

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

A.P.C.MAHALAXMI COLLEGE FOR WOMEN

ETTAYAPURAM ROAD THOOTHUKUDI

628002

www.apcmcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Our founder President, Kulapathi A. P. C. Veerabahu, staunchly believed that an educated India would alleviate the maladies that affect our society. The college has made a significant contribution to the inhabitants of the vicinity, particularly to the rural women, who have suffered years of social oppression. We salute and pay tribute to the Founder who is a brilliant intellect, an able administrator, a thorough planner, a great visionary and much more - all rolled into one.

The Founder President, ventured to start A.P.C.Mahalaxmi College for Women, Thoothukudi as an individual initiative under the auspices of the V.O.C. Educational Society, named after his paternal aimt Tmt.A.P.C.Mahalaxmi Ammal. Located at the outskirts of Thoothukudi, the college caters to the educational needs of rural girls. The foundation stone was laid on 2nd July 1973 and the college started to function in a rented building with an initial strength of 212 students. In 1974, the college was shifted to the new building situated in a serene atmosphere on Ettayapuram Road, in Sankaraperi, Thoothukudi. This location was chosen with forethought by the Founder President as it is accessible to many villages closeby.

Since its inception in 1973, the constructive ideals of the Founder President, have been pervading the spirits of all those who are associated with the well-being of the institution, especially his son, the President of the college, Thiru. A.P.C.V. Chockalingam, and Mrs. Subbulakshmi Chockalingam, the Secretary of the institution. The college has been developing in leaps and bounds since then.

Vision

The Founder President being propelled by his ambition to emancipate the women in and around Thoothukudi, contemplated on the establishment of a women's college as there was only one women's college in the city then. This firm determination and selfless devotion of his, paved way for establishing this institution exclusively for women. His main objective was to educate the rural women folk. His vision was to enlighten and empower women with values. This vision is essentially the outlook of an enlightened intellect. Today, as envisioned by him, the institution has always trodden a non-sectarian, non-commercial, service-oriented path to reach the zenith of success. The impact of globalization and the consequent shifts in values have been taken into cognizance while formulating the goals of the institution. The goals are also in conformity with the five core values of Higher Education Institutions. The college calendar gives an intense description about the functioning of the system. It has encompassed the aspects of goal orientation, capacity building and the means being adopted by the institution to achieve the purpose. The unflinching support, dedication, and contribution offered by the committed team of teaching and non teaching faculty help uphold the high motives and steadfast principles of the Founder President.

Mission

Anbu, Arivu, and Aram (Love, Knowledge and Virtue) are the three sovereign words that form the college

motto.

The paradigm of our goals is centred around a benign pedagogy with recognizable quality. Our motto reflects how education is envisaged as an indispensable dimension for acquiring quality in life. The institution works with a mission to enrich the marginalized women through quality excellence with human values transforming women into dynamic and productive citizens by abiding by the following goals:

1. **Gandhian Principles:** Promoting peace, nationalism solidarity and ensuring social justice.
2. **Women Empowerment and Refinement:** Empowering and refining women, especially the marginalized women in the present globalised and ICT based society.
3. **Value Education:** Ensuring equality and human dignity; promoting moral and spiritual values conserving nature and thereby inculcating the spirit of good citizenship.

Serving the needy by providing access to higher education and extending support services to them forms the very nucleus of our institution. Student amenities and support services are provided sufficiently to enrich the campus experience. Our

educational strategies mould them to be industry ready and be contributory factors to the society. These services include

- student centric programmes and learning methods which enhance their learning experience.
- tutor-ward system which strengthens the teacher-student relationship and helps get their grievances redressed.
- extension activities through NSS, NCC, Youth Red Cross, and Social Service League.
- collaboration with Government, Non Government organizations and other agencies while organizing awareness programmes
- providing optimum utilization of the infrastructural facilities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Proactive Management promotes positive leadership.
- The IQAC acts as a catalyst to improve the academic and administrative function of the institution.
- Regular conduct of Annual Internal Academic Audit warrants quality in all areas.
- External Academic Audit for the past two years has given room to enhance the existing quality.
- Highly qualified teachers facilitate learning for the students.
- Conducive academic ambience promotes teacher quality.
- Participation of all teachers in quality assurance activities strengthens their sense of belonging, dedication and commitment.
- Fair distribution of duties to members of staff ensures execution of work in a prompt manner.
- Active Internal Quality Assurance Cell, Career Guidance and Placement Cell, Counselling Cell, and various other Clubs and the Alumnae Association serve as corner stones for the successful functioning of the institution.
- Education is not treated as a commodity. Nominal fee for students, fee concession for financially poor

students and for students admitted under Sports quota, and receiving no capitation fee for appointment of faculty are unique features which make this institution stand apart from the rest in the state.

- A good number of research guides serve as beacons for budding scholars.

Institutional Weakness

- Limited achievement in sports and games until the appointment of a full time Physical Director was a source of disappointment to aspirants in the sports field.
- Lack of technical skill to use smart board is an impairment which has to be rectified immediately.
- Budget constraints for the implementation of activities proposed and for the enhancement of infrastructure serve as a setback when new courses are proposed.
- Most of the students are economically backward, rural, first generation learners. It is a challenge for the teachers to motivate and facilitate the learning process.
- Inadequate placement services are also an impediment faced.
- Alumna contribution has increased over time but has to be enhanced.
- Library usage and number of books were found inadequate but has been looked into and rectified.
- Multi-disciplinary research journal ENRICH has to be launched online and elevated to the status of an UGC approved journal.
- Multi-facility auditorium will facilitate quality of programmes held.
- Canteen could be made more spacious.

Institutional Opportunity

- We have a team of committed staff to coordinate various activities proposed by the Management.
- Non-teaching members also assist staff in all activities.
- The selfless management extends and offers all sorts of support and assistance as and when needed.
- Keeping abreast of recent trends in respective areas by all the faculty, paves way for teacher quality. Sharing of knowledge gained in seminars, conferences and workshops with students gives exposure to students too on the latest developments in their respective fields of study.
- Provisions to increase score at reaccreditation are identified and worked upon.
- Strong student support academically, financially and psychologically encourages students to pursue their courses with interest.
- Strengthening the Career Guidance and Placement Cell has given a wider scope for students to enhance their skills. This in turn prepares students for self-employment.

Institutional Challenge

- Increasing demands for high level of academic excellence in graduates in the global market for employment
- Preparing students for career progression, especially in communication skills in English
- Difficulty in keeping pace with the recent trends in technology and in providing the latest techno savvy-environment to the students.
- Moulding first generation learners who are from a rural background and also economically backward.

- E-learning is limited owing to students' inability to cope up with it due to their financial constraints.
- Procuring placements for graduates through campus interview is inadequate.
- Economic status of most of the students retards academic progression as many of them undertake part time jobs to support their families, which leaves them with limited time for academic exercise.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College affiliated to Manonmaniam Sudaranar University, Tirunelveli and enlisted under 2 (f) and 12 b of the University Grants Commission, is an Arts and Science college extending instruction at undergraduate, post graduate and research level. The courses offered are Tamil Literature, English Literature, History and Commerce under Arts streams and Chemistry, Mathematics, Zoology, Physics and Computer Science under Science stream with 79 teaching members of staff and 41 non-teaching members of staff.

The college caters to the academic needs of rural and semi-urban women students, who are primarily from the socio-economic backward category. But, that has not deterred them from attaining holistic excellence, being tutored under the excellent guidance of our highly diligent members of staff. Members of staff continue to update themselves by attending orientation courses, refresher courses, seminars, workshops, symposiums and conferences, undertake research projects, a wide range of publications and also extend their expertise to various academic bodies. This has placed the college on a very high academic pedestal of excellence.

Work load is as per university norms prescribed by the Department of Higher Education, Government of Tamil Nadu. A methodical planning and implementation of the curriculum is done and feedback received from the stake holders. Documentation of all the curricular activities of the institution is done methodically. Work Allotment register, Work Diary, Lesson Taught note, Mark Registers, Progress cards and Work Completion registers are being maintained. Seminars, quiz, oratorical contests, paper presentations etc., add to further co-curricular progression of the students.

Teaching-learning and Evaluation

The admission process is carried out as per the Government norms and the merit list is prepared in accordance with the roster system. The Bridge Course and the Freshers' Test enable the teachers to identify the advanced, mediocre and slow learners and tailor-make the preparation for the heterogeneous group of students. Teachers update their knowledge and skills by attending workshops. Seminars and conferences and by presenting papers. In this way they keep abreast of the changing trends in their respective fields of study. This leads to teacher quality enhancement. Teachers are encouraged to promote innovative pedagogy. They make sure that all students actively involve in all the classroom activities. Students who score well in the internal and external exams are encouraged with small gifts and books. Every year at least fifteen students secure University ranks. Remedial Coaching classes which are supposed to be given to SC/ST/MBC students are offered to all the students. Coaching classes aid successful completion of the programme, decrease in rates of failures and rise in the number of rank holders. Apart from the class tests and the internal tests, model exams are also conducted to give students practice in writing in the University examination pattern. Our teachers continue to excel not only in their teaching commitments but also in their achievements beyond their classrooms and add credit to the

college. They also serve as role models for their students. Feedback of the students during the course period helps the institution for modification in teaching learning process.

Research, Innovations and Extension

The APCIAN Research Forum in our college promotes the research thirst among the staff and the students. The college has created necessary research facilities within the campus by equipping the laboratories with new equipment. There is a well furnished library with reference books, e-journals & journals. Under the motivation and guidance of the APCIAN Research Forum, ten of our faculty members have completed their UGC minor research projects successfully. Nineteen faculty members of our college are recognized as Ph.D guides by our university. Around 150 research papers are published in both UGC and non-UGC journals and 7 books have also been published by them. The NCC, the NSS, and the YRC promote extension activities and implement many innovative plans and activities every year. These activities are done at the college and the departmental level. Consultancy services are provided by the department of Chemistry and Zoology. Consultancy services are publicized through the college website and media. The college supports the publication of the in-house journal “ENRICH” in all means. To our credit, the Departments of English and Chemistry have launched their respective magazines namely “SCRIBL” and “CHEMTALK” this academic year. Faculties share their expertise with other colleges by serving as resource persons and chair persons in conferences, seminars and workshops.

Infrastructure and Learning Resources

Infrastructural development plays a pivotal role in creating a conducive atmosphere in the institution for all activities. Maintenance, restructuring renovation and construction is being done as and when necessary in order to create an ambience for the benefit of the stakeholders. The laboratories, computers, seminar halls and conference halls available in the premises definitely offer increased possibilities for qualitative learning. The use of ICT has become part and parcel of the teaching-learning process for upgradation of knowledge capital. Audio visual aids promote the teaching capacities of the teachers as facilitators of learning and provide an exciting experience to the learners as well. OHPs, SMART boards, CDs and Power Point Presentations are sophisticated tools that enable and enhance sharing of ideas effectively, by the teachers and the students. Knowledge acquisition, skill development and enhancement of ethical standards are also achieved. Teaching-learning becomes a two way process. The library – a treasure house of knowledge, is another unique and valuable resource that is an essential part of a healthy community. The services offered by the library play an important role in our academic and social lives. The magazines and journals subscribed, and the collection of rare books and New arrivals allure the readers to make frequent visits to this hub of learning. N-List e-source facility available in the library is a boon to the students, teachers and the research scholars. This facility paves way to the easy access of numerous journals. Maintenance of the infrastructure facilities in the campus is done regularly.

Student Support and Progression

With the support of the Management the institution facilitates students to get community-wise scholarships and physically handicapped scholarship from the Government. Management concession in the name of “A.P.C.Mahalaxmi Ammal Endowment Scholarship” funded by 96 members of the staff is given to economically backward students mainly studying in the unaided stream. Endowments initiated by individuals

are also used to buy prizes for meritorious students. Student amenities include Hostel, Banking, Canteen and Vehicle parking facilities. The institution also offers all possible ways to hone the skills of the students, to develop their personality, to promote their entrepreneurial skills and to create awareness about the employment opportunities related to their course. Further, counselling on positive thinking, happiness and women empowerment is given to students in order to make them overcome the problems they encounter with courage. Fine Arts Association and Sports Club motivate students to participate in sports and cultural activities both inside and outside the campus. The institution also follows-up the progression of the outgoing students to higher education and employment. Alumnae provide financial and non-financial support for conducting seminars and cultural programmes. Alumnae act as the ambassadors of the college. Our special focus is to ensure that our students receive all kinds of support while they are in the campus and even after they have gone. By kindling the wick of aptitude that lies in them, with the oil of compassion, we enable the lantern of their achievements glow and brighten up their own lives and those around them.

