

The Annual Quality Assurance Report (AQAR) of the IQAC 2015-2016

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) C/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 (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

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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

-

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:

- An Awareness programme on road safety was conducted on 27.08.15
- A Signature Campaign was organized by the Childline Tuticorin district on 24.08.15
- A Documentary film –“Kutty” was screened on 28.08.15 to make students know about child labour
- A Demo class on registration for availing voter ID online was arranged for on 06.10.15
- Students participated in the Smart City Campaign on 30.10.15
- Flood relief funds were collected from staff and students and sent to the affected areas in Chennai and Cuddalore through The Hindu on 07.12.15
- A Documentary film on “Mahakavi Bharathiyar” was screened on 29.01.16
- It was arranged for application of voter ID for all the students on 17.02.16
- All Special Day programmes including Independence day, Republic Day, Sath Bhavan Diwas day, Founder’s day, Sarvodaya day, etc., were conducted by the respective Departments which were assigned the duties.

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
Student –centred Programme by IQAC	A paper presentation competition pertaining to “Student Support Services of the Institution” was conducted.
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. Eight faculty members of various departments have submitted minor research projects to the UGC.
The number of publications to be increased	There is considerable increase in the number of publications by faculty.
Internal Academic Audit to be conducted	Internal Academic Audit was conducted. The heads of various criteria inspected the documentation of activities in the various departments.
An eye – camp to be organized	In connection with the Centenary Celebration of our Founder ‘Kulapathy’ THiru. A.P.C. Veerabahu, we planned to organize an Eye Screening Camp jointly with Arvind Eye Hospital, Thoothukudi for our students and for the public.

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 Non-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure (Annexure I)

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

NO

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
30	13	16		1

2.2 No. of permanent faculty with Ph.D.

22

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
	31					1			

2.4 No. of Guest and Visiting faculty and Temporary faculty

- - 31

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	15	
Presented papers	7	13	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.

2.7 Total No. of actual teaching days

During this academic year : 180

2.8 Examination/ Evaluation Reforms initiated by

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the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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	37		25	10		94.5%
B.A English	58		11	25	9	77.6%
B.A History	47		13	23	1	79%
B.Sc Mathematics	46	26	18			96%
B.Sc Chemistry	36	27	9			100%
B.Sc Zoology	27	7	16			85.18%

B.Com	57		29	24		93%
M.A Tamil	14	7	7			100%
M.Sc Mathematics	19	11	2			68%
M.Phil Tamil	12		12			100%
Unaided						
B.Com	57		7	32	6	78.94%
B.Sc Computer Science	45	15	29			97%
B.Sc Physics	32	8	24			100%
B.Com C.A	55	3	44	2		89%
M.Phil Mathematics	12	12				100%
M.Sc . Chemistry	9	4	4			44.44%
M.Com	27		23			85.18%

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 20.06.2015 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 30.06.15 for the I year students to scan their skills, abilities and general knowledge. The IQAC conducted the following Faculty Development Programmes:

- 27.10.2015 on Dr. S. Senthil Nathan, Assistant Professor and Deputy co-ordinator, UGC – SAP (DRS), Department of Educational Technology, Bharathidasan University, Trichy. spoke on “ Redesigning Pedagogy for the Digital Learners: What, Why and How”. The entire teaching faculty attended the programme.
- On 29.02.2016 Dr. R.C. Vasuki, Principal A.P.C.Mahalaxmi College for Women, Thoothukudi. Spoke on – “Stress Management”. The programme was for the non-teaching members.
- On 02.03.2016 Dr. K.Palani Associate Professor, A.P.C.Mahalaxmi College for Women, Thoothukudi. – spoke on “Personality Development” to non-teaching members.
- On 19/10/15, Dr. V.K. Meenakshi, Retired Professor of Zoology and Dr. S. Gomathy, Assistant Professor of Zoology conducted sessions on “Citation Index, H-index and SCOPUS index” to all the faculty members.

