

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-2017

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. R.C. Vasuki

Tel. No. with STD Code:

0461 2345655

Mobile:

9944277939

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) EC/PCRAR/63/33

1.4 Website address:

Web-link of the AQAR:
For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺⁺		2004 - 2005	2005-2010
2	2 nd Cycle	A	3.09	2012 - 2013	2013-2018
3	3 rd Cycle				
4	4 th Cycle				

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

1.7 AQAR for the year (for example 2010-11)

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)

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)

1.9 Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>		
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>		
Financial Status	<input type="checkbox"/>	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B		
	<input type="checkbox"/>	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>			

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	TEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="-"/>								

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

Manonmaniam Sundaranar
University, Tirunelveli

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		
2. IQAC Composition and Activities	<input type="text" value="-"/>		
2.1 No. of Teachers	<input type="text" value="8"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>		
2.3 No. of students	<input type="text" value="-"/>		
2.4 No. of Management representatives	<input type="text" value="1"/>		
2.5 No. of Alumni	<input type="text" value="1"/>		
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="1"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>		
2.8 No. of other External Experts	<input type="text" value="0"/>		
2.9 Total No. of Members	<input type="text" value="13"/>		
2.10 No. of IQAC Meetings held	<input type="text" value="5"/>		
2.11 No. of Meetings with various stakeholders: No.	<input type="text" value="11"/>		
Faculty	<input type="text" value="15"/>		
Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text" value="1"/>
		Others	<input type="text" value="2"/>
Alumnae – (One each department)			
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
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

Empowering Youth for Employment

2.14 Significant Activities and contributions made by IQAC

The IQAC bears in mind the recommendations given by NAAC and plans strategies to improve on the same. The IQAC initiated the following programmes through the Union Activity Committee:

A programme on Women Empowerment was arranged on 9th September, Dr.V. Vasanthi Devi, Former Vice Chancellor, M.S. University addressed the students and discussed the various schemes regarding women welfare and growth in the government and also motivated the students to face the challenges in the world.

As per the instruction and guidelines received from District Collectorate, Thoothukudi, arrangements were made for the in-line submission of voter ID number in the voters enrolment list.

In collaboration with Tamilnadu Mercantile Bank Ltd, students were directed to apply for PANCARD. Many students applied for PANCARD and got benefited.

In commemoration of World Peace week a three day workshop on Heart based Meditation was arranged for our students from 26th to 28th September, 2016. Mr.Jeya Prakash, Mr. Veera, Mrs. Valli and Mrs. Meera Shankar led the session and provided support to them. Students were highly benefited.

In connection with Dr. A.P.J. Abdul Kalam's birthday, drawing and essay competitions were conducted for the students on 17th October, 2016. The prize winners name list and the report were sent to the J.D.office.

As per the communication from the J.D office, an awareness programme on Boom free Diwali was arranged for the III degree students on 24th October, 2016. They delivered a talk on how to celebrate Diwali in a safe way. The students gained knowledge regarding the

safest way of firing crackers. Students were briefed about the safety measures to be followed in case of burn injuries.

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	Teachers were motivated to apply for UGC assistance for Minor and Major research projects.
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. Dr. Nellai Murugan, Head, Dept. of Mathematics and Coordinator, IQAC, V.O.C. College, Thoothukudi visited the departments and inspected the documents. He also gave suggestions for the improvement of documentation.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

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			
PG	2		2	
UG	7		4	
PG Diploma				
Advanced Diploma				
Diploma	1			
Certificate	1			20
Others				1(Career Guidance)
Total	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	2 (Dip & Certificate)

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employers - Students ✓

(On all aspects)

Mode of feedback : Online - Manual ✓ Co-operating schools (for PEI) -

An analysis of the feedback

The institution strives incessantly to gain perfection. Focus is immensely on improving and ensuring that the stake holders find every programme conducted in the campus, highly

beneficial. One way to ensure that it is so is by getting feedback and working on the suggestions extended.

