



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

|   |  |                                   |
|---|--|-----------------------------------|
| <b>1. Name of the Institution</b>             |  | A.P.C.MAHALAXMI COLLEGE FOR WOMEN |
| Name of the head of the Institution           |  | N.Meenakumari                     |
| Designation                                   |  | Principal                         |
| Does the Institution function from own campus |  | Yes                               |
| Phone no/Alternate Phone no.                  |  | 0461-2345655                      |
| Mobile no.                                    |  | 9994143603                        |
| Registered Email                              |  | principal@apcmcollege.ac.in       |
| Alternate Email                               |  | iqac@apcmcollege.ac.in            |
| Address                                       |  | Ettayapuram Road                  |
| City/Town                                     |  | Thoothukudi                       |
| State/UT                                      |  | Tamil Nadu                        |
| Pincode                                       |  | 628002                            |
| <b>2. Institutional Status</b>                |  |                                   |

|  |                             |
|--|-----------------------------|
| Affiliated / Constituent               | Affiliated                  |
| Type of Institution                    | Women                       |
| Location                               | Urban                       |
| Financial Status                       | state                       |
| Name of the IQAC co-ordinator/Director | Dr. T. Lilly Golda          |
| Phone no/Alternate Phone no.           | 04612345655                 |
| Mobile no.                             | 9789105564                  |
| Registered Email                       | principal@apcmcollege.ac.in |
| Alternate Email                        | iqac@apcmcollege.ac.in      |

### 3. Website Address

|  |   |
|--|---|
| Web-link of the AQAR: (Previous Academic Year)               | <a href="http://www.apcmcollege.ac.in/iqac-function.html">http://www.apcmcollege.ac.in/iqac-function.html</a> |
| <b>4. Whether Academic Calendar prepared during the year</b> | No  |

### 5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity    |             |
|-------|-------|------|-----------------------|-------------|-------------|
|       |       |      |                       | Period From | Period To   |
| 3     | B+    | 2.55 | 2019                  | 04-Mar-2019 | 03-Mar-2024 |

|   |             |
|---|-------------|
| <b>6. Date of Establishment of IQAC</b> | 28-Dec-2004 |
|---|-------------|

### 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture    |                  |                                       |
|--|------------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC                                | Date & Duration  | Number of participants/ beneficiaries |
| Health Awareness and Screening Programme                                     | 12-Dec-2019<br>1 | 253                                   |
| Orientation Series<br>1.Student Induction Programme<br>Dr.YogeswariNithya 2. | 03-Dec-2019<br>3 | 90                                    |
| Special talk on Mahatma  | 05-Oct-2019      | 855                                   |

|   |                  |      |
|---|------------------|------|
| Gandhi by Dr.Parveen Sultana  | 1                |      |
| Inaugural of Implementation of Fit India Movement (Fitness@APCMC)                         | 29-Aug-2019<br>1 | 86   |
| Presentation on NAAC Peer Team Visit to The Career College , Bhopal by Dr. K. Sathya Bama | 31-Jul-2019<br>1 | 85   |
| Interaction with VOC, IQAC  | 28-Jun-2019<br>1 | 83   |
| Orientation on Perception for NIRF by Dr. T. Lilly Golda                                  | 01-Jul-2019<br>1 | 75   |
| Bridge Course   | 17-Jul-2019<br>5 | 895  |
| Orientation Series 1.   | 12-Jun-2019<br>4 | 78   |
| Orientation for the freshers and their parents  | 15-Jun-2019<br>1 | 1501 |
| <a href="#">View File</a>   |                  |      |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme  | Funding Agency | Year of award with duration | Amount |
|--------------------------------|---------|----------------|-----------------------------|--------|
| DR. S. UMAMAGESWARI            | IMPRESS | ICSSR          | 2019<br>365                 | 3      |
| <a href="#">View File</a>      |         |                |                             |        |

|  |                           |
|--|---------------------------|
| <b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>   | Yes                       |
| Upload latest notification of formation of IQAC  | <a href="#">View File</a> |
| <b>10. Number of IQAC meetings held during the year :</b>  | 19                        |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | Yes                       |
| Upload the minutes of meeting and action taken report  | <a href="#">View File</a> |
| <b>11. Whether IQAC received funding from any of the funding agency to support its activities</b>            | No                        |

during the year?

## 12. Significant contributions made by IQAC during the current year(maximum five bullets)

? Offering Orientation for the freshers and their parents on the first day of academic session. ? Updation of college website department blogs ? Initiation of Work from Home activities and maintaining online activity reports. ? Preparation of department Self Study Reports (SSR) ? Student support offered during the pandemic with regard to knowledge sharing through Google classrooms, Zoom/Google meet and in examinations by forming whatsapp groups and organizing orientation on how to upload answer scripts.

[View File](#)

## 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

| Plan of Action  | Achievements/Outcomes  |
|---|--|
| To organize international Conferences   | A two day International Conference "Recent Trends in Multi-disciplinary Research" was organized on 27th&28th February 2020 An International seminar "Innovate and Inspire" (ISSIWHI -20) was organized on 4th March 2020. A book with ISBN has been brought out with a selection of best papers.                               |
| To increase the numbers MoUs with industries  | Four MoUs have been signed. ? MDT Hindu College, Tirunelveli ? PG & Research Dept of Tamil & FRRC, St. Xavier's College, Palayamkottai ? Bharathidasan University, Tiruchirapalli ? Foundation CSR @ Redington Guest lectures and seminars have been organized and courses are being run as a result of these functional MoUs. |
| To upgrade PG Departments to Research Centres   | Proposals sent by the Departments of Chemistry, Commerce and English for up gradation; The Departments of Commerce, Chemistry and English were recognized as Research Centres on 6th November, 27th November, and 9th December, 2020 respectively.   |
| An Inter- Collegiate cultural programme to be organized by the Alumnae Association.                           | APCian Fiesta was organized on 21st September, 2019.   |
| To prepare AQAR 2018 - 2019   | AQAR 2018 - 2019 was submitted on 31st December, 2020  |
| To organize an Orientation series on Quality enhancement in teaching learning strategies for teaching faculty | ? Faculty were oriented on various topics related to the enhancement of the teaching-learning process on 3rd, 4th and 5th December, 2019.  |

|  |   |
|--|---|
| Documentation through Google Forms was suggested | ? Google form links were uploaded on the website. All the staff members submitted evidences of their activities and their achievements through the Google Forms.  |
| To prepare newsletter                            | ? APCM Breeze was prepared and circulated.  |
| To constitute APCM Academy                       | ? APCM Academy was formed. Eight skill oriented courses are being offered.  |
| ? All MHRD programmes to be initiated.           | ? Institution's Innovation Council has been created. ? Social Media Champion has been appointed and all activities are being uploaded on social media. ? Fitness@APCM was inaugurated on 29th August, 2019. ? Many competitions and programmes were organized to celebrate. Matribhasha Diwas on 21st February 2020. ? Faculty and students enrolled themselves in SWAYAM online courses and MOOCs. ? The institution has been registered in NDL and in Vidwan. ? All special days like Constitution day, World No Tobacco day, National Road Safety Month, National Youth day, National Unity day, International Women's day were celebrated. ? Aarogya Setu App was downloaded by faculty and students. |
| <a href="#">View File</a>                        |   |

| <b>14. Whether AQAR was placed before statutory body ?</b>   | Yes          |                        |              |               |             |
|--|--------------|------------------------|--------------|---------------|-------------|
| <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Staff Council</td> <td style="text-align: center;">19-Aug-2021</td> </tr> </tbody> </table> |              | Name of Statutory Body | Meeting Date | Staff Council | 19-Aug-2021 |
| Name of Statutory Body   | Meeting Date |                        |              |               |             |
| Staff Council  | 19-Aug-2021  |                        |              |               |             |
| <b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>   | No           |                        |              |               |             |
| <b>16. Whether institutional data submitted to AISHE:</b>  | Yes          |                        |              |               |             |
| Year of Submission   | 2020         |                        |              |               |             |
| Date of Submission   | 26-Feb-2020  |                        |              |               |             |
| <b>17. Does the Institution have Management Information System ?</b>   | Yes          |                        |              |               |             |

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The Management Information System is specially designed to suit the requirements of the institution. The use of MIS enables us to store and process data and access them as and when required. List of modules currently operational: Personal and Academic Information of Students Personal and Academic Qualification of Faculty Leave and attendance record of faculty and students Finance and Accounts Students Admission and Support

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Every semester begins with the Principal orienting the Staff Council regarding the syllabus and extending suggestions if any. The heads of various departments in turn, draw a plan to effectively render the prescribed courses to the students and also monitor methodical deliverance of the same. Work diary maintained by the members of staff, ICT Based teaching, Lesson Taught Note maintained by the students, Internal tests, Assignments, Seminars etc., are means by which curriculum is effectively delivered and the academic activities are also documented methodically. Whenever there is a choice in optional courses, efforts are taken to choose courses catering to women empowerment, gender sensitization, personality development, eco awareness and skills development etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate                 | Diploma Courses | Dates of Introduction | Duration | Focus on employability/entrepreneurship | Skill Development |
|-----------------------------|-----------------|-----------------------|----------|---|-------------------|
| Industrial Chemistry        | Nil             | 17/06/2019            | 60       | Employability                           | Skill Development |
| Microsoft office            | Nil             | 17/06/2019            | 60       | Employability                           | Nil               |
| GST                         | Nil             | 17/06/2019            | 60       | Employability                           | Nil               |
| Makkal Thagaval Thyodarpial | Nil             | 17/06/2019            | 60       | Nil                                     | Skill Development |
| Padaippu Kalai              | Nil             | 17/06/2019            | 30       | Nil                                     | Skill Development |
| Qualitative techniques      | Nil             | 17/06/2019            | 60       | Nil                                     | Skill Development |
| C-Programming               | Nil             | 17/06/2019            | 60       | Employability                           | Nil               |

|                      |     |            |    |     |                   |
|----------------------|-----|------------|----|-----|-------------------|
| Social works         | Nil | 17/06/2019 | 60 | Nil | Skill Development |
| Swift Maths          | Nil | 17/06/2019 | 60 | Nil | Skill Development |
| Communication Skills | Nil | 17/06/2019 | 60 | Nil | Skill Development |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course                          | Programme Specialization | Dates of Introduction |
|---|--------------------------|-----------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                          |                       |
| No file uploaded.                         |                          |                       |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|---|
| BA                               | Tamil                    | 18/06/2019  |
| BA                               | English                  | 18/06/2019  |
| BA                               | History                  | 18/06/2019  |
| BSc                              | Mathematics              | 18/06/2019  |
| BSc                              | Chemistry                | 18/06/2019  |
| BSc                              | Zoology                  | 18/06/2019  |
| BSc                              | Physics                  | 18/06/2019  |
| BSc                              | Computer Science         | 18/06/2019  |
| BCom                             | Commerce (AIDED)         | 18/06/2019  |
| BCom                             | Commerce (UNAIDED)       | 18/06/2019  |
| MSc                              | Chemistry                | 18/06/2019  |
| MSc                              | Mathematics              | 18/06/2019  |
| MCom                             | Commerce                 | 18/06/2019  |
| MA                               | Tamil                    | 18/06/2019  |
| MA                               | English                  | 18/06/2019  |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|                    | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 649         | Nil            |