Governance, Leadership and Management

The vision, mission and objectives of the college are reflected in the function of the college. The Principal of the college is assisted by the heads of the department. The IQAC plays a great role in improving the quality of education offered. The college has several other Associations, Committees and Cells that consist of teachers and students. These play a pivotal role in the holistic development of the students. The college recognizes the vitality of dedicated faculty for realizing its vision. Performance appraisal of teachers is done on a regular basis. The account section of the college looks after all the planning and the monitoring activities related to financial matters. The management assigns duty to all the members; therefore there is even distribution of work. The practice of documentation, annual internal quality audit system and submission of Self Study Report by all the Departments every year is a unique feature of the institution. This enables preparation of the Annual Quality Assurance Report for submission to the NAAC office easy. Decentralized planning provides the Departments the much needed flexibility and trust in planning for their domain area. Suggestions from all the quarters especially from the students and parents are given prominence for the improvement, effectiveness and efficiency of the institutional process. Decentralization, Participation, Involvement and Accountability are the key aspects in the quality policy of the Institution.

Institutional Values and Best Practices

The institution is one family devoted to learning. Students are confirmed the best traditions of Indian national life. Ragging of any kind is strictly forbidden inside the college. CCTV cameras are fixed at different places to monitor the happenings inside the campus. Empowerment and awareness programmes are being conducted periodically to provide social security and safety among the students. Gender sensitization programmes for creating awareness about educating a girl child, and women development are offered. The Counselling Cell with special team of teachers counsels the students to solve their personal and academic problems. The institution has a common room with adequate facilities. Solid, liquid and e-waste are managed in line with green building standards. Waste management systems are used to minimize the waste production. Rain water

harvesting system is used to conserve the water. The institution maintains a plastic free campus. Students are encourage to make paper bags and use them. The Eco Club maintains a herbal garden with rare medicinal plants. New saplings are planted wherever possible to make the campus greener. All green practices to reduce pollution are adopted. Facilities for physically handicapped are provided in the institution. Code of conduct for staff and students is made available online in the college portal. Events for promoting truth, love, nonviolence and peace are organized. Institution observes the birth and death anniversaries of great personalities. Institution maintains complete transparency in financial, academic and administrative functions.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	A.P.C.MAHALAXMI COLLEGE FOR WOMEN
Address	Ettayapuram Road Thoothukudi
City	Thoothukudi
State	Tamil Nadu
Pin	628002
Website	www.apcmcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
IQAC Coordinator	T. Lilly Golda	0461-2325281	9442029727	-	apciqac13@gmail.com
Principal	K. Sathya Bama	0461-2345655	9789105564	0461-2347777	principal@apcmcollege.ac.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	02-07-1973

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tamil Nadu	Manonmaniam Sundarnar University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	07-11-1988	View Document
12B of UGC	16-09-2004	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Ettayapuram Road Thoothukudi	Semi-urban	6.89	1.63

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Tamil	36	HSC	Tamil	64	58
UG	BA,English	36	HSC	English	64	57
UG	BA,History	36	HSC	Tamil	64	64
UG	BSc,Mathematics	36	HSC	English	48	48
UG	BSc,Chemistry	36	HSC	English	48	48
UG	BSc,Zoology	36	HSC	English	48	37
UG	BCom,Commerce	36	HSC	English	64	63
UG	BSc,Computer Science	36	HSC	English	48	35
UG	BSc,Physics	36	HSC	English	48	45
UG	BCom,Commerce With Computer Applications	36	HSC	English	64	64
UG	BSc,Mathematics U A	36	HSC	English	48	0
UG	BCom,Commerce I I I Batches	36	HSC	English	64	64
PG	MA,Tamil	24	UG	Tamil	30	12

PG	MA,English	24	UG	English	30	0
PG	MSc,Mathematics	24	UG	English	25	25
PG	MSc,Chemistry	24	UG	English	25	5
PG	MCom,Commerce	24	UG	English	30	30
Doctoral (Ph.D)	PhD or DPhil,Tamil	36	PG	Tamil	18	18
Doctoral (Ph.D)	PhD or DPhil,Mathematics	36	PG	English	12	6
Pre Doctoral (M.Phil)	MPhil,Tamil	12	PG	Tamil	15	7
Pre Doctoral (M.Phil)	MPhil,Mathematics	12	PG	English	13	5

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				55			
Recruited	0	0	0	0	0	0	0	0	0	38	0	38
Yet to Recruit	0				0				17			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				41			
Recruited	0	0	0	0	0	0	0	0	0	41	0	41
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				38
Recruited	0	6	0	6
Yet to Recruit				32
Sanctioned by the Management/Society or Other Authorized Bodies				41
Recruited	7	34	0	41
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	13	0	0	24	0	37
M.Phil.	0	0	0	0	0	0	0	20	0	20
PG	0	0	0	0	0	0	0	7	0	7

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	6	0	6
M.Phil.	0	0	0	0	0	0	0	8	0	8
PG	0	0	0	0	0	0	0	1	0	1

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	24	0	0	0	24
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	12	2	0	0	14
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	630	0	0	0	630
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	72	0	0	0	72
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	347	331	356	349
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	3	2	1	1
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	1304	1268	1276	1276
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	145	139	142	140
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1799	1740	1775	1766

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 1264

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	17	17	17

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1766	1775	1740	1799	1746

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
529	475	474	474	472

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
614	616	596	603	568

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
77	75	75	74	72

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
81	81	81	80	78

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 54

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
334.71	251.1	364.4	391.7	395.4

Number of computers

Response: 156

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The curriculum design being vested by the Manonmaniam Sundaranar University, Tirunelveli, Tamilnadu the institution takes all possible measures to deliver the prescribed courses offered with proper planning and implementation. Planning involves:

- Orientation extended by the Principal periodically to the members of staff through the Heads of the departments in the Staff Council meeting, regarding the syllabus to be adopted during the respective academic year as communicated by the university. The university in fact plays the key role by drawing a plan regarding:
 - The curriculum and the reference books along with subject codes
 - Guidelines regarding the hours allotted for each course
 - Internal Evaluation procedure of the respective courses
 - Procedural submission/uploading of the internal examination marks
 - Examinations to be conducted at the respective centres
- Assessment of the workload and recruitment of the required members of staff if required, by the administrators of the institution.
- The Heads of the various departments draw a workload plan allotting the stipulated number of hours to the members of the respective departments and also allot courses to the members of staff based on various criteria, especially on the expertise of the teachers.
- Timetable is drawn sticking on to a general schedule for the Part I and Part II courses of the undergraduate programmes.

Implementation is done effectively by well planned execution strategies which are documented as follows for future reference and also redressal if required:

Heads of the departments monitor the effective rendering of the syllabi by

- Periodical consultation with the members of staff
- **Work Diaries** maintained by the members of staff
- **Lesson Taught** note maintained by the students
- Conduct of internal examination as stipulated by the university and executed uniformly within the campus
- Maintenance of mark registers methodically
- Assignments extended, evaluated and marks recorded
- Co-curricular activities organized periodically
- ICT based teaching extended and documented

- Ensuring completion of the allotted portions within the stipulated period and owing to unavoidable reasons if any member of faculty is not able to do so, making sure that it is done by engaging absent teachers' classes or by handling classes at zero hours.
- Periodic parents teachers meet arranged to speak about the academic progression of their wards
- Feedback received from the students by the respective faculties
- Proper usage of the library and also e-resources as required by the respective courses
- Conduct of co-curricular activities either in the form of classroom activities or through the association programmes to kindle interest of the students in curricula
- Ensuring that the technical devices such as computer and LCD provided by the institution are available without fail for the members of faculty for smooth execution of ICT based teaching.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 45.58

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	06	09	09	06

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years	
Response: 2.06	
1.2.1.1 How many new courses are introduced within the last five years	
Response: 26	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented	
Response: 100	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.	
Response: 17	
File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years
--

Response: 31.45

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
584	553	541	543	554

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

- The university prescribed syllabi also caters to gender sensitization, eco-awareness, professional ethics etc. through a wide range of carefully designed curricula and the institution takes care to opt for such courses whenever a choice is offered.
- A course on Environmental Studies is also taken up as it is a compulsory prescribed paper.
- The Women's Forum extends periodic guidance regarding women's legal rights.
- The Eco Club of the institution also plays a vital role in enhancing eco awareness. The NSS, NCC, Youth Red Cross, Counseling Club, Career Guidance Cell and Health Club also help create eco-awareness, women empowerment, and thereby help to enhance the curricular based awareness.
- Social justice and equality is ensured by means of student enrollment of backward, most backward SC, ST candidates as per norms laid by the Government and by the university.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**Response:** 0**1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years****Response:** 00

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships**Response:** 10.65**1.3.3.1 Number of students undertaking field projects or internships****Response:** 188

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****A.** Any 4 of the above**B.** Any 3 of the above**C.** Any 2 of the above**D.** Any 1 of the above**Response:** B. Any 3 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.03

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	0	0	1	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 92.35

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
654	648	626	654	658

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
764	689	687	687	687

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**Response:** 91.49

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
440	443	422	454	454

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

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The institution plans strategies for the beginners to bridge their knowledge gap to cope up with the programme in which they are enrolled. On the first day of joining, the IQAC arranges an orientation programme in order to familiarize them with the activities of the college. Following this, a five day Bridge Course is conducted for them to develop their communication skills. The members of the Department of English take up the responsibility of conducting this course. The IQAC conducts Freshers' Test for the first year students to scan their skills, abilities and General Knowledge. Students are streamlined according to their learning abilities by means of a diagnostic test, given soon after the admission. This post entrance diagnostic test and the subsequent class tests help to assess the aptitude of the learners. Ward system helps identify the intrinsic need of the learners. Constant monitoring of academic progress and record keeping methods are followed. Accordingly, students are classified into advanced and slow learners. Strategies like monitoring, inter-personal relationship between the teacher and the student, frequent interactions with the teacher and group study (Peer Assisted Learning) enable the advanced learners to reach excellence and the slow learners to reach the minimum qualifying level. The Department of Computer Science has identified meritorious students and made them complete NPTEL certification programmes. To enhance their programming skills, modules are framed in addition to the ones prescribed. For the slow learners one minute tests are given to ensure that they learn the key points thoroughly.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio	
Response: 22.94	
File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls	
Response: 0.11	
2.2.3.1 Number of differently abled students on rolls	
Response: 02	
File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
Response:
<p>Divergent methods are used to make learning student-centric, such as focussed group discussions, brain storming sessions, role plays, case discussions, home assignments, class level seminars and quiz. Activities like group work, project work, field visit, industry visit, case study and debates promote active involvement of all the students. Tapping the latest reading materials through the internet and computer assisted learning packages are encouraged. Students prepare Albums, which help them to acquire knowledge, life skills, management skills and instigate a quest for lifelong learning. Department libraries are maintained for the benefit of the teachers as well as the students. Apart from a good collection of books, the department libraries also stock CD packages, Albums, House Journals and copies of Projects done by the students. University question papers are also filed for reference. These libraries complement</p>

the learning process by helping the students prepare for their seminars and assignments. Annual Internal Quality Audit System is followed, for which the submission of Self Study Report is made mandatory for all the Departments. Performance in Teaching-Learning and Evaluation process is highly emphasized. The IQAC reviews the performance and if necessary, suggestions are forwarded to the departments.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 71.43

2.3.2.1 Number of teachers using ICT

Response: 55

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 23.86

2.3.3.1 Number of mentors

Response: 74

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Teachers are encouraged to promote innovative pedagogy. Lecture method combined with other teaching methods is followed. Active listening is promoted. Interactive method helps to minimize the short attention of the students and promote social interaction of the students. Audio-visual equipment such as Over Head