The feedback received has stated that 100 percent of the stakeholders find the programmes highly useful. It has been observed that about 15 percent of them have requested that such programmes be conducted on a frequent scale. Efforts have been taken to enhance the quality as well as the number of such programmes. Considerable success has been achieved.

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

The college is affiliated to Manonmaniam Sundaranar University, Tirunelveli. This academic year (2016-2017) there has been a revision in the syllabus.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	14	12	-	1

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
-	-	-	-			-			34

2.4 No. of Guest and Visiting faculty and Temporary faculty

25	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	83	10
Presented papers	7	48	2
Resource Persons			5

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

- Using technological aids (5 technology theatres + 2 smart board classes + 1 language lab)
- Internet facility and department library in each department. Conducting Add-on courses, free coaching for NET and TNPSC exams.
- Arranging Guest lectures, International, National and State level seminars and workshops.
- Remedial coaching for SC&ST students, giving special classes and review and drill practices for students.
- PG students were asked to handle one hour class for UG students. The concerned Staff in charge observed the class.
- Subject oriented class Quiz was conducted.
- Subject oriented Group Discussion was also organized by the students.
- Open book test was conducted.

2.7 Total No. of actual teaching days

During this academic year : 180

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

The University has informed the affiliated colleges to conduct an oral assignment for Part II English from 2016-2017 batch onwards.

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

07		
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

95

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Aided						
B.A Tamil	33	-	17	7	-	72
B.A English	60	-	14	24	1	68.5
B.A History	55	-	20	12	-	58.8
B.Sc Mathematics	47	31	13	-	-	94
B.Sc Chemistry	36	27	9	-	-	100
B.Sc Zoology	26	3	18	-	-	80.7
B.Com	57	2	26	23	-	90
M.A Tamil	11	4	7	-	-	100
M.Sc Mathematics	23	14	6	-	-	87
M.Phil Tamil	09	2	7	-	-	100
Unaided						
B.Com	51	-	14	34	-	94
B.Sc Computer Science	45	16	21	-	-	88
B.Sc Physics	36	08	27	-	-	97
B.Com C.A	58	2	34	2	-	74
M.Phil Mathematics	13	11	1	-	-	92
M.Sc . Chemistry	09	-	07	-	-	77.7
M.Com	27	1	26	-	-	96.6

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

The Chairperson of the IQAC convenes meetings periodically and discusses with the members of the IQAC, effective measures for Quality Enhancement. Suggestions are invited from the Heads of all the Departments. The IQAC and the Departments draw a work plan at the beginning of the academic year.

For the new entrants, an orientation programme was arranged by the IQAC on 20.06.2016 in order to familiarize them with the college campus. During this orientation programme the students were instructed about the mode of functioning of the college, pattern of assessment, career oriented programme and support services. The IQAC conducted Freshers' test on 30.06.16 for the I year students to scan their skills, abilities and general knowledge.

The IQAC conducted the following Faculty Development Programmes:

- A session on "Soft Skills" for Non-teaching faculty was given by Dr. D. Sankary, Associate Professor of English, on 31st March, 2017
- A session on "Towards Quality Enhancement and Sustenance" was given by Dr. Nellai Murugan, Associate Professor of Mathematics and Coordinator, IQAC, V. O. Chidambaram College, on 11th April, 2017

The IQAC motivated the Departments to conduct National and International level seminars. Student-centred programmes too were encouraged. Various co-curricular competitions were conducted by the various associations, clubs and forums. At the end of the year, every department submitted a Self study Report to the IQAC. Based on this report, the Best Department was selected by an External Expert.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	7
UGC – Faculty Improvement Programme	-
HRD programmes	All Faculty Members
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	27
Others	26

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	8	30	3	-
Technical Staff	-	-	5	-

