener, Calendar Committee
- Convener, Youth Red Cross Society
- Convener, OBC Welfare Committee.

The institution has separate rest room for women faculty members and Girl students. Separate Vehicle parking place has also been

arranged for girl students. A separate space has been provided for childcare in the women rest room. Every year, March 8th the International Women's Day has been celebrated to motivate girl students for their active participation in all walks of the society.

Our institute constantly organize programs on gender sensitization by inviting resource persons from reputed organization. This year, we have organized women safety related programs such as Act for Protection for women from domestic violence, Kaavalan APP, Click on Kavalan APP, Cyber crimeand on 10.02.2021, 02.03.2021, 15.02.2021and 17.03.2021 respectively.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	https://apsacollege.com/wp-content/uploads/2022/02/7.1.1-final_2020_2021.pdf

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	View File
Any other relevant information	**No File Uploaded**

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 recycle system for different types of waste.

SOLID WASTE MANAGEMENT AND RECYCLING

Each department has provided with two dustbins one for degradable and another one for non-degradable waste collection. Students and faculty members have been motivated to put the wastes separately. Every day morning one group of sanitary workers clean the campus and collect all the leaf litters and other wastes fell on the ground. Another group collect the waste from the departments and office. Degradable waste are composted in the specially established compost pit and the manure generated are used for the gardens.

LIQUID WASTE MANAGEMENT AND RECYCLING

Liquid waste is generated in four different ways viz. laboratory waste, waste water from the Reverse Osmosis plant, wash room waste and hand and dish wash from the canteen. Separate collecting and drainage system have been designed and developed. The waste water collected are let in to the ground in which special tanks were already constructed. The RO waste and students' hand washed water were reused for irrigating the garden plants.

BIOMEDICAL WASTE MANAGEMENT

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

E-WASTE MANAGEMENT

HAZARDOUS CHEMICALS WASTE MANAGEMENT:

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available B. Any 3 of the above

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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: D. Any 1of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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 reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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. All teaching and non-teaching staff members and students are committed to this Vision and Mission of the institution. Our institution has some organized structures to promote tolerance towards cultural, regional, linguistic, communal socioeconomic harmony. We have 4 NSS units in which there are 400 volunteers and one NCC students 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 all sections of the society without any discrimination. We have a cultural committee which promote multicultural harmony through cultural events. Further the Alumni of our students from various parts of the world, different religion and linguistic origin come and meet in the campus and promote the tolerance and harmony among the successors. We have a counselling cell for both boys and girls to prevent sociocultural and religious discrimination. Further, every year we organize the parents meeting at each department level and at college level to mingle parents and students belongs to various, religion, linguistic origin and socioeconomic sections

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
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 programmes at periodical intervals to sensitize students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.

On 1.3.2020 Voters awareness programme was organized by the NSS, NCC and YRC units. Sub collector A.V.Surendran (devakottai Division) and Dy.Collector Ms. Jeyanthi (Tiruppattur Taluk) have been specially invited to address the audience. They interacted with the students on value of votes and duty of the every citizen to register vote. Likewise department of Physics has organized an invited lecture on Fundamental Rights and Duties. The chief guest Tmt.M.Sudharani, B.Sc., B.L., Legal Aid Panel Advocate, Madurai Bench, Madras High Court, interacted with the students on "Fundamental Rights and Duties". Likewise Mr. S.Rajalenin, B.Sc.,

B.L., Advocate, Commissioner of Oaths (an alumnus) gave a lecture on "Act for Protection of Women from Domestic Violence" in an invited lecture organized by Chemistry department.

On 06.03.2021, an "Awareness Program for First Time Voters" was organized by Counselling and Redressal Cell (Girls and Boys) and the Internal Quality Assurance Cell of our College in collaboration with Revenue Department, Government of Tamilnadu to motivate the students who are going to vote first time on the importance of vote in our democratic country.Thiru. P. Madhusudhan Reddy, I.A.S., District Collector, Sivagangai District has been invited as the e chief guest. The Collector stressed how important a vote for establishing a democracy in the State/ Nation. Further, a demo was arranged for the students on how to vote using Electronic Voting Machine. The meeting was highly motivational and very useful for 400 first time voters.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://apsacollege.com/wp-content/uploads/2022/02/7.1.9-_2020_2021.pdf
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 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

C. Any 2 of the above

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	**No File Uploaded**
Any other relevant information	[View File](#)

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

Independence Day and Republic Day were organized in the campus in which teachers and students have participated. A senior faculty member will deliver a special address on these events about values, rights, duties and responsibilities of each citizens. on 15.08.2020 our college correspondent Mr.N. Arumugarajan hoisted the flag and deliver special address. He briefed the freedom struggle to the audience. He also insisted the patriotic values and the duties of the citizens.

On 26.01.2021, our college celebrated the republic day. A special parade and Guard of Honour was presented by the NCC unit of institution. Principal Dr. (Capt.) KR. Jeyakumar presided over the function and Our college Secretary, Thiru. N. Arumugarajan, hoistedthe Indian Flag on that day. Dr. M. Ravikumar, Associate Professor of Physics gave special address on that occasion. He remembered how India become a Republic and various events occurred at that time. He insisted the importance of democracy and the duty of every citizen to respect that.

On 5th September, 2020, Teachers Day was celebrated in each department. Students honoured teachers with flowers and shawl and teachers delivered special address. Students remembered the best teachers who made remarkable changes in their life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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 1

1. Title of the Practice

Implementation of Enterprise Resource Planning

2. Objectives of the Practice

Main objective of this practice is to make our institution hassle free process in data operation with respect to academic and administrative aspects.