Projector (OHP), Models, Charts, Liquid Crystal Display (LCD) are utilized to augment the learning process. The Language Laboratory is used to develop communication skills and to enhance the learning experience of the students of mixed ability. Innovative assignments are highly encouraged. Students undertake field projects on social values, environmental studies and on curriculum. They help the students to acquire knowledge of application and promote team spirit. Seminars at department and inter-department levels, mock programmes and guest lectures by outside experts supplement the classroom teaching experience. The institution gives the students adequate chances to exhibit their talents. Students are given free hand to use modern techniques. Audio-visual aids like OHP, Slide Projector form part and parcel of their activities to discuss topics on their core subject. Internet access is utilized to download materials for the subject related assignments and projects. Through ICT Lab, students generate CD packages on recent topics and prepare Power Point Presentation (PPT). Students are offered 'Add-on courses' on Spoken English, Computer Graphics, Multimedia, Tally and MS Office. They make use of the computer lab for practical sessions. Students prepare a special package for conducting Student Union election and it is successfully manned by them. Online quiz programmes and workshop on "Computer Basics" are arranged to develop their computer skills. Students are given opportunities to attend seminars, special lectures, orientation programmes organized by other institutions. Field trips, educational trips equip the students with fresh inputs of subject knowledge. Project work for students rejuvenate them with new ideas of global knowledge. Participation in Orientation Course, Refresher Course, Seminars, Workshops and Conferences help the teachers to update their subject knowledge. Informative lectures by outstanding academicians are arranged regularly to equip both the teachers and students to enrich their subject knowledge. Feedback on campus experience during the course period helps the institution for quality enhancement in the teaching learning process.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 94.5

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 46.55

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
43	36	34	30	31

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.03

2.4.3.1 Total experience of full-time teachers

Response: 772.2

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 6.7

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	01	01	02

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response:** 0**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

Special orientation is arranged in the first week of the academic year. With the introduction of the Choice Based Credit System (CBCS), Internal Assessment has become an integral part of the evaluation process. And thus, teachers are instructed to adhere to the teaching plan and conduct the internal tests in the university examination pattern. Moreover, students are instructed to appear for the internal tests without fail. If any student misses writing the internal tests due to the participation of extension activities like NSS/NCC camp, they are permitted to write the internal tests in the special time allotted for them. To make Internal Evaluation System effective, three internal tests with a duration of one hour each are conducted. Corrected answer scripts are distributed and a necessary remark for betterment is also made. Transparency in evaluating the answer scripts promotes good rapport between teachers and students and facilitates effective teacher–learner interaction. Assignments, quiz and class seminars are made compulsory. Average test marks (out of two best test marks) with assignment marks are taken into consideration while sending the statement of marks to the Controller of Examinations, Manonmaniam Sundaranar University, Tirunelveli. Students of I and II degree classes appear for the Viva-voce examination on Spoken English component in the General English Syllabus. Project work undertaken by the II degree students under Skill Based Subject and subject projects undertaken by the I degree Commerce students are mandatory. Mode of applying for revaluation, retotalling and rectifying some errors in the mark statement are also clearly informed to the students. Examination Committee (internal as well as external), constituted by teaching members, is quite vigilant about the changes in the evaluation process brought out by the University.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The students are well informed about the Internal Assessments. In the beginning of every semester the members of staff give orientation about the assessment of the Internal Examination and the distribution of the marks. The institution conducts three Internal Tests per semester. As per the university norms, the distribution of the internal marks aggregated from the average of the best two internal marks and the assignment marks are submitted. The internal assessment schedules are prepared by the Internal Exam Committee, Heads of the Departments and the Principal. Schedules are circulated to all the students in advance. The Department allots invigilation duty for its members. The questions are prepared by the respective members and verified by the Head of the Department. The answer booklets are evaluated by the staff handling the subject within five days. To ensure transparency the answer booklets are distributed to the students in the classroom and they are asked to verify the marks. If they find any discrepancy in the evaluation or totalling, the members of staff rectify it. This kind of evaluation system enhances the students learning skill and makes them confident to face the university examination. The marks are recorded in the mark register. At the end of the semester the consolidated marks are displayed in the classroom and the students are asked to verify it. Finally, the marks are uploaded on the university web portal. The practical examinations are conducted at the end of the semester. The internal and the external examiner assess their skill. The practical marks are displayed in the classroom and verified by the students. In addition to that, progress reports are given to the students for every internal assessment and for the university examinations. Their strengths and weakness are pointed out, and suggestions are given for the betterment.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

Grievances regarding evaluation are rectified by the External Examination Committee and the Chief Superintendent of Examinations. The university examination results are declared on the university website within 30 days of the examinations. If the students are not satisfied with the marks awarded, they can apply for revaluation within 15 days of declaration of the results. Revaluation can be applied online. The application of the concerned student will be forwarded by the Examination Committee to the Controller of Examinations of the university. Errors in valuation and the total are rectified promptly. Discrepancies in

subject code, internal marks and issues of withheld results are resolved by the Head of the Department, Principal and the Examination Committee. The Controller of the university examination looks into the matter and proper measures are taken judicially and transparently with adherence to time. The university examination website has a helpline, so the students or the staff members can easily convey their grievances or queries related to fee payment, hall ticket, etc. Thus, the institution takes all efforts to ensure transparency and efficiency regarding students grievances. In case students do not receive their hall tickets online, the Chief Examiner takes steps to represent the matter to the Controller of Examination.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Academic calendar is prepared in advance. The Principal, the Coordinator of the IQAC and the Staff-in-charge prepare the calendar with the date of submission of marks and the date of issuing progress cards. The academic calendar is planned in such a way that the first internal test conducted on the 30th day of reopening. When unexpected holidays are declared by the Institution or the Government, temporary changes are made. From 2008 onwards, Choice Based Credit System (CBCS), introduced by the university, is being followed by the institution. The Internal Examination Committee conducts three internal tests as per the guidelines given by the university in an interval of 25–30 days for each test and the internal marks are recorded. Details regarding the working days, internal tests, date for submitting the question papers, last date for sending progress report are given in the academic calendar. Academic plan is prepared in the meetings convened by the Principal with the consent of the Heads of all the Departments. Subsequently, Department meeting is convened by the Head of the Department who prepares the Teaching Plan which includes, unitization of syllabi, distribution of curriculum and teaching hours, innovative teaching methods to be evolved, comprehensive academic plans, duty allotment and class allotment. Heads of the Departments ensure that the teaching schedule goes on in accordance with the plan prepared. Evaluation schedule, as directed by the university, is informed to the students regularly and it includes, commencement of periodical tests, method of internal assessment, transparency in evaluation and marks/percentile score. As soon as the syllabus is assigned staff members plan to teach the units within the stipulated period. Class tests are conducted regularly. Internal tests are conducted as per the schedule following the university pattern. Answer scripts are evaluated and the marks are entered in the mark register. The idea behind this is to identify the diverse groups and coach them accordingly.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The programmes offered by the Manonmaniam Sundaranar University, Tirunelveli, are displayed on the university website. Academic plan is prepared in the meetings convened by the Principal with the consent of the Heads of all the Departments. Subsequently, Department meeting is convened by the Head of the Department who prepares the Teaching Plan which includes, unitization of syllabi, distribution of curriculum and teaching hours, innovative teaching methods to be evolved, comprehensive academic plans, duty allotment and class allotment. Staff members are encouraged to attend Refresher Course, Faculty Development Programme (FDP), Seminars, Conferences, etc. Orientation programme for the new comers is conducted by the Principal and the Heads of the Departments. Moreover, the respective members of staff explain the course, syllabus, exam pattern, evaluation pattern, allotment of marks, course outcomes, etc., to the students. The performance of the students in the internal tests is conveyed to their parents in the form of progress card. Parents-teachers meeting is conducted periodically. Attendance of the students is monitored regularly, if necessary counselling is given. The copies of the syllabus and the previous university question papers are kept in the institution library and the department library for the reference of the students and are also uploaded on the institution website. Successful alumnae are often invited to address the students about the attainment of the programme.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution enhances the achievement of the programme outcomes by maintaining work diary, course plan, notes, academic calendar, class test, internal assessment, seminars, assignments, interactive sessions, peer assisted learning, role play, group discussion, quiz, model making, classroom lectures, smart board classes, etc. The internal answer scripts are evaluated and the marks are uploaded online. Practical skills are evaluated by the external examiner. For PG students viva-voce is conducted to evaluate their programme outcomes. The institution facilitates the programme specific outcomes by organizing study tours and industrial visits. In that way students are able to correlate the theoretical knowledge with the practical knowledge. Periodically, the Head of the Department convenes departmental meeting to progress the syllabus completion, students' performance, attendance and the conduction of practicals. The institution follows the evaluation pattern prescribed by the affiliating university. The evaluation includes

both the internal (25 marks) and the external (75 marks). The attainment of the course is assessed through the performance of the students in the internal tests as well as the external examinations. Feedback is collected for all the courses to know the effectiveness of the course outcomes and the program outcomes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 87.95

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 540

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 614

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.32

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 27.9

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
5.7	0.5	2.8	12.4	6.5

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 25.97

3.1.2.1 Number of teachers recognised as research guides

Response: 20

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.32

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 10

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 155	
File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Entrepreneurship is growing in leaps and bounds in India, offering new opportunities for the eco-system to take shape. Biologically speaking, “incubators” are places where the young ones are hatched and nurtured. Likewise, the incubation centres nurture the start ups, giving them a chance to grow stronger and adapt themselves to the environment found outside. An incubation centre serves as a catalyst in promoting the economic growth of a Nation by offering services that include training, mentoring, networking, providing office space and an array of other benefits. The incubation centre connects the entrepreneurs’ investors, mentors, trainers, the management and the faculty and converts innovations into products and services that are commercially viable.

Installation of an incubation centre has become a necessity in this fast growing world. The institution has planned to set up one in our campus too to promote the entrepreneurial spirit of the start ups. The necessary infrastructure facilities would be created to carry out incubation activities. Services such as training and internet access would be provided. The suggestions of experts and mentors would be included. With the support of the management and guidance from the principal a team comprising five members of the teaching faculty has been formed. Students belonging to all disciplines were allowed to watch video clippings of flourishing entrepreneurs. Interested students were selected and their innovative ideas were collected and made note of. The spark in them would be kindled hoping that a bright future awaits them.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	00	00	00

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 2.5

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 50

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 20

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.74

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	13	04	08	08

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 2.23

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
84	17	28	19	18

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Through the extension activities the college promotes and inculcates among the students the need for social justice and social responsibility. During the last five years, the students and faculty were actively involved in various community development programmes. The students participated in various awareness programmes like eye donation camps, voting rights, clean India campaigns and so on. An Eye Care camp organized by the Youth Red Cross Wing of the college with medical support from Aravind Eye Hospital for the economically disadvantaged people in the neighbourhood helped around 250 beneficiaries of the local community to protect and restore their vision. The active participation of students in such social service activities has given them an opportunity to understand the life style and standard of living of the underprivileged and their not so well to do peers thereby instilling a feeling of empathy and social responsibility.

The NSS students participated actively in Swachh Bharat Programmes creating an awareness among the local population on the need for cleanliness and green environment. They cleaned the public places in Mapillaiyurani, and celebrated the Joy of Giving week. The Annual Rural Camps organized by the two units of NSS enabled the students gain an awareness on the life style people in rural areas through interaction with the local people, encouraging their children to enrol in schools, teaching the children various sports and games. In addition to this, the camps also took up community development activities like Plantation programme, Clean and Green programme, along with awareness programmes on importance of education, sports and games, cleanliness, hygiene, clean drinking water facilities, and tree plantation. On the Voters' day the students were involved in creating an awareness on Right to Vote and Voter enrolment. Guest lectures, elocution contests, and poster presentations were organized by the various clubs of the college to instil in the students an awareness on the need for cashless transactions, digital financial literacy, safe driving, dental hygiene, environment protection and the threats of cyber crime.