## 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses  | Date of Introduction | Number of Students Enrolled |
|----------------------|----------------------|-----------------------------|
| Aary work            | 18/06/2019           | 58                          |
| Hindi                | 18/06/2019           | 50                          |
| Personal Counselling | 12/12/2019           | 50                          |
| Beautician Course    | 18/06/2019           | 44                          |

|                           |            |     |
|---------------------------|------------|-----|
| Spoken English            | 18/06/2019 | 41  |
| Hand Embroidery           | 18/06/2019 | 62  |
| Lend me your ear          | 21/10/2019 | 120 |
| <a href="#">View File</a> |            |     |

### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title   | Programme Specialization                                  | No. of students enrolled for Field Projects / Internships |
|---------------------------|---|---|
| BSc                       | General Chemistry   | 11  |
| BA                        | Tamil   | 46  |
| BCom                      | Improving the analytical skills of students               | 64  |
| BCom                      | Applying tools  | 59  |
| BCom                      | Commerce  | 59  |
| BCom                      | Marketing, Management, Banking, Human Resource Management | 185   |
| BCom                      | Marketing, Management, Banking, Human Resource Management | 118   |
| BCom                      | Marketing, Management, Banking, Human Resource Management | 146   |
| BCom                      | Commerce  | 2   |
| <a href="#">View File</a> |   |   |

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | No  |
| Alumni    | Yes |
| Parents   | Yes |

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

|   |
|---|
| Feedback Obtained   |
| <p>Feedback is periodically collected both online and offline at the end of the academic year for all programmes and possible remedial measures undertaken wherever applicable. The obstacles in the teaching-learning process are identified through the feedback collected from the students and the teachers. Alumnae give feedback on the campus facilities and support rendered by the institution. Feedback is also sought from the parents regarding their level of satisfaction with the institutional facilities and discipline.</p> |

### CRITERION II – TEACHING- LEARNING AND EVALUATION

#### 2.1 – Student Enrolment and Profile



### 2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| MA                    | Tamil                    | 30                        | 24                             | 17                |
| BA                    | Tamil                    | 64                        | 209                            | 64                |
| MPhil                 | Mathematics              | 15                        | 12                             | 6                 |
| MSc                   | Mathematics              | 25                        | 53                             | 25                |
| BSc                   | Mathematics              | 48                        | 237                            | 48                |
| BA                    | History                  | 64                        | 147                            | 64                |
| BA                    | English                  | 64                        | 320                            | 63                |
| BCom                  | Commerce                 | 64                        | 462                            | 64                |
| MSc                   | Chemistry                | 25                        | 19                             | 17                |
| BSc                   | Chemistry                | 48                        | 320                            | 48                |

[View File](#)

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 1958  | 221   | 36  | 8   | 42   |

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 86                         | 86  | 15                                | 9                                | 5                          | 302                             |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students Mentoring System plays a vital role in the students' academic performance and their career. Our institution facilitates a well-structured student mentoring system which bestows special attention each and every student's performance and progress in their academic and non-academic activities. This system helps make a good rapport between mentor and mentee and bridges the communication gap between the students' parents by updating the progress of the students. Faculty members of each department act as mentors for their students and pay individual attention. Mentors maintain and update the mentoring record which contains all information concerning their mentees' curricular, co-curricular and extracurricular activities. After collecting all necessary information, mentors are expected to offer guidance and counseling when required. Mentors meet their mentees individually or in groups at particular intervals. The academic and personal problems of the mentees are discussed and solved during the mentoring hours. Mentors monitor their mentees' attendance and performance in the internal assessment and identify the slow learners and advanced learners. Special attention and remedial coaching is given to the slow learners. Intensive coaching is given to the advanced learners to enhance their performance. Special assistance is given to the visually and physically challenged students. Challenges and

vulnerabilities of the first generation students are identified and cured immediately by the mentor. Ample motivation is given to them to achieve their goals. In isolated cases parents are called for special meetings with the Principal at the suggestion of the Mentor. Counseling is recommended and given to the particular students to solve grievances. The mentors are always in a position to support student success. They always have consistent contact with the parents of their mentees. Mentors contact their mentees' parents over phone, whatsapp, e-mail and meet them twice in a semester to update their ward's performance in the academic and other co-curricular activities. Parents of mentees actively participate during the mentor-mentee meetings. This system has established a consistent communication with parents and helped the mentors closely monitor the growth of their mentees.

|  |                             |                       |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 2179   | 86                          | 1 : 25                |

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 106                         | 86                      | 20               | 11                                       | 49                       |

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation         | Name of the award, fellowship, received from Government or recognized bodies                         |
|---------------|---|---------------------|--|
| 2019          | Dr .K. Subbulakshmi   | Assistant Professor | Tholkappiyar Viruthu, Agaththiyar Research Centre, Agatheeswaram                                     |
| 2019          | Dr .S.Mallika   | Associate Professor | Thiruvalluvar Award, Ulagaa Thamizh Araychi Niruvanam  |
| 2019          | Dr.T.Lilly Golda  | Assistant Professor | Teacher Innovation Award, Sri Aurobindo Society  |
| 2019          | Ms.B.Abinaya Bharathi   | Assistant Professor | Innovative Dedicated Academician Award   |
| 2019          | Dr .V.Shyamala Susan  | Assistant Professor | Lead Guest Editor, American Journal of Data Mining and Knowledge Discovery, Science Publishing Group |
| 2019          | Dr.D.ShanmugaPriya  | Assistant Professor | Reviewer, Indian Journal of Natural Products and Resources   |
| 2019          | Dr .L.Sangeetha   | Assistant           | Best Essay   |

|                           |                      |                     |   |
|---------------------------|----------------------|---------------------|---|
|                           |                      | Professor           | Writer, Tamil Nadu History Congress, Tamil Young Wings Trust 822, Bajanai Kovil Street, Thiruvallur District 600120   |
| 2019                      | Mrs.P.S.Muthulakshmi | Assistant Professor | Best Teacher Award, Tamil Young Wings, Trust 822, Bajanai Kovil Street, Thiruvallur District  |
| 2019                      | Dr.V.Sornalakshmi    | Assistant Professor | Best Women faculty award - 2019, Novel Research Academy, Puducherry, India  |
| 2019                      | Dr.S.Vanitha         | Assistant Professor | Hon.Editorial Board Member- Consulting Editor, Innovative Global Scientific Research Educationalist, Innovative Scientific Research Educationalist- Professional , Malasiya |
| <a href="#">View File</a> |                      |                     |   |

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|----------------|----------------|----------------|--|---|
| BSc            | 1504           | VI             | 26/09/2020   | 12/10/2020  |
| BSc            | 1504           | V              | 22/11/2019   | 20/12/2019  |
| BSc            | 1504           | III            | 29/11/2019   | 20/12/2019  |
| BSc            | 1504           | I              | 04/12/2019   | 20/12/2019  |
| MSc            | 2504           | I              | 12/11/2019   | 20/12/2019  |
| MSc            | 2504           | III            | 13/11/2019   | 20/12/2019  |
| MSc            | 2504           | IV             | 24/09/2020   | 12/10/2020  |
| BCom           | 1301           | I              | 02/12/2019   | 20/12/2019  |
| BCom           | 1301           | III            | 30/11/2019   | 20/12/2019  |
| BCom           | 1301           | V              | 25/11/2019   | 20/12/2019  |