3. The context

Information technology has taken the educational sector by storm, increasing the learning potential of students, empowering teachers with engaging presentation tools, fees collection report for quick decision, individual students progress report and advanced class-management systems. Educational institutions handle their operations, with centralized ERP brings transparent, quick, and quantifiable improvement in the administration and management process of educational institutions. Management software includes a set of tools which modernizes the campus along with upgrading the planning and management of processes related to student enrolment, finances, academic related activities such as easy access of lecture material, video links, animations, e quiz, assignments courses, etc.

For easy flow of information and managing the resources, we installed ERP (Automate for administration process, Classmate for academic process and Integrate for Accreditation process) in this

year. This ERP is hassle free in operation and maintaining data securely, uniformity and reliability.

The Practice (in about 400 words)? We have successfully implemented the Enterprise Resource Planning in our college regarding academic, financial admission, and other support services. For this, we purchased a separate domain apart from college website. There is a separate bundle for academic, administration and accreditation process. Automate is for office administration, ClassMate for academic, and Integrate for accreditation process. Faculty members are provided with log-in credentials. Head of the department are provided with separate log in credentials in which they maintain overall attendance for the day, hours allocation to faculty members etc., Modules such as Online attendance, mark entry, lecture materials, subject allocation, tutorial system, syllabus, tutorial system, curriculum delivery, assignment, feedback links and other important links are some of the modules in the software. All faculty members take attendance online, upload lecture materials in the portal. Office administrators use the Automate portal to complete the student's database on administration. This practise enables complete transparency, data security and reliability, time saving, affordable customization, databackup and support, etc. Separate log-in credentials are also provided to the students to access marksheets, attendance, lecture materials, assignments, etc. in the reach of the hands.

5. Evidence of Success

Hosted in the domain, ERP has helped educators streamline all core activities with the latest technology such as attendance, enrollment, academic records, and administration. Through this practice, generating reports, receipts, issue transfer certificate, retrieve data (if found lost/corrupted). In the pandemic period, the software was found to be comfortable to communicate with the students by posting notes, giving assignments, providing important e-resources links, etc., Integrate module was found to be useful to our faculty members as they uploaded the data at their time of comfort without affecting the class hours. Screenshots are provided as evidence of success. Overall, the ERP software has provided a security over data and easy flow of operation in terms of academic, administration and accreditation process.

6. Problems Encountered and Resources Required

- Network instability. •

Customization Process.

- Complex data conversion.

- Acclimatization to the entire set-up by our faculty members.

- Synchronization of interrelated modules to obtain uniform data.

- Other technical and programme set up issue.

- Complacency from user participation.

BEST PRACTICE 2:

1. Title of the practice Skill Oriented Scheme-Driving Class

2. Objectives of the practice

This practice aims to inculcate procedural skills and prepare students for the license they wish to obtain.

3. The Context

Most of the students in our college are poor socioeconomic background. They find difficult to get a driving license due to alarming fee structures and hesitation to learn driving from unknown driving schools. In this context, our college had an MoU with Gokulam driving school, Thiruppathur. We started motivating the students to learn driving by providing the space in the college campus and ensuring safety for the students. We have entered an agreement with the Gokulam Driving School by fixing a discount for our students. We also provided space for the Driving School in our campus to teach driving fearness to learn driving with regards to road accident aspects and lack of women instructor for girl students were the limitations/Constraints faced by our institutions. Through this scheme, the students showed enthusiasm to participate in this scheme. After regular academic hours students were given coaching for One hour daily. The students were divided into batches according to enrollment.

Evidence of Success

Through these initiatives, 91 students actively participated and got driving license. Out of 91 students, 57 boys & girls 34 were

benefitted through this scheme. Irrespective to gender, girl students were found to be enthusiastic to learn driving. Before this scheme, parents had some hesitation to allow girls to learn driving from an unknown driving school because of fear regarding misbehaviour by the trainer or other students. Since we initiated the Scheme, the parents' students felt comfortable to learn driving due to place of training & monitoring by our faculty members. Due to these safety measures, the students came forward to learn driving.

Problems encountered and resources required.

• Lack of motivation and hesitation on parents side to allow the girl students to learn driving.

• Fear of misbehavior by the trainer or other students.

• Timing

• Far away students find it difficult to catch up with their regular bus to get home.

File Description	Documents
Best practices in the Institutional website	https://apsacollege.com/wp-content/uploads/2022/03/Recorrect-FINAL-BEST-PRACTICE_2020_2021.pdf
Any other relevant information	Nil

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

Vocational courses are courses that are usually aimed to equip the students with maximum exposure to practical skills for a specific profession or field. These courses are tailor-made to make students completely job ready. Unlike traditional courses, these courses strengthen the student's procedural knowledge and empower them as skill oriented person. In this context, our founder has already formulated a vision regarding vocational courses along with academic programs. By keeping an eye on the vision of the college, we planned to introduce vocational programs in our college. In 2018-2019, we have been sanctioned an amount of Rs. 1, 70,000,00.00 (One Crore and Seventy lakhs only) by University Grants Commission, New Delhi, under National Skill Quality Framework scheme to start two courses i.e. Banking and Financial Services and Software development. In this year (2020-2021), 4 new courses (Accounting and Taxation,Web Technology, Tailoring and Dress making & Electrician) has been sanctioned by UGC- NSQF. Among the other affiliated colleges in Alagappa university, our college is the first institute to be sanctioned by the UGC under National Skill Quality Framework for vocational courses.