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.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	All Faculty Members
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	30
Others	

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	3	15	-	15
Technical Staff	5	15	-	15

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.
- On 19/10/15, Dr. V.K. Meenakshi, Retired Professor of Zoology and Dr. S. Gomathy, Assistant Professor of Zoology conducted sessions on “Citation Index, H-index and SCOPUS index” to all the faculty members. Teachers were asked to create Citation Index for themselves.

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	2	11		1
Outlay in Rs. Lakhs	3.65	23.5 lakhs		80,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	45	5	12
Non-Peer Review Journals	-	1	-
e-Journals	-	1	-
Conference proceedings	9		-

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	2 Yrs	UGC	25,45,000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				

Total	2 Yrs		25,45,000	
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3.7 No. of books published

4

i) With ISBN No.

4

Chapters in Edited Books

5

ii) Without ISBN No.

3

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

8

Chair person

1

Resource person

9

6

3.13 No. of collaborations – Nil International

National

Any other

-

3.14 No. of linkages created during this year

Nil

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

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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

In connection with the Centenary Celebration of our Founder ‘Kulapathy’ Thiru. A.P.C. Veerabahu, an Eye Screening Camp was organized in collaboration with Arvind Eye Hospital, Thoothukudi for our students and for the public on the following dates:

9th & 16th April 2015 – For our students

10th April 2015 – For the public

The objectives of the Camp were to create awareness on ‘eye – care’ and to enable the economically backward people and people from the rural areas to undergo medical treatment. More than 1000 persons attended the camp. 795 students and 200 public people were benefitted. Those with cataract were identified and surgery advised.

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 (\geq 1-0 lakh) during the current year.			UGC MRP	
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC	3,96,267
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	26139	75.7528 7	121	12307	26260	7587594
Reference Books	2139	352876	586	1,21,790	2725	474666
e-Books	ACCESS THROUGH N-LIST					
Journals	42	95157	42- 3=39	49350	39	1,44,507
e-Journals	Nil					
Digital Database	INBUILT					
CD & Video	Nil					
Others (specify)						
Megazines			18	11,400		
Newspapers			7	15,996		
Employment Service			2	1296		
UGC XII Plan (Merged Scheme)			598	1,25,714		
Special Fees			1	595		
Management Account			108	7788		

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								
Total		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.)

- Seminar on “Wireless Sensor Medical Image- Networking on 19.08.15
- Seminar on “Medical Image Processing” on 25.08.15
- Seminar on “Advanced Computing” on 14.08.15
- Workshop on “Redesigning Pedagogy for Digital Learners What, When, How?” 27.10.2015
- Seminar on “Preventing the Youth from Internet Threat” on 22.12.15
- Seminar on “Free Lancing Technology” on 23.12.15

4.6 Amount spent on maintenance in lakhs:

i) ICT

-

ii) Campus Infrastructure and facilities

Rs. 1, 46, 250

iii) Equipments

Rs. 79,000

iv) Others

Rs. 171017

Total :

Rs. 3, 96, 267

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 Effort

The departments monitor the progress and performances of the students regularly. Talent scanning of the prospective students has been done. After every internal test marks are entered in the progress card and sent home. During the first semester parent teacher meeting was conducted on 20.06.2015 for the parents of all the students and during the second semester, the weak students were asked to bring their parents.

Parents were informed of the academic progress of their children. Feedback from parents was also collected during the meet. There was a discussion on the necessary steps to be followed by the students to clear up pending papers in the forth-coming semester examinations.

The Alumnae Association of the college keeps in touch with students as they pass out of the college, thereby tracking their progress to Higher Education or Placement. A record is maintained for the same.