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution follows a Continuous Internal Evaluation (CIE) system to assess all evaluation processes which help the students to enhance their academic performance. CIE is an essential element of the teaching and learning process. Students are made aware of the evaluation process during the orientation programmes conducted prior to the commencement of the academic year. The Academic Calendar with tentative exam dates is given to the students at the beginning of every academic year. The institution conducts three internal assessments in an interval of 25-30 days based on the university question paper pattern. General timetable for each internal assessment is drafted for Part I, Part II Language papers, Core, Allied and Non Major Elective papers and the end semester practical examinations. The Principal frequently convenes meetings with the HoDs to ensure coverage of portions before the internal assessment. Students are intimated beforehand regarding the dates of the internal assessment and revisions are also given by the concerned faculty members. Question papers are prepared in advance, printed and stored confidentially and handed over to the invigilators on the day of the internal assessment. Retests are conducted in case absence due to of genuine reasons. After every assessment, answer scripts are valued and the corrections are personally explained to each student. Results are analyzed by the class teacher and the mentor after every internal assessment. Marks are entered in the Progress Reports and discussed the performance and progress of their wards with the parents during the PTA meetings. Whenever necessary, the mentor recommends the visit of the parent to the college for a discussion about the Remedial Classes for the slow learners, percentage of absent, participation in Sports, NSS activities and Placement Interviews. Remedial coaching classes are conducted for the slow learners with simplified study materials. Students are encouraged to do assignments, quizzes and class seminars to excel in their academics. External examinations of three hours duration are conducted at the end of every semester for all the theory papers and practical papers. Students should satisfy the eligibility criteria of 75 attendance in each semester to appear for University Examination. Questions are prepared by the affiliated university. Students have to score a minimum of 40 marks out of 100 marks. Students having arrears are permitted to write the arrear papers in the consecutive semester examination. Special Supplementary examination is conducted for the final year students to clear their arrear papers to complete her degree in the same year. Revaluation is also permitted on payment of prescribed fee within a stipulated time. After every University examination department wise result analysis is done. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members in the review meetings. The faculty members also discuss new methodologies to be adopted to improve the results at the result review meeting.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The faculty members, who are in charge of college calendar, consulting with the Principal and the IQAC Coordinator, prepare the academic calendar well in advance prior to the commencement of the academic year. The calendar summarizes the academic schedule for the upcoming year along with the list of faculty members, Non-teaching staff, number of working days, day order, public holidays, special days, academic, co-curricular, extra-curricular activities and campus activities, tentative schedule of internal and external examination, exam rules and regulations, evaluation process, information and guidelines, scholarship details, attendance details, add-on, academy and certificate courses. The Academic Calendar is distributed to the students and the faculty members at the beginning of every year. Department meetings are 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. The head of the department finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members prepare the lesson plan before the commencement of the semester including the evaluation process for each subject and it is duly reviewed by one of the senior faculty in the department and approved by the head of the department. The timetable in-charge of each department prepares the timetable as per the guidelines of respective HODs for the number of credit hours for each subject prior to the commencement of the semester and given to the respective class teachers, students and also displayed in the department notice board. 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 in the mark register and entered in the university web portal and the college website for parents' accessibility.

## 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 in website of the institution (to provide the weblink)

<https://apcmcollege.ac.in/wp-content/uploads/2021/08/PO-CO-PSO-2019-20.pdf>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|----------------|--------------------------|---|---|-----------------|
| 1504           | BSc            | CHEMISTRY                | 41  | 41  | 100             |
| 2504           | MSc            | CHEMISTRY                | 11  | 11  | 100             |
| 1301           | BCom           | COMMERCE                 | 59  | 59  | 100             |
| 1105           | BA             | ENGLISH                  | 51  | 51  | 100             |
| 1107           | BA             | HISTORY                  | 50  | 50  | 100             |
| 1517           | BSc            | MATHEMATICS              | 42  | 42  | 100             |
| 2515           | MSc            | MATHEMATICS              | 24  | 24  | 100             |
| 3545           | MPhil          | MATHEMATICS              | 7   | 7   | 100             |
| 1113           | BA             | TAMIL                    | 49  | 49  | 100             |
| 2107           | MA             | TAMIL                    | 10  | 10  | 100             |

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://apcmcollege.ac.in/wp-content/uploads/2021/08/Student-Satisfaction-Survey-2019-20.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

### 3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project     | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---------------------------|----------|----------------------------|------------------------|---------------------------------|
| Minor Projects            | 365      | ICSSR                      | 300000                 | 120000                          |
| <a href="#">View File</a> |          |                            |                        |                                 |

### 3.2 – Innovation Ecosystem

#### 3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar  | Name of the Dept.                       | Date       |
|--|---|------------|
| FDP on IPR   | Research Forum                          | 24/06/2019 |
| IPR on Patenting   | Research Forum                          | 06/09/2019 |
| Patent Rights  | Research Forum                          | 11/02/2020 |
| Innovation IPR   | Research Forum                          | 06/07/2020 |
| Electrical Safety measures-Guest lecture by DCW industry, Sahupuram              | Physics                                 | 30/01/2020 |
| Seminar, DCW Industry, SAHUPUAM  | Chemistry                               | 30/01/2019 |
| Guest lecture-Heavy Water Plant, THOOTHUKUDUI                                    | Chemistry                               | 03/07/2020 |
| International conference on Applied Mathematics and Intellectual Property Rights | Mathematics                             | 20/01/2020 |
| Seminar on Innovate and Inspire: the What and How of Ideas                       | IQAC, Research Forum, IIC EDII, Chennai | 04/03/2020 |

#### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation        | Name of Awardee       | Awarding Agency  | Date of award | Category   |
|--------------------------------|-----------------------|--|---------------|--|
| Showcasing Innovative Idea     | N.Mohaideen Afrin     | Killikulam Agri Business Forum   | 15/10/2019    | District level KABIF Food Carnival for showcasing innovative ideas |
| IFERP Intitutional Ambassadors | Dr. R. Samundeswari   | Institute for Engineering Research and Publication                                   | 27/01/2020    | Institutional Ambassadors  |
| Lead Guest Editor              | Dr. V. Shyamala Susan | American Journal of Data Mining and Knowledge Discovery, Science Publishing Group, 1 | 01/10/2019    | Editor   |

|  |                                   |   |            |   |
|--|-----------------------------------|---|------------|---|
|  |                                   | Rockefeller Plaza, 10th and 11th Floors, New York, NY 10020, U.S.A., Tel: (001)347-983-5186 |            |   |
| Innovation Training Programme  | Dr. S. Vanitha                    | C MHRD Innovation Cell, New Delhi - 110070011, Iic.mhrd@aicte-india.org                     | 07/01/2019 | IIC Innovation Ambassadors              |
| Innovation Training Programme  | Dr. K. Chitrachellam              | IC MHRD Innovation Cell, New Delhi - 110070011, Iic.mhrd@aicte-india.org                    | 07/01/2019 | IIC Innovation Ambassadors              |
| Innovation Training Programme  | Dr. S. Sankaravadivoo             | IC MHRD Innovation Cell, New Delhi - 110070011, Iic.mhrd@aicte-india.org                    | 07/01/2019 | IIC Innovation Ambassadors              |
| Innovation Training Programme  | Dr. J. Clara Jeya geetha          | IIC MHRD Innovation Cell, New Delhi - 110070011, Iic.mhrd@aicte-india.org                   | 07/01/2019 | IIC Innovation Ambassadors              |
| All India Tally Commerce Aptitude Test on 02.12.2019                   | R. Sathyavadivu                   | Relywin Consultancy Private Ltd, Thoothukudi  | 12/12/2020 | District Topper                         |
| 4 Star Rating in Institution Innovation Council for the year 2019-2020 | A.P.C.Mahalaxmi College for Women | Ministry of Education MoEs Innovation Cell, Government of India                             | 22/09/2020 | Promoting Innovation Start-up in Campus |
| <a href="#">View File</a> <a href="#">View File</a>                    |                                   |   |            |   |

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center         | Name   | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---------------------------|--------|--------------|----------------------|--------------------|----------------------|
| Chockolaks                | Aarthi | Management   | Maha Fashions        | Tailoring unit     | 29/08/2019           |
| <a href="#">View File</a> |        |              |                      |                    |                      |

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
|       |          |               |

|   |   |    |
|---|---|----|
| 0 | 0 | 29 |
|---|---|----|

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Mathematics            | 1                       |
| Tamil                  | 13                      |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type                      | Department       | Number of Publication | Average Impact Factor (if any) |
|---------------------------|------------------|-----------------------|--------------------------------|
| International             | Zoology          | 9                     | 5.5                            |
| International             | Tamil            | 26                    | 0                              |
| International             | Mathematics      | 34                    | 5.77                           |
| International             | Commerce (UA)    | 32                    | 5.96                           |
| International             | Commerce         | 1                     | 4.6                            |
| International             | Computer Science | 5                     | 4.47                           |
| International             | English          | 32                    | 6.07                           |
| International             | Physics          | 2                     | 6.3                            |
| National                  | History          | 3                     | 6.03                           |
| International             | Chemistry        | 15                    | 4.07                           |
| <a href="#">View File</a> |                  |                       |                                |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department                | Number of Publication |
|---------------------------|-----------------------|
| Zoology                   | 1                     |
| Physics                   | 23                    |
| Commerce (UA)             | 46                    |
| History                   | 3                     |
| English                   | 8                     |
| Computer Science          | 8                     |
| Commerce                  | 5                     |
| Chemistry                 | 46                    |
| Mathematics               | 9                     |
| Tamil                     | 13                    |
| <a href="#">View File</a> |                       |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper   | Name of Author          | Title of journal         | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|----------------------|-------------------------|--------------------------|---------------------|----------------|---|---|
| On generalized right | P. Meenakshi and N. Mee | Advances in Mathematics: | 2020                | 0              | A.P.C. Mahalaxmi College                                  | Nil   |



|   |  |   |      |   |   |     |
|---|--|---|------|---|---|-----|
| permutable<br>?-near sub<br>traction<br>semigroups  | nakumari   | Scientific<br>Journal   |      |   | for Women                                   |     |
| Interval<br>valued int<br>uitionisti<br>c fuzzy bi-<br>ideals in<br>boolean<br>like semi<br>rings   | R.<br>Rajeswari<br>and N. Mee<br>nakumari        | Advances<br>in Mathema<br>tics:<br>Scientific<br>Journal                    | 2020 | 0 | A.P.C.<br>Mahalaxmi<br>College<br>for Women | Nil |
| Bioremed<br>iation and<br>bioprospec<br>ting of<br>cow dung<br>and<br>poultry<br>droppings<br>enriched<br>with<br>sewage<br>water for<br>biogas<br>production | Jeyanthi<br>kumari. V                            | Journal<br>of pure<br>and<br>applied mi<br>crobiology                       | 2019 | 0 | A.P.C.<br>Mahalaxmi<br>College<br>for Women | Nil |
| Evaluation<br>of antioxi<br>dant and<br>cytotoxic<br>activity<br>of marine<br>red alga<br>scinaia<br>furcellata<br>(Turner)<br>j.agardh                       | Sornalak<br>shmi. V                              | Internat<br>ional<br>Journal of<br>Advanced<br>Science<br>and<br>Technology | 2019 | 0 | A.P.C.<br>Mahalaxmi<br>College<br>for Women | Nil |
| Bioremed<br>iation of<br>poultry<br>droppings<br>for biogas<br>production   | Jeyanthi<br>kumari. V                            | Pollution<br>Research   | 2019 | 0 | A.P.C.<br>Mahalaxmi<br>College<br>for Women | Nil |
| Ascending<br>pendent<br>domination<br>decomposit<br>ion of<br>graphs  | V.<br>Maheswari<br>and K.<br>Bala Deepa<br>Arasi | Advances<br>in Mathema<br>tics:<br>Scientific<br>Journal                    | 2020 | 0 | A.P.C.<br>Mahalaxmi<br>College<br>for Women | Nil |
| Results<br>connecting<br>domination<br>, steiner<br>and   | K.<br>Palani                                     | Advances<br>in Mathema<br>tics:<br>Scientific<br>Journal                    | 2020 | 0 | A.P.C.<br>Mahalaxmi<br>College<br>for Women | Nil |

|                                       |                                       |   |      |   |                                    |   |
|---------------------------------------|---------------------------------------|---|------|---|------------------------------------|---|
| steiner domination number of graphs   |                                       |   |      |   |                                    |   |
| On Gd-distance of a graph             | .V. Maheswari and K. Bala Deepa Arasi | International Journal of advance science and technology | 2019 | 1 | A.P.C. Mahalaxmi College for Women | 1 |
| Prime pair labelling of more digraphs | K. Palani                             | Advances in Mathematics: Scientific journal             | 2019 | 1 | A.P.C. Mahalaxmi College for Women | 1 |
| <a href="#">View File</a>             |                                       |   |      |   |                                    |   |