The workshop organized by the Youth Red Cross wing on the occasion of the International Disaster and Risk Reduction Day sensitized the students on the methods and means of disaster management. The Consumer Forum of the college organized guest lectures to sensitize the students on Consumer Rights, Consumer disputes and Redressal agencies. On the National Deworming Day the Health Club students organized an awareness programme in the nearby village Mappillaiyurani along with the doctors of the local primary health centre. The Health Club also organized a free dental camp and awareness programmes on eye donation, prevention of breast cancer and protection against Dengue. Thus the faculty and students of the college helped themselves as well as their immediate neighbourhood and the community at large to lead a better life and leave a safer environment and responsible society for the future generations to come.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 7

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	02	02

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 104

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
21	17	24	20	22

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 30.11

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1003	850	405	200	200

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other

Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 3

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	00	00	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Basic physical and organizational amenities are mandatory for the smooth operation of an institution. Fundamental facilities and installations play a vital role in creating a conducive atmosphere for the multifarious activities carried out for the benefit of the students, teachers and the society at large. Situated in an easily accessible location, and in an amiable surrounding, the stakeholders reap the benefits. The college is located in a prime area of the city and covers an area of 6.89 acres of land with a built up area of 1.63 acres. There are 48 classrooms, 7 laboratories, 11 staffrooms, an auditorium, a library, 5 ICT halls, 1 language lab, 1 research lab, an open auditorium, a mini auditorium, a fully furnished guest house, a guest room and separate rooms for research activities. An arch, bearing the name of the institution and the statue of our founder is erected at the entrance. A total number of 156 Desktops, 8 scanners, 4 inkjets and 22 laser printers are available. Wi-Fi facility and LAN connectivity is also available. Furniture and equipment are replaced as and when necessary. 2 Reverse Osmosis systems are installed in the campus. A fully automated office and a partially automated library ensure prompt services. 4 Vehicle sheds are available for parking. The canteen, situated in our premises, caters to the needs of the students, teachers and office staff. A well-furnished hostel is a boon to the inmates who hail from remote places. The SMART boards installed in 5 classrooms and the technical theatres enable a smooth teaching-learning process. The solar power panel set up in the campus is eco-friendly and conserves energy. The classrooms are also utilised to conduct career guidance courses during zero hours. Apart from the central library, each department maintains a library and a book bank with a good collection of text books, reference materials and CDs. The English language laboratory is a blessing to the students of General English classes and Major classes as well. Important information and circulars are put up on the notice boards available for the purpose. The Photocopying machines installed in the office room enable the students and staff to make photocopies whenever necessary. The IQAC Coordinator, The NCC A.N.O and the Physical Director discharge their duties from the respective rooms allotted for them. The President meets the teaching and non-teaching staff in his chamber. IQAC meetings and Heads' meetings are arranged frequently in this room. 2 Desktops, 5 Laptops and 3 printers have been purchased in the pretext of the Minor Research Projects undertaken by the members of the faculty. The college has a bank and an ATM. The campus houses a well maintained herbal garden. Several lavatories are constructed for the utilization of the students and the teachers respectively. With a view to ensure safety, 15 Fire extinguishers and 17 CCTV cameras are installed in the campus.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

Our institution provides adequate sports facilities for the students. Indoor games such as Table tennis, chess and carrom are available in our premises. The outdoor games available are listed as follows: 1) Basket ball court (28x15sq.m), 2) Kho kho court (30x19 sq.m.), 3) Volley ball court (18x9 sq.m), 4) Badminton/Shuttle court (13.40x6.10 sq.m.), 5) Two Ball badminton courts (24x12 sq.m. each) and 6) Kabadi court (12x8 sq.m). In addition to the training given by the Physical Director, special training is also provided through the instructors who have specialized in basket ball and volley ball training, respectively. Two rooms are allotted to the Physical Director, one to carry out her duties and the other to stack the sports equipments. A stock register is also maintained. The Physical Director trains the players on all working days between 6.30a.m and 8.30a.m and also from 4.00p.m to 6.30p.m. Practice sessions continue on Saturdays and Sundays too. The rigorous training and continuous encouragement given prior to participation in open tournament events, inter collegiate competitions, university and state level competitions help them in emerging as winners and runners. Keeping in mind, the physical fitness of the students and staff, a mini-gym is also setup with a manual tread-mill, medicine ball, iron rod, dumb bells, and gymnastic ball. Students are grouped into four teams, namely blue, green, yellow and red. Every team is headed by a captain. The annual sports day is celebrated in a grand manner. The march past, mass drill and pyramid structure performed by the students is a visual treat. Minor games are conducted for the teaching and non teaching faculty. Prizes and trophies are distributed by the Chief guest to the winners. A certificate course on Yoga is conducted by the Career guidance cell. Practical sessions focussing on Asanas (to strengthen the body and mind), Pranayama (breathing exercises), Thratakam (exercise for the eyes) are conducted. The Green room is utilized by the students to prepare themselves for cultural activities. The talent show for the new entrants, the Republic day and the Independence Day celebrations, all the fine arts activities, Pongal day celebration and cultural competitions are conducted in the auditorium.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**Response:** 18.52**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 10

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 7.35

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
35	20	12	50	09

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The library of the college is situated in a place which is easily accessible to all the students and staff and is spread around 3024sq.ft. In order to increase the space to accommodate more number of books, the library has been shifted to the auditorium (5130sq.ft.), making it convenient for the readers. More number of students can be accommodated in the new library building. During absent teachers' classes the students are permitted to visit the library. The number of computers, lights, fans and furniture are increased. A separate reading place is allotted for the M.Phil. students to gain easy access to journals, dissertations and theses. The library is open from 9 a.m. to 5 p.m. on all working days. An open access system is adapted in order to make it user-friendly. Since 2010, books are arranged according to S.R. Ranganathan's Colon Classification. The library is partially automated and the books are labelled with bar code. Books, journals and magazines on various subjects have been subscribed to. The Library Management System module is used for accessing the books. It is used in borrowing, renewal and return of books. E-learning facility is

also made available for the students. Our institution is registered under INFLIBNET N-List e-resources provided by the Ministry of Human Resource Development. More than 6000 e-journals and 31,00,000 e-books are accessible through the **Information Library Network**. Books accession register, books issuing register, students' attendance register and e-resource attendance register are maintained manually. Every department has a library and a book bank of its own. Table copies of the text books, reference materials, journals, periodicals, sample books from various publishers, photocopies of text books, catalogues, dictionaries, syllabus related CDs and reading cards are kept in the department library. Donated books from the members of staff and students are kept separately in the department book bank. Books lending system is followed in the departments as well. The unique feature of the department library is the facility available for the staff and the students to borrow books in a long term basis.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college library consists of texts and reference books on various subjects, especially books and reference materials related to Tamil literature. Books are mostly purchased under the UGC XII plan and the new arrivals are displayed in the library at regular intervals. Books are also donated by the retirees and well wishers. The library is well stacked with books on Competitive examinations such as UPSC, SSC, TNPSC, NET/SLET, MAT etc. The biographies and autobiographies of eminent personalities are kept in the library. A collection of rare books is also available for reference.

Since 2010, the Librarian, along with the members of the Library Advisory Committee organizes various activities for library enrichment. An Orientation Programme for the new entrants is conducted to familiarize them with the facilities available on library resources and services and also to acquaint them with basic data base searching techniques. To encourage the habit of book reading among the students, a one day seminar is conducted every year. To improve the vocabulary of the students, five English words, along with their meanings, are written on the blackboard every day. To enhance the ethical standards of the students, Thirukkural, along with its explanation is written on the board regularly. An online vocabulary competition is also conducted. Apart from these activities, current information is also displayed on the notice board. Information related to higher studies and job opportunities is displayed on the notice board and is also passed on to all the departments. Awareness programmes on competitive examinations are also arranged. N-List awareness programme is also conducted for PG and M.Phil scholars. Copies of the college journal ENRICH are kept in the library. Vivekananda cultural academy test is conducted by the Library Advisory committee. Every year the best library user award, the voracious reader award and the best volunteer award for library service are given to the students in order to motivate them and also to cultivate reading habits in them. The avid reader award introduced in the year 2018 is awarded to the student who shows keen interest in reading and also an recognition for getting the voracious reader award continuously for three years. Feed back is collected from the students regularly and prominent issues are

taken into consideration, with necessary steps being taken to resolve them.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.64

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.28	0.19	2.68	1.49	3.57

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library	
Response: No	
File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students	
Response: 8.63	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 159	
File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
<p>Response:</p> <p>The institution has 2 computer laboratories. In both the laboratories, most of the systems have higher end INTEL CORE i3 processors and few have core i2 processors 2GB RAM, 320 GB HDD. At the beginning of every academic year, the requirement of the computer laboratories, departments and ICT are collected by the Heads of the departments and the lab technicians and are reviewed. The laboratory technicians maintain the working conditions of the existing equipment and submit the same to the Principal. Based on this requirement, the computers are replaced or repaired by the computer engineers. Every academic year the new software needed for the computer science students are installed. The software and hardware in these laboratories is upgraded periodically. The computer laboratories have LCD TV as well as projectors for handling demonstration classes to the students. The student computer ratio is 1:1. Wi-Fi facility is available to some of the computers in the computer laboratory. Students are given limited access to these facilities.</p> <p>The borrowing of books in the library is digitalized. Each book has its own unique bar code. The students</p>

ID card number and unique barcodes are used to access the books in the library. The library has a browsing centre equipped with INFLIBNET facility and Wi-Fi connection, enabling easy access to online books and journals. The students are permitted to visit the browsing centre during their free hours and reports are maintained by the library administrative staff.

All the 5 updated Information and Communication Technology theatres are frequently used for teaching purpose. These theatres are also used to conduct video conferencing programmes and also for organising NPTEL video classes and are maintained by a team of non teaching faculty.

All the computers in the departments have Wi-Fi connections. The institution has a broadband connection of 4 mbps capacity from BSNL. The IQAC room has a jio connection. 3 movable projectors are also available. The English Language Lab is also provided with Wi-Fi facility. Smart Boards are installed in 3 class rooms and 2 ICT labs. The antivirus software is also installed frequently. Renewal of Annual Maintenance Charges for UPS is done annually.

The website of the college is frequently updated. The information about the upcoming events is posted on the website and is brought to the notice of the parents and the students. The domain server and web server are renewed periodically.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 11.32

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 8.65

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
35.45	23.86	28.9	28.5	31.5

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The hardware and software in the departments, the office, the laboratories, the library and the technical theatres are subjected to routine maintenance. The usage of technical theatres and other halls is recorded by the concerned staff-in-charge of the programme and the lab assistant who is in charge of the respective theatre or hall. In case of malfunctions, problems are logged and rectified at the earliest. The infrastructure

is currently being expanded to accommodate several new classrooms. Damaged, faulty and worn out lights and fans are replaced and restored to good condition. Black boards are painted. Buildings are white washed. Doors and windows are painted. Broken furniture, apparatus and equipment are replaced periodically. Toners and cartridges are repaired and replaced. The garden is maintained by pruning, grafting and planting. All the buildings in the campus are made pest-free by using termite control measures. Windows in the library are covered with wire mesh in order to keep the room dust free. Denatured spirit licence for solutions is renewed annually in the chemistry laboratory. For the equipment purchased under MRP, service is done by the suppliers themselves. In the Zoology Laboratory, the specimen bottles are refilled with formalin liquid, as and when necessary. The microscopes in the Zoology laboratory and the Botany laboratory are maintained under annual maintenance contract.

The computers in the departments, computer labs, the office, the library and the technical theatres are maintained by the assistants. Hardware failure is rectified by the computer hardware service engineers. A log is maintained to record the complaints. As per the syllabus revision, required software is installed in the computer labs. In order to protect the system from virus attack, antivirus systems are updated every year. Printers and scanners are also repaired frequently for smooth functioning. UPS in the labs are maintained through annual maintenance contract. The students are also instructed to follow the rules and regulations of the laboratories.

The vehicle sheds provide shelter to the two wheelers and four wheelers of the students and staff. Sports equipment and stock registers are maintained.