Total: 38 permanent: 8 Vacant: 30

Criterion – III

3. Research, Consultancy and Extension

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

- The APCIAN Research Forum meets occasionally and discusses the recent developments in the areas of research in various fields.
- Members of faculty are encouraged to apply for Minor and Major research Projects.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	8	2	2
Outlay in Rs. Lakhs	2298250/-		2298250/-	588250/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	59	15	15
Non-Peer Review Journals			3
e-Journals	6		
Conference proceedings	4	23	2

3.5 Details on Impact factor of publications: Department of Chemistry

Name of Faculty	Impact factor		Citation index	H-index	i-10 index	No.in SCOPUS
	Range	Average				
H.Kohila Subathra Christy	3.63-5.9	6.89	1	1	-	-
D.Shanmuga Priya	3.63-5.9	6.89	85	7	2	-
P.Yokeswari Nithya	6.391	3.2	4	2	-	-
S.Sankara Vadivu	3.63-5.9	6.89	44	5	-	-
C.Stella Packiam	0.498- 6.391	5.2	10	2	-	-
J.Clara Jeyageetha	5.97- 6.39	6.18	-	-	-	-
V.Sankaragomathi	5.97	3.0	-	-	-	-

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	2 Yrs	UGC	25,45,000	
Interdisciplinary Projects				
Industry sponsored	6 months	Bio-Med Central Ltd	76,823	76,823
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	2 Yrs		25,45,000	

3.7 No. of books published :6

i) With ISBN No. : 4

Chapters in Edited Books :2

ii) Without ISBN No. :-

3.8 No. of University Departments receiving funds from - **NIL**

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

Level	International	National	State	University	College
Number			-	-	-
Sponsoring agencies					

3.11 No. of conferences organized by the Institution - 7

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

Experts - 7 Chair person – 9 Resource person - 5

3.13 No. of collaborations:

Collabo

ration – 1. Tuticorin Branch of SIRC of ICAI

2. Central Bank of India , APCM Branch Thoothukudi

3. Campus Drive 1. e- NOVA Consultancy Interview for Commerce

Students

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : 23.5 lakhs

From funding agency From Management of University/College

Total

3.16 No. of patents received this year - Nil

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

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the Year - Nil

Total	International	National	State	University	Dist	College
	-	-			-	-

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 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

- Organized Clean India Programme in collaboration with Lion's club on 12th August, 2016.
- Celebrated Trianga March on 22nd August, 2016.

- Organized Workshop on "Digital Financial Literacy" on 10th January, 2017.
- Organized Debate in connection with the birthday of Swami Vivekanada- "Will Digital Transaction Suit all Classes of People" on 12.01.2017.

- Campus cleaning programme was conducted on 7th March, 2016.
- Helped as a volunteer in "Private Employment Camp" organized by our Tamilnadu Government.
- A special camp was conducted by NSS unit No.47 from 20.03.17 to 26.03.17 at **Mappillaiurani**.
- Organized an awareness rally on road safety on 28th March, 2017.

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			45
Laboratories	6+3		UGC	
Seminar Halls	5			5
No. of important equipments purchased (≥ 1-0 lakh) during the current year.			UGC MRP	40,000
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC	74,750/-
Others				

Toilets have been constructed for the staff.

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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26260	75.87594	167	20,000	26427	76,07,594
Reference Books	2725	474666	158	1,24646	2883	5,99,312
e-Books	ACCESS THROUGH N-LIST					
Journals	39	49350	-	-	39	49,350
e-Journals	Nil					
Digital Database	INBUILT					
CD & Video	Nil					
Others (specify)			158			
Magazines	18	11,400			18	11,400
Newspapers	7	15,996	1	2001		17,997
Employment Service	2	1296			2	1296
UGC XII Plan (Merged Scheme)	-	-	-	-	-	-
Special Fees	-	-	-	-	-	-
Management Account	-	-	-	-	-	-
Donation			167	20,000		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsin g Centres	Computer Centres	Office	Depart -ments	Others
Existing	153	3		2(Hostel)		11	12	2 (IQAC+ Research lab)
Added	4							
Total	157	3		2		11	12	2

