

## 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

#### 1. Details of the Institution

1.1 Name of the Institution

A.P.C.Mahalaxmi College for Women

1.2 Address Line 1

A.P.C.Mahalaxmi College for Women

Address Line 2

Ettayapuram Road

City/Town

Thoothukudi

State

Tamil Nadu

Pin Code

628 002

Institution e-mail address

principal@apcmcollege.ac.in

Contact Nos.

0461 2345655

Name of the Head of the Institution:

Dr. K. Sathya Bama

Tel. No. with STD Code:

0461 2345655

Mobile:

8754681794

Name of the IQAC Co-ordinator:

Dr. T. Lilly Golda

Mobile:

9789105564

IQAC e-mail address:

[iqac@apcmcollege.ac.in](mailto:iqac@apcmcollege.ac.in)

apciqac13@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN11537

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/PCRAR/63/33

1.5 Website address:

www.apcmcollege.ac.in

Web-link of the AQAR:

<http://apcmcollege.ac.in/APCAQAR1718.pdf>

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 <sup>++</sup>		2004 - 2005	2005-2010
2	2 <sup>nd</sup> Cycle	A	3.09	2012 - 2013	2013-2018
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

28.12.2004

**1.8 AQAR for the year (for example 2010-11)**

2017 -2018

**1.9 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)**

AQAR 2012 – 2013 submitted to NAAC on 23/12/2013 (DD/MM/YYYY)

AQAR 2013 – 2014 Submitted to NAAC on 16/07/2015 (DD/MM/YYYY)

AQAR\_2014 – 2015 Submitted to NAAC on 01/02/2016 (DD/MM/YYYY)

AQAR\_2015– 2016 Submitted to NAAC on 01/02/2017 (DD/MM/YYYY)

AQAR\_2016– 2017 Submitted to NAAC on 20/03/2018 (DD/MM/YYYY)

AQAR\_2017– 2018 Submitted to NAAC on 31/12/2018 (DD/MM/YYYY)

**1.10 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  Totally Self-financ

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the College*)

Manonmaniam Sundaranar  
University, Tirunelveli

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

-

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and

1

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Level Total Nos.  Internation  Natio  \$  Institution

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Conduction of Orientation for the freshers and their parents
- Conduction of FDPs for the teaching and non teaching members of faculty
- Promoting research culture through the Apcian Research Forum
- Initiation Health awareness programmes
- Disseminating best practices

## 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
Admission - all seats to be filled	All the seats were filled
Bridge Course / Orientation programmes for the freshers	All the new entrants became familiar with the college activities through the Bridge Course and the Orientation programmes
One FDP per Semester (Teaching & Non-Teaching)	FDP was conducted for the teaching and the non-teaching members
ICT halls to be used frequently	Teachers used the ICT halls and smart boards to aid teaching.
Remedial classes	An average of 15 classes per semester was conducted by each department
Teachers to attend Faculty Development Programmes	. Teachers attended FDPs in order to keep themselves updated in their respective subjects. The programmes also motivated them to work in harmony with everybody.
Research Programmes to be mobilized	Proposal submitted for the upgradation of the PG Department of Mathematics to a Research Department.
The number of publications to be increased	There is considerable increase in the number of publications by faculty.
Internal and External Academic Audit to be conducted	Internal and External Academic Audit were conducted. The heads of various criteria inspected the documentation of activities in the various departments. The Heads of Departments presented the highlights of their respective departments before Dr. V. Joseph Albert, St. John's College, Palayamkottai. He visited the departments and inspected the documents. He also gave suggestions for the improvement of documentation.
Preparations for uploading the SSR	Details and documents collected for uploading the SSR

2.15 Whether the AQAR was placed in statutory body      Yes      No

Management             icate      Any  body

Provide the details of the action taken

The AQAR was approved after the members of the Management went through the contents. Suggestions were taken up.