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper                    | Name of Author                        | Title of journal  | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---------------------------------------|---------------------------------------|---|---------------------|---------|---|---|
| On Gd-distance of a graph             | .V. Maheswari and K. Bala Deepa Arasi | International Journal of advance science and technology | 2019                | 1       | 1   | A.P.C. Mahalaxmi College for Women                        |
| Prime pair labelling of more digraphs | K. Palani                             | Advances in Mathematics: Scientific journal             | 2019                | 1       | 1   | A.P.C. Mahalaxmi College for Women                        |
| <a href="#">View File</a>             |                                       |   |                     |         |   |   |

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty           | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 123           | 124      | 71    | 40    |
| Presented papers            | 137           | 58       | 12    | Nill  |
| Resource persons            | Nill          | Nill     | Nill  | 16    |
| <a href="#">View File</a>   |               |          |       |       |

## 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|-------------------------|--|--|--|
|                         |  |  |  |

|  |  |    |     |
|--|--|----|-----|
| Elocution Competition (YRC)  | District Youth Red Cross   | 2  | 2   |
| Sapling Plantation (NSS)   | Thoothukudi District Legal services Authority                                    | 4  | 105 |
| Guest Lecture on POSCO ACT (NSS)   | Legal Literacy Club  | 2  | 100 |
| Essay writing Competition on Fundamental duties of Indian citizen (NSS)      | Legal Literacy Club  | 2  | 30  |
| Guest Lecture on CHILD ACT (NSS)   | Legal Literacy Club  | 2  | 200 |
| Guest Lecture on Sexual harassment of women at working place (NSS)           | Legal Literacy Club  | 2  | 50  |
| Awareness Programme on Yoga  | Isha Yoga  | 2  | 167 |
| Two wheeler Rally (Road safety patrol)                                       | Thoothukudi District Traffic Police Division                                     | 15 | 130 |
| Guest Lecture  | District Superintendent of Police - Thoothukudi District Traffic Police Division | 3  | 250 |
| Community Service (Jungle Clearance in water channel of Sillanatham Village) | Financial support by DCW Industry  | 3  | 45  |
| <a href="#">View File</a>  |  |    |     |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity   | Award/Recognition  | Awarding Bodies   | Number of students Benefited |
|--|--|---|------------------------------|
| Poem Writing - P.S. Muthu Lakshmi                                      | Best Poem Writer   | Tamil Young Wings Trust 822, Bajanai Kovil Street, Thiruvallur District. 600120 | 123                          |
| Report submission -Dr.Kohila Subathra Christy and Dr. J. Vasantha Sena | Appreciated for being one of the best two units in being punctual in sending NSS reports | NSS Coordinator, Manonmaniam Sundaranar University, Tirunelveli                 | 200                          |
| Essay Writing - Dr.L.Sangeetha   | Best Essay Writer  | Tamil Young Wings Trust 822, Bajanai  | 87                           |

|  |   |   |     |
|--|---|---|-----|
|  |   | Kovil Street,<br>Thiruvallur<br>District. 600120  |     |
| Social Work -<br>P.S. Muthu Lakshmi                                  | Nallasiriyar<br>Award   | Tamil Young Wings<br>Trust 822, Bajana<br>Kovil Street,<br>Thiruvallur<br>District. 600120  | 116 |
| Community Service<br>- Jungle clearance<br>in water channel          | Appreciation  | DCW Industry  | 45  |
| Helmet Awareness<br>Rally  | Appreciation  | Thoothukudi<br>District Traffic<br>Police Division  | 130 |
| Guest lecture  | Appreciation  | Thoothukudi<br>District Legal<br>Services Authority   | 100 |
| E Waste<br>Management  | Appreciation  | I Seven Server<br>Basket, S/No.9/4,<br>Kachohalli<br>Industrial Estate,<br>Laxmipura Post,<br>Dasanapura Hobli,<br>Bangalore-562123 | 127 |
| Empowerment of<br>visually challenged<br>by Social Service<br>League | IAB Blind<br>Empowerment<br>Champions 2020 -<br>Silver Zone Award | Indian<br>Association for the<br>Blind  | 125 |
| <a href="#">View File</a>  |   |   |     |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency  | Name of the activity  | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------|--|---|--|--|
| Plantation         | NSS and<br>Thoothukudi<br>District Legal<br>Services<br>Authority                  | Cleaning<br>school campus<br>service,<br>Subject<br>teaching, Games<br>and plantation | 2  | 50   |
| Rally              | Road Safety<br>Patrol and<br>Thoothukudi<br>District<br>Traffic Police<br>Division | Two wheller<br>rally on road<br>safety  | 3  | 145  |
| Guest Lecture      | Thoothukudi<br>District<br>Traffic Police<br>Division                              | Lecture on<br>Road safety by<br>District<br>Superintendent of<br>Police               | 3  | 250  |
| Guest Lecture      | NSS and Legal  | Guest Lecture   | 2  | 100  |

|   |                             |                                      |   |     |
|---|-----------------------------|--------------------------------------|---|-----|
|   | Literacy Club               | on "POCSO ACT"                       |   |     |
| Guest Lecture   | NSS                         | Celebrating Life' without HIV/AIDS   | 2 | 100 |
| International Women's Day                                     | NSS and Legal Literary club | Role of Women' Legal Rights of Women | 4 | 191 |
| Guest Lecture   | Youth Red Cross             | Cyber Safety                         | 2 | 300 |
| Implementation of Fit India Plan                              | YRC and NSS                 | Rally                                | 2 | 350 |
| Guest Lecture   | NSS                         | lecture on Dreams of Kalam           | 2 | 189 |
| Inter National Day Against Drug Abuse and Illicit Trafficking | NCC                         | Public Meeting                       | 1 | 48  |
| <a href="#">View File</a>                                     |                             |                                      |   |     |

### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant  | Source of financial support | Duration |
|--------------------|--|-----------------------------|----------|
| Research           | Chemistry PG Final year students   | Heavy Water Plant           | 15       |
| Research           | UG -Final year Zoology students  | DCW Industry                | 5        |
| Faculty Exchange   | Dr. V. Sangeetha and Dr. I. Meenakshi, Sri Saradha College for Women, Tirunelveli, 128 students from Department of Commerce, A.P.C. Mahalaxmi College for Women, Thoothukudi | Nil                         | 7        |
| Faculty Exchange   | Dr. K. Jothilekshmi and Mrs. A. Rajeswari, A.P.C. Mahalaxmi College for Women, Thoothukudi, 104 students from Department of Commerce, Sri Saradha College for                | Nil                         | 7        |

|                           |   |     |    |
|---------------------------|---|-----|----|
|                           | Women, Tirunelveli  |     |    |
| Research                  | Dr.V.Sornalakshmi<br>,A.P.C. Mahalaxmi<br>College for Women,<br>Thoothukudi.Dr.P.Tr<br>esina Soris,V.O.Chi<br>dambaram College, T<br>hoothukudi,Dr.K.Pau<br>l<br>Priya,Seethlakshmi<br>Achi College for<br>Women,Pallaythur | Nil | 30 |
| Research                  | Dr.K.Palani,<br>A.P.C. Mahalaxmi<br>College for Women,<br>Thoothukudi.Dr.A.Ca<br>therine<br>,Dr.G.U.Pope<br>College of Engineer<br>ing,Sawyerpuram.   | Nil | 15 |
| Research                  | Dr.K.Bala Deepa<br>Arasi A.P.C.<br>Mahalaxmi College<br>for Women,<br>Thoothukudi.<br>Dr.S.Jackson<br>V.O.Chidambaram<br>College,<br>Thoothukudi,   | Nil | 15 |
| Research                  | Dr.V.Maheswari,A.<br>P.C. Mahalaxmi<br>College for Women,<br>Thoothukudi<br>.Ms.K.Thanga<br>Kanniga,Kamaraj<br>College<br>,Thoothukudi  | Nil | 15 |
| <a href="#">View File</a> |   |     |    |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| Project Work      | PG Major Project     | M/S Ramesh Flowers  | 16/12/2019    | 16/04/2020  | 1           |
| Project Work      | PG Major Project     | Jeyam Departmental Stores, Thoothukudi  | 16/12/2019    | 13/04/2020  | 1           |