Department	UG	PG	Ph. D.	Others
Tamil	40	24	40	15 (M.Phil)
English	64			
History	59			
Commerce	64			
Mathematics	48	24		15
Chemistry	40	15		
Zoology	29			
Computer Science	48			
Physics	39			
Commerce (U.A)	60	28		
Commerce C.A	52			

5.3 (a) Total Number of students

Last Year (2014-2015)						This Year (2015-2016)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
73	255	1	747	3	1076	77	244	2	753	3	1076

Dropout %: 3.4

Demand ratios: 5.1

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: 121

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.

- An Exhibition cum sales was held from 10.07.15 to 17.07.15. Students who got training in jewel making during the year 2014 – 2015 displayed their hand-made jewelry and sold them.
- A Guest Lecture on “Interview techniques” was organized on 18.12.15. Mr. Manoj Kumar Senior Sales Executive, Idea addressed 150 Students of Arts and Science. Students got knowledge and ideas on resume preparation, types of interviews, preparation needed before attending the interview, how to answer tough questions, STAR technique to be followed, and do`s and don`ts in an interview.
- Extempore and Mock Interview Competitions were conducted on 29.12.15. Many students participated enthusiastically.
- The T.I.M.E institute of Tirunelveli conducted a Scholarship Eligibility test on 06.09.15 & 20.12.15. Students appeared for the test and became eligible for scholarship.
- A workshop conducted on “Speed Maths” was conducted on 11.01.16 by Mrs. R. Rajeswari, Miss. S. Subarevathy and Miss.P. Meenakshi, Assistant Professors, Dept of Mathematics, 150 students from various disciplines were benefitted.

- On 04.02.16 officials from the District Collector’s Office conducted a seminar in our college. Honourable district collector Mr. M. Ravikumar was the Chief Guest. The Collector and government officials belonging to various departments gave elaborate speech on employment opportunities in various sectors. The “Way for Success” bulletin was released and distributed to the students. An Exhibition of various books available at the Collectorate was also organized.
- Mrs.K. ChitraChellam, Department of Commerce (UA), Miss.Sudha, III B.Com and Miss. Karthika, III B.Com (UA) attended a one day workshop on “Women Empowerment through Employment and Workplace Behaviour” on 08.03.16 conducted by the Women Forum, Manonmaniam Sundarnar University, Tirunelveli.
- Students were notified about the Job Guaranteed tests published by Tamilnadu Graduates Federation on 19.03.16 and were encouraged to attend the competitive exams.
- 05.04.16 Employability Assessment Test Techruit Technologies in association with Naukari .com can 350 Students able to be placed.

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

5.8 Details of gender sensitization programmes (Women Forum)

- The Health Club of the college organized a meeting on “Women Health” on 21.08.2015. Dr. Archana Ambujam spoke on how to boost women’s confidence by improving their health.
- Various competitions are held by all the clubs using the theme “Women Empowerment”.

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

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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	69	302587
		II yr	63	311258
		III yr	56	283094
2	MBC	I yr	42	52156
		II yr	27	28635
		III yr	26	59254
3	BC	I yr	105	120052
		II yr	102	110699
		III yr	132	196196

Aided (PG)

S.No	Caste	Class	No. Of Students	Amount
1	SC	I yr	10	67146
		II yr	8	64063
2	MBC	I yr	4	25040
3	BC	I yr	15	44847
4	BC & MBC	II yr	17	49002

Unaided

S.No	Caste	Class	No. Of Students	Amount
UG				
1	SC	I yr	22	103196
		II yr	26	133446
		III yr	22	123217
PG				
2	SC	I & II yr	6	46008

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		
Financial support from government		
Financial support from other sources	7	76522
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. Two Minor Research projects have been completed.
3. 12 Minor Research projects are ongoing.
4. There are well equipped laboratories to carryout research work.
5. The Institution publishes a peer reviewed, Bi-annual multi disciplinary Research Journal ‘ENRICH’ with ISSN No: 2519 – 6394
6. PG, M.Phil projects are guided in the Department of Tamil and the Department of Mathematics.
7. There are 50 research scholars in Ph.D Tamil
8. 10 of our faculty are research guides.
9. 11scholars 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. Encourages the Faculty to enrol themselves in the research forum.
3. Initiates the eligible faculty to get guideship recognition.
4. Motivates the staff to publish their research contributions to various reviewed journals with high impact factor.
5. 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.