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

The Curriculum focuses on two major aspects-Research and Employability. The curriculum design is revised once in three years by the University to ensure updated information, fulfil current needs and improve the quality of higher education. Preparation of Pos, PSOs, and Cos: Every department prepares the Programme Outcomes (Pos), Programme Specific Outcomes (PSOs), and Course Outcomes (Cos) for their programmes and courses. This pandemic period is a big challenge and great effort must be put into it. To manage the emergency and not let anything down in students' learning process, the institution implements many new methodologies and modes of teaching. Course Syllabus, Course Outcome and Programme outcome is sent to all the students through email, Whatsapp and uploaded on the college website in the respective department section. Department conducted Google meetings at periodic intervals to discuss the courses and programmes to be implemented for effective delivery of the curriculum through Online Classes. Every three years, we have the flexibility in choosing the allied and skill-based papers from the curriculum design. Lesson Plan: Lesson Plan ensures well-planned delivery of curriculum to the students and hence all staff members are asked to prepare the Lesson Plans for their respective courses with their Course Outcomes (Cos) through well-planned documents. We channelize our efforts in the process of teaching and learning, using appropriate methods and techniques to the learners and subjects. Though the situation is crucial there is no failure in making the learners know the point of the view of their curriculum. Hybrid classes are introduced to them. Technology substitutes textbooks. Google Classroom is used by our staff members as one of the curriculum delivery methods and they are properly documented. After finding the learners' learnability through assessments, special attention is given to them. Remedial Classes and Enrichment Classes: Remedial courses are offered to weaker students to perform better in their next exams. Enrichment classes are conducted for bright students. Regular class tests and quizzes are conducted in online classes by using google forms. Bridge Courses: Bridge Courses for the first-year students are conducted in order to bridge the gap

between two levels of competence. The students'Induction Programme is conducted through Google meet. Core Papers: Core papers are major papers handled by the staff members of the concerned department. Course outcome, lesson plan, and e-notes are prepared by the teaching staff members for effective delivery of the curriculum to the students. Since the Institution has students from rural areas and considering their difficulties in online learning the institution suggests to post all recorded classes in Google classso that they can learn at their convenience. The non-Major Elective Course aims to modify the behavioural tendency by experience. Allied Papers: Allied papers offer choices to the students to select courses from the list of allied papers. In the social context, Extension Activity is part of their learning. It makes them aware of the needs, norms, and demands of contemporary society. Interdisciplinary Skill Papers: Effective Employ-ability skills, Competitive Examination Skills, value education, basic internet and office automation, fruit vegetable preservation and equipment handling papers are chosen by our college to impart skill ability to the students. Teachers conduct tasks and activities for learner interpretation and performance in the Google class - for the whole class. Group. Pair or individual tasks and activities bring the greater impact of curriculum on students. Though face to face or traditional teaching and learning is in challenging mode the institution succeeds in curriculum delivery.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The College strictly adheres to the systematic pattern of functioning every academic year based on which all the activities are worked out.Well in advance the IQAC and academic council members chart out the academic and non-academic activities for the coming academic year. College Calendaris prepared with close consultation with principal and heads of the department which incumbents thenumber of working days required, national, weekly, and other holidays. the academic calendar is finalized. The departments also follow they plan

their syllabus accordingly. As a part ofthe vision of the teaching and learning process, the institution adopts a Continuous Internal Evaluation system to assess all aspects of a students' development and understanding on a continuous basis throughout the year. Since it is a time of rapid changes, consequences, and challenges, the IQAC of our college has a holistic focus on students to thrive out of every stage of life. Centralized Internal examination is conductedevery semester and the committee looks into it. The schedule of the invigilator and the subject for each day's order is prepared and followed.Though they are in remote learning, these continuous internaltests increase the pass percentage as well as the continuous reading habits of the students. For Skill Based and non-major elective papers, external examiners are appointed from another department as a part of the interdisciplinary approach of evaluation. Only for the Internal Assessment, the institution evolves a method of awarding marks to the students. Technology provides the opportunity to both personalize and connect everything in the evaluation process. Online learning platforms such as NPTEL, SWAYAM etc., are provided to the students in every semester. In order to enhance thier subject knowledge, invited lectures are arranged by inviting eminent personalities. Parent-teacher Meet is conducted every year by all the departments.For assignments and seminar papers also, the evaluated scripts are returned to the students. As a part of a reform method to monitor the performance of the students. Parents are asked to meet the concerned Mentor to discuss academic performances and personal issues in Google meet. There is an effective and transparent mechanism for redress of grievances in respect of internal evaluation and it helps to drive and shape thejourney of the students to the set goal.

Course wise, Curricular Plans and year wise Teaching Plans are preparedare authenticated with the signature of the Head of the Department periodically. The department timetable for the week is designed and distributed equally among the teachers. Apart from this, remedial classes are taken for slow learners. Periodic field trip, project work, other educational institution visit is also done by a few departments. Departmental evaluation and internal academic audit work are undertaken by a team nominated by the principal and teaching notes, diaries, teaching plans, and other departmental activities are exercised by the faculty members. The Principal also visits departments every now and then to ensure that academic calendar and teaching plan are followed in letter and

spirit.

File Description	Documents
Upload relevant supporting document	[View File](#)
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 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	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

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)	[View File](#)

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Since it is a competitive world, it is highly needed to feed the students all skills and make them fit for survival. So the curriculum is combined with SBS, Elective papers; Professional Ethics, Employability Skills, Human Values, Environment, and Sustainability. Women studies havebeen chosen by English, History, and Economics departments. Few departments have chosen Environmental Studies, Effective Employability Skill, Interview Technique Interpersonal Communication, Soft skill development, Professional Competence, and Professional Etiquettesto make them be prepared for the first step in their career. These skills improve their personality. As we are always in a hurry, the curriculum has given a chance to the students to build up their mental stability and peace by Manavalakalai Yoga. Since we are social animals and responsible for social wellness, the

Emergency and Medical Lab paper has been chosen. To make the students well and advanced in culture and Geography few departments have chosen Heritage and Tourism. A healthy society can make a healthy country, to make it sure and aware, students are taught Fruits and vegetable Preservation Skill paper. It makes the students excellence in their business also. Marketing and Sales management has been taught to few departments to increase the business thirst. Gender Economics has been the paper that teaches them the equality of women in professional and business world. Competitive examination Skill paper has been chosen by a few departments, which can make them ready to appear for competitive examinations. 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 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 a multi faceted and a 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.	View File