Part – B

Criterion – I

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	-	NA
PG	2	-	2	-
UG	7		4	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1			
Certificate	1			20
Others				1(Career Guidance)
<b>Total</b>	12		6	21

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15( UG, PG)
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alum  Parents  Employer  Students   
(On all aspects)

Mode of feedback : Onlin  Man  Co-operating schools (f   
PEI)

***\*Please provide an analysis of the feedback in the Annexure***

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

- ❖ Regulation of workload has been restructured as LTPC during the academic year 2017 - 2018
- ❖ Yoga has been introduced as mandatory course for II Year UG students under Part IV
- ❖ Revision of Syllabi has been done by the university. Some salient features are as follows.
- ❖ The Paper on “Bakthi Ilkiyamun Sitrinbalakiyam” has been enlisted as “Bakthi Ilkiyamun Sitrinbalakiyam” as two different courses since the relative learning of the two kinds of literature is strained ( Department of Tamil)
- ❖ A new course on “Eco English” creates eco awareness through literature.
- ❖ “Indian Administrative System” enhances better awareness about the civic administration of the country  
(Department of History)
- ❖ Field Work which enhance practical knowledge of the skills to be developed has been introduced (Department of Commerce)
- ❖ Research Methodology in the P.G. Department of Mathematics paves way for better research.
- ❖ Chemistry in Medicine acts as an eye opener regarding a health oriented world

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

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**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	20	16	-	2

29
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2.2 No. of permanent faculty with Ph.D.

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V



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

-	-	-	-	-	-	-	-	-	20
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2.4 No. of Guest and Visiting faculty and Temporary faculty

41	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	73	41	32
Presented	45	25	01
Resource Persons	08	02	-

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

Teachers were encouraged to use ICT enabled facilities for teaching. Google classrooms made assignment submission easy. Role play and Simulation methods helped students become thorough in their lessons.

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)

Open Book test was given to students as a kind of assignment to students of English
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

05		
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2.10 Average percentage of attendance of students

95
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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 %
III B.Sc., Chemistry	37	29	08	-	-	100%
II M.Sc., Chemistry	12	04	02	-	-	50%
III B.Com	54	02	40	06	-	88.89%
III B.A., English	59	01	22	21	04	93%
III B.A., History	46	-	14	25	03	91.3%
III B.Sc., Mathematics	48	34	9	-	-	89.58 %
II M.Sc., Mathematics	25	22	03	-	-	100%
M.Phil., Mathematics	16	16	-	-	-	100%
III B.A., Tamil	35	01	19	10	-	85.7%
II M.A., Tamil	12	06	06	-	-	100%
M.Phil., Tamil	07	-	07	-	-	100%
III B.Sc., Zoology	26	01	20	-	-	80.76%
III B.Com.,	56	-	26	19	03	85.71%
II M.Com.,	19	06	10	-	-	84.21%
III B.Com.,	47	-	36	03	-	83%
III B.Sc., Computer Science	46	21	23	-	-	96%
III B.Sc., Physics	36	17	18	-	-	97.22%

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

The IQAC constantly monitors the teaching learning process and gives suggestions for the same. Following are some of the processes encouraged:

- Role play
- Simulation
- Open book test
- Mind mapping
- Google classrooms
- Increased usage of ICT enabled facilities

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	11
Others	25

## 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	07	31	02	05
Technical Staff	-	-	05	09

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- ❖ Intellectual Property Rights cell has been established on 22.06.2017.
- ❖ A one day workshop on “Intellectual Property Rights and Patenting” was conducted on 30.01.2018. Dr. T. Arockiadoss, Asst. Professor and Head, Director (Centre for Intellectual Property Rights- CIPR), Department of Physics, Directorate of Distance Education, Madurai Kamaraj University, Madurai addressed the gathering.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	1
Outlay in Rs. Lakhs				6,35,800

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	8
Outlay in Rs. Lakhs				17,50,000

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	70	13	12
Non-Peer Review Journals	-	-	-
e-Journals	33	14	-
Conference proceedings	16	14	-

##### 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

**NIL**

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

**Not Applicable**

UGC-SAR  CAS  DST-F   
DPE  DBT Scheme/fund

3.9 For colleges Autonom  C  DBT Star Sch   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	4	4	4	-	-
Sponsoring agencies			Indian Academy of science in Bangalore and Alagabath.	Management		

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : **Nil**

From Funding agency  From Management of University/C

Total

3.16 No. of patents received this year: **NIL**

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

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

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

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

JRF  SRF  Pr  Fellows Any

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

- 21.06.17 Yoga day was conducted in our campus, Dr. Neetha (Tamil Dept) addresses the gathering. Cadets expose their talents on stage, Our Principle appreciate the Cadets.
- Campus cleaning programme was conducted on 03.08.2017. The NSS Volunteers Cleaned Public places in Mapillaiyurani on 07.08.2017.