1. Acted as judges in intercollegiate level competitions
2. Acted as a chairperson of the Examination board
3. Acted as chief guests
4. Acted as members in BOS
5. Act as lifetime members in ELT@I
6. Act as lifetime members in ASIA TEFL
7. Act as lifetime members in South Indian History Congress.

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. The library university question papers.

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.

Support Provided by the Library Staff:

LIBRARY ACTIVITIES ASSOCIATED WITH LIBRARY ADVISORY COMMITTEE

S.NO	DATE	ACTIVITIES	VENUE	BENEFICIARIES
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1	12.08.15	Orientation Programme	Auditorium	U.G.I Year (the new entrants)
2	16.09.15	Awareness Programme – Competitive Exams	Auditorium	5 Students from each Department Participate
3	05.10.15	Seminar -	Seminar Hall	26 students Participated and presented papers. 14 among them gave power point presentation. I prize C. Angammal II B.A., Tamil II Prize C. Muthu Murugeswari @ Tharani II B.A., English & Subbulakshmi I B.Sc., Maths III Prize A. Alagumari II B.Sc., Maths
4	17.12.15 & 22.12.15	N-list awareness programme	Library Net – Centre	P.G. & M.Phil Students
5	22.12.15	Library Advisory Committee Conducted Vivekananda Cultural Academy Test	Auditorium	157 Students Participated and 7 Studnets were selected in the first list to attend the camp at Kanyakumari.
6	02.02.16	Vocabulary Competition	Zoology Block – Upstairs	58 Students participated I Prize R. Rajeswari –IB.A., English II Prize U. Syedul fahima – B.Sc., Maths S. Kalaivani – III B.A., English III Prize M. Kavitha I B.A., EnglishD. Siva SankariIII B.A., English K. Ramya Lakshmi III B.A., English
7	08.02.16 & 12.02.16	New Arrivals Display – Competitive Books	Library	All Major Students

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. The Library Advisory Committee:

Details of books available in the department library.

Name of the Department	No of books available
Tamil	1229
English	380
History	162
Commerce	231
Mathematics	357
Chemistry	243
Zoology	559
Computer Science (UA)	108
Physics (UA)	197
Commerce (UA)	343
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

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 rouster system. 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. 3,510

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		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 out gone 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.

The students and staff members who come by vehicles have been advised to check their vehicles emission details periodically and asked to make sure that there is reduction in carbon burning.

On 29.01.2016, DR. R. Shantha Kumari, Department of History, gave an interactive session on "Conservation of medicinal plants". The Department of Botany conducted an interdepartmental essay writing competition on the topic "Role of Medicinal Plants for a future"(வருங்காலத்தில் மருத்துவத் தாவரங்களின் பங்கு) on 16.02.2016.

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

Learning has been made "Learner-centric" by the following methods

- Providing text books and reference books for self study.
- Student Seminars, group discussions.
- Practicals and Project work.
- Library and ICT, internet facility for value education.
- Power point presentation of seminar by students.
- Availability of learning resources (CDs & DVDs)

- Internal improvement examination for students unable to pass after two attempts in semester examination
- Students are motivated and encouraged to take part in paper presentation and poster presentation. From thus they have broad knowledge about the different field of subjects.
- Attending national level and state level seminar, students have tremendous idea about such topics, interacting with other college expertise and having exposure.
- UGC sponsored seminars have been conducted.
- CCTV with 37 cameras has been installed.
- Two International seminars and two UGC sponsored seminars were organized.
- Internal 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

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.