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

5

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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	<u>View File</u>

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

198

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://apsacollege.com/wp-content/uploads/2022/01/Stakeholders-Feedback-Report-2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://apsacollege.com/wp-content/uploads/2022/01/Stakeholders-Feedback-Report-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

778

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

778

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

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, economical 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. For slow learners, remedial classes are conducted. 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. In this year, 112 e-quizzes were prepared, and students actively participated in the program. This e-quiz practice made them prepare for the upcoming semester examination. For advanced learners, students are motivated to participate in student seminars, online courses such as SWAYAM, NPTEL. One student Mr.S.Tamilarasan, III BA English succesfully completed online course on Speaking effectively organized by NPTEL (IIT Madras). 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. Besides this, 10 invited lectures were organized by various departments. Due to the pandemic situation,field visits, educational tours, and university visits were not organized.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
2241	101

File Description	Documents
Any additional information	[View File](#)

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. Participative learning and problem-solving methodologies such as case study, group discussions, project works, field trips, class seminars, educational tours etc., is practised. 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. Moreover, this also aid them to have deeper engagement and interaction with learning content. Department of Zoology and History organized hands-on -training programme on Animal Preservation techique and Inscription as experiential learning. In addition, adjunct learning through digital platform such as SWAYAM, NPTEL, etc is also inculcated to the students.S.Tamilarasan, III BA English successfully completed a course on Speaking Effectively. Department of English organized online courses in which79students of our college successfully completed the course. Department of Zoology, Business Administration and History department regularly conduct educational tour every year. Participative learning is imparted to the students by choosing as project work as one of the core papers.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/2.3.1-PARTICIPATIVE-LEARNING_2020_2021.pdf

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

In our institution, we have 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 equiz. This enables the students to assess the learning content at anytime, anywhere at their ease of convenience. E-notes prepared by the faculty are posted on the website as well as in Learning Management System (ClassMate). Students can directly assess the materials from the ClassMate portal at their convenience. 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 programme utilize the journal content present in the N-List resource.NPTEL resource materials for more than 200 courses (2TB) is also available for students who choose any NPTEL course. All departments are equipped with Wi-Fi modem and students can surf any electronic resources related to the subject in the library or in their respective departments. In additions, online learning materials and platforms links are posted in the college website and students can assess the resource at their ease of convenience. Virtual labs are used to conduct labs through simulations. Feedbacks are 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	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

101

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

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)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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)	View File

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

11

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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. In this year, internal examination timetable and marks are updated in the Classmate Portal. Students can view their academic performance by logging in the portal. In the portal, if the students have any discrepancies in internal marks or schedule, they can give their input in the grievance area in the portal itself. The grievances can be viewed by principal, examination section, test coordinator and head of the department. 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	https://apsacollege.com/exam-schedule/

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 loggingintothe portal. In the portal, if the students have any discrepancies in internal marks or schedule, they can mention theirgrievances.Immediately, thergrievances are sent to Principal, Head of the Department, allotted mentorand 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 the flexibility and innovation in programme design, syllabi development, teaching-learning process, and assessment of student learning levels. The POs/PSOs/COs of all the programmes after duly considering the inputs from faculty and alumni is posted in the college website. POs and Cos are communicated to the students in the

Student Induction Programme and Department wise Bridge Course programme. POs, Cos are also displayed in our Classmate Software for students and for faculty members. Further, hard copy of the POs and Cos are displayed in the notice board

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://apsacollege.com/courses/
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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 made.

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

`641`

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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)

<u>https://apsacollege.com/wp-content/uploads/2022/01/Student-Satisfaction-Survey-2020-21.pdf</u>

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)	<u>View File</u>

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

1

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
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

9

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

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

3

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)	View File
Any additional information	View File

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

30

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 2020-2021. All department students were distributed into several groups. Totally 215 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	https://apsacollege.com/wp-content/uploads/2022/02/3.4.1_Extension_2020_2021.pdf
Upload any additional information	View File

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)	View File
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

9

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

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

412

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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	View File

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

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 with 4.0 versions equipped with over 35831 books, 15 reputed national, international journals and Magazines and 6 dailies. It has an Institutional membership of N-LIST. More than 6000 e-journals, 1,99,500 ebooks and N-List and 6,00,000 books are provided for remote access to all students and staff. A Printing, Scanning, and reprographic service are provided. Barcode printer, E-gate register with ID scanners, CCTV cameras and 7 systems with internet facility are enabled in the library for students' access. Books for competitive examination and question bank are available.The sprawling college campus runs over an area of 87 acres which is comprised with 69 class rooms, 6 Laboratories, one Indoor and Outdoor stadium, 2 seminar halls, semi-automated central library with barcoding facility. As a token of infra development, this year five class rooms have been constructed. E-notes are uploaded on the college website and also sent directly to the students through their email . We have subscription in National Depository Library which is designed to benefit all kinds of users like students, teachers, researchers, librarians, library users, professionals, differently abled users and all other lifelong learners. We have also subscribed to N-LIST journals which are used by faculty members, research scholars and students. Plagiarism software is available in the library for the research scholars and faculty members. The National Programme on Technology Enhanced Learning (NPTEL), a project funded by the Ministry of

Human Resource Development (MHRD), provides e -learning through online Web and Video courses in Sciences, Technology, Management, and Humanities. Two Terrabyte volume of NPTEL course material is availableand more than 200 course materials in video and transcript form in LINUX Operating Software is also availableA detailed lesson plan in accordance with the learning objective is prepared. Evaluation of teachers by students is conducted periodically through online feedback system. Besides the traditional teaching method, group discussion, class level seminars, industrial visit, use of charts, LCD projectors and computer is facilitated for learning to bridge the curricular gap. Indoor and Outdoor stadium are available for the students to practice and participate in the intercillegeiate competitions. Practical or experiential learning takes place for B.Sc. Physical Education students in the Indoor and Outdoor stadium only.