- The NSS Volunteers took “Clean India” oath to make India Clean and went to the District Library of Thoothukudi and arranged 3000 books in the shelf on 09.08.2017.
- On 21.08.2017 Special Guest Lecture was arranged. Mrs.V.Subashini Special Public Prosecutor, Mahila Court, Thoothukudi, gave speech on the Topic “Cyber Crime” and also advised the students about safe way of using Information Technology. About 150 students participated in the program and benefited.
- Organised an awareness programme on “Legal Literacy” on 12.09.2017. Awareness programme on “Cleanliness” was organised on 18.09.2017.
- Organised slogan and painting competition on the topic “Cleanliness is service” on 20.09.2017.
- Joy of Giving week was celebrated at Sri Padrakaliamman middle School of the nearby adopted village Mappilaiyurani on 06.10.2017.
- On 12.10.17 our 3- coy cadets attended the Swachhta pakhwada plan made a rally to Mappilaiyurani village and cleaned the village public Lake.
- In connection with Dr. A.P.J Abdul Kalam’s Birthday the “Youth Renaissance Day” was celebrated on 17.10.2017.
- ‘Rashtriya Ekta Diwas’ pledge was taken by NSS Volunteers on 31.10.2017.
- Verse writing competition was conducted on 03.01.2018.
- Organized an Oratorical Competition on the Topic “Challenges before Youth” on 05.02.2018, 15 Student participated.
- A special camp was conducted by NSS unit No.47 from 15.02.18 to 21.02.18 at Mappillaiurani.

## 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	6 acres 95 cents			
Class rooms	45	3		48
Laboratories	6+3			9
Seminar Halls	5			5
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

The Library has been shifted to a bigger space. A mini auditorium has been constructed.

#### 4.2 Computerization of administration and library

Complete office automation has been done and all academic and administration related work is done using the application software. The college library is partially automated.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26425	7607594	2340	149581	28765	7757175
Reference Books	2775	515996	30	53735	2805	569731
e-Books	Access through N-List					
Journals	39	49350			25	49350
e-Journals	Access through N-List					
Digital Database	Inbuilt					
CD & Video	Nil					
Others (specify)						
Magazines	16	33600			16	33600
Newspapers	8	17997			8	17997



Employment Service Paper	2	1296			2	1296
Donation	167	20000	185	120000	352	140000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	156	3		2		11	12	2 (IQAC + Research lab)
Added	-	-	-	-	-	-	-	-
Total	156	3		2		11	12	2

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

An FDP on “**R Tool application in Big Data Analysis**” was arranged. It was attended by 46 faculty members from various colleges.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT 1,63,213

ii) Campus Infrastructure and facilities 24,98,566

iii) Equipments 80,959

iv) Others 7,02,628

**Total :** 34,45,366

## Criterion – V

### 5. Student Support and Progression

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

The IQAC makes the students aware of all the Student Support services available through:

- Orientation Programme
- College Website
- College Calendar
- Notice Board
- Letter Correspondence
- Circulars

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

The departments monitor the performance and progress of the students regularly. Talent scanning of the prospective students is also done. After every internal test marks are entered in the progress card and sent home. The parents are met periodically and informed about the progress of their wards. Feedback from parents was also collected during the meet.

The Alumnae Association of the College keeps in touch with students as they graduate from the College, thereby tracking their progression to Higher Education or Placement. A record is maintained for the same.

#### 5.3 (a) Total Number of students

Department	UG	PG	Ph. D	Other s
Tamil	132	24	2	7
English	178			
History	176			
Commerce	184			
Mathematics	141	52		7
Chemistry	123	17		
Zoology	89			
Computer Science	127			
Physics	128			
Commerce (U.A)	176	48		
Commerce (C.A)	161			

(b) No. of students outside the state

02

(c) No. of international students

Nil

Women	No	%
	1108	100

Last Year (2016-2017)						This Year(2017-2018)					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
88	250	1	740	4	1083	92	247	1	766	2	1108

Demand ratio 4:3

Dropout :4 %

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

PG and M.Phil students of Tamil and Mathematics and PG students of Chemistry and Commerce are given coaching for NET/SET examinations.