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

Students and teachers are given programmes to keep themselves updated on the improvement in technology. The following programmes were offered by the Department of Computer Science:

- A free online Add- on Course on “**Programming in C++** “by NPTEL, which is a **joint initiative of IIT-M** was arranged to seven of our meritorious students. The

students were supported by the faculty to complete the Assignments and for displaying the video lectures in our ICT Hall

- An ADD ON course on Basic Computing was arranged to the Hostel Students (Non Computer) to impart basic computing knowledge.
- An **FDP on “Latex** - A document writing tool for research work was arranged to ease the work on research. It was attended **by 20 faculty members and 19 research scholars** from other departments.
- A two Day Workshop was organised on the Topic “SPSS in Commerce & Management” by the Department of Commerce.

4.6 Amount spent on maintenance in lakhs:

i) ICT	48,717/-
ii) Campus Infrastructure and facilities	Rs. 4,38,960/-
iii) Equipments	Rs. 74/750/-
iv) Others	-
Total :	Rs. 5,62,427/-

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.	Others
Tamil	112	27		10
English	183			
History	173			
Commerce	185			
Mathematics	143	24	48	16
Chemistry	115	21		
Zoology	83			
Computer Science	135			
Physics	114			
Commerce (U.A)	180	45		
Commerce C.A	164			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Last Year (2015-2016)						This Year (2016-2017)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
77	244	2	753	3	1076	88	250	1	740	4	1083

Dropout %: 1.38

Demand ratios: 4:2

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: 143

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC 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
Workshop on "Personal Grooming"	23.08.16' & 24.08.16'	Mrs. V. Selvalakshmi , Lawyer and alumna & Ms. Sankareshwari, alumna.	College	Various Departments (400 students)
Workshop on "Jewellery Making"	22.09.16' & 23.09.16'	Mrs. Sangeetha , Trainer in Jewellery Making.	College	Various Departments (120 students)

<p>National Workshop on Empowering Youth for Employment, EYE 16'</p>	<p>20.12.'16</p>	<p>1) Dr. Vincent Alva, Associate Professor of English, Milagres College, Udupi.</p> <p>2) Mr. Peer Mohamed Sardhar, Senior Manager, HR, Coastal Energen Pvt. Ltd. Thoothukudi.</p> <p>3) Dr. B. Beneson, Associate Professor of English and Placement Officer, St. John's College, Palayamkottai.</p>	<p>National</p>	<p>600 students including students from various colleges and our college</p>
<p>Campus Interview by Alcance Technologies, Customer support Executive, Chennai</p>	<p>16.02.'17</p>	<p>Alcance Technologies, Customer Support Executive, HR Department</p>	<p>College</p>	<p>Various Departments (290 students)</p> <p>Seven Students have been selected.</p>
<p>Attended National Level Workshop on "Life Enhancement Endeavour" conducted by Career Guidance & Placement Cell, St.John's College, Palayamkottai</p>	<p>11.02.2017</p>	<p>-</p>	<p>National</p>	<p>Dr.T.Lilly Golda, Assistant Professor of English, A.P.C Mahalaxmi Collge for Women along with 2 students of II BA English.</p>

5.7 Details of campus placement: Nil

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	290	07	30

5.8 Details of gender sensitization programmes: The Women Forum organized the following programmes:

- ❖ On 10.01.2017 a mehandi competition on the topic “Aesthetic Expression of Women” was organised.
- ❖ On 8th August 2017, International Women’s Day was celebrated. Dr. A. Chandra Pushpam, All India Radio, Tirunelveli addressed the gathering on the topic “Women: Arise, Awake”.

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 (UG)

S.No	Caste	Class	No. Of Students	Amount
1	SC	I yr	41	230564/-
		II yr	69	366191
		III yr	69	384576
2	MBC	I yr	27	31009
		II yr	43	51431
		III yr	25	35553
3	BC	I yr	62	73924
		II yr	105	109038
		III yr	101	144519

Aided (PG)

S.No	Caste	Class	No. Of Students	Amount
1	SC	I yr	7	63698/-
		II yr	7	68253/-
2	MBC	I yr	2	6306/-
3	BC	I yr	15	43623/-
4	BC & MBC	II yr	21	66509/-

Unaided

S.No	Caste	Class	No. Of Students	Amount
UG				
1	SC	I yr	23	131082/-
		II yr	24	132326/-
		III yr	26	148929/-
PG				
2	SC	I & II yr	8	69902/-

Students also avail financial support from other sources like Labour Welfare Association, Merit Scholarship, Ulavar Scholarship and other Private Scholarships.

No of students who received International / National recognitions – NIL

Financial support from Institution

	Number of Students	Amount
Financial support from institution	11	68,013/-
Financial support from government		
Financial support from other sources	10	48,948/-
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 (NSS)

5.13 Major grievances of students (if any) redressed:

Nil

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 have a management Information System: Yes?

Adequate information is provided to the President in the following ways:

1. Frequent visits, interaction with members of the teaching, non-teaching staff and students.
2. Making periodic and regular reviews of performance for improvement.
3. Holding general staff meetings at frequent intervals
4. Major activities are reported by the Principal and the office superintendent.
5. Allowing the parents to present their opinion.
6. Expressing opinions through various Associations and the Union Activity Committee.

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

6.3.1 Curriculum Development

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

1. 3 staff members have been awarded Ph. D
2. There are well equipped laboratories to carryout research work.
3. The Institution publishes a peer reviewed, Bi-annual multi disciplinary Research Journal 'ENRICH' with ISSN No: 2519 – 6394
4. PG, M.Phil projects are guided in the Department of Tamil and the Department of Mathematics.
5. There are 55 research scholars in Ph.D Tamil
6. 13 of our faculty are research guides and 54 scholars are registered under them.
7. 07 scholars have been awarded Ph.D in Tamil from the institution.

The activities of Research Forum are as follows:

1. Organized 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.

Consultancy:

Our staff members acted 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 library provides the ‘open-access’ system to the staff. Books are stacked according to subjects. Books are kept in the glass door almirah in the reading room. A property counter is maintained in the library to keep personal belongings of the library users. Library cards are issued to the students and staff. Library clearance is checked out by the college administration before issuing admit card of final examination to the students and also to teaching and non-teaching staff before giving release orders from the college. Specialized Services Provided by the Library:

- ❖ Reference: A Reference section is provided.
- ❖ Barcode Printer and Reader have been provided for library management.
- ❖ User Orientation and awareness: Provided at the time of Orientation programme for new entrants.
- ❖ Assistance in searching Databases: Provided by library staff
- ❖ □INFLIBNET/IUC facilities are provided.

The library staff issue/receive books to/from students and staff. In case of any difficulty in finding the required book, help is provided by the library staff. The Librarian along with the Library Advisory Committee members conducts innovative programmes and competitions to imbibe interest in reading to students.

Details of books available in the department library.

Name of the Department	No of books available
Tamil	1269
English	655
History	164
Commerce	386
Mathematics	362
Chemistry	389
Zoology	667
Computer Science (UA)	108
Physics (UA)	224
Commerce (UA)	439
Commerce with C.A (UA)	210

The various infrastructure facilities available are Auditorium, ICT Lab, O.H.P, Language lab and Technology Theatres. Their uses are as follows:

1. Conducting seminars, competitions, Special Day functions and Fine arts competitions in the Auditorium.
2. Paper presentation, pre – Ph.D viva, Ph.D viva are conducted in the Technology Theatres.
3. Smart Board is used to aid teaching.
4. Student seminars are taken using LCD and O.H.P
5. Communication skill classes are conducted in the Language laboratory.
6. Online Quiz competitions are conducted in the ICT lab.

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.

No Government appointment for Faculty took place during this academic year. But 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: Nil

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:

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.

Non Teaching: Same above said schemes

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

Rs. 3,530/-

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			Yes	

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

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 contributed Rs. 29,650 towards the Alumnae Fund. All the Departments conducted Alumnae Meets. Our students continue to enrich their respective Department libraries by contributing books.

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 - Nil.

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.

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.

- More number of CD packages developed as the mode of learning.
- Video-conferencing lectures.
- Alumnae-sponsored programmes.
- Web assignments.
- Installation of Interactive Boards.
- Free Internet access for students.
- Green audit.
- Feedback mechanism formalized as per NAAC Peer team recommendation.

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

- Two International seminars and two UGC sponsored seminars were organized.
- Faculty Development Programmes were conducted for teaching and non-teaching faculty.
- Internal and External Academic Audit was conducted.
- Feedback mechanism has been formalized.

7.3 Give two Best Practices of the institution:

(Annexure I)

(Annexure II)

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 No

7.6 Any other relevant information the institution wishes to add.

The Institution strives for quality enhancement and sustenance. The IQAC plays a major role in this process. All the members of faculty are involved in the process leading

towards excellence. The efforts and support of the Management, the Principal and all the stakeholders involved for the betterment of the institution are noteworthy.

8. Plans of institution for next year

Innovative teaching methods to be introduced.

More number of seminars to be conducted.

The IQAC to apply for a UGC/NAAC sponsored seminar.

External Academic Audit to be conducted.

Students` Progress to be monitored in a more effective manner.

Plan to generate revenue through consultancy.

Presentation of Best Practice

Title of the practice: ONE MINUTE TEST

Goal

- To familiarize the key points for essay type questions
- To produce better results.

The Context

Writing error free essays is difficult for many students. Writing briefly within the class can be a productive activity. When students are made to prepare an outline of the essay with all side headings, this will increase the chances for a more coherent answer.

The Practice

The question outlines are drawn well ahead by the course teacher and informed to the students. Before learning the full essay, they are made to learn the side headings and the key points. Students are engaged in frequent tests and they experience class hours as productive time for learning. This regular practice improves class engagement both for learning and for discussions.

Evidence of success

There was overwhelming response to the practice. The frequent tests helped the students face the university exams with confidence. Progress could be seen in the results.

Problems encountered and Resources required

It is difficult to draft the key points for all the university questions. Moreover it is tough to monitor whether the absentees copied the available content.

Usefulness of the practice

- Students score good marks
- The number of failures has reduced considerably.

Presentation of Best Practice

Title of the practice: COMPUTERIZED FEEDBACK SYSTEM

Goal

- To generate error free report
- To generate many types of analytical reports for a particular programme.

The Context

Collecting and analysing written feedback from students regarding a particular programme is a tedious, tiresome, error prone and time consuming task. Hence the need for computerized feedback system was suggested.

The Practice

The students are informed about this system at the beginning of every semester and are encouraged to give their responses regularly. The organizer of the programme prepares a questionnaire for the student to respond. All the students provide feedback for the same. The students' responses are analysed automatically by the system and it is monitored by the head of the department. Thus every organizer receives feedback about every programme. A report is generated immediately and the analysis is done later.

Evidence of success

The entire process gets completed within a short time period. The number of errors is eliminated and the burden of paper work is also reduced considerably.

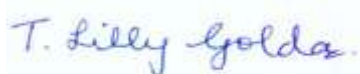
Problems encountered and Resources required

Organizing the time allotted for each department to complete this module is a tough process. Since all students are not tech savvy, most of them are not confident enough to use the system. So they need assistance.

Usefulness of the practice

- Error free feedback for all the activities is generated within a short span of time.
- Many types of analytical reports can be generated.

Name: DR. T. LILLY GOLDA



Signature of the Coordinator, IQAC

Name: DR. R. C. VASUKI



Signature of the Chairperson, IQAC