File Description	Documents
Upload any additional information	[View File](#)
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	[View File](#)
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.

15

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/4.1.3_ICT_2020_2021.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

4205000.00

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	[View File](#)

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.ID scanners
record the entry of users into the library. It is used for
calculating the daily report of users visiting the library. The
barcode printer in the library is used for printing the
accession number of the books which would be scanned during
books transactions and the barcode scanners are used in the
library to scan the barcode of the books during issue and
return of books.The Library has OPAC (Online Public Access
Catalogue) facility to search the collection. OPAC has a basic
and advanced search facility. Users can also identify the
latest books through OPAC.

File Description	Documents
Upload any additional information	[View File]()
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	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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)

71898.80

File Description	Documents
Any additional information	[View File](#)
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)	[View File](#)

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

1.0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

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

89

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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

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)

8043574.26

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)	[View File](#)

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 studentand research scholars.Library is kept open till 5.00 PM. During university examination, the library is kept open for students Except Sunday, library works on all weekdays. 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. Students can utilize the indoor and outdoor stadium on thier free hours. After regular academic hours, students use the indoor and outdoor stadium. A movement register is available where the students enter the sports properties.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 meeting, alumni meeting etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/4.4.2-FINAL-ESTABLISHED-PROCEDURES_2020_2021.pdf

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

878

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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)	[View File](#)

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	https://apsacollege.com/wp-content/uploads/2022/02/5.1.3_2020_2021.pdf
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

0

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

0

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)	[View File](#)

5.1.5 - The Institution has a transparent	**B. Any 3 of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
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

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

136

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

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)	<u>View File</u>

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)	[View File](#)

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. A III year student takes the lead as the student's council representative of the association of the respective department. Student form the II & I year are appointed as members. The members bring the views and suggestions related to subjects, syllabus and other issues of the entire class to the Council representative. The Council representative inturn brings the issue to the HOD of the department. The HOD discuss the issues with the staff members of the concerned department to bring out a solution to the represented issues.The student Council representative and the members take the responsibility of organizing the invited lectures and other programs conducted by the department. They also take the roll in arranging industrial visits after discussing with the class students. The internal quality assurance cell (IQAC) of our college also includes two student members (one male and one female) which helps us to interact closely with students in improving the quality and standards of the institution.NSS, NCC and YRC committees are organized in order to make the students to excel in these fields and thus, every year, students participate actively in these committees in order to serve the society. 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, Youth Red Crass Society ,Cultural Committee, Red Ribbon Committee, Dr.Salim Ali Nature Club, Literacy & Magazine Committee ,Women Empower Committee.

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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)	[View File](#)

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 2018-19 are as follows

Mr.N.Rameswaran

PrePrsident

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	**Nil**
Upload any additional information	<u>View File</u>

5.4.2 - Alumni contribution during the year | **E. <1Lakhs**

(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

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

MISSION STATEMENT OF OUR INSTITUTION

Our vision is to produce disciplined, competent, socially committed and morally upright intellectuals through high quality education and research.

The following strategies enable the College to realize its vision:

The Management, The Principal, the IQAC, and the staff members work together to fulfill the above vision. 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.

Our mission is also achieved through the following strategies:

Blended mode of teaching and learning through Modern technological resources

Providing guidance and counseling, both academic and personal.

Promoting research atmosphere by helping them to present papers

Contribution of the alumni

Building communication and professional skills

Leadership and service to meet societal needs

Technical and Skilled education through Vocational Programmes

Empowering our rural girl students through various martial arts

File Description	Documents
Paste link for additional information	https://apsacollege.com/vision-mission/
Upload any additional information	View File

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

1. Principal an ex-officio member serves as the Secretary of the governing body and Chairperson of IQAC. Various statutory and non-statutory committees are formed in consultation with the IQAC. Faculty members are given representation as either convener or member of different committees to ensure smooth functioning.

2. At Department level, meetings are convened to discuss the Council decision and the programs for the entire financial year. The work is assigned among the faculty members for the smooth and effective functioning of the department. Role like test coordinator, vice-president, extension activity coordinator, department library in-charge, department NAAC representative is assigned among the faculty members. Discussion about the academic progress of the students, co-curricular and extracurricular activities, research activity, digital learning aspects etc., and also elucidate various strategies for enhancing the quality.

3. We have 52 committeeswhich organises programmes coveringvarious topics to enhance and enrich the knowledge of both staff members and students. Outreach programmes are conducted by the committees to help the society. Nodal Officers for PFMS, AISHE, B.Voc Programme are also nominated.

4. Students are given representation in 18 committees of the college. In association activities, students are assigned the role as secretary, joint secretary, and a representative from each class to develop leadership and service aptitude.

File Description	Documents
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2021/10/IQAC-MINUTES-2020-2021.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Every year, IQAC comes with different quality initiative strategies both in academic and administrative aspects. This year, emergence of pandemic situation has stumbled the teaching and learning process in educational sector. Even though COVID-19 had an unprecedented impact in several forms, teaching learning process was kept active in our institution during the pandemic time by imparting training to faculty members on various pedagogies in online teaching mode.