No. of student beneficiaries: 115

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  IPSC  others

#### 5.6 Details of Student Counselling and Career Guidance

The Career Guidance and Placement Cell of the College strives to equip students in all fields so that they can stand on their own legs. Following are the activities of the Career Guidance and Placement Cell.

Kind of Programme / Competition Topic	Date	Resource Person / Trainer	Level	Beneficiaries
Add-on Courses on Jewellery Making and Handwork	Even Semester (30 days)	Mrs. Sangeetha and Dr. M. Paripoorana Selvi	College	II & III UG students (aided), II B.Sc Zoology

classes				
Add-on Courses on Spoken English, Spoken Hindi and Quick Maths	Even Semester (30 days)	Mr. Karmegam, Mrs. A. Agnes Mary, Mrs. R. Vadivukkarasi  Dr. R. Rajeswari, Ms. Meenakshi	College	III Maths, II B. Com, III B.Com and III B.A History
Add-on Course on Yoga & Personal Grooming	Even Semester (30 days)	Mrs. Anista, Mrs. Vedhavalli, Mrs. Selvalakshmi	College	III & II B.A English, III & II Chemistry
Workshop on “Preparation for Competitive Examinations”	12.02.2018	Mr. Mariappan, Director of TIME Institute, Tirunelveli	College	160
Seminar on “Skill Development”	12.02.2018	Mrs. Rajeevi,  Proprietor of Senthil Murugan, Agency	College	160

#### 5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations visited	Number of students participated	Number of Students Placed	Number of students Placed
-	-	-	2

#### 5.8 Details of gender sensitization programmes

The following programmes were conducted during this year:

- Mrs.P.Geetha Jeevan, MLA, DMK, Thoothukudi gave a motivational speech on “Woman as a Leader” to 205 students. This programme was organized by the Department of Commerce (unaided) on 7<sup>th</sup> March 2018.
- A health care counseling was given by Dr.K.Banumathi, Associate Professor of Zoology on “Personal Health and Hygiene” to 200 students on 5<sup>th</sup> February 2018.
- A guest lecture on “Safety of Girl Children” was organized by the Rotaract club on 21.09.2017. 100 Students participated and got benefitted

## 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

Financial support from Government

Aided (U.G)

S.No	Caste	Class	No of Students	Amount (Rs.)
1.	SC	I yr	49	2,78,401
		II yr	50	2,67,824
		III yr	69	3,96,843
2.	MBC	I yr	08	9,872
		II yr	24	33,630
		III yr	36	63,560
3.	BC	I yr	29	43,479
		II yr	51	74,810
		III yr	83	1,41,885

Aided (P.G)

S.No	Caste	Class	No of Students	Amount (Rs.)
1.	SC	I yr	07	47,464
		II yr	03	27,072
2.	MBC	I yr	10	35,400
		II yr	12	44,166
3.	BC	I yr	02	6,513
		II yr	02	7,746

Aided (M.Phil)

S.No	Caste	Class	No of Students	Amount (Rs.)
1.	MBC	I yr	02	7,060
2.	BC	I yr	01	3,530

Unaided (U.G)

S.No	Caste	Class	No of Students	Amount (Rs.)
1.	SC	I yr	11	61,699
		II yr	23	1,40,402
		III yr	24	1,45,257

Unaided (P.G)

S.No	Caste	Class	No of Students	Amount (Rs.)
1.	SC	I yr	1	8,499
		II yr	4	40,026

Students also avail financial support from other sources like Labour Welfare Association, Ulavar Scholarship and other private scholarships.

## Financial Support from Institution

	Number of students	Amount
Financial support from institution	16	84,542
Financial support from government		
Financial support from other sources	108	2,14,494
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International

Exhibition: State/ University level  National level  International

5.12 No. of social initiatives undertaken by the students (NSS)

5.13 Major grievances of students (if any) redressed: Students had problems with uploading Part V marks. They represented it and it was rectified.

## **Criterion – VI**

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

6.1 State the Vision and Mission of the institution

Vision:

To Enlighten and Empower with values.

Mission:

To enrich the marginalized women through Quality Education with Human values.

6.2 Does the Institution has a Management Information System

Yes. Students and Staff details are updated periodically and are available in the database.

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

#### 6.3.1 Curriculum Development

Ours being a university affiliated institution, the Curriculum is designed and developed by the university. Some of our staff are members in Board of Studies in Manonmaniam Sundaranar University. They actively contribute to enrich the curriculum.