|                   |   |   |            |            |              |
|-------------------|---|---|------------|------------|--------------|
| Project Work      | PG Major Project                            | Annai Jewellers, Thoothukudi  | 16/12/2019 | 13/04/2020 | 1            |
| Workshop          | Enhancing Language Skills                   | English Language Teachers' Association of India - ELT@I (Thoothukudi Chapter)   | 25/02/2020 | 26/02/2020 | 46           |
| Research          | Linkage for academic research collaboration | Postulate Info Tech, 46/9A, I Floor, Pearl Plaza, Vasanth Co. Complex, Tuticorin - 628003, No. 0461-4000263, www.postulateinfotech.com, Email - info@iferp.in | 20/01/2020 | 24/01/2020 | 50 students  |
| Short term course | Linkage for short term course               | Digisailor, 9/5C, 10th Street East, Briyant Nagar, Thoothukudi-628 008, Cell:9578980260, Email: info@digisailor.com   | 18/03/2020 | 18/03/2020 | 47 students  |
| Publication       | Linkage for publication of papers           | Institute For Engineering Research and Publication (IFERP), Giriya Towers, Arumbakkam, Chennai -  | 27/02/2020 | 28/02/2020 | 387 students |
| Guest Lecture     | Guest Lecture                               | A.R.R. Hospital   | 06/03/2020 | 06/03/2020 | 124 students |
| Project Work      | Workshop                                    | Helen O' Grady Edu Drama International  | 26/07/2019 | 26/07/2019 | 62 students  |
| Project           | Internship                                  | Heavy   | 13/11/2019 | 29/11/2019 | 11           |

|                           |                             |          |
|---------------------------|-----------------------------|----------|
| Work                      | Water Plant,<br>Thoothukudi | students |
| <a href="#">View File</a> |                             |          |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation   | Date of MoU signed | Purpose/Activities   | Number of students/teachers participated under MoUs |
|--|--------------------|--|---|
| A.P.C. Mahalaxmi College for Women and Institute for Entrepreneurship Career Development, Bharathidasan University, Tiruchirapalli | 20/02/2020         | To promote the entrepreneurship and career development among students by offering various skill development programmes.<br>Activity - Planned to conduct 19 skill oriented short term programmes | 1237  |
| PG Research Department of Mathematics, Madurai Diraviyam Thayumanavar Hindu College, Tirunelveli                                   | 21/01/2020         | Guest Lecture to develop the positive relationship between faculty and students. Activity - Faculty development programme on Effective staff students relationship for best outcomes             | 182   |
| PG Research Department of Tamil and FRRRC (Folklore Resources and Research Centre), St. Xaviers College, Palayamkottai             | 07/02/2020         | To conduct Guest lecture, Seminar and Workshop.<br>Activity - Seminar  | 60  |
| A.P.C. Mahalaxmi College for Women and Foundation of CSR @ Redington   | 25/06/2019         | They offer skill oriented course to procure employment for the students  | 278   |
| A.P.C. Mahalaxmi College for Women Postulate Infotech, Thoothukudi   | 19/06/2020         | Workshops, seminar, Online webinars related to career opportunities  | 120   |
| A.P.C. Mahalaxmi College Creative Kadai, Thoothukudi for Women   | 08/07/2020         | to avail Internship apprenticeship   | 50  |
| A.P.C. Mahalaxmi   | 10/07/2020         | Social awareness   | 120   |



|   |  |   |  |
|---|--|---|--|
| College for Women<br>Veecare skin Clinic<br>, Calgary, Canada |  | programme for<br>students general<br>public |  |
| <a href="#">View File</a>                                     |  |   |  |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 40.1   | 39.38  |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities   | Existing or Newly Added |
|--|-------------------------|
| Campus Area  | Existing                |
| Class rooms  | Newly Added             |
| Laboratories   | Existing                |
| Seminar Halls  | Newly Added             |
| Classrooms with LCD facilities   | Newly Added             |
| Seminar halls with ICT facilities  | Existing                |
| Value of the equipment purchased during the year (rs. in lakhs)                          | Newly Added             |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added             |

[View File](#)

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| Maha Lib                  | Fully                                     | 2       | 2020               |

4.2.2 – Library Services

| Library Service Type  | Existing |         | Newly Added |        | Total |         |
|-----------------------|----------|---------|-------------|--------|-------|---------|
|                       |          |         |             |        |       |         |
| Text Books            | 31812    | 7912175 | 1000        | 371947 | 32812 | 8284122 |
| Reference Books       | 2805     | 569731  | 45          | 22500  | 2850  | 592231  |
| Journals              | 25       | 49350   | Nil         | Nil    | 25    | 49350   |
| CD & Video            | 500      | Nil     | 10          | Nil    | 510   | Nil     |
| Weeding (hard & soft) | Nil      | Nil     | 120         | Nil    | 120   | Nil     |
| Others(s pecify)      | 16       | 33600   | Nil         | Nil    | 16    | 33600   |

|                           |      |        |     |        |      |        |
|---------------------------|------|--------|-----|--------|------|--------|
| Others(s pecify)          | 2    | 1296   | Nil | Nil    | 2    | 1296   |
| Others(s pecify)          | 3399 | 295000 | 893 | 120696 | 4292 | 415696 |
| <a href="#">View File</a> |      |        |     |        |      |        |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher       | Name of the Module          | Platform on which module is developed | Date of launching e-content |
|---------------------------|-----------------------------|---------------------------------------|-----------------------------|
| Dr. K. Chitra Chellam     | Commerce for all            | You Tube                              | 01/10/2019                  |
| Ms. R. Vadivukarasi       | Relish Rejoice Every Moment | You Tube                              | 03/09/2020                  |
| Dr. S. Sivagamisundari    | Tamil Illakiyam             | You Tube                              | 01/04/2020                  |
| <a href="#">View File</a> |                             |                                       |                             |

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type     | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|----------------------------------|--------|
| Existing | 168             | 2            | 52       | 4                | 0                | 14     | 13          | 320                              | 8      |
| Added    | 15              | 0            | 0        | 0                | 0                | 0      | 0           | 0                                | 15     |
| Total    | 183             | 2            | 52       | 4                | 0                | 14     | 13          | 320                              | 23     |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

|                |
|----------------|
| 320 MBPS/ GBPS |
|----------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| Nil  | Nil  |

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 17.5                                   | 1725878  | 78                                     | 7787270  |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

|   |
|---|
| The college ensures optimal allocation and utilization of the available financial resources for maintenance of different facilities by conducting |
|---|

regular meeting of various committees formed for this purpose. Laboratory: Laboratories are fully functional with all necessary equipment and apparatuses. Record of maintenance account is maintained by lab technicians and supervised by HODs/concerned teachers of the concerned department. Regular maintenance of sophisticated lab equipments is done by the technicians. Network connectivity problems are solved frequently. Library: The Library of the college is computerized using Maha Lib software. The Maha Lib support and maintenance is done by the library staff. The proper account of visitors both students and teachers on daily basis are maintained. To ensure return of books no dues from the library is mandatory for students appearing in exam. Every year PG students and scholars are motivated to register to use INFLIBNET. Sports: The college has separate playgrounds for the sports. The college has well equipped facilities for indoor games like chess, carom, table tennis, etc. A physical director is looks after the utilization and maintenance of the sports facilities. Computers: The college has 183 computers installed in various facilities such as computer laboratory, library, college office, browsing center, IQAC room, reference and research room, examination room, conference room, and the cabins of Principal, Librarian, etc. Computer maintenance through AMC is done regularly and non-repairable systems are disposed off. Classrooms: All classrooms are well equipped with teaching aids, furniture and other utilities. The college has building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs, submit their requirements to the principal regarding the classroom furniture, lighting facilities and other. The college development fund is utilized for maintenance.

<https://apcmcollege.ac.in/wp-content/uploads/2021/08/Policies-for-Maintaining-Infrastructure-19-20.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

|                                      | Name/Title of the scheme   | Number of students | Amount in Rupees |
|--------------------------------------|--|--------------------|------------------|
| Financial Support from institution   | A.P.C Mahalaxmi Ammal Memorial Scholarship   | 29                 | 223033           |
| Financial Support from Other Sources |  |                    |                  |
| a) National                          | BC, MBC, DNT SC Labour Welfare board Ulavar attai Vellammal community service Kalki scholarship Teachers | 1165               | 3878878          |
| b) International                     | Nil  | Nil                | Nil              |
| <a href="#">View File</a>            |  |                    |                  |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved                     |
|---|------------------------|-----------------------------|---------------------------------------|
| Industrial Chemistry                      | 18/06/2019             | 46                          | Ms. P. Gurulakshmi Dr. T. Akkini Devi |
| Spoken hindi                              | 18/06/2019             | 41                          | Apcian academy                        |

|  |            |     |  |
|--|------------|-----|--|
| Spoken English   | 18/06/2019 | 41  | Apcian academy   |
| Awareness Programme Fire Safety  | 26/01/2020 | 83  | R.Kumerasan, Assistant District Officer, Fire Rescue Department  |
| Competitive Examination Skills   | 07/01/2020 | 85  | Mr.M.Muniasamy Associate Professor (Retired), Department of Mathematics Kamaraj College, Thoothukudi   |
| Memory Enhancing Techniques  | 15/10/2019 | 183 | Dr.S.Sivasailam, MBBS, MNAMS, DNB(Psych), Senior Consultant Psychiatrist,  |
| Life Skill Training  | 16/09/2019 | 74  | Mrs. Roseline Mary, JCI Trainer  |
| Matribhasha Diwas celebrations(Student Centered Programme) Transliteration: a way of learning a language | 21/02/2020 | 50  | Ms. S. Ragma, M.Phil Scholar Ms. A. Rajeswari, I M.Sc Mathematics  |
| One Day Workshop on Research Design and Project Proposal   | 07/02/2020 | 50  | Dr.S.Arumugam, Adjunct Professor, Department of Mathematics, Amirtha Vishwa Vidhyapeetham, Coimbatore, Visiting Professor, Dept. of Computer Science, Liverpool Hope University, Liverpool, UK, Adjunct Professor, Dept. of Computer Science, Ball State |
| Career Counselling   | 17/07/2019 | 59  | Mr.R.Ganesh, Physcological Counsellor, Clinical Hypnotherapist Founder of Life Improvement Mind Engineering (LIME). Arumuganeri Ph. 9442200231   |