As a first step, the Internal Quality Assurance Cell of our institution conducted three days training program on Google Suite. Mr. Ananthakrishnan, HoD of Information Technology gave hands on training to our faculty members batch wise. Simultaneously, Video materials on "E-Content Development" was also uploaded in our college website for future reference or clarification to our faculty members. Teachers were equipped on the following areas:

1. To handle google drive
2. To create google forms
3. To explore various recording apps for teaching such as zoom, google meet, A-Power rec, Google classroom etc.,

Secondly, faculty members were encouraged to participate in Faculty Development Programmes and workshops to empower themselves in online teaching mode in which the participation in such courses counted to 51 in number. Thirdly, each faculty member was asked to create google classroom for the courses they handled. Videos, Materials, E-quizzes, Assignment, Test were posted in Google Classroom. Students were also given demo videos through WhatsApp group on how to enroll themselves in google classroom, attend quizzes and test.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://apsacollege.com/iqac/online-training/
Upload any additional information	No File Uploaded

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 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 policies and reports of the Governing Body with the help of the College Council, the President, the Members, and the IQAC. The faculty members and the administrative staff are involved in implementing and evaluating the policies. The institution functions on the above set of decision-making process.

The following bodies function under the Principal Office

1.Office Administration

2.Academic

3.Training and Placement Cell

4.Alumni

5.Library

6.Anti-ragging cell

7.Sports committee

8.Co-curricular Activities Cell

9.Extra-curricular Activities Cell

10.Magazine Committee

11.Discipline Committee

12.Purchase Committee

13.Book Purchasing Committee

14.Parents Teacher Association

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://apsacollege.com/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

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 Cooperative Society.

5. Quarter's facility for teaching staff members.

6. Tamil Nadu Government Health Insurance facility arranged.

7. Paternity and Maternity leave can be availed.

8. Common rest room for staff members

9. Vending machine installed

Welfare measures for non- teaching staff

1. Loan facility is made available for the staff through 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 programmes conducted to enhance their performance and to keep them up to date

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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

6

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

43

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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 the information regarding

Research performance through research publications, participation in seminar 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 faculty performance, students' academic, co-curricular and extra-curricular performance and outreach programmes of the department. The Department H.O.D monitors and assess the academic performance of the faculty in his/her department. The Non-teaching staff 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. Trainings and workshops are given to the non-teaching staff based on the evaluation of the audit.

File Description	Documents
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/6.3.5-Academic-Audit.pdf
Upload any additional information	View File

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 the Government rules. 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. The external auditor from the Joint Directorate Office conducts statutory audit at the end of financial year. The report of external auditor along with audited Balance Sheet and Income Expenditure account is maintained. External audit is also carried out by the Chartered accountant.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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)

0

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)	[View File](#)

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

College Governing body administers the funds optimally for the efficient functioning of the institution. 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. College Administration encourages the faculty members to apply and get minor and major projects. The funds offered for projects are auditable and the related utilization certificate are sent to the funding agencies. The accounts related to developmental and non-developmental funds received from the govt. institution are also audited year after year. Our college has a strong Alumni Association which supports the college by providing fund. The funds are utilized for the construction of classroom building. The Alumni fund is also being 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 for every department was performed by the Internal Quality Assurance Cell in the presence of our Vice-Principal, IQAC Coordinator and IQAC members. The audit comprised 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. A report of the audit was generated by the committee and suggestions for improvement was sent to the concerned department.**

2. **In total, 26 State, National, and international level webinars on varied topics related to subject, National importance and research area was covered by the departments and various committees of our institution. Eminent persons from various institutions were invited to deliver the sessions. The programmes 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	**Nil**
Upload any additional information	[View File](#)

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

Achieving the vision, mission and goals of the institution is achieved by setting values and participative decision-making processes through formal and informal meetings in the institution to coordinate both academic and administrative

work.The Principal and the Management plans 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 department level, IQAC level, and Council level. Even in the covid pandemic period, meetings and programmes were conducted through virtual mode. Online classes were conducted through Google classrooms. Subject related online quizzes and tests were conducted to keep them updated in their subject knowledge. As a part of the teaching learning process, invited lectures are periodically conducted in every department, writing e-notes, writing course output for every course when the syllabus is revised. The teaching learning process gets complete with students' evaluation through online. The survey is later summed up.

File Description	Documents
Paste link for additional information	https://apsacollege.com/wp-content/uploads/2022/02/SIP-Report-2020-21.pdf
Upload any additional information	View File

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	https://apsacollege.com/wp-content/uploads/2022/02/LATEST-FINAL-COLLEGE-ANNUAL-REPORT.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

The institution has inculcated various courses, events, policies, forums and structural facilities for promotion of gender equity within the campus and in the society.

In the curriculum, following gender related courses has been added in certain specific programmes.

Title of the Course

Subject Code

Semester

Credit

Women's Writing in English

7BEN5C2

V

5

Women's Studies

7BHIE3B

VI

5

Gender Economics

7BAEE3B

VI

5

Our institution has four NSS units in which one unit is exclusively sanctioned for participation of women in NSS Activities and it is headed by women Professor. Likewise, our institution is the only coeducation institution in which participation women in NCC is encouraged. This is the biggest women regiment in Alagappa University affiliated Colleges. There are 50 girls students in our NCC unit. In Internal Quality Assurance Cell, out of 17 members, 7 members are women. Further the institution has exclusively formed some committees for promotion of Gender equity and for safety and security of women.

- Girl Students Welfare Committee
- Women Entrepreneurship Club
- Anti-ragging Cell
- Internal Complaint Committee
- Women Empowerment Committee

In addition, women faculty members have been assigned top position and are heading some important committees irrespective to in the institution as mentioned below.

- Librarian
- Convener, Calendar Committee
- Convener, Youth Red Cross Society
- Convener, OBC Welfare Committee.

The institution has separate rest room for women faculty members and Girl students. Separate Vehicle parking place has also been arranged for girl students. A separate space has been

provided for childcare in the women rest room. Every year, March 8th the International Women's Day has been celebrated to motivate girl students for their active participation in all walks of the society.