Annexure I

Presentation of Best Practice

Title of the practice: STUDENT PORTFOLIO

Goal

- Engage in self-reflection about their progress.
- Use this criteria to evaluate their work

The Context

Given a heterogeneous group of students, the teacher needs to motivate all of them and raise their self-esteem. Hence the need to record their achievements and reward them for the same arises.

The Practice

It was proposed by the Internal Quality Assurance Cell of the college to present deserving students in their final year with the following awards:

“OUTSTANDING PERFORMER OF THE MAJOR” and “PROMISING STAR OF THE MAJOR”

Students were asked to maintain records of their academic achievements and other activities including assessment of their social behaviour by their respective teachers and Head of the Department. Formats were given to the students to record the same and to get them duly signed by their respective class teachers and Head of the Department.

Evidence of success

There was overwhelming response to the practice. This continuous documentation helped scale students' status, progress and accomplishments. Students brought out their best vying with each other in a healthy manner. Even shy students started coming forward to participate in all activities.

Problems encountered and Resources required

One is that it can be very demanding for students, parents, teachers and/or policymakers to execute. Additional time is imperative for planning, identifying capable students, assisting students' generation of portfolios, and evaluating outputs. The creation of

portfolios in itself is time consuming and requires utmost dedication and discipline to carry out. Additionally, no valid grading criteria as of yet have been established to evaluate the quality of generated portfolios. Since outcomes are very personal, contents vary from one student to another, it would be very difficult to objectively assess the contents of portfolios.

A uniform pattern was given to all students and all the members of staff were involved in selecting the outstanding performers.

Usefulness of the practice

- Students are pleased to observe their personal growth.
- They have better attitudes toward their work.
- There is a healthy competition among the students.

Annexure II

Presentation of Best Practice

Title of the Practice: **Functioning of the EXCEL Club**

Goal

- To enable students enhance their communication skills
- To assist students gain confidence while speaking in English

The Context

Students need to have mastery over the English language in today's global market if they want to have an edge over the other competitors. Keeping this in mind, the EXCEL Club (Excellent Communication in the English Language) has been initiated and running successfully for the past few years.

The Practice

A hundred and thirty five students enrolled themselves for the language skill development classes conducted by the club throughout the year. This year, the club was involved in training the students in the major English language skills namely, listening, speaking, reading and writing along with the other related skills such as vocabulary building, pronunciation and basic grammar. These skill development classes were conducted in the seminar hall between 1.30 p.m and 3.30 p.m during the working days. Totally, 30 hours of training in the various skills was imparted to the students. The language development process of the students included language learning activities such as listening to audio and video materials, reading comics, role playing, singing rhymes, narrating stories and so on.

Evidence of Success

Besides, this year, the EXCEL Club also embarked upon enhancing the Academic language Proficiency (ALP) of the students by training them for the English Language Proficiency Tests conducted by an established private English language testing agency called the Shakespeare Institute of English Studies, Chennai, and enabling them to take the tests on 10.10.2015. This testing process was carried out in order to assess the students' acquired competence in skills such as employability, vocabulary, spelling, pronunciation, grammar and verbal reasoning. A total of 48 students participated in these tests and won merit certificates. U. Muthu Murugeswari @Tharini, II B.A. English emerged as the State Topper in the

Vocabulary Test and was awarded a cash prize of Rs. 1,000/- by the Shakespeare Institute of English , Chennai.

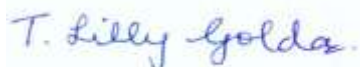
Problems Encountered and Resources Required

Since the number of students was large, it was difficult to pay individual attention. Moreover the infrastructure facility available was limited especially when the language laboratory had to be used. Hence, to overcome this problem, students were divided into batches.

Usefulness of the practice

Students show increased interest in improving their communication skills.

Name: DR. T. LILLY GOLDA



Signature of the Coordinator, IQAC

Name: DR. R. C. VASUKI



Signature of the Chairperson, IQAC