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme                    | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|------|---------------------------------------|--|--|--|---------------------------|
| 2019 | Coaching for Competitive Examinations | 300  | Nil  | 20   | 83                        |
| 2020 | Career Guidance Awareness Programme   | Nil  | 711  | Nil  | Nil                       |

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 3                         | 3                              | 7   |

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

| On campus                     |                                 |                           | Off campus                    |                                 |                           |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| Blue Ocean, Chennai           | 114                             | 66                        | GDS (Post Office)             | 5                               | 1                         |

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined         | Name of programme admitted to |
|------|--|--------------------------|---------------------------|------------------------------------|-------------------------------|
| 2019 | 1  | Commerce                 | B.Com                     | Jamal Mohammed College, Trichy     | MBA                           |
| 2019 | 2  | Commerce                 | B.Com                     | Gnanam School of Business, Trichy. | MBA                           |
| 2019 | 4  | Commerce                 | B.Com                     | Kamaraj College, Thoothukudi       | M.Com                         |
| 2019 | 3  | Chemistry                | B.Sc                      | Annammal                           | B.Ed                          |

|                           |   |                  |       |  |            |
|---------------------------|---|------------------|-------|--|------------|
|                           |   |                  |       | college of Education                             |            |
| 2019                      | 2 | Chemistry        | B.Sc  | A.P.C. Mahalaxmi College for Women, Thoothukudi. | M.Sc       |
| 2019                      | 7 | commerce         | B.Com | A.P.C. Mahalaxmi College for Women, Thoothukudi  | M.Com      |
| 2019                      | 2 | Computer science | B.Sc  | V.O.C. College, Thoothukudi                      | M.Sc       |
| 2019                      | 8 | Chemistry        | B.Sc  | V.O.Chidambaram College, Thoothukudi             | M.Sc       |
| 2019                      | 1 | Chemistry        | B.Sc  | Sadakthullahappa college, Tirunelveli            | M.A. Urudu |
| 2019                      | 1 | Commerce         | B.Com | Tirunelveli Law College                          | B.L        |
| <a href="#">View File</a> |   |                  |       |  |            |

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items                     | Number of students selected/ qualifying |
|---------------------------|---|
| NET                       | 2                                       |
| Civil Services            | 6                                       |
| Any Other                 | 2                                       |
| <a href="#">View File</a> |   |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity                  | Level                  | Number of Participants |
|---------------------------|------------------------|------------------------|
| Muthamil Vizha            | college                | 300                    |
| Fine arts                 | college                | 1000                   |
| Pongal day                | college                | 2000                   |
| Talent Show               | I UG and I PG Students | 400                    |
| APCian Fiesta             | intercollegiate        | 357                    |
| Sports Day                | College                | 400                    |
| <a href="#">View File</a> |                        |                        |

### 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)

| Year                      | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019                      | III Prize               | National               | Nil                         | 1                             | 18ECS48           | S. Yamuna Devi      |
| 2019                      | I Prize                 | National               | Nil                         | 1                             | 18ECS07           | M. Aruna Bharathi   |
| <a href="#">View File</a> |                         |                        |                             |                               |                   |                     |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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. The Clubs, Associations and Cells function under the headship of the faculty. Each club, cell and association have 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.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

584

5.4.3 – Alumni contribution during the year (in Rupees) :

173612

5.4.4 – Meetings/activities organized by Alumni Association :

Department- wise Alumnae meetings: 01 (15.08.2019) Alumnae Association Sponsored Activity: 1 The APCian Alumnae Association of A.P.C. Mahalaxmi College for Women in association with AAGAM, Conservatory of Arts organized APCian Fiesta 2k19, an Intercollegiate Cultural Competition on 21st Saturday

2019. Shri. S. R Ramakrishnan, Whole Time Director of SPIC LTD, gave special address to the audience and Dr. R. C. Vasuki, an alumna and the principal of Wavoo Wajeeha Women's College of Arts and Science, Kayalpatinam inaugurated the programme and addressed the gathering. 357 students from 18 colleges have participated in the event. 23 competitions were conducted to exhibit the talents of the students and their talents were scrutinized by well efficient judges. V.O.Chidambaram College, Thoothukudi won the winner's trophy with the cash prize of Rs. 20,000 and Sadhakadullah Appa College, Tirunelveli won the runners-up trophy with the cash prize of Rs. 10,000.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

To achieve efficiency the academic and administrative functions are decentralized. The organizational structure helps the committee system to achieve decentralization of functions. 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 Board of Management. Suggestions are voiced out by the members of the Teaching and the Non-teaching through the respective Heads and the same is presented in the Staff Council meetings. And hence planning from the grass root level has become effective. To improve the quality of the educational provisions of the institutions with various committees, the IQAC, through the Principal strengthens the Networking. The multilayered structure of the organization helps to streamline the academic and administrative activities of the institution. The IQAC strengthens the networking among the Principal, Department and the students. The Management makes sure that every faculty is involved in at least two or three committees of the college and representation from the student community is also ensured. Case Study 1 The need for Website revamping was considered by the IQAC and it was represented to the Management A Website designer was appointed for the purpose. A team was formed to draw the template and collect the required contents and images. The template was submitted to the IQAC for approval. Corrections and suggestions were given. Periodical updates were given to the Management regarding the work done and suggestions were received for improving the quality of the appearance of the web page. The external members of IQAC were also actively involved in the process. The student representative of IQAC stepped in to check if the website was user-friendly and if it gave all details what students required. One member from each Department was asked to submit the exclusive contents about the Department and all the reports as per the template drawn. The elaborate process successfully ended with the launch of the website with a new template in June 2020. Case Study 2 The idea of organizing an international seminar inviting presentations was put forth to the Management through the Principal and the IQAC. It was approved and the work was delegated to the APCian Research Forum, the Institution's Innovation Council and the Entrepreneurship Development Cell. Duties were allotted to the members of the organizing committee for the smooth execution of the programme. Participants presented their innovative ideas in the fields of teaching-learning, research, entrepreneurship and marketing. The best papers were awarded. As per the suggestions of the Management, an editorial board was constituted and the selected papers were published in a book.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes



## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type  | Details   |
|--|---|
| Admission of Students                                      | The admission process is widely published through the institutional website. Call for application is advertised in the leading newspapers. The admission process is carried out as per the government norms (69 reservation system of the government of Tamil Nadu is strictly followed) with the roster system. The Principal and a Selection Committee (consisting of senior teachers) interview the applicants with their parents. Selected candidates are intimated through post. Waiting list is also displayed on the Notice Board for the perusal of the public.   |
| Industry Interaction / Collaboration                       | Efforts are initiated to build and maintain excellent rapport with various organizations and Industries to promote collaborative alliances with Industry and Academics. 5 MoUs and collaborations have been signed to promote industry-institute interaction. The component of learning focuses on the application of theory in an authentic industrial context.  |
| Human Resource Management                                  | The Management takes utmost care in maintaining the quality of the human resources. The existing skills of the faculty are optimally used. Faculties are encouraged to update and upgrade themselves according to the rising challenges and needs of the corporate world. Due acknowledgement and appreciation are given to faculty who do commendable service in raising the banner of the college. Faculties are given sample opportunities to utilize their skills within the campus and also share their expertise outside the campus. Members submit a self appraisal form every year and the Management presents suggestions for improvement. |
| Library, ICT and Physical Infrastructure / Instrumentation | The library houses a Digital Library which uses software to upload and upgrade the various e-resources [Books, Journals and Database]. The library staff issue/receive books to/from students and staff. The Librarian along with the Library Advisory Committee members conducts innovative programmes and competitions to imbibe interest in  |

reading to students. The infrastructure facilities available are Auditorium, ICT Lab, and Technology Theatres. They are used to conduct seminars, competitions, Special Day functions and Fine arts competitions. Online Quiz competitions are conducted in the ICT lab. Paper presentations by students, pre - Ph.D viva, Ph.D viva are conducted in the Technology Theatres.

Research and Development

189 seminars, 21 guest lectures and 2 research series were organized to improve the quality of research. Research scholars are encouraged to publish articles in the in house peer reviewed, Research Journal 'ENRICH' with ISSN. 18 scholars have completed PhD from our Research centres. Eligible faculty were initiated to get guideship. 118 publications have been listed in UGC CARE list, 31 in Scopus indexed journals, 6 in Web of Science and 100 in Conference proceedings. 11 books have been published with ISBN. Our staff members acted as Resources persons in in various Institutions and shared their expertise.

Examination and Evaluation

Three internal tests were conducted at an interval of 25 to 30 days each for the odd semester. Papers were evaluated and marks recorded. Parents of poor performers were met in person and notified. The unexpected outbreak of the pandemic brought changes in the examination and evaluation process. Students were required to upload the answer scripts online. The Examination Committee extended all possible support to students. Assistance was offered after results were declared. The method of applying for revaluation, re-totalling and rectifying errors in the mark statement were also informed to students.

Teaching and Learning

Our teaching and learning methodologies include continuous assessment tests, presentations, quizzes, seminars, assignments, practicals, inquiry based learning, hands on training, debate, role play, and case studies. The learning aptitude of the student is scaled as per the marks obtained at the Higher Secondary level. Subsequently, semester-wise academic performance is analyzed and students are classified into advanced, mediocre and slow learners. Students

are motivated and encouraged to participate and present papers in seminars and conferences. The institution resorted to online teaching and learning during the Pandemic period. Whats App groups and Google Classrooms served as knowledge sharing platforms.

Curriculum Development

Being a university affiliated institution the Curriculum is designed and developed by the university. Some of our faculty are members in Board of Studies in Manonmaniam Sundaranar University. They actively contribute to enrich the curriculum by representing the suggestions put forth by the faculty. The Curriculum is enriched by arranging Guest Lectures, seminars, encouraging Students seminar, album preparation and paper presentations. In addition, the college offers Value Added Courses, Certificate Courses in order to enhance the knowledge of the students. The Add on Courses help to improve the general competencies and skills of the students.