Our institute constantly organize programs on gender sensitization by inviting resource persons from reputed organization. This year, we have organized women safety related programs such as Act for Protection for women from domestic violence, Kaavalan APP, Click on Kavalan APP, Cyber crimeand on 10.02.2021, 02.03.2021, 15.02.2021and 17.03.2021 respectively.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	https://apsacollege.com/wp-content/uploads/2022/02/7.1.1-final_2020_2021.pdf

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	View File
Any other relevant information	**No File Uploaded**

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 recycle system for different types of waste.

SOLID WASTE MANAGEMENT AND RECYCLING

Each department has provided with two dustbins one for degradable and another one for non-degradable waste collection. Students and faculty members have been motivated to put the wastes separately. Every day morning one group of sanitary workers clean the campus and collect all the leaf litters and other wastes fell on the ground. Another group collect the waste from the departments and office. Degradable waste are composted in the specially established compost pit and the manure generated are used for the gardens.

LIQUID WASTE MANAGEMENT AND RECYCLING

Liquid waste is generated in four different ways viz. laboratory waste, waste water from the Reverse Osmosis plant, wash room waste and hand and dish wash from the canteen. Separate collecting and drainage system have been designed and developed. The waste water collected are let in to the ground in which special tanks were already constructed. The RO waste and students' hand washed water were reused for irrigating the garden plants.

BIOMEDICAL WASTE MANAGEMENT

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

E-WASTE MANAGEMENT

HAZARDOUS CHEMICALS WASTE MANAGEMENT:

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	[View File]

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	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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 vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	D. Any 1of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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 reading material, screen reading	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
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. All teaching and non-teaching staff members and students are committed to this Vision and Mission of the institution. Our institution has some organized structures to promote tolerance towards cultural, regional, linguistic, communal socioeconomic harmony. We have 4 NSS units in which there are 400 volunteers and one NCC students 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 all sections of the society without any discrimination. We have a cultural committee which promote multicultural harmony through cultural events. Further the Alumni of our students from various parts of the world, different religion and linguistic origin come and meet in the campus and promote the tolerance and harmony among the successors. We have a counselling cell for both boys and girls to prevent sociocultural and religious discrimination. Further, every year we organize the parents meeting at each department level and at college level to mingle parents and students belongs to various, religion, linguistic origin and socioeconomic sections

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]()
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 programmes at periodical intervals to sensitize students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens.

On 1.3.2020 Voters awareness programme was organized by the NSS, NCC and YRC units. Sub collector A.V.Surendran (devakottai Division) and Dy.Collector Ms. Jeyanthi (Tiruppattur Taluk) have been specially invited to address the audience. They interacted with the students on value of votes and duty of the every citizen to register vote. Likewise department of Physics

has organized an invited lecture on Fundamental Rights and Duties. The chief guest Tmt.M.Sudharani, B.Sc., B.L., Legal Aid Panel Advocate, Madurai Bench, Madras High Court, interacted with the students on "Fundamental Rights and Duties". Likewise Mr. S.Rajalenin, B.Sc., B.L., Advocate, Commissioner of Oaths (an alumnus) gave a lecture on "Act for Protection of Women from Domestic Violence" in an invited lecture organized by Chemistry department.

On 06.03.2021, an "Awareness Program for First Time Voters" was organized by Counselling and Redressal Cell (Girls and Boys) and the Internal Quality Assurance Cell of our College in collaboration with Revenue Department, Government of Tamilnadu to motivate the students who are going to vote first time on the importance of vote in our democratic country.Thiru. P. Madhusudhan Reddy, I.A.S., District Collector, Sivagangai District has been invited as the e chief guest. The Collector stressed how important a vote for establishing a democracy in the State/ Nation. Further, a demo was arranged for the students on how to vote using Electronic Voting Machine. The meeting was highly motivational and very useful for 400 first time voters.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://apsacollege.com/wp-content/uploads/2022/02/7.1.9-_2020_2021.pdf
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 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

C. Any 2 of the above

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	**No File Uploaded**
Any other relevant information	View File

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

Independence Day and Republic Day were organized in the campus in which teachers and students have participated. A senior faculty member will deliver a special address on these events about values, rights, duties and responsibilities of each citizens. on 15.08.2020 our college correspondent Mr.N. Arumugarajan hoisted the flag and deliver special address. He briefed the freedom struggle to the audience. He also insisted the patriotic values and the duties of the citizens.

On 26.01.2021, our college celebrated the republic day. A special parade and Guard of Honour was presented by the NCC unit of institution. Principal Dr. (Capt.) KR. Jeyakumar presided over the function and Our college Secretary, Thiru. N. Arumugarajan, hoistedthe Indian Flag on that day. Dr. M. Ravikumar, Associate Professor of Physics gave special address on that occasion. He remembered how India become a Republic and various events occurred at that time. He insisted the importance of democracy and the duty of every citizen to respect that.

On 5th September, 2020, Teachers Day was celebrated in each department. Students honoured teachers with flowers and shawl and teachers delivered special address. Students remembered the best teachers who made remarkable changes in their life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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 1

1. Title of the Practice

Implementation of Enterprise Resource Planning

2. Objectives of the Practice

Main objective of this practice is to make our institution hassle free process in data operation with respect to academic and administrative aspects.

3. The context

Information technology has taken the educational sector by storm, increasing the learning potential of students, empowering teachers with engaging presentation tools, fees collection report for quick decision, individual students progress report and advanced class-management systems. Educational institutions handle their operations, with centralized ERP brings transparent, quick, and quantifiable improvement in the administration and management process of educational institutions. Management software includes a set of tools which modernizes the campus along with upgrading the planning and management of processes related to student enrolment, finances, academic related activities such as easy access of lecture material, video links, animations, e quiz, assignments courses, etc.