Curriculum is enriched in the following ways:

1. Arranging Guest Lectures
2. Arranging National, State level seminars
3. Subject Project
4. Album Preparation
5. Students seminar
6. Industrial Visit
7. Paper Presentation
8. Assignments.

#### 6.3.2 Teaching and Learning

The learning aptitude of the student is scaled as per the marks obtained at the Higher Secondary level. Subsequently, semester-wise academic performance is analysed and students are classified community wise into advanced, mediocre and slow learners.

Students are motivated and encouraged by



1. Conducting Remedial classes
2. Organizing coaching classes during zero hours
3. Government merged scheme coaching for SC/ST students
4. Encouraging them to attend seminars, industrial visits, mock programmes, study tours.
5. Making them participate in curricular and extracurricular activities
6. Using ICT labs for PPT presentations.
7. Utilizing smart-board classes for seminars
8. Preparing CD – packages for visual classes
9. Preparing learning materials for “Student – Teacher – Student” programmes.
10. Using Language Laboratory
11. Referring books in the Department Library
12. Participating in Quiz programmes
13. Preparing journals and albums
14. Providing psychological support.

### 6.3.3 Examination and Evaluation

According to the academic plan prepared by the Principal at the beginning of each semester,

1. Three internal tests are conducted at an interval of 25 – 30 days.
2. Marks are registered and for failures, parents are met in person and informed.
3. Progress reports are issued and duly got signed by parents.
4. Assignments for UG and PG students, Seminars for PG students are evaluated and class tests are also evaluated.
5. Evaluation schedule as directed by the university is intimated to students.
6. The method of applying for revaluation, re-totalling and rectifying errors in the mark statements are also informed.
7. The Head of the department ensures the execution of Teaching – Learning and evaluation process in accordance with the plan prepared.

### 6.3.4 Research and Development

Many of our faculty have obtained PhD and others are pursuing the course. A few of them have got guideship recognition. The Departments of Chemistry and English have launched their respective magazines: Chemtalk and Scribl.

The activities of Apcian Research Forum are as follows:

1. Organizes Faculty Development Programmes on Research.
2. Initiates the eligible faculty to get guideship recognition.
3. Motivates the staff to publish their research contributions to various reviewed journals with high impact factor.
4. Initiates the PG students to participate in paper presentations.
5. Plagiarism software has been installed.

### **Consultancy:**

Our staff members act as Resources persons in workshops / National seminars / International seminars in various Institutions and act as members in Academic forums and share their expertise.

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

The Librarian along with the Library Advisory Committee members conducts innovative programmes and competitions to imbibe interest in reading to students.

#### 6.3.6 Human Resource Management

Self – appraisal method is followed for performance assessment. Teachers are required to submit the self-assessment report every year. The result of the evaluation is that the teacher becomes aware of her weaknesses and strengths.

Development methods are given due importance to promote the professional development of the faculty. The faculty members are permitted to attend Refresher courses, orientation programmes, seminars, workshops and conferences and their absence is treated as leave on duty. Making accessible to FDP and pursuing Doctoral degree help the faculty to attain professional development. Members are encouraged to enrol themselves in the academic forums and professional associations and attend the programmes also. Internet facility available in each department facilitates to tap the latest information easily. The management arranges Faculty Development programme every year to enrich the Research and skills of Faculty in various domains.

#### 6.3.7 Faculty and Staff recruitment

The recruitment policies stipulated by the UGC / Government are strictly followed by the Institution. At the time of recruitment, a selection committee is constituted and only the best among the aspirants is selected. As far as the recruitment of a teacher is concerned, her academic proficiency, research potentiality, teaching aptitude are taken into consideration. Applicants are asked to handle demonstration classes also.

14 vacant teaching faculty positions were filled during this academic year. The management appoints staff to fill the vacancies under management scale and as well as under self financing scheme.

6.3.8 Industry Interaction / Collaboration: MoU with IFERP is functional. MoU with DCW has been arranged.

### 6.3.9 Admission of Students

The admission process is widely published through the institutional website. Call for application is advertised in the leading newspapers. The admission process is carried out as per the government norms (69% reservation system of the government of Tamil Nadu is strictly followed) with the roster system. The Principal and a Selection Committee (consisting of senior teachers) interview the applicants with their parents. Selected candidates are intimated through post. Waiting list is also displayed on the Notice Board for the perusal of the public.