6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area             | Details   |
|-------------------------------|---|
| Planning and Development      | EASY-5.0 EASY-Educational Automation Software pvt Ltd. Phone:9380005207, 9283392597/ 598, 044-32954228 email: easysoftin@gmail.com Website: ffssoft.com Mr. H. Narayanan, Flat 1B9/5, First Main Road, Kasturba Nagar (Next to Canara Bank), Adayar, Chennai-600220 |
| Administration                | EASY-5.0 EASY-Educational Automation Software pvt Ltd. Phone:9380005207, 9283392597/ 598, 044-32954228 email: easysoftin@gmail.com Website: ffssoft.com Mr. H. Narayanan, Flat 1B9/5, First Main Road, Kasturba Nagar (Next to Canara Bank), Adayar, Chennai-600220 |
| Finance and Accounts          | EASY-5.0 EASY-Educational Automation Software pvt Ltd. Phone:9380005207, 9283392597/ 598, 044-32954228 email: easysoftin@gmail.com Website: ffssoft.com Mr. H. Narayanan, Flat 1B9/5, First Main Road, Kasturba Nagar (Next to Canara Bank), Adayar, Chennai-600220 |
| Student Admission and Support | EASY-5.0 EASY-Educational Automation Software pvt Ltd. Phone:9380005207, 9283392597/ 598, 044-32954228 email:   |

easysoftin@gmail.com Website:  
ffssoft.com Mr. H. Narayanan, Flat  
1B9/5, First Main Road, Kasturba Nagar  
(Next to Canara Bank), Adayar,  
Chennai-600220

Examination

-

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher        | Name of conference/<br>workshop attended<br>for which financial<br>support provided                                | Name of the<br>professional body for<br>which membership<br>fee is provided | Amount of support |
|------|------------------------|--|---|-------------------|
| 2019 | Dr.S.Mallika           | Workshop on<br>12.09.19<br>13.09.19  | NA  | 250               |
| 2019 | Dr.K.Subbulak<br>shmi  | Workshop on<br>12.09.19<br>13.09.19  | NA  | 250               |
| 2019 | Dr.S.Banumathi         | Workshop on<br>12.09.19<br>13.09.19  | NA  | 250               |
| 2019 | Dr.K.Jothilek<br>shmi  | International<br>Conference on<br>Women<br>Empowerment -<br>Gender Justice<br>held on 20th<br>21st August<br>-2019 | NA  | 250               |
| 2019 | Dr.S.UmaMages<br>wari  | International<br>Conference on<br>Women<br>Empowerment -<br>Gender Justice<br>held on 20th<br>21st August<br>-2019 | NA  | 250               |
| 2019 | Mrs.P.Karpaga<br>valli | International<br>Conference on<br>Women<br>Empowerment -<br>Gender Justice<br>held on 20th<br>21st August<br>-2019 | NA  | 250               |
| 2019 | Dr.N.Vanitha           | International<br>Conference on<br>Women<br>Empowerment -<br>Gender Justice<br>held on 20th<br>21st August          | NA  | 250               |

|                           |                                     |   |    |     |
|---------------------------|-------------------------------------|---|----|-----|
|                           |                                     | -2019   |    |     |
| 2020                      | Dr.V.Shyamala<br>Susan              | International<br>Conference -<br>ICRTMDR 19 - 20<br>on 27.02.20<br>28.02.20 | NA | 600 |
| 2020                      | Mrs.Sowmya<br>Fernandez             | International<br>Conference -<br>ICRTMDR 19 - 20<br>on 27.02.20<br>28.02.20 | NA | 600 |
| 2020                      | Dr. H.<br>KohilaSubathra<br>Christy | International<br>Conference -<br>ICRTMDR 19 - 20<br>on 27.02.20<br>28.02.20 | NA | 600 |
| <a href="#">View File</a> |                                     |   |    |     |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff   | Title of the administrative training programme organised for non-teaching staff | From date  | To Date    | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|--|---|------------|------------|---|---|
| 2019 | <p>Orientalion Series</p> <p>1. How to document activities using Google Forms by Dr. Susan</p> <p>2. Preparation for NIRF by Dr. Clara</p> <p>3. How to enhance library usage by Dr. R. Samundeswari</p> <p>4. Publications and Search Engines by Dr. D. Shanmuga Priya Orientalion Series</p> | -   | 12/06/2019 | 15/06/2019 | 78                                      | Nil   |

|      |  |     |            |            |     |     |
|------|--|-----|------------|------------|-----|-----|
| 2019 | Research Methodology by Dr. S. Banumathy   | -   | 24/06/2019 | 24/06/2019 | 112 | Nil |
| 2019 | Avoiding Plagiarism by Dr. K. Palani   | -   | 25/06/2019 | 25/06/2019 | 112 | Nil |
| 2019 | On Research by Dr. P. Bala Shanmuga Devi   | -   | 26/06/2019 | 26/06/2019 | 110 | Nil |
| 2019 | On Research by Dr.N. Vanitha   | -   | 27/06/2019 | 27/06/2019 | 109 | Nil |
| 2019 | Plagiarism Tools by Dr. Shyamala Susan   | Nil | 28/06/2019 | 28/06/2019 | 111 | Nil |
| 2020 | Training Series for teaching faculty 1. Intellectual Property Rights and Technology by Dr. N. Vanitha 2. Design Thinking by Dr. R. Samundeswari 3. Preincubation and Incubation by Dr.J. Clara JeyaGeetha 4. Entrepreneurship Development by Dr. K. Chitra | -   | 09/01/2020 | 11/01/2020 | 79  | Nil |
| 2020 | FDP on Revised NAAC Norms  | Nil | 14/02/2020 | 14/02/2020 | 82  | Nil |

|      |   |     |            |            |    |     |
|------|---|-----|------------|------------|----|-----|
|      | and NIRF<br>by Dr. E.<br>Ram Ganesh   |     |            |            |    |     |
| 2020 | Developing<br>New<br>Generation<br>Teachers:<br>How to<br>handle<br>Virtual<br>Classes by<br>Dr.R.Mural<br>idharan<br>Principal,<br>Rathinam<br>College of<br>Arts and<br>Science,<br>Coimbatore  | -   | 21/04/2020 | 21/04/2020 | 74 | Nil |
| 2020 | How to<br>develop e<br>- content<br>using open<br>source<br>tools by M<br>r.VigneshB<br>abu,<br>VMware<br>Member of<br>Technical<br>Staff,<br>Devops<br>Engineer<br>and<br>Solution<br>Specialist | Nil | 22/04/2020 | 22/04/2020 | 74 | Nil |

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date  | To date    | Duration |
|---|---------------------------------|------------|------------|----------|
| Short Term Course                               | 1                               | 27/04/2020 | 11/05/2020 | 15       |
| Refersher Course                                | 5                               | 24/04/2020 | 14/05/2020 | 21       |
| FDP   | 1                               | 22/04/2020 | 28/04/2020 | 7        |
| FDP   | 8                               | 20/04/2020 | 06/05/2020 | 17       |
| FDP   | 1                               | 07/04/2020 | 13/04/2020 | 7        |
| FDP   | 1                               | 01/04/2020 | 15/04/2020 | 15       |

|                           |   |            |            |    |
|---------------------------|---|------------|------------|----|
| Refresher Course          | 1 | 13/02/2020 | 26/12/2020 | 14 |
| Refresher Course          | 1 | 10/07/2019 | 23/07/2019 | 14 |
| FDP                       | 1 | 15/04/2020 | 25/04/2020 | 11 |
| FDP                       | 8 | 20/04/2020 | 06/05/2020 | 17 |
| <a href="#">View File</a> |   |            |            |    |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| Nil       | 7         | Nil          | 3         |

6.3.5 – Welfare schemes for

| Teaching  | Non-teaching  | Students  |
|---|---|---|
| Provision of indoor and outdoor games served as stress busters for faculty. Out station faculty were exempted from coming to college at the onset of the pandemic. Incentives to faculty for publication in reputed journals. | Only 50 of staff were asked to come during the lockdown. Financial aid was given to staff for discharging their family obligations. Fee waiver for wards of staff was announced. Free gloves and sanitizers were distributed. | Faculty procured private scholarships for students. All study materials were made available online either on Department/Individual blogs, college website, You Tube channels and G sites. Job openings were notified through whatsapp groups. |

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

|  |
|--|
| The institution has a mechanism to conduct Internal and External financial audit regularly. The Internal financial audit is a continuous process to verify the entire income and expenditure of the institution every year. A qualified internal auditor has been appointed to check and verify the details of amount generated and spent during the financial year. Members from the Joint Directorate of Higher Education conduct an external audit. As the institution maintains a clear record, there have been no major errors found. If any minor errors pointed out by the external audit team, the errors are immediately rectified. Precautionary steps are undertaken to avoid the re occurrence of such errors. |
|--|

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose             |
|--|-------------------------------|---------------------|
| Individuals  | 2742401                       | Academic Facilities |
| <a href="#">View File</a>                                |                               |                     |

6.4.3 – Total corpus fund generated

|         |
|---------|
| 3926482 |
|---------|

**6.5 – Internal Quality Assurance System**

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



| Audit Type     | External |                  | Internal |           |
|----------------|----------|------------------|----------|-----------|
|                | Yes/No   | Agency           | Yes/No   | Authority |
| Academic       | Yes      | External Experts | Yes      | IQAC      |
| Administrative | Yes      | JD Office        | Yes      | PRINCIPAL |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Orientation for parents of freshers was organized on 15/06/ 2019. • Parents Meeting was organized 10/08/2019 30.10.2019. • Parents suggested use of laptops rather than mobile phones as aids to teaching - learning.

6.5.3 – Development programmes for support staff (at least three)

? Training given for website updation ? Training given for using Google Drive effectively ? Training given for using Microsoft Excel

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Acquisition of Research Project sponsored by ICSSR ? No of research papers in quality research journals has significantly increased. ? Linkage has been established for faculty exchange.