For easy flow of information and managing the resources, we installed ERP (Automate for administration process, Classmate

for academic process and Integrate for Accreditation process) in this year. This ERP is hassle free in operation and maintaining data securely, uniformity and reliability.

The Practice (in about 400 words)? We have successfully implemented the Enterprise Resource Planning in our college regarding academic, financial admission, and other support services. For this, we purchased a separate domain apart from college website. There is a separate bundle for academic, administration and accreditation process. Automate is for office administration, ClassMate for academic, and Integrate for accreditation process. Faculty members are provided with log-in credentials. Head of the department are provided with separate log in credentials in which they maintain overall attendance for the day, hours allocation to faculty members etc., Modules such as Online attendance, mark entry, lecture materials, subject allocation, tutorial system, syllabus, tutorial system, curriculum delivery, assignment, feedback links and other important links are some of the modules in the software. All faculty members take attendance online, upload lecture materials in the portal. Office administrators use the Automate portal to complete the student's database on administration. This practise enables complete transparency, data security and reliability, time saving, affordable customization, databackup and support, etc. Separate log-in credentials are also provided to the students to access marksheets, attendance, lecture materials, assignments, etc. in the reach of the hands.

5. Evidence of Success

Hosted in the domain, ERP has helped educators streamline all core activities with the latest technology such as attendance, enrollment, academic records, and administration. Through this practice, generating reports, receipts, issue transfer certificate, retrieve data (if found lost/corrupted). In the pandemic period, the software was found to be comfortable to communicate with the students by posting notes, giving assignments, providing important e-resources links, etc., Integrate module was found to be useful to our faculty members as they uploaded the data at their time of comfort without affecting the class hours. Screenshots are provided as evidence of success. Overall, the ERP software has provided a security over data and easy flow of operation in terms of academic, administration and accreditation process.

6. Problems Encountered and Resources Required

• Network instability. •

Customization Process.

• Complex data conversion.

• Acclimatization to the entire set-up by our faculty members.

• Synchronization of interrelated modules to obtain uniform data.

• Other technical and programme set up issue.

• Complacency from user participation.

BEST PRACTICE 2:

1. Title of the practice Skill Oriented Scheme-Driving Class

2. Objectives of the practice

This practice aims to inculcate procedural skills and prepare students for the license they wish to obtain.

3. The Context

Most of the students in our college are poor socioeconomic background. They find difficult to get a driving license due to alarming fee structures and hesitation to learn driving from unknown driving schools. In this context, our college had an MoU with Gokulam driving school, Thiruppathur. We started motivating the students to learn driving by providing the space in the college campus and ensuring safety for the students. We have entered an agreement with the Gokulam Driving School by fixing a discount for our students. We also provided space for the Driving School in our campus to teach driving fearness to learn driving with regards to road accident aspects and lack of women instructor for girl students were the limitations/Constraints faced by our institutions. Through this scheme, the students showed enthusiasm to participate in this scheme. After regular academic hours students were given coaching for One hour daily. The students were divided into batches according to enrollment.

Evidence of Success

Through these initiatives, 91 students actively participated and got driving license. Out of 91 students, 57 boys & girls 34 were benefitted through this scheme. Irrespective to gender, girl students were found to be enthusiastic to learn driving. Before this scheme, parents had some hesitation to allow girls to learn driving from an unknown driving school because of fear regarding misbehaviour by the trainer or other students. Since we initiated the Scheme, the parents' students felt comfortable to learn driving due to place of training & monitoring by our faculty members. Due to these safety measures, the students came forward to learn driving.

Problems encountered and resources required.

• Lack of motivation and hesitation on parents side to allow the girl students to learn driving.

• Fear of misbehavior by the trainer or other students.

• Timing

• Far away students find it difficult to catch up with their regular bus to get home.

File Description	Documents
Best practices in the Institutional website	https://apsacollege.com/wp-content/uploads/2022/03/Recorrect-FINAL-BEST-PRACTICE_2020_2021.pdf
Any other relevant information	Nil

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

Vocational courses are courses that are usually aimed to equip the students with maximum exposure to practical skills for a specific profession or field. These courses are tailor-made to make students completely job ready. Unlike traditional courses, these courses strengthen the student's procedural knowledge and empower them as skill oriented person. In this context, our founder has already formulated a vision regarding vocational courses along with academic programs. By keeping an eye on the vision of the college, we planned to introduce vocational programs in our college. In 2018-2019, we have been sanctioned an amount of Rs. 1, 70,000,00.00 (One Crore and Seventy lakhs only) by University Grants Commission, New Delhi, under National Skill Quality Framework scheme to start two courses i.e. Banking and Financial Services and Software development. In this year (2020-2021), 4 new courses (Accounting and Taxation,Web Technology, Tailoring and Dress making & Electrician) has been sanctioned by UGC- NSQF. Among the other affiliated colleges in Alagappa university, our college is the first institute to be sanctioned by the UGC under National Skill Quality Framework for vocational courses.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1. To Establishing Memorandum of Understanding (MoU).

2. To conduct Faculty Improvement Program.

3. To Include SBS/NME papers in Centralized Continuous Internal and external assessment.

4. To organize internship for Students.

5. To Enhance the enrollment in NPTEL/SWAYAM courses.

6. To establish National Digital Library Club (NDL).

7. To introduce soft skill program through external agency.

8. To motivate the faculty members to apply for Research guides.

9To Create Google Classroom as E-learning practice.

10. To motivate the faculty members for publication of research papers in peer review papers.

11. To motivate the faculty members to participate in Faculty development Programme through online mode.

12. To implement external academic audit.

13. To organize Gender Sensitization Program through NSS, NCC, YRC and RRC.

14. To Develop Short Learning Objects (SLO) for digital learning.