#### 6.4 Welfare schemes for teaching and non teaching faculty:

1. Quarters are provided
2. As directed by the Government of Tamil Nadu, Star Medical Insurance Scheme can be availed
3. Priority at the time of admission for the wards of staff members.
4. Bank facility is available within the campus.
5. Vehicle shed is provided to park the vehicles.
6. The canteen caters to the need of staff and students.

#### Students:

1. Adi-Dravidar Welfare scholarship for SC, BC Students.
2. Adi-Dravidar loan scholarship only for hostel Sc students.
3. M.S.University merit scholarship.
4. C.M. merit scholarship
5. Differently abled scholarship.
6. Assisting students to get vehicle licence
7. Bank facility, vehicle shed and canteen facility.

#### 6.5 Total corpus fund generated

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	Yes	External Expert	Yes	IQAC
Administrative				

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

For UG Programmes      Yes

For PG Programmes      Yes

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?

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6.11 Activities and support from the Alumni Association

Alumnae association has become instrumental in transmitting the rich heritage, values, valuable information, experience etc., from generation to generation and thereby reduces the inter-generational gap. The outgoing batch contributes regularly towards the Alumnae Fund. All the Departments conduct Alumnae Meets. Our students continue to enrich their respective Department libraries by contributing books and acting as ambassadors of our institution. The Alumnae Association also sponsors towards conducting programmes.

6.12 Activities and support from the Parent – Teacher Association

The parents of the new entrants were given an orientation on the reopening day. They are notified about their ward's performance through the issuing of progress cards after every internal test. Feedback is collected from them. Parents give valuable suggestions regarding the activities of the college.

6.13 Development programmes for support staff

A faculty development programme was conducted for the non teaching faculty on **Personality Development.**

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

Awareness is given to the students to keep the campus eco-friendly. The Institution adopts environment friendly practices and takes necessary actions. Observing the important days such as Leader's Day, World Environmental Day, etc., by planting saplings is one of the traditions of our Institution. Students are encouraged to bring and plant saplings in the college campus. An inter department level gardening competition was held by the Eco-club. The students of English were taught to make paper bags. They made them and handed them over to the canteen to replace plastic bags.

## 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.

- Strengthening of the Career Guidance and Placement Cell Forum has opened avenues for career opportunities for students and scope for self-employment.
- The Apcian Research has been very active in promoting the research culture.
- The IQAC has motivated and encouraged all the members of faculty to involve in the preparation of the Self study report for NAAC reaccreditation.

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

S.No	Date	Nature of Programme	Topic	Speaker/s
1	23.06.17	Orientation programme & Bridge Course for the Freshers	Mode of functioning of the college, rules and regulations	Principal and heads of departments and members of the IQAC
2	23.06.17	Parents Meet	Mode of functioning of the college, rules and regulations	Dr. K. Sathya Bama
3	30.01.18	Workshop on Intellectual Property Rights	<b>Intellectual Property Rights and Patenting</b>	Dr.T.Arockia Doss Asst.Prof & Head Director (Centre of Intellectual Property Rights) Dept of Physics Directorate of Distance Education Madurai Kamaraj University, Madurai
4	14.02.18	FDP for Non Teaching Faculty	<b>Personality Development</b>	Dr.R.C.Vasuki Principal A.P.C.Mahalaxmi College for Women

5	17.02.18	Orientation for Teaching Faculty	<b>Preparation for the NAAC Self Study Report</b>	Dr.Rama Subbiah Asst.Prof of English, Coordinator for IQAC, Mannar Thirumalai Naicker College, Madurai
6	02.02.18	Motivational Talk	<b>The Value of Values</b>	Mrs.Shyamala Ramesh Babu, Founder, Chisel and Evolve, Chennai
7	17.03.18	Orientation for Teaching Faculty	<b>The Logistics of NAAC Accreditation</b>	V.S. Joseph Albert Deputy Principal & Associate Prog of English St.Xavier's College(Autonomous) Palayankottai
8	17.03.18	External Academic Audit Presentation of the Highlights of the Departments  Best Dept selected		V.S. Joseph Albert Deputy Principal & Associate Prog of English St.Xavier's College(Autonomous) Palayankottai