The Board of Management assesses the physical, academic and support facilities of the institution. New facilities are provided as and when required. The feed back collected from the students, parents, teaching and non teaching staff regarding the facilities required is reviewed and a necessary steps are taken to resolve them. Annual maintenance contracts are regularised with various agencies according to the requirement. The optimum use of classrooms and laboratories is ensured so as to accommodate all programmes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 40.12

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
579	675	751	795	741

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.56

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	11	08	05	09

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 6.07

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
115	143	121	50	106

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 9.7

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
198	516	35	54	56

File Description**Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 5.92

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
69	41	24	22	23

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 24.76

5.2.2.1 Number of outgoing students progressing to higher education

Response: 152

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 4.61

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	08	08	01	00

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
135	92	97	111	85

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 2

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	00	00	00	00

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Student Council is constituted by the Chairman, Vice-chairman, Secretary, Treasurer, and Office Bearers of all Associations, Forums, Clubs and Class representatives. The top office bearers are elected by the students directly by means of electronic voting system devised by the students of Computer Science. These Student Council members are and honoured on the Union Inaugural Function. The major activities of the Council are:

- Acting as a connecting link between the Principal and the students to represent and redress

students' grievances.

- Organising cultural events, sports meet and inter-collegiate events.
- Ensuring a harmonious atmosphere by arranging welcome party to the new entrants and in turn the freshers will entertain the seniors through the Talent Show.
- Developing leadership quality and organizing capacity.
- Finance transaction is purely manned by the student's Treasurer by which transparency is ensured.
- Civic responsibility and role in governance are enhanced.

Students develop their innate talents through numerous programmes conducted by the Union Activity Committee and its allied associations. Following are the associations functioning under the Union Activity Committee:

- Tamil Literary Association
- English Literary Association
- History Association
- Commerce Association
- Mathematics Association
- Chemistry association
- Zoology Association
- Fine Arts Association
- Sports Association

Clubs / Cells / and other activities represented by the Student Council are:

- Quiz Club
- Eco Club
- Consumer Club
- Ethics and Culture Club
- Health Club
- Music Club
- EXCEL Club
- Career Guidance and Placement Cell
- Counselling Cell
- Women Forum
- Anti-Ragging Cell
- Grievance Redressal Cell
- YRC
- RSP
- Red Ribbon Club
- Social Service League
- NCC
- NSS

The above-mentioned Clubs, Associations and Cells function under the headship of the faculty. Each club, cell and association has a student President and Secretary who help the faculty in the conduct of programmes related to co-curricular, extra-curricular, sports and various social awareness programmes. The student chairman attends the meetings convened by the Staff Council. The class representatives maintain discipline in the class in the absence of the faculty. They attend the meeting convened by the

office staff and give the necessary data related to students required by the office staff. The class representatives also provide information related to payment of fees, scholarship details, and exam schedule and so on to the students. They maintain cordial relations between the seniors and juniors.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	03	02	03

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The institution has an active Alumnae Association which functions under the name “APCIAN Alumnae Association”. This association was established in 1980. The aim of the association is for the alumna to be in touch with their alma mater, to discuss the developmental activities to be initiated for the development of the institution and the betterment of the society. The current office bearers of the alumnae association are:

President	:	Ms. P. Santhanamari, Sub - Inspector, Woman's P Thoothukudi.
Secretary	:	Dr. Bala Deepa Arasi, Assistant Professor of M A.P.C.Mahalaxmi College for Women.
Treasurer	:	Dr.L. Sangeetha, Assistant Professor of H A.P.C.Mahalaxmi College for Women.

The Alumnae Association is functional. Alumnae meetings are conducted by all the departments once or twice in a year. The heads of various departments and other members of staff have frequent contacts with the alumnae through social networks like Facebook and Whatsapp to track their progression. There is a good response from the alumnae, who attend the meetings with joy and enthusiasm. They share their college experience and work experience with the staff and the current third year students. They also motivate the third year students to develop their potentialities and suggest ways to achieve success in their academics and in their career.

In view of the 40th year celebration of the college, MAHARUBY REUNION – 2014 was held on 10th January, 2014. Retired members of staff, teaching, non-teaching were honoured during the occasion. There was a get together of alumnae of the college on the same day. Some of the alumnae shared their nostalgic moments. Around 235 alumnae from various fields participated and shared their evergreen memories in the meet and enlightened the audience. Our alumnae offer their unconditional support by extending their help in different ways.

Activities of the alumnae during the last five years:

- Assistance offered to conduct Bridge Course for the freshers
- Rendered lectures for clearing competitive examinations.
- Acted as trainers for Add – on courses.
- Gave motivational speech to achieve success in academics, career and personal life.
- Mobilized sponsorships for the conduct of seminars, workshops and cultural events.
- Participated in Cultural Programmes and Annual Day celebrations.

Contribution of the alumnae for the development of the institution:

- Alumnae participate in our cultural meets and co-curricular contests as judges and monitors.
- They extend financial help to economically backward and deserving students in the form of

scholarships.

- They attend Alumnae meetings and render valuable suggestions for the betterment of the institution.
- They enrich the department libraries by providing text books and other learning materials.
- Alumnae occupying prominent positions act as resource persons in seminars and conferences.
- They contribute to the Library Fund
- Being prime stakeholders, they serve as our ambassadors and mobilize public support and propagate the gospels of the Institution that attract the community.
- 40 of our faculty members (Aided – 18, Unaided - 22) are the alumnae of the institution and their loyalty and responsibility are unquestionable factors.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 4 Lakhs - 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 45

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	11	11	11	01

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision:

To enlighten and Empower with Values

Mission:

To enrich the Marginalized Women through Quality Education with Human Values.

Our Founder President, Kulapathy A.P.C.Veerabahu, being propelled by his ambition to empower the women population in and around Thoothukudi, contemplated on the establishment of a women's college in Thoothukudi. The middle and the marginalized class found it difficult to pursue their higher education since there was only one women's college in this area. In such a situation, with firm determination and selfless devotion, our Founder President ventured to start this institution offering educational services to all without discrimination. Imparting the spirit of humanitarianism, ensuring a dignified livelihood along with fervor of nationalism have been the enforcing elements in developing perspective plans for the development of the institution and its stakeholders.

Our institution is primarily academic oriented and student focused. At the same time, the turning out of employable and socially sensitive graduates is envisaged as our best practice. It is ensured that our vision entails the core values of the Higher Education policies of the nation.

The vision statement is translated into reality by accomplishing socially relevant processes (admission policy) with the help of modern education technology (in the process of teaching-learning). Thus Quality Education becomes affordable and accessible to everyone without any discrimination. Our students are moulded by:

- providing education for a job and knowledge for utility and converting the students as the contributory factors in the society
- empowering them in the present day globalised context by refining their knowledge skills and soft skills
- inducting civic responsibility and social consciousness by educating them with moral, ethical and spiritual values
- providing Mentor assistance to poor students by various means like financial, moral and personal assistance.
- The institution has done its level best to translate its vision statement into reality by performing the following activities encompassing its curricular, co-curricular and extracurricular activities:
 - offering higher education to students belonging to different strata of the society
 - providing subject related journals and magazines in the library

- conducting Add-on Courses in all the departments at the first degree level
- publishing and circulating a Newsletter entitled 'APCM Breeze' which highlights the activities of the faculty and the students
- releasing "ENRICH" journal which contains the research articles contributed by the faculty members which is the replica of dissemination of new ideas connected with the various subjects and topics
- conducting Ethics classes to Third degree students which enable them to leave the campus with values conducting Meditation, Physical exercises and Pranayama classes. Setting up special Disciplinary Committee to correct and streamline the behavior of problematic students
- emphasizing the "Dress Code" to students when they come to college, thereby training them to maintain the culture.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

To achieve efficiency, the academic and administrative functions are decentralized. The organizational structure helps the committee system to achieve decentralization of functions. Each and everyone from teaching, non-teaching and student sections of the institution are assigned an area of responsibility – curricular, co-curricular, Research and Extension activities. As the academic section is under the domain of the Principal, the financial sector is looked after by the Management Committee. Suggestions are voiced out by the members of the Teaching and the Non-teaching through the respective Heads and the Superintendent and the same is presented in the Staff Council meeting and the Heads' meetings. In decision making, participation of stakeholders has improved. In addition, departments and associations can finalize their own schedule of activities. To improve the quality of the educational provisions of the institutions with various committees, the IQAC, through the Principal strengthens the networking. The Governing Body, the Staff Council and the IQAC are formulated as per the participative structures provided by the UGC and the affiliating University.

Regular meetings are conducted with the teaching and the non-teaching staff by the Principal. The suggestions and opinions of the members of staff are considered. HODs are delegated with the academic and administrative work. The departmental meetings are conducted by the HODs with the teaching staff focusing on improving the academics, co-curricular and extra-curricular activities. The minutes of the Staff Council Meetings and the Heads' meetings are conveyed to the other members of staff during the department meetings. Work allotment is given to the faculty. Duties include drawing timetable, course materials, work diary, etc., which are reviewed by the HOD at the end of the month. In addition to the academic responsibility shouldered, the teaching faculty also take up administrative work and are members of various functional bodies that cover all aspects of governance of the college. Thus the role of faculty plays a vital role in institutional achievements. As stated earlier, through participative management the faculties are involved in various decision making bodies such as Staff Council, Internal Quality Assurance

Cell, Grievance Redressal Cell, Anti Ragging Committee, Counseling Cell, Internal Complaints Committee, etc., All these committees meet and the major decisions taken are to ensure total transparency in the administration. The various activities such as Fine Arts Fest, Annual Day Celebration, Special day Programmes, Sports Meet, etc., are held with the involvement of the HODs, the faculty and the students. Seminars/Conferences/ Workshops are organized periodically by the various Departments with the support of the management. Suggestions of the Heads of the Departments are perceived well by the management. The President addresses staff meetings frequently to motivate the faculty and to share the problems if any, and to resolve.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The Board of Management, the Staff Council and the IQAC take the initiative in developing the perspective plan of the institution. If necessary, suggestions for the betterment of the proposal are also given by the Board / Society. The approved proposal is placed before the Staff Council for effective implementation where the Students' Chairman is also a member. Thereafter, the perspective plan is finalized. Major components of the perspective plan are:

- Introduction of new academic programmes and Value added courses
- Promotion of research activities
- Strengthening the Research Departments and focusing on specialized research leading to patents, publications and in developing scientific temper, research culture and aptitude among students.
- To enhance the quality of MoUs and collaborations with industries to improve the job opportunities of the graduates.
- Innovative extension activities
- Research on local community and to expand the outreach programmes of social relevance for improving the social outlook of the students.
- Enhancement of support services
- To have supportive programmes on transferable skills.
- To have a Women Empowerment Cell for the students.
- Development of students proficiency in all activities.
- State of the art infrastructure (Renovation and Construction)

Members of all the departments are instructed to organize activities. Besides, the objectives are communicated while addressing the students in the meetings and seminars organized by various associations and forums. The institution is constantly engaged with strategic planning exercise. The following targets are identified:

- Develop, strengthen and implement academic programmes that are responsive to the challenges of a highly competitive and global workforce.
- Enhance institute infrastructure to accommodate increase in intake, improvement in research activities, technology development and transfer, installation of solar panel system, contribute to an enhanced quality of life in the region, and facilitate sustainable domestic and international economic development and competitiveness.
- Promote and sustain a campus environment that supports a high quality of life and learning that positively impacts retention through graduation and produces knowledgeable and culturally competent citizens able to lead effectively and compete globally.

The office maintains relevant documents pertaining to the infrastructure and academic planning. The work is distributed among the staff of the office and each non-teaching staff is required to maintain the respective documents, pertaining to the duty assigned. Documents related to the land, building, plans, proposals, affiliation are also maintained.

The Staff Council meets the Principal to discuss the needs of the institution. This planning considers present needs and the future requirements. Committees are formed to implement the plans. For instance, in connection with the Centenary Celebration of our Founder 'Kulapathy' Thiru. A.P.C. Veerabahu, the college planned to organize many programmes. A committee was formed to conduct an **Eye Screening Camp** jointly with Aravind Eye Hospital, Thoothukudi for our students and for the public. This was the first eye-camp in the district in which more than 1000 persons attended. The camp was launched mainly for students and downtrodden people.

Thus all activities are well planned and duties are discharged for execution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The meetings of the academic body and administrative body are held periodically and decisions are taken by these bodies regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, and examinations.

A.P.C.Mahalaxmi Ammal Educational Society is the apex of the organizational structure. The Principal is the ex-officio member. A meeting may be convened when necessary and the annual budget of the institution, and the development plans are placed for its approval. A critical review on the

functioning of the institution takes place and resolutions for the betterment are also passed.

