

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2015 - 2016

#### I. Details of the Institution

1.1 Name of the Institution

THIRUVALLUVAR COLLEGE

1.2 Address Line 1

POTHIGAIYADI

Address Line 2

PAPANASAM,  
VICKRAMASINGAPURAM

City/Town

TIRUNELVELI

State

TAMILNADU

Pin Code

627425

Institution e-mail address

tv1.valluvar@gmail.com

Contact Nos.

04634- 220327 , 221631

Name of the Head of the Institution:

**Dr.C.Azhakappan**

Tel. No. with STD Code:

04634 - 220327

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCogn 18879)

**OR**

1.4 NAAC Executive Committee No. &Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no.is available in the right corner-bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		2005	2010
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 01.01.2010 (DD/MM/YYYY)
- ii. AQAR 01.01.2011 (DD/MM/YYYY)
- iii. AQAR 01.01.2012 (DD/MM/YYYY)
- iv. AQAR 01.01.2013 (DD/MM/YYYY)

1.9 Institutional Status

University  State  Central Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid UGC 2(f)   UGC 12B

Grant-in-aid + Self Financing Total  Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Manonmaniam Sundaranar University

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

Autonomy by State/Central Govt. / University	NIL	
University with Potential for Excellence	NIL	UGC-CPE NIL
DST Star Scheme	NIL	NIL
UGC-Special Assistance Programme DST-FIST	NIL	NIL
UGC-Innovative PG programmes	NIL (specify)	NIL
UGC-COP Programmes	NIL	

## **2.IQACComposition and Activities**

2.1No. of Teachers	10
2.2No. of Administrative/Technical staff	2
2.3No. of students	2
2.4No. of Management representatives	1
2.5No. of Alumni	1
2. 6No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	19
2.10No. of IQAC meetings held	6

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

**WORKSHOP AND SEMINAR ON VARIOUS RESEARCH TOPICS IN LANGUAGE STUDY**

2.14 Significant Activities and contributions made by IQAC

- Motivated the Students to participate in various cultural programmes
- Organized Seminars and Workshop on Research methodology and problems faced by the workers in industries and Beedi Workers
- Motivated the staff to participate in various Clubs
- Create awareness among the students about the importance of environment, Blood donation, Eye donation etc...
- All activities were monitored and Target period for the implementation was setup.
- To orient freshly recruited staff members, seminars were organized
- Initiated new methodology in teaching and learning.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1.Preparation of AQAR for reaccreditation – Second Cycle.	75% of AQAR is Completed
2. Enhancing research activities	Conducted department wise seminars in research activities
3. To apply for the introduction of New courses	The Following Courses Introduced PG – M.A. (English) M.Sc (Mathematics)
4. Tie up with MELUM Publication for research activities in Tamil	Research seminars were arranged for M.A Tamil, M.Phil & P.hD. ,scholars.
5.ECO friendly practices	Plastic Usage were reduced and the awareness about organic fertilizers were created among the Students and staff

*\* Attach the Academic Calendar of the year as Annexure I.*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

**Money Received from the management for the following purposes:**

1. Various programmes were conducted about the importance of YOGA
2. Various programmes were arranged to enhance the knowledge in the field of information and technology
3. Medical and Eye camps were arranged in and around the college.
4. Various departmental seminars were arranged

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	2. M.A(English) M.Sc(Maths)	-	-
UG	9	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	3 Annexure 1*	-	-	-
<b>Total</b>	13	02	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.1 Others Annexure .1\*

1. Coaching for Teacher Eligibility Test
2. Conducting Yoga Classes
3. Conducting Personality Development Programm

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9(UG) +3(PG)+1(P.hD)
Trimester	NIL
Annual	NIL

##### 1.3 Feedback from stakeholders\* Alumni (On all aspects)

<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>
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##### Mode of feedback:

Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>
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*\*Please provide an analysis of the feedback in the Annexure*



### **Analysis of Feedback**

We got feedback from Alumni, Parents, Students and CO-operating Schools. Pointes are given below:

#### **1.3 (a) Merits:**

##### **Service minded management**

- Appreciation of dress code in college campus
- Appreciation of Prayer songs
- Classes were handled by well qualified and experienced teachers
- Appreciation for Competition organised to develop and to expose the talents and potentials of students.
- Appreciation of maintaining the discipline and the punctuality
- Appreciation for class rooms with ventilation and lighting
- Appreciation of modern technology to teach
- Appreciation of books, Uniforms and stationeries supplied through co-operative stores.
- Appreciation of public transport facilities
- Appreciation for various seminars, cultural programmes to create awareness about the environment, health and Hygiene.
- Appreciation of well equipped conference hall

#### **1.3 (b) Suggestions :**

- ✓ Efficiency of a guest lectures
- ✓ In adequate canteen facilities

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

Our college is affiliated to M.S. University and follows the rules, guidelines and regulation given by the University. Most of our staff members are in the board of studies in M.S. University.

The modification of syllabus will be known to our college immediately.

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

M.A(ENGLISH)
M.Sc(Mathematics)

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	56	40	16	--	--

2.2 No. of permanent faculty with Ph.D. 21

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	6	10	-	-	-	-	-	-	6	10

2.4 No. of Guest and Visiting faculty and Temporary faculty 02 01 09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	38	20
Presented papers	-	54	-
Resource Persons	-	2	2

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

- ◆ Periodical Departmental association meeting held by special guest.
- ◆ Through Seminars, assignment, Quiz programs and projects the all round development of students are improved.
- ◆ Remedial coaching is arranged for the slow learners.
- ◆ Intensive bridge course was conducted for the freshers to make them learn English language easily
- ◆ Students are encouraged to give seminars on various topics using power point presentation.
- ◆ Competitive examination coaching for students are provided

2.7 Total No. of actual teaching days

during this academic year

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- |   |
|---|
| <ul style="list-style-type: none"> <li>➤ Tests were conducted as per University guidelines .Centralised three internal tests were conducted. Answer sheet is identical with University answer sheets. In addition that periodical tests were conducted by the departments.</li> <li>➤ Progress report and attendance are also sent to the parents by post.</li> <li>➤ Parent-student and teachers meeting arranged for the failures to improve their studies</li> </ul> |
|---|

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

10	-	-
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

85%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Tamil	46	-	39.13	8.7	-	47.82
History	48	-	18.75	20.8	-	39.5
Mathematics	47	25.5	25.5	2.1		53.2
Chemistry	32	22	34.38	-	-	56.2
B.Com	60	1.6	23	41	1	68.3
M.Com	30	-	86			86
<b>Self Finance</b>						
B.A(E)	55	3.6	51	12.7	-	67.3
B.Sc(CS)	41	39	31.7	-	-	71
B.Com(CA)	57	-	42	5.3	-	47.4
B.Com	58	-	10.3	20.7	-	31

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

IQAC Monitors the teaching and learning process with the help of various committees and co-ordinates the teaching learning and evaluation process as follows.

- Arranges lectures by the subject experts from the various institutions of various places.
- Institution provided latest ICT tools like WIFI, Audio visual aids, etc... for Students use .
- Internal and periodical assessments are done for each subject. Mini and Major projects are given to the PG students, and Group projects are given to the UG students, to motivate them to research attitude.
- Symposia, seminars, workshop are organized to have exposure on modern Trend in various subjects
- Feed back from students to ensure effective learning.
- Slow learners are given special coaching.
- Principal meets the heads of the department regularly and discusses on the teaching learning progress of each department.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	5
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	--
Others	15

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	10	2	01
Technical Staff	5	1	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

**a) Research :**

1. The management sponsors financial assistance to the concerned faculty member for presenting and publishing research papers.
2. The author of the paper is provided with Leave on Duty
3. Our College faculty members give guidance for the students to present research project papers in the conferences / symposia.
4. The college offers free access to students for Internet, Computers, Books and E-resources.
5. M.Phil Dissertations Ph.D thesis and M.Com Projects Reports as models are kept in department library for the reference of the students.
6. Five faculty members, who are recognized as research guides, have produced M.Phil, and Ph.D.
7. The IOAC provides financial support to organize seminars, Conferences and Workshops with the help of the Management fund.
8. The College offers Computerized Library, well equipped and ventilated Science Laboratories, English Language Laboratory, Completely air – conditioned Computer Laboratory with nearly 100 Computers. Each department is provided with a Desktop and printer.
9. Each department of the college invites reputed Scientist/ Scholar forms various fields in their academic forum meeting as resource person and provides a platform to accomplish updated knowledge in there with reference to current research and development.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	Nil
Non-Peer Review Journals	-	36	18
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN  No.Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy Rs.30,000/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		5	19	8	16
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 5

3.13 No. of collaborations International - National - And - -

3.14 No. of linkages created during this year 2

Memorandum of Under Standing

Skill Point

Reddington

3.15 Total budget for research for current year in lakhs :

From Funding agency From Nil Management of University/College 1,10,000/-

Total 1,10,000/-

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution who are Ph.D. Guides 8  
and students registered under them 55

3.19 No. of Ph.D. awarded by faculty from the Institution 4

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other



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

1. National Voters day was celebrated and the awareness rally was organized.
2. Awareness of Blood donation was arranged through Youth Red Cross and 48 Students have donated blood,
3. Youth Red Cross has taken steps to get learner and permanent two-wheeler driving licence for the student at low cost.
4. AIDS awareness program was conducted through NSS
5. Free Eye Camp Conducted for Public through Aravind Eye Hospital Tirunelveli, 45 Persons were benefited through free eye operations. And spectacles given to them at free of cost.
6. National Level, State Level and University Level Seminars and workshops were conducted by all departments.
7. First aid management “One Day Seminar Conducted for the students at University Level through Sri Sudarsan Hospital, Red Cross Society and health Club of our college.
8. To engage staff and students in more extension activities within the campus.
9. Dental Camp organized for the public
10. Environmental awareness rally conducted
11. Students’ Blood identification for the fresher’s
12. Awareness programme on the impact of chemical fertilizers for farmers
13. Awareness about the electronic wastage disposal for students
14. Road Safety Awareness rally conducted
15. Drugs Awareness rally conducted
16. Rally conducted in association with Police friends club to create awareness of Wearing Helmet.
17. Veterinary Camp conducted in the adopted village (Kottaivizhaipatti) in association with Rotary Club and NSS Unit 42 and 46.
18. Medical Camp conducted in Agasthiyarpuram with Rotary and NSS Unit 41
19. NCC Cadets trucking camp at Kalakadu Mundanthurai Tiger Reserve forest.
20. ANO and 26 cadets attended.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	89,034	-	Management	89,034
Class rooms	31	-		31
Laboratories	5	-		5
Seminar Halls	2	1	UGC	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

##### **Administration:**

Issuing TC, Course Certificate, Annual Accounts Statements, Provident Fund, Financial Statements, ESI have been computerized through office administration.

##### **Library**

Library has been automated with ROVAN LMS, a full- featured Open-Source Integrated Library Systems. Computerization of Library regular work such as Book Accessing, Book Cataloguing, and Book Circulation has been done. Barcodes for book accession numbers, Students' Identity cards have been generated in the Library.

Students are informed with various Employment opportunities published in periodicals are displayed through LED TV during College hours.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19,635	Rs. 2375112	2500	Rs. 5,00000	22135	Rs. 2875112
Reference Books	5,012	Rs. 7,25,000	230	Rs. 57,000	5242	Rs. 7,82,000
e-Books						
Journals	16	Rs. 12,300	1	500	17	Rs. 12800
e-Journals	-	-	-	-	-	-
Digital Database	4	Rs. 40,000	-	-	4	Rs.40,000
CD & Video	26	Rs. 6,525	-	-	26	Rs.6,525
Others (specify)	6	Rs.2400	-	-	6	Rs.2400

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	155	2	BSNL Broad Band 11	8	1	7	6	1 NAA C
Added	10		-	-	-	2	2	-
Total	165	2	11	8	1	9	8	1

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

1. Computer Training were given to Humanity Staff members
2. M.S.Office , Tally were taught to PG Students.
3. Database training
4. Student were encouraged to make use of internet facility to learn through open study resources.
5. Research Scholars ,PG Students and Staff were allowed to access INFLIBNET - NLIST
6. Literary plays and dramas were played through LCD Projector at Class rooms.
7. Technical Staff were trained to upload database of students pertaining to Scholarship.

4.6 Amount spent on maintenance in lakhs :

i) ICT

9,42,000

ii) Campus Infrastructure and facilities

15,00,000

iii) Equipments

7,00,000

iv) Others

12,00,000

**Total :**

43,40,000

## Criterion – V

### 5. Student Support and Progression

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

1. Proper display of announcement and Instructions on Notice Board
2. Bridge course for the I<sup>st</sup> Year Students
3. Students Counselling and Guidance services
4. Career Guidance and placement cell
5. Suggestions box for dropping suggestion
6. All possible sources for students' scholarship fund obtained and disbursed in time.
7. Corrective measures were taken based on the student's feedback.
8. Financial Assistances were given through various endowment funds.
9. Women's cell for the redressal of grievances.
10. Books and Stationery to students through co-operative stores at concessional rate.

#### 5.2 Efforts made by the institution for tracking the progression

- Frequent IQAC meeting, staff council and tutorial system.
- To develop leadership quality and reflecting democracy through student union election
- The career guidance cell conducts training programme for students in collaboration with various companies.
- Action taken based on complaint box and suggestion box
- Add on course (Yoga) help the students to be empowered.
- PTA and Alumni meetings conducted for campus development.
- Disciplinary team consisting of all H.O.Ds looks after issues if any.
- The class teachers are the mentors take the responsibility of their ward's academic progress in disciplinary
- Every department maintains registers on academic and non-academic performances.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	1427	96	03	-

(b) No. of students outside the state -

(c) No. of international students -

No	%
522	34

No	%
1001	66

MenWomen

Last Year 2014-15						This Year 2015 -16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
33	138	1		2							1523
Demand ratio =1:4(2015/501)											

Dropout 1.2% (18/1523) (Due to appointment in Military & paramilitary, Post office, Banks ,and in professional courses like Engineering and Medicine.

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

**IQAC Offers Training To the Students To Face Interviews And Succeed In Competitive Examinations Through The Following:**

- Communication and soft skill training
- Guidance is provided to the students for submission of online application form.
- Coaching classes for Banking service examination
- Conducting Quiz program to the students
- Insisting the students to attend the mock interview and group discussions to improve soft skill
- Motivating to avail books on competitive examination from the library.
- Physical fitness training is provided to the students who attend military and paramilitary forces

No. of students beneficiaries 140

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="4"/>	UPSC	<input type="text"/>	Others	<input type="text" value="7"/>

5.6 Details of student counselling and career guidance

- ✓ Students are counselled regarding self discipline importance of studies, respect to the parents to the teacher, public behaviours, individual and social responsibility, prayer, time management and resource management etc...
- ✓ Counselling on various social issues such as Voter Awareness, Awareness of HIV, Health and Hygiene are invited experts from the relevant areas
- ✓ Spiritual counselling is offered by the members of the monastery.
- ✓ Regular counselling with individual attention and career guidance has improved the calibre of students.

No. of students benefitted

5.7 Details of campus placement

	<i>On campus</i>	<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	125	24	07

5.8 Details of gender sensitization programmes

- ♦ As a co-education college, opportunities are open to all students irrespective of their gender.
- ♦ Students were shown aids awareness documentary film recommended by RJDCE Tiruenelveli.
- ♦ Health and Hygiene awareness program was organized by NSS, YRC, RRC and Health Club
- ♦ Equal representation to women teachers in all major sub committees.
- ♦ Women's day celebration day was conducted by inviting special lectures.
- ♦ Vice Chairman is reserved for girl student in the student council.
- ♦ Seminars on child health women's health women s rights , evils against women are organized by inviting women doctors and women lawyers to share their expertise.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	36	54,000
Financial support from government	1240	37,20,000
Financial support from other sources	12	36000
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students



5.13 Major grievances of students (if any) redressed:

1. Bus & Railway Concession Ticket arranged,
2. Napkin Burner installed in ladies restroom,
3. Special Bus service exclusively for ladies is arranged.
4. Speed up the process of scholarship payments.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision :**

Social and economical upliftment of the people of this area through value based quality education.

**Mission :**

To make the students of this Institution worthy citizens of the nation.

To empower economically and socially disadvantaged and under privileged rural students and equip them to shine in the academic skills and to have rich moral values.

Promoting the cause of higher education and advancement of the physical, mental and cultural interest of the downtrodden student community

## 6.2 Does the Institution has a management Information System

Yes. The management committee formulates the transparent policy on setting up of infrastructure, maintenance and other innovations proposed by the staff, students, parents, and from the society.

Dissemination of information to the concerned are ensured for the effective management.

### 1. Administration

- a) Staff Time table/ Workload
- b) Department time table.
- c) Internal Test Time table.
- d) Generation of Transfer Certificate

### 2. Admission

- a) Admission forms issue and Registration
- b) Preparing Merit list
- c) Preparing Selection List / Waiting List.(Based on Reservation)

### 3. Students Data

- a) Students fees details.
- b) Evaluation / Progress report / Result Analysis
- c) Students Personal Details.
- d) Attendance Entry

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

### 6.3.1 Curriculum Development

- As an affiliated college of Manonmaniam Sundaranar University, the curriculum is framed by the University.
- Some of our faculties serves as members of Board of Studies constituted by M.S. University and other Colleges
- Opinion collected from the faculty in curriculum revision are properly presented before the subject expert committee
- Individual assignment and group learning

### 6.3.2 Teaching and Learning

- Group and individual Projects
- Individual Assignment and group learning
- Motivating Advanced Learners to take up higher studies.
- Field trips and industrial visits are arranged to get hands on exposure
- Interactions by way of question – answer sessions and group discussions are encouraged
- Bridge course conducted for the First year students at the time of entry with special time table.
- Apart from the subjects prescribed in the curriculum, we conduct various courses to improve the students' Leaderships Quality, Communication Skills and entrepreneurship development.
- For effective teaching and learning , we make use of updated technology ICT enabled class rooms like LCD projector, Power Point Presentation ,Internet Sources, Audio Visual Aids, OHP, etc....
- Encourage students to participate and present papers in workshop and seminars conducted by other college/ our college.
- Special care towards slow learner by giving extra teaching, improvement test, is in practice.

### 6.3.3 Examination and Evaluation

- As an affiliated college, examinations are conducted by the University concerned
- Every semester, three continuous internal assessment tests and the model examinations are conducted to evaluate and elevate the students
- Besides the internal test, Class tests are also conducted.
- Tracking student's academic progression using progress card and getting regular feedback from parents.
- As a remedy on feedback, special classes are arranged for slow learners.
- Parents, teachers, student's colloquium are arranged at the department/ college level to track progression

### 6.3.4 Research and Development

- Teachers are motivated to apply for major and minor research projects of various funding agencies by a research committee.
- The final year students are initiated by all disciplines to undertake Individual/Group Projects.
- First year and second year students are trained for effective seminar presentation through power point preparation.
- PG Students are given guidance for their projects by their faculty members
- Research centre in commerce has University recognized research supervisor for M.Phil.,and Ph.D programmes.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library automation has been implemented.
- Library has been automated with ROVAN LMS,
- A full- featured Open- Source Integrated Library Systems.
- Computerization of Library such as Book Accessioning, Book Cataloguing, Book Circulation has been done.
- Barcodes for book accession numbers, Students' Identity cards have been generated in the Library.
- Students are informed with various Employment opportunities of periodicals are displayed through LED TV during College hours.
- Reader's forum has been organized to encourage the reading habits of the students.
- Reference service, News papers clipping service, current awareness service are the services provided for the students.
- INFLIBNET accounts have generated all students and PG students.
- All departments have computer and internet facility
- For library improvement, suggestion register and Book purchase suggestion register to get staff and Students opinion.

### 6.3.6 Human Resource Management

- The parental approach of the Management has resulted in the elated efficacy in managing the Human Resources Thus the faculty members, supporting staff, the students and the workers are inseparable elements of the institution.
- The collaboration and harmony between the teaching and the supporting staff is a vital energy behind every success.
- Responsibilities and accountability of faculty are clearly defined
- Regular training program from the use of feature, on use of computers and latest technologies are given to the Non-Teaching Staff.
- Various committee are constituted and faculty are assigned additional charge for the integrative quality development

### 6.3.7 Faculty and Staff recruitment

- New faculty members are recruited as per rules and regulation of UGC and affiliated University.
- Advertisements, inviting applications from qualified candidates are published in reading news papers.
- The management gives the priority to merit and teaching calibre.
- Social justice is ensured through community roaster and reservation policy is strictly followed as per the Government norms.

### 6.3.8 Industry Interaction / Collaboration

- Industry experts are invited to address in workshops, seminars, Social Meets, National Celebrations and Alumni Meet to the possible extent.
- Industry interactions are integrated in some courses by the way of sending students for industrial visit and project training.
- Physical education with graduate personnel for providing coaching facility to the students.

### 6.3.9 Admission of Students

- Follow the norms of admission has instructed by the Director of Collegiate Education, State Government and University.
- Transparency in admission process
- Admission is purely on merit.
- No Tuition Fees for Aided Courses
- Nominal fess for self supporting courses
- No tuition fees for SC students in self Supporting Courses.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>➤ Provident Fund, New Health Insurance Scheme, Loan Facility , Earned Leave, Festival Advance and GIS, Teacher's Society</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>➤ Provident Fund, New Health Insurance Scheme, Loan Facility , Earned Leave, Festival Advance and GIS, Teacher's Society</li> </ul>
Students	<ul style="list-style-type: none"> <li>➤ Government Scholarships</li> <li>➤ Financial Assistance through endowment</li> <li>➤ Cash awards for University Rank Holders</li> <li>➤ Value Based Books for prize winners</li> <li>➤ Encourage the students in intra mural and intercollegiate competitions.</li> <li>➤ Training for students to enhance to their employability through the Career Guidance Forum</li> <li>➤ Enhance the leadership quality through Rotaract Sponsored by Rotary Club of Ambasamudram.</li> <li>➤ Arrange Bus pass and Train Pass to the Students.</li> <li>➤ Students Co-Operative Store</li> </ul>

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NO	YES	IQAC
Administrative	NO	NO	YES	Faculty

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

NOT APPLICABLE

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

- Knowledge sharing by Alumni Association Meetings.
- Feedback obtained from parents and rectifications are carried out.
- University Rank holders are honoured with cash awards and certificates.
- Retiring Professors and Non-Teaching Staffs are Honoured By Alumni
- Alumni has maintained the Health Club, which do service to the student and public at low cost.
- Help to Conduct Seminars and awareness programmes

#### 6.12 Activities and support from the Parent – Teacher Association

- Departments organize parents meetings for the students who need counselling.
- Parents involved in the activities organized by the College
- Feedback from Parents Teacher Association is considered for the overall development.

#### 6.13 Development programmes for support staff

- Motivating them to take higher studies
- Provided M.S. Office Training , PPT training
- Awareness is created for E-Governance

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

- Rain water Harvesting established
- Energy Conservation
- Use of Renewable energy
- E-waste management
- ECO-Club organized various environmental awareness program
- Planting of sapling in the Campus and off the campus
- Vermic composting training through Dr.Vijayalakshmi and their team.
- Green silent mode Genset Installed
- Green campus awareness to the stake holders



## Criterion – VII

### 7. Innovations and Best Practices

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

- Counselling and guidance service to develop communication and soft skills
- Initiate to develop Linkages through inter collegiate event/ Competition.
- Apart from the curriculum, the final year under graduate students are persuaded to do a project related to their subject.
- Student Magazine of the manuscript , NILA MUTRAM, Containing articles, Pictures, verse, short story, painting etc...
- NSS Volunteers have done services to the society
- Conducted Bridge Course for the first year students to motivate and orient the fresher's.
- Students are instructed to make the use of the facilities in the library
- More Community work through Rrotract
- The management encourages the intellectual development of the student and staff by permitting them to attend various seminars, conferences, workshops in our colleges and other colleges.
- The management looks after the basic needs of the students and staff and infra structure

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

- Our College has secured 22 University Ranks.
- Faculty of the College have participated and show their academic excellence in-terms of paper presentation, workshop and conferences.
- Faculty Served as resource persons in various academic forums
- The management has renovated and established Chemistry and Physics Laboratory at the cost of Rs.30,00,000 /-
- Auditor Sridhar, a prominent Alumni Contributed Rs.1,00,000/- to conduct Quiz Program Periodically.
- College has received 3,00,000/- form the UGC for IQAC
- The College has organized for the following awareness programmes.
  1. National Voters day was celebrated and the awareness rally was organized.
  2. Awareness of Blood donation was created through Youth Red Cross and 48 Students have donated blood,
  3. Youth Red Cross has taken steps to get learner and permanent two-wheeler driving licence for the student at low cost.
  4. AIDS awareness program was conducted through NSS
  5. Free Eye Camp Conducted for Public through Aravind Eye Hospital Tirunelveli. 45 Persons were benefited through free eye operations. And specs given to them at free of cost.
  6. National Level, State Level and University Level Seminars and workshops were conducted by all departments.
  7. First aid management “One Day Seminar Conducted for the students at University Level through Sri Sudarsan Hospital, Red Cross Society and health Club of our college.
  8. To engage staff and students in more extension activities within the campus.
  9. Dental Camp organized for the public
  10. Environmental awareness rally conducted
  11. Blood identification for the fresher’s at the entry level.
  12. Awareness programme on impact of chemical fertilizers for farmers
  13. Awareness about the electronic wastage disposal for students
  14. Road Safety Awareness rally conducted
  15. Drugs Awareness rally conducted
  16. Awareness of Wearing Helmetrally conducted in association with Police friends club.
  17. Veterinary Camp conducted in the adopted (Kottaivizhaipatti) village in association with Rotary and NSS Unit 42 and 46.
  18. Medical Camp conducted in Agasthiyarpuram with Rotary and NSS Unit 41

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. Students Participation in Quality Enhancement
2. Co-curricular Activities

**\*Provide the details in annexure (annexure need to be numbered as IV, V)**

7.4 Contribution to environmental awareness / protection

- “ECO CLUB” prompts the students to grow more trees to keep the surrounding green and clean
- The New Road was laid with inter lock blocks at the cost of Rs.10,00,000/- to sustain the dust - free environment.
- Students are instructed not to use polythene bags to the possible extent
- Eco Friendly Paper cups and Plates are used during meetings.
- Uses of re-writable CD's are insisted
- Pen drives are mostly used instead of CD to the Possible Extent
- Environmental Day is observed
- NSS volunteers planted saplings in their adopted villages.

7.5 Whether environmental audit was conducted?    Yes     No

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

**\*Provide the details in annexure (annexure need to be numbered as V)**

- More Scholars were registered for Ph.D Programmes
- Leadership Training provided to the students
- Rotaract Students Participated in Rotary Youth Leadership Award conducted by Rotary Club
- SWOT analysis conducted department wise
- SWOT analysis conducted by the IQAC at the institution level (SWOT analysis is shown in Annexure IV)

## **8.Plans of institution for next year**

- To start a M.Phil programme in Commerce
- To apply for Research project through various funding agencies like UGC, DST.
- To motivate the faculty members and students for more research Publications
- To organize more number of State / National / International Seminars/ Conference/workshop
- To enhance and motivate the student for their placement training
- To conduct state/National Level NSS youth festival in collaboration with M.S. University as we did in the year 1990 -93

Name : *S.Sundaram* Name: *Dr.C.Azhakappan*

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*Signature of the Coordinator, IQAC*    *Signature of the Chairperson, IQAC*