6.5.5 – Internal Quality Assurance System Details

|  |     |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF               | Yes |
| c) ISO certification                   | No  |
| d) NBA or any other quality audit      | No  |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC  | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2019 | Orientation for the freshers and their parents  | 15/06/2019              | 15/06/2019    | 15/06/2019  | 1501                   |
| 2019 | . How to document activities using Google Forms by Dr. Susan 2. Preparation for NIRF by Dr. Clara 3. How to enhance library usage by Dr. R. Samundeswari 4. Publications and Search | 12/06/2019              | 12/06/2020    | 15/06/2020  | 78                     |

|      |  |            |            |            |     |
|------|--|------------|------------|------------|-----|
|      | Engines by<br>Dr. D.<br>Shanmuga<br>Priya  |            |            |            |     |
| 2019 | Bridge<br>Course   | 17/06/2019 | 17/06/2019 | 21/06/2019 | 895 |
| 2019 | Orientation<br>on<br>Perception<br>for NIRF by<br>Dr. T. Lilly<br>Golda  | 01/07/2019 | 01/07/2019 | 01/07/2019 | 75  |
| 2019 | Interaction<br>with VOC,<br>IQAC members   | 28/06/2019 | 28/06/2019 | 28/06/2019 | 85  |
| 2019 | Interaction<br>with<br>Academic<br>Peers in<br>Coimbatore  | 08/07/2019 | 09/07/2019 | 09/07/2019 | 15  |
| 2019 | Presentation<br>on NAAC Peer<br>Team Visit<br>to The<br>Career<br>College ,<br>Bhopal by<br>Dr.K. Sathya<br>Bama | 31/07/2019 | 31/07/2019 | 31/07/2019 | 85  |
| 2019 | Inaugural<br>of Implement<br>ation of<br>Fit India<br>Movement<br>(Fitness<br>@APCMC)                            | 29/08/2019 | 29/08/2019 | 29/08/2019 | 86  |
| 2019 | Special<br>talk on<br>Mahatma<br>Gandhi by<br>Dr. Parveen<br>Sultana   | 05/10/2019 | 05/10/2019 | 05/10/2019 | 855 |
| 2019 | Orientation<br>Series 1.<br>Student<br>Induction<br>Programme<br>Dr.<br>Yogeswari<br>Nithya 2.                   | 03/12/2019 | 05/12/2019 | 05/12/2019 | 90  |

Experiences  
as Peer Team  
Member on a  
Visit to The  
People's  
Education  
Society,  
Ahmed Nagar  
Dr. K.  
Sathya Bama  
3. Collabora  
tive Skill  
Development  
Programme  
(CSDP)-  
Bharathid

[View File](#)

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme                     | Period from | Period To  | Number of Participants |      |
|--|-------------|------------|------------------------|------|
|  |             |            | Female                 | Male |
| International Yoga Day Celebration         | 21/06/2019  | 21/06/2019 | 100                    | Nil  |
| Mental Health                              | 12/07/2019  | 12/07/2019 | 150                    | Nil  |
| Tribal Womanhood: Problems                 | 17/07/2019  | 17/07/2019 | 200                    | Nil  |
| Women Empowerment - Gender Justice         | 20/08/2019  | 21/08/2019 | 450                    | Nil  |
| The essentiality of water conservation     | 09/08/2019  | 09/08/2019 | 130                    | 50   |
| Cyber Security Awareness Program           | 30/08/2019  | 30/08/2019 | 120                    | Nil  |
| Psychology of Every Day - Discussion Forum | 18/09/2019  | 27/09/2019 | 19                     | Nil  |
| Awareness program on Gender Equity         | 22/12/2019  | 22/12/2019 | 47                     | Nil  |
| Farmers Day (Kisan Divas)                  | 23/12/2019  | 23/12/2019 | 129                    | 1    |

|  |            |            |      |     |
|--|------------|------------|------|-----|
| Women in Science                       | 04/02/2020 | 04/02/2020 | 20   | Nil |
| Documentary files on Health Hygiene    | 02/03/2020 | 05/03/2020 | 1500 | Nil |
| Menstrual Hygiene                      | 06/03/2020 | 06/03/2020 | 124  | Nil |
| Debate -Gender Equity                  | 06/03/2020 | 06/03/2020 | 150  | Nil |
| Gender based Violence                  | 13/07/2020 | 13/07/2020 | 150  | Nil |
| A candid conversation on gender equity | 04/07/2020 | 04/07/2020 | 150  | 50  |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

|   |
|---|
| Percentage of power requirement of the University met by the renewable energy sources |
| 46  |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities            | Yes/No | Number of beneficiaries |
|----------------------------|--------|-------------------------|
| Ramp/Rails                 | Yes    | 1                       |
| Scribes for examination    | Nil    | 1                       |
| Any other similar facility | Nil    | 1                       |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date       | Duration | Name of initiative                    | Issues addressed   | Number of participating students and staff |
|------|--|--|------------|----------|---------------------------------------|--|--|
| 2019 | 1  | 1  | 09/09/2019 | 1        | Promotion of Literacy Multilingualism | Emphasized the importance of learning English<br>Donated books worth Rs.2,270 to the Library of T.D.T.A. Middle School, Perurani | 57   |

|      |   |   |            |   |   |  |    |
|------|---|---|------------|---|---|--|----|
| 2020 | 1 | 1 | 06/04/2020 | 1 | Hindustan Bio plant   | Ohm Shanthi Nagar, Tuticorin           | 33 |
| 2019 | 1 | 1 | 21/08/2019 | 1 | Plantation at sekkarakudi   | Campus Cleaning programme              | 43 |
| 2019 | 1 | 1 | 27/09/2019 | 1 | Plastic Awareness pearl city beach Thoothukudi                                | Cleaning programme                     | 43 |
| 2019 | 8 | 8 | 12/08/2019 | 1 | 8 Project Proposals applied   | Submitted the proposals                | 8  |
| 2019 | 1 | 1 | 13/08/2019 | 1 | Service at Nallaian Higher Secondary School Disabled Children Thoothukudi     | Service                                | 42 |
| 2019 | 1 | 1 | 22/08/2019 | 1 | Service at V.O.C Educational Society Special School, Tuticorin                | Service                                | 95 |
| 2019 | 1 | 1 | 28/09/2019 | 1 | Service at Indian Association of the blind and Rehabilitation centre, Madurai | Service                                | 42 |
| 2019 | 2 | 2 | 09/08/2019 | 1 | Sillanatham Village farmers, (Ottapidaram)DCW Ltd, Sahupuram                  | The essentiality of water conservation | 51 |

[View File](#)

## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title  | Date of publication | Follow up(max 100 words)  |
|--|---------------------|---|
| <p>1. Parents and guardians are earnestly requested to keep in touch with the Principal from time to time. They may meet the Principal at least once in a semester to ascertain the progress and conduct of their daughters or wards</p> | <p>19/06/2019</p>   | <p>The general library and the department libraries are open to the members of the staff and the students of the college.</p> <p>2. The library will be open on all working days from 9 a.m. to 5 p.m. During vacation, the library will remain open on notified days between 10 a.m. and 1 p.m.</p> <p>3. Books will be issued during the lunch-break and after 3.30 p.m.</p> <p>4. The books borrowed from the library must be returned on the date marked on the date slip which would be a week's duration. It will be re-issued twice if there is no demand for the book from others. The book must be brought to the library at the time of renewal.</p> <p>5. If a student fails to return a book on the due date a fine of 50 paise per day will be levied, sundays and holidays being excluded.</p> <p>6. Absence from the college will not be ordinarily admitted as an excuse for a delay in returning the books.</p> <p>7. On borrowing a book from the library the student must examine it and any damage thereof must be brought to the notice of the librarian immediately, failing which, the student will be responsible for the damage.</p> <p>8. Sub-lending of library books is strictly prohibited.</p> <p>9. Students are instructed to use the library books with care. Marking, underlining, writing anything or tearing of pages in books is forbidden. Disciplinary</p> |

|          |            |  |
|----------|------------|--|
|          |            | <p>action will be taken against students in such cases. 10. The librarian may recall any book at any time without assigning reason. 11. Reference books or periodicals will not be lent on any circumstances. 12. Strict silence must be maintained in the library. Any assistance required shall be extended by the librarian and the library assistants. 13. Grievances if any shall be addressed to the librarian and the principal. 14. Best library user every year, is honoured with an award. 15. Inlibnet and browsing facilities are available.</p>   |
| Students | 19/06/2019 | <p>1. Students are forbidden to organize or attend any meeting without the explicit permission of the Principal. 2. No student who has been convicted of any offence in a criminal court will be allowed to continue her studies in the college 3. Students should abstain from active participation in party or communal politics 4. Students who indulge in political propaganda or who organise fellow students into political factions in the premises of the college or hostel, or who otherwise engage themselves in party politics are liable to be expelled from the college and hostel. 5. Under the educational rules of the Tamilnadu government (1978) the Principal has full power to inflict the following punishment fine, loss of term</p> |

certificate, suspension and expulsion from the college, if any student is guilty of rudeness of behaviour and gross breach of conduct rules.

6. Students should not indulge in any activity leading to the disruption of peace and discipline and dislocation of normal work in the college and hostel premises by resorting to strike. Those who are guilty of violation of this rule will be severely dealt with.

7. Ragging of any kind is strictly forbidden. Any one who is guilty of ragging will be summarily and severely punished.

8. Students who are guilty of (i) rude language towards the staff of the college or hostel (ii) assault or attempt to assault staff or fellow students of the college or hostel will be expelled from the institution.

9. If a college professor or a lecturer by speech or otherwise seeks to mislead her students into activities deemed objectionable, she is to be punished for dereliction of duty.

Attendance

19/06/2019

Attendance in the college is compulsory. Further a student must put in a minimum of 75 attendance to be eligible to write the semester examinations. Students with less than 75 attendance will have to repeat the semester after the stipulated duration of the course. Regular attendance is a must. No one shall be absent from class without proper reason. The members of the staff shall take attendance at the



|                     |            |  |
|---------------------|------------|--|
|                     |            | <p>beginning of each period. A student who is not in the class, when the attendance is taken shall be marked absent. If a student absents herself even for one hour, she will lose attendance for that session. The attendance of each student will be totalled at the end of the semester. Periodic