The Board of Management is responsible for governing the institution. The President is the permanent member of the Board of Management. The Secretary is empowered to make appointments, disburse salary to the employees and apply for new programmes. The Secretary represents the college in the sessions held by superior authorities.

The Staff Council, although an advisory body, has its decisive role in the process of planning and implementation. The academic calendar, academic issues, examination schedule are decided after deep deliberations. The Internal Quality Assurance Cell prepares an Action Plan and devises programmes for successful implementation. Under the Guidance of the Internal Quality Assurance Cell, work and various activities are allocated to other committees, associations, clubs and forums.

Syllabus Committee, Internal/External Committee, Research Committee, Library Advisory Committee, News Bulletin/Calendar Committee, Special Committee on Discipline and Women Forum supplement the Board of Management with the necessary information for future action. The Principal is the Chairman of all these Committees. The Student Council encompasses all Associations. It initiates actions on student feedback, enhances the participation of students in all the activities.

The institution has strategy and implementation plans to recruit and retain faculty and other staff who have the desired qualification, knowledge and skills. The recruitment policies stipulated by the UGC/Government are strictly followed by the institution. At the time of recruitment, a Scrutiny Committee is formed. The Committee is responsible for filtering the applications received as per the eligibility requirements. The Management constitutes a Panel as the Selection Committee as provided by the University. As far as the recruitment of a teacher is concerned, her academic proficiency, research potentiality, and teaching aptitude are taken into consideration. The applicants are asked to handle demonstration classes also. Only the best among the aspirants are selected. While recruiting non-teaching faculty, not only their knowledge skill but also their computer skill and inter-personal skill are considered and the best are recruited. To retain the talented faculty, a conducive environment is provided to enhance their research aptitude and update their academic proficiency.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The different committees are constituted for the implementation of different institutional activities. To enable mutual responsible functioning, a flexible organization structure has been formed and it helps in formal streamlining and participation of all stakeholders. It includes College Calendar Committee, Syllabus Committee, Internal/External Examinations Committee, Research Forum, Library Advisory Committee, Discipline Committee, Fine Arts Association, Sports Club, Ethics Club, Quiz Club, Eco club, Social Service League, Music Club, etc.

Calendar College Committee

The College Calendar Committee includes the Principal, Coordinator of IQAC and one or two faculty members. It assists the non-teaching staff in charge of preparing calendar in the following ways:

- Enriching the calendar with more information about the activities of the college
- Updating chronology of remarkable events
- Reviewing the seniority list of the members of various faculties including their additional educational qualification
- Furnishing more information on International Days and special days to be commemorated

Syllabus Committee

The Syllabus Committee reviews the suggestions given by the departments in the supplied

syllabi and forwards it to the University, if necessary through the Principal, if any rectification is required. It records the revised syllabi systematically.

Internal-External Examinations Committee

Schedule for internal tests and model exams are planned. Due date for submitting marks, sending progress reports are also planned in advance by this committee.

Research Forum

The APCian Research Forum comprises the IQAC Coordinator, Members from various departments, and advisors from other colleges. It holds orientation for teachers to enhance the research potential, obtain doctoral degree, and publish their research articles. It also motivates and encourages them to retain their research spirit.

Library Advisory Committee

The Committee convenes meetings periodically to encourage students use the Library frequently. The 'Bar Code' system has been introduced and frequent displays on new arrivals are made. This has motivated the students to enhance their reading habits. Albums on current issues are regularly prepared.

Discipline Committee

Being a Women's College, the institution gives much preference to moral and ethical values. General discipline is enforced and strict dress code is emphasized. Using mobile phones is strictly prohibited for the students, since the usage can turn out to be adverse also. In case of misbehavior of students, the concerned parents are summoned before the Discipline Committee and issues are resolved.

Fine Arts Committee

Teachers in-charge of these activities disseminate the information regarding call for participation in competitions, enroll the students and guide them to participate in indoor and outdoor activities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Following is the list of welfare measures for teaching and non-teaching faculty:

- quarters for both teaching and non-teaching staff
- as directed by the Government of Tamil Nadu, both teaching and non-teaching staff can benefit by the National Health Insurance scheme and Employee State Insurance[ESI] scheme
- issuing salary certificates to those who apply for personal loans
- priority at the time of admission for their wards in the Institution under the Management quota
- preference to eligible alumna at the time of appointment
- fee concession for the wards of non-teaching staff
- two wheeler and four wheeler parking shed provided
- bank facility within the campus
- transport facility for emergency cases
- sick room with adequate facilities
- issuing NOC for:
 1. non-teaching staff to pursue higher studies
 2. applying for passport
 3. applying for Guideship

The faculty members are permitted to attend Refresher Courses, Orientation Programmes, and Seminars, Workshops and Conferences and avail absence treated as leave on duty. Making accessible to Faculty Improvement Programmes (FIP) and pursuing doctoral degree help the faculty to attain professional development. Members are encouraged to enroll themselves in their academic forums and professional associations and attend the programmes also. Internet facility provided in each department facilitates to tap the latest information easily.

Steps are taken by the management for the unaided members of staff to apply for guideship by getting them qualification approval from the university.

Hostel facility is offered to staff coming from long distances. Meals are offered from the hostel for the teaching and non-teaching when required.

The institution has assessed that updating subject knowledge and revamping research skills are the immediate needs of the faculty welfare. The Management volunteers to support financially for the conduct of subject enrichment programmes and subsequently all the departments have organized various enrichment activities. The IQAC has organized workshops on strengthening faculty's involvement and contribution to quality education.

A few instances of welfare measures provided:

1. The management bore the expenses of staff when they went to present the proposal under Kaushal Scheme to New Delhi.
2. When a member of faculty from the Management met with an accident, the President of the college bore the expenses.
3. A former faculty is permitted to utilize the research laboratory to complete her research project.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	03	03	01

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 4.52

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	09	01	02	01

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

1. Self-appraisal method is followed. Teachers are requested to submit the Self-assessment report every year. It passes first to the Head of the Department and then to the Principal who gives remarks. The remarks of the Head of the Department also help in evaluating staff members. The result of the evaluation is not to victimize the teacher. The authorities advise the teacher to improve her performance. The teacher is also aware of her strengths and weaknesses and gets a chance to rectify things in the forthcoming academic years.

2. Performance appraisal of the teachers has been conducted annually.
3. Skill development activities are retuned and redesigned to suit the corporate requirements.
4. Few other feedback from Alumnae, Parents, beneficiaries of extension programmes are reviewed seriously and after taking appropriate action the same is conveyed to the representative groups.

During the result review meeting, the Principal discusses with the Heads of the Departments regarding the results produced by their individual teachers and gives suggestion to improve the same.

The President also discusses this in his meetings and encourages the members to perform better. Those producing good results are appreciated.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit:

Internal financial audit is in regular practice.

The financial statement is verified and signed by the auditors and the areas that come under audit are:

- funds received from the University for NSS, Consumer Club
- funds received from the Organization, Chennai to conduct conferences
- funds received from the UGC for

1. Minor Research Projects
2. IQAC
3. Seminars

In faculty sponsored seminars, the Principal authenticates financial statements.

External Audit:

The Principal authenticates the Day book and the Ledger submitted regularly by the office. Every year the financial statement is submitted to the Joint Director's Office. This in turn is verified by the financial section of the Regional Joint Directorate Office, Tirunelveli on their visit to the college. The external audit team visits the salary bill, scholarship details, fees collection and UGC grants. The team visits during 2017-18 and completed the audit period for 2008-09, 2009-10, and 2010-11. A.G. Audit, Madurai also visits and audits the same heads and UGC grants.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization of Funds:

- The institution gets benefits through fees collection, apart from the funds gathered by the institution. The funds are mobilized for co-curricular and extracurricular activities through university schemes. Fund mobilization is to support suitable needy students through donations and scholarships by the Government schemes and NGOs.
- Since the institution is run by the Government, the institution or any faculty is not authorized to mobilize funds. Unwanted purchases are avoided and the available funds are effectively utilized. Alumnae staff and students come forward to sponsor financially and non-financially for the progress of students by organizing many activities such as workshops, seminars, inter collegiate competitions, etc.
- The regular fees are deposited by the students directly in the college bank account. The Government scholarships are periodically received and the share of the tuition fees and the college fees gets deposited in the bank account of the college. As the college is recognized by the UGC under Plan - XII, the college got the general development grant of a two year plan. Individual donations are also received from the prominent personalities of the society.
- The institution has never entertained the practice of receiving donations.

Optimal utilization of resources

- The college property of classrooms and halls are rented out for the various Government Exams(TNPSC/ VAO/ B.ED., Exams) on college holidays, Sundays, etc. The Commerce faculty of the college who have the expertise in accounting, help the college staff as well as the college by helping them in their computer related issues. The technical team helps all other departments by contributing the required gadgets time to time.
- The budget is adequate to meet the day-to-day expenses. However incurring expenses leave a deficit. The deficit is met by the management.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC adopts and adapts best practices from various sources and introduces strategies for quality assurance. Two such practices are described below.

Practice: 1 – Maintenance of Log Book

The institution has effective internal coordination and monitoring mechanisms. The Staff Council and the Internal Quality Assurance Cell help in internal coordination, monitoring the work efficiency of all committees and the administrative staff. Review meetings are held periodically and suggestions are given for betterment. The IQAC evolves the strategies regularly to institutionalize certain quality enhancement measures.

The goal of the Internal Quality Assurance Cell is to record periodically the activities of the staff, the students and the Department in order to sustain and enhance the quality of the institution.

With NAAC Accreditation as an important factor in determining the quality of an institution there is a need to document the activities of the institution at all levels. Hence every department was asked to maintain a log book of all activities.

As a regular practice a register is maintained in every department. Members of faculty are asked to enter all the activities, both individual and institutional. Some of the activities include Staff/Student participation in Seminars, , trainings undergone, publication details, expertise shared, achievements etc.

With documentation having become a regular feature in all the departments, it is easy for the IQAC to ensure that activities are carried out as per the plan of action chalked out at the beginning of the year. Since all members of staff would make an entry as and when an activity is conducted, there isn't any chance of

any activity to be missed.

Practice 2: - Participatory Approach of Faculty in the IQAC

The IQAC ensures active participation of all the members of the faculty in the quality enhancement of the institution. It is of utmost importance for any institution to compete with other institutions and to improve the quality of the institutions. It definitely cannot be an individual effort. Therefore in our college, all the members of faculty are given a role to play in the IQAC.

The constitution of the IQAC has been formed as per NAAC guidelines. Seven senior members of the IQAC are the heads of the seven criteria. Every criterion head, has under her teachers from various departments. This has been done to streamline the documentation of activities.

It is evident that quality initiatives are taken by every member of the Department. The implementation of activities is monitored by the IQAC, periodically and it can be seen that there is positive response. From the feedback regarding activities collected from students it is obvious that they are contented with the quality programme offered.

Documenting activities then and there demands that prompt work has to be extracted from all members. This is not possible at all times from all members. But this can be eliminated by proper motivation.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC plays a significant role in reviewing all the activities conducted in the college. Two such reviews and follow up done are discussed below.

Outcome of the Students' Paper Presentation:

Students presented papers focusing on the importance of the digital world that is creating a revolution in the revolution process, through slide shows, OHP and power point presentation. The use of ICT has been envisaged to pave the pathway to the upgradation of teaching methodology. Paper presentation on stress management was an eye-opener and pointed out at the necessity for counseling sessions. Suggestions regarding the increase of library hours, expansion of library, which is a hub for learning and research activities would definitely promote self-learning. The role of students towards the progress and growth of the institution was also emphasized. The teaching faculty was trained on the usage of smart board. Thus teaching-learning becomes a two way process, involving both the teachers and the learners simultaneously.

A student centered programme was organized by the IQAC on 23rd March 2016. Students presented papers on the following topics:

- Our Library: A Hub for Research and learning.
- The Digital World: A Revolution in the learning process.
- Stress: Fright, Flight, or Fight
- Loyalty and Reverence towards the Institution: Our Role

Outcome of Academic Audits:

Every year internal academic audit is conducted and for the last two years external academic audit is conducted. All the faculty members and the members of various committees, clubs and forums record the activities in the format provided by the IQAC regularly. Supporting documents are also maintained. At the end of every year, the members of the IQAC visit the Departments and go through the records. Suggestions are given and follow up is done. For the past two years, External Academic Audit has been conducted. The experts inspected the records and gave remarks. The IQAC followed it up and ensured that suggestions were carried out properly. As per the suggestions of the experts, the number of LCD classes had to be increased by some Departments and research publications also had to be increased.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 4.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	04	01	10	04

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

The NAAC Peer Team Report and the Recommendations are taken into consideration. Following are the observations and the action taken for the same.

Observation 1: College may strive for more professional courses and PG programmes.

Action Taken:

M.Sc Chemistry, M.Com were introduced during the year 2013 to 2014 and M.A English from the year 2018-2019.

Observation 2: Soft skill development programmes need further encouragement.

Action Taken:

To develop the overall of personality of students, many soft skill programmes have been conducted. The Department of English, the Department of Commerce and the Career Guidance and Placement Cell have organized skill oriented workshops and guest lectures.

Observation 3: ICT based teaching needs to be strengthened.

Action Taken:

The number of ICT based classes has increased considerably.

Observation 4: Teachers may be encouraged to undertake more minor/major research projects.

Action Taken:

Many teachers including those from the unaided stream applied for research projects and ten members have got them sanctioned.

Observation 5: Efforts to be made to establish a women's study centre.

Action Taken: The existing Women Forum has been replaced by a Women Empowerment Cell. A Board for the same has been constituted for the same and a course is to be offered for the I PG students.

Observation 6: Modernization of classrooms, teaching and research laboratories.

Action Taken:

LCD Projectors have been provided in four classrooms during the year 2014-2015. The following instruments were purchased under the UGC funded minor research projects, Incubator, Digital pH meter with ATC CL120, Haemocytometer, Weighing machine, Stagemicrometer, Heating mantle-5, Gluco check, Centrifuge REM R-24, Occular micrometer and Electronic sphygmomanometer.

Observation 7: Upgradation of infrastructural and sports facilities and appointment of a full time physical instructor.

Action Taken:

A full time Director of Physical Education has been appointed this year.

With the keen support of the Management, our teams are participating in Intercollegiate competitions and winning laurels.

Observation 8: Placement and career guidance cells need to be strengthened.

Action Taken:

The Career Guidance and Placement Cell of the college has introduced seven Career

Oriented Courses as mandatory for II and III Degree students. The courses include Jewellery making, Handwork, Spoken English, Spoken Hindi, Quick Maths and Personal Grooming and training programmes on Competitive exams.

Observation 9: Automation of library, finance and administration sections

Action Taken:

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

Observation 10: Language lab to be updated with well designed course in spoken English.

Action Taken:

The language laboratory has been improvised by the additional facilities like multi- media projector, computer with wifi connection and seeks with headphone attachments. A course in **Spoken English** has been structured and is taught over a period of 20 hours supplemented with Reading and Listening Practice for 10 hours each. It is followed by Practical Training in Speaking for 20 hours. The language lab promotes a 60 hour course work spanning over the two semesters in an academic year.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 12

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	09	00	01	01

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Gender Equity initiatives undertaken by the HEI. This being a Women's College, no gender discrimination arises inside the campus.

Gender sensitivity

The College provides amiable environment for women students in terms of class room, Laboratories, Libraries, sanitation facilities, etc.

Safety and Social Security

Optimum safety measures are being taken for day scholars as well as hostellers with adequate facilities

and qualified care takers such as warden, staff in charge, etc. We have installed a CCTV camera at different places to monitor the happenings inside the campus. Two Watchmen of our college monitors the students' vehicles and the persons who visit the college. Another watchman is also appointed to ensure safety of the hostel students. The students are not permitted to leave the campus prior to the bell. In case of emergency, the students are requested to get prior permission from the Class - in - charge, Head of the Department, and the Principal. In order to curb the menace of ragging in higher educational Institutions, the college has an active Anti-Ragging Cell functioning from and it ensures that no such offence takes place within the premises. Programmes like first aid training, health trainings are also conducted. Empowerment programmes are being conducted periodically to provide social security among the Women students. List enclosed below.

- Health Awareness Cum Initiative Programme was organized on 19.09.2013.
- Awareness Programme on Disaster Management was organized on 22.07.2015
- Awareness Programme on Road Safety was organized on 23.08.2015.
- Awareness Programme on Cyber Crime and Women Rights was organized on 12.08.2016.
- First Aid Awareness Programme was organized on 18.08.2016.
- Adolescence Awareness Programme was organized on 24.02.2017 .
- A Guest Lecture on Network Security was organized on 15.09.2017.
- Dengue Awareness Programme was organized on 13.10.2017.
- National Workshop on Disaster and Emergencies was organised by on 14.12.2017.
- Awareness Programme on Women Safety was organized on 27.12.2017.

Counselling

The college has a Counselling cell with special team of teachers to solve personal and academic problems of the students. Cumulative record of the students is maintained by the teacher concerned to continuously monitor the progress of the students and these performances are consulted with their parents also. Tutor ward system is also followed in our College. Every staff member is assigned with around 25 students to be their friend, confidante and counsellor. The tutor maintains a record of the academic, co – curricular achievements of the wards, interacts with the wards twice a month in their academic growth. Academic counselling and personal counselling motivate the students to aspire for academic excellence and convert them into an assertive, confident and contributory components of the society.

Common Room

The College has common room with adequate facilities such as bed, first aid things, etc.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:	
1. Percentage of annual power requirement of the Institution met by the renewable energy sources	
Response: 1.47	
7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)	
Response: 3600	
7.1.3.2 Total annual power requirement (in KWH)	
Response: 244800	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs	
Response: 6.67	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 3600	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 54000	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:
<ul style="list-style-type: none"> • Solid waste management • Liquid waste management

- **E-waste management**

Response:**Waste Management steps including:**

The College has the policy to minimize waste production. In addition to, that waste management system is also follows.

- **Solid waste Management:**

Class wise waste boxes are available. In Laboratories decomposable wastes and broken glassware are collected separately and disposed in the proper manner. Compost pits are dug in the corners of garden. Garden wastes and other organic wastes are spilled in the pits to make compost. After composting it is used as a manure for other plants in the campus.

- **Liquid Waste Management:**

Sanitation Laboratories wastes and hostel mess water wastes are collected through proper drainage system. In future there is a plan to introduce sewage treatment plants also.

- **E – Waste Management:**

The green audit wing of the institution proliferates on the view of fringing paper – free learning and communication. Students are asked to perform their digital tasks by soft copies through e –mail, social media, etc. They are asked to reduce the use of CDs to prepare their assignment copies. Damaged CD's are used for naming the trees in the campus as well as in the Herbal Garden. Damaged and unused electronic gadgets are collected and disposed periodically in the proper manner. In an initiative to generate the habit of avoiding e - waste among the students, a concept which has global significance, a 'Art from Waste' competition is organized every year by the Fine Arts Club.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

The rain water is collected in a storage tank and used by the Chemistry Department for laboratory purposes

which is an economic and environmental friendly practice. The department has been maintaining a practice of rain water harvesting, The water collected from the roof top is sent through PVC pipes which is then collected stored and used for laboratory purposes. Instead of demineralized water which is costly and requires sophisticated equipment's for its production, the stored rain water has very low amount of minerals. In future there is a plan to construct rain water harvesting system.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

Bicycles

Around 10 students use bicycle as their mode of transport.

Public Transport

Majority of the students use common transport like bus, van and auto. Very few students use their own motor vehicles.

Pedestrian friendly roads

Students and Faculty members use pedestrian friendly roads for enjoyable, easy traveling around the college campus on foot.

Plastic-free campus

Our college maintains a plastic free and green campus as far as possible. Students and canteen members are advised to avoid plastic in the campus. Students from English major made paper bags which are used in the canteen as an alternative to plastic bags in 2017-2018. This practice is being followed by a few other departments this year onwards (2018-2019).

Green landscaping with trees and plants

Each department is allotted with some space and gardening competitions are conducted every year by the Eco Club. The Eco Club organized guest lectures to create awareness about the importance of plants among students. More than 200 trees are present inside the campus and the Eco club maintains a herbal garden inside the college and it has more than 35 rare medicinal plants. New tree saplings are planted wherever possible to make the campus greener. Students and faculties are encouraged to contribute saplings on special days like their birthdays and wedding days, etc. 100 tree saplings donated by the DCW were given to students and faculty members and some have been planted in the campus.

Various awareness programmes, competitions and exhibitions were conducted by the Eco

Club on the topics like 'Art from plant products', 'If there are no plants', 'Green the Earth', 'Conservation of Medicinal plants' and 'Role of medicinal plants for the future'. YRC and Eco Club conducted Tree Plantation Programme by providing 50 tree saplings to students and faculty members.

Various awareness programmes were conducted by the YRC and RSP on the topic 'Greening Programme'.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.04

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.70845	00	00	00	00

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 13

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	03	01	04	03

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 6

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	02	00	01	03

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 3

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	02	00	00	1

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

150th birth anniversary of **Swami Vivekananda** was celebrated on 02.09.2013. Mr. Pandurengan, Convenor, Sri Ramakrishna BavaPracharParishad and SwamijiHariViradhananda addressed the students.

Former President **Dr. A.P.J. Abdul Kalam**'s birthday was celebrated as 'Youth Awakening Day' by College Union. Essay and elocution competitions were conducted.

Death anniversary of **Mahatma Gandhiji** is celebrated as 'Sarvodaya day' on 30th January every year by Zoology Major. Special guest lectures are given and students read out some passage from Bhagavat Gita, Holy Bible and Kur-on.

Birth anniversary of former Prime Minister **Sri.Rajiv Gandhi** is celebrated as 'SathBhavanaDiwas' on 20th August. This programme is organised by the Department of Mathematics.

Dr. R. Radhakrishnan's Birthday as 'Teachers day' is celebrated every year. Students honour their faculty members with gifts and entertain them with various cultural events and game shows.

Republic day programmes are organised by the Department of English. The guest is welcomed by National Cadet Corps, followed by the flag hoisting ceremony. The pledge is taken by the students and faculty members.

Independence day programmes are organised by the Department of Chemistry. Rangoli competitions are conducted for students from various departments. Cultural programmes are performed by students of Chemistry Department.

International Women's Day was celebrated by the Women Forum on 08.03.2017. Dr.A.ChandraPushpam, All India Radio, Tirunelveli addressed the gathering on the topic "Women: Arise, Awake".

On **International white cane day** an amount of Rs. 7,500 is donated to the Indian Association of the Blind and Rehabilitation Centre, Madurai every year.

International **Yoga Day** is celebrated by the NSS Unit.

SrinivasaRamanujam's birth anniversary is celebrated as 'International Mathematical Day' by the Department of Mathematics every year. Competitions and workshops are conducted.

SardarVallabhai Patel birth anniversary is celebrated as National Unity Day by the NSS Club

The supporting documents are available in the following link.

<http://www.apcmcollege.ac.in/CLUBS.php>

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The admission process is carried out as per Government norms and the merit list is prepared in accordance with the roster system. The admission is made through a Committee consisting of the Principal, two senior teachers and one senior teaching staff representing the disadvantaged section. Availability of application forms, course details, and last date for submission are posted on the college website and notified through vernacular newspapers. The institution academic programmes, career oriented courses offered by the Institution and other extension activities are explicated through the Institution's prospectus. Selected candidates are intimated through post and the list is also displayed on the notice board.

The Secretary of our college, being the executive head of the institution is vested with all the powers. The Principal who comes second in the hierarchy shares the academic responsibilities. On the administrative side, the Principal is assisted by the officesuperintendent along with the team of office staff. On the academic front, the Principal is supported by the Staff Council which consists of the heads of various departments, the Superintendent, the Senate member, the IQAC Coordinator and Students' Activity Committee Chairman. The Staff Council meets every now and then and discusses all matters of importance. In the beginning of each semester, a meeting is convened to discuss the syllabi prescribed by the University. Proposals and suggestions made in this meeting are passed on to the members by their respective heads. The head consults the members regarding workload allotment, framing the time table, smooth conduct of internal and external examination and meetings to be organized. The proposals made in these meetings are implemented methodically by various committees like the Students' Activity Committee, the Examination Committee, the Syllabus committee, the General and Special Discipline Committee and so on. These activities are coordinated by the Principal regularly. The Head of each department ensures equal distribution of workload to the members of the department.

Academic audit is done by external experts and review reports are submitted to the IQAC. Class tests, internal tests, term tests, assignments and prompt evaluation of the answer scripts and enrichment classes help to monitor the progress of the students. Results and progress in studies are intimated to the parents by sending the progress card.

Financial audit is done regularly by an external auditor. Internal auditing is also in practice. Recruitment of faculty and all necessary procedures are practised as per the guidelines given by higher education department, University and UGC.

Auxiliary functions like conduct of workshops, training programmes, seminars, FDPs, conferences, guest lectures etc., are strictly implemented through the following sequence of operations: Proposal by specific department, approval by the management, conduct of the programme, submission of the accounts, submission of the report, verification and recording of the proofs and publication on the website. The complete record of these operations is made available in the concerned department.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

The IQAC evolves and identifies the best practices from other institutions also as Bench Marking. Each best practice is associated with the objectives of the institution. And thus, those best practices are advocated to be internalized by all the departments. Database reviews, recording evidences for success are some of the strategies evolved by the IQAC. IQAC makes a distinctive contribution in identifying, adopting, disseminating and internalizing the best practices.

- Offering affordable quality education to the unreached.
- Flexibility in fee payment
- Financial and other supports through individuals, philanthropists and private societies.
- Constant monitoring on academic progress and providing guidance to the needy through the Talent Scanning Process
- Students' participation in student – centred and student headed programmes, both academic and non-academic
- ICT application in teaching and learning by both faculties and students.
- Promoting research spirit among students by undertaking field projects.
- A decentralized, democratic governance and leadership
- Observing national festivals and special days and also indigenous festivals
- Affordable Training Programmes like value added courses for all students.
- In-house multi-disciplinary journal “ENRICH”.
- Sensitizing towards the marginalized, uncared and needy components of the society through the extension activities.
- Inculcating civic responsibility and good citizenship through various campaigns
- Primarily academic oriented and student centred but basically turning out to be employable and socially responsible and sensitive graduates is envisaged as the best practice as our goals are non-commercialized.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

In consonance with the wish of our Founder, his successor, President Thiru. A.P.C.V. Chockalingam fondly nurtures this temple of learning. Our Secretary Mrs. C.Subbulakshmi also firmly believes that education to women is a necessary concomitant to the development of a Nation. This prestigious institution is held in high esteem among the community as well as the academia for preserving its core ethical values. Unyielding to the temptations of the changing times, and refusing to compromise, this monument stands as a crowning glory of the Pearl City, upholding the traditions of academic excellence.

The institution has, as its primary concern absorbing under privileged students and returning employable and socially sensitive graduates. The following key factors attract students and stakeholders to the institution thereby resulting in stakeholder satisfaction:

- 1.affordable quality education with values and discipline
- 2.moderate fee structure, fee concessions and financial support to the needy
- 3.harmonious environment with no trace of ragging / teasing
- 4.no practice of accepting donation / capitation
- 5.emphasizing a modest dress code and attitude
- 6.mentoring services – financial, material and psychological
- 7.easily approachable Secretary, Principal, Heads of Departments and Teachers
- 8.effective teaching methods with ICT
- 9.well-furnished and safe hostel
- 10.a wide range of co-curricular and extracurricular activities through various clubs and associations
- 11.career counselling and guidance

Among the total number of students the institution houses and nurtures every year, at least 80% are identified as first generation learners. The opportunities provided here promote their ability, regardless of their fortuitous circumstances of birth or position. They are taught to tackle the obstacles that come their way. The concerted effort of all those associated with the institution convert their dreams into realities. The education imparted at APCMC has helped lay the groundwork for many successful graduates through the following ways:

- a harmonious co-existence with no prejudice towards caste, creed or religion.
- imparting values of national integration, social justice and harmony through co-curricular, extra-

curricular activities in the form of contests, competitions and special lectures.

- inducting social awareness and social responsibility through campaigns and camps
- moulding the nature, aptitude and aspiration of the students by providing apt platforms, both inside and outside the campus and by conferring awards like Best Outgoing Student, Best Library User, Best volunteer in NSS, Best volunteer in Student Activities Committee, and special award for 100% attendance throughout the course of study

One can certainly look back with certain amount of pride on the commitment to academic excellence and the tremendous amount of work done by the Management, faculty members, staff and students of the college for the progress of the institution. The college aspires to offer more opportunities to the students to realize their responsibilities and enable them handle multiple roles in the society with dexterity. Our students are oriented on how to develop values, self-respect, dignity and integrity. The management, the staff and the students work as a family together towards the same goal with a sense of togetherness.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

A conducive atmosphere is provided to the students to hone their skills and develop their overall personality. Teachers share the ideas gathered from different seminars, conferences and workshops with the students. This helps them be updated of the widening knowledge in the relevant areas. Having understood that students are the key stakeholders in the educational process, many student-centred programmes are organized periodically. The Department of Tamil conducts **Certificate and Diploma courses in Gandhian Thought** through the Manonmaniam Sundaranar University, Tirunelveli. Students take up the exams conducted by the **Vivekananda Kendra**, Kanyakumari which teaches sacred literature to the students, conducts exams and distributes certificates. Selected students attend a free camp at Kanyakumari. Cultural and traditional values are inculcated through this programme. The Department also arranges for a **Thirukkural Recitation Competition** through the World Thirukkural Federation for enhancing students' traditional values. The **Shakespeare Institute**, Chennai conducts Proficiency and Vocabulary Exams every year. Our students, trained for these exams come out in flying colours. The Department of English conducts **LIVE** - Lessons in Value Education (Short motivational videos are played and discussed) and **SPARK** - Skills, Personality Development, Art work, Relaxation Techniques, Karate - (basic training in each component is offered). Five to ten minutes at the end of the class are spent for the same. Former faculty too offer their support by giving programmes on Yoga, meditation, counselling, research activities, etc. The Management appreciates and backs up teachers to give full vent to their innovative ideas.

Concluding Remarks :

One of the distinguished groups of educational institutions run by the **A.P.C. Mahalaxmi Ammal Educational Society**, the college proudly keeps its head high untainted by corruption.

The **IQAC** acts as the nodal unit of our institution, devises the action plan, frames the strategies and reaffirms the realization of the goals and objectives of the institution. The Management initiates and supports organizing conferences/seminars/workshops. More than 30 such programmes have been organized by the various departments during the past five years. Faculty act as resource persons in various programmes and serve as editorial members of various journals.

This institution marshals all resources to work for the empowerment of women. Having well-defined goals and objectives, the institution is responsive and sensitive to change. The good organizational structure promotes positive leadership and therefore gives a healthy institutional ambience. Rapport with all components of the society has earned a reputation for the institution.

Making its genesis in 1973, this institution has come a long way. This dedication and cooperation of the teaching staff, together with faithful service of the non-teaching staff have been instrumental in efficiently channelizing the activities of the student community to enable them make rapid strides in the quality front. Undoubtedly, this magnificent edifice of learning has swelled to this magnitude and charm due to the tireless service of the visionary. Recapitulating the initiatives undertaken by our Founder President and marvelling at Almighty's amazing grace that has sustained us throughout the years we are marching towards excellence with significant strides.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 02 Answer after DVV Verification: 26</p>																																								
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 07 Answer after DVV Verification: 00</p>																																								
2.1.2	<p>Average Enrollment percentage (Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>654</td> <td>648</td> <td>626</td> <td>654</td> <td>658</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>654</td> <td>648</td> <td>626</td> <td>654</td> <td>658</td> </tr> </tbody> </table> <p>2.1.2.2. Number of sanctioned seats year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>764</td> <td>689</td> <td>687</td> <td>687</td> <td>687</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>764</td> <td>689</td> <td>687</td> <td>687</td> <td>687</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	654	648	626	654	658	2017-18	2016-17	2015-16	2014-15	2013-14	654	648	626	654	658	2017-18	2016-17	2015-16	2014-15	2013-14	764	689	687	687	687	2017-18	2016-17	2015-16	2014-15	2013-14	764	689	687	687	687
2017-18	2016-17	2015-16	2014-15	2013-14																																					
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2017-18	2016-17	2015-16	2014-15	2013-14																																					
764	689	687	687	687																																					
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p>																																								

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
681	648	626	662	586

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
440	443	422	454	454

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	06	09	09	08

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	00	01	01	02

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	07	03

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5.7	0.5	2.8	12.4	6.5

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

	<p>3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years Answer before DVV Verification : 10</p> <p>3.1.3.2. Number of full time teachers worked in the institution during the last 5 years Answer before DVV Verification : 79 Answer after DVV Verification: 155</p>																				
3.4.2	<p>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years</p> <p>3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years Answer before DVV Verification:</p> <table border="1" data-bbox="308 669 1046 801"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>02</td> <td>00</td> <td>02</td> <td>02</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 882 1046 1014"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>01</td> <td>02</td> <td>02</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	02	02	00	02	02	2017-18	2016-17	2015-16	2014-15	2013-14	01	01	01	02	02
2017-18	2016-17	2015-16	2014-15	2013-14																	
02	02	00	02	02																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	01	01	02	02																	
4.1.3	<p>Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc</p> <p>4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 09 Answer after DVV Verification: 10</p>																				
4.2.5	<p>Availability of remote access to e-resources of the library</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : The HEI input updated as per clarification response</p>																				
4.2.6	<p>Percentage per day usage of library by teachers and students</p> <p>4.2.6.1. Average number of teachers and students using library per day over last one year Answer before DVV Verification : 164 Answer after DVV Verification: 159</p>																				
5.2.2	<p>Percentage of student progression to higher education (previous graduating batch)</p> <p>5.2.2.1. Number of outgoing students progressing to higher education Answer before DVV Verification : 160 Answer after DVV Verification: 152</p>																				

5.3.1	<p>Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.</p> <p>5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 430 1046 562"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>05</td> <td>03</td> <td>00</td> <td>01</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 642 1046 775"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>00</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	05	03	00	01	01	2017-18	2016-17	2015-16	2014-15	2013-14	02	00	00	00	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
05	03	00	01	01																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
02	00	00	00	00																	
5.3.3	<p>Average number of sports and cultural activities/ competitions organised at the institution level per year</p> <p>5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1055 1046 1187"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>57</td> <td>37</td> <td>31</td> <td>33</td> <td>43</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1267 1046 1400"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>03</td> <td>03</td> <td>02</td> <td>03</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	57	37	31	33	43	2017-18	2016-17	2015-16	2014-15	2013-14	03	03	03	02	03
2017-18	2016-17	2015-16	2014-15	2013-14																	
57	37	31	33	43																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
03	03	03	02	03																	
5.4.2	<p>Alumni contribution during the last five years(INR in Lakhs)</p> <p>Answer before DVV Verification : 3 Lakhs - 4 Lakhs Answer After DVV Verification: 4 Lakhs - 5 Lakhs</p>																				
6.5.4	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements 2. Academic Administrative Audit (AAA) and initiation of follow up action 3. Participation in NIRF 4. ISO Certification 																				

	<p>5. NBA or any other quality audit</p> <p>Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above</p>
7.1.3	<p>Alternate Energy initiatives such as:</p> <p>1. Percentage of annual power requirement of the Institution met by the renewable energy sources</p> <p>7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH) Answer before DVV Verification : 36000 Answer after DVV Verification: 3600</p> <p>7.1.3.2. Total annual power requirement (in KWH) Answer before DVV Verification : 244800 Answer after DVV Verification: 244800</p> <p>Remark : The HEI input updated as per its clarification response</p>
7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <p>1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify)</p> <p>Answer before DVV Verification : C. At least 4 of the above Answer After DVV Verification: C. At least 4 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p>Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 17 Answer after DVV Verification : 1264</p>										
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>765</td> <td>689</td> <td>687</td> <td>687</td> <td>685</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	765	689	687	687	685
2017-18	2016-17	2015-16	2014-15	2013-14							
765	689	687	687	685							

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
529	475	474	474	472

2.3 Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
495	616	596	603	568

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
614	616	596	603	568

3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
79	76	76	75	73

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
77	75	75	74	72

4.3 Number of computers

Answer before DVV Verification : 156

Answer after DVV Verification : 156