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>• LIVE AND SPARK CLASSES (Annexure i)</li> <li>• OPEN BOOK TEST (Annexure ii)</li> </ul> |
|---|

7.4 Contribution to environmental awareness / protection

Students of all majors are allotted a place to grow plants. They are motivated to plant some trees and also got idea about the necessity to save our environment protection and safety. All students have actively taken part in gardening thus bringing about a green environment in our campus. With the collective efforts of all our students, we have gardens of all types of plants that include herbal, flowering and non-flowering plants. Potted, decorative plants and

medicinal plants also adorn the gardens. Constant efforts are being made to maintain the greenness of the campus in front of their respective departments to preserve old trees of considerable value that generate fresh air a thing which is highly recommendable for maintaining healthy atmosphere and ecology of an institute of repute, thereby shaping the minds of the youths with great potentials.

7.5 Whether environmental audit was conducted? Yes

7.6 Any other relevant information the institution wishes to add.

Having fulfilled all the Peer team suggestions given during the previous accreditation, the institution is preparing to appear for the 3<sup>rd</sup> cycle of accreditation.

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

- To establish a Women Empowerment Cell
- To install an Incubation Centre
- To set up a Student Amenities Centre
- To conduct a programme to instill traditional values in students
- To encourage faculty and students to enrol themselves in online courses
- APCIAN Alumnae Association to be registered
- To prepare for the third cycle of reaccreditation

Dr. T. Lilly Golda

Dr. K.Sathya Bama

*Coordinator, IQAC*

*Chairperson, IQAC*

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**Presentation of Best Practice**

**Title of the practice: LIVE and SPARK CLASSES**

**Goal**

- To impart values and ethics in the life style of students.
- To nourish and nurture the skills of students.

**The Context**

In leading a successful life both morale and skills have to be nourished. It is a primary need for the student society. In order to enhance the skills and morale of the students these classes are arranged for the students.

**The Practice**

LIVE (Lessons in Value Education) and SPARK (Skills, Personality development, Art from waste, Relaxation and Karate) classes are handled by teachers twice in a week. In LIVE classes the interviews of successful persons and their motivational speeches are shown to the students in the ICT halls. Some moral instructions and guidance are also given by the teachers. In the SPARK classes various skills are imparted to the students. To take up the Competitive exams like NET/SLET and TNPSC, proper guidance are given and old question papers are discussed in the class. Creativity skill is enforced through Art from waste class. In this class hand bags and paper bags are made out of the cloth and paper .Through Karate classes students learn self defence. These two classes are entirely supportive to students in gaining confidence and nourishing their skills.

**Evidence of success**

The behavioural changes in students are visible inside and outside the class room. Students learnt Karate and demonstrated KATA, SHAI and broke tiles in the Republic Day celebration. Students made biodegradable hand bags and paper bags. Many students took up the TNPSC Group IV exams and VAO exams.



### **Problems encountered and Resources required**

It is difficult to spare more time for these classes due to other academic duties. Need more materials to teach the students.

### **Usefulness of the practice**

- The morale of the students is strengthened and the attitude of encountering challenges is enhanced.
- The various skills of the students especially the leadership quality and personality of the students are upgraded to higher level.

### **Presentation of Best Practice**

**Title of the practice:** OPEN BOOK TEST

#### **Goal**

- To inculcate the quick reading practice inside the class.
- To create a stress free ambience during test.

#### **The Context**

Usually for the class test students memorize the content with the least interest. Moreover most of the students do not have the habit of reading the full text prescribed. Therefore open book test is often conducted in the class to bring the keen interest of students in the particular subject.

#### **The Practice**

The teacher gives the summary of the text before she announces a test. The teacher comes to the class for the test with questions from the text. The questions are framed in such a way that students have to read the full text to answer. Students are motivated to take up the test in groups and the best group is awarded.

#### **Evidence of success**

Students score full mark in answering one word. Passing percentage goes up after conducting these tests. Interest in reading has improved.

#### **Problems encountered and Resources required**

Some students would stop studying and simply copy from the book. Sometimes students don't take up the test seriously instead they expect only fun in learning.

#### **Usefulness of the practice**

- It prioritizes understanding rather than memorizing the book.
- It is stress free and a useful task for the students in learning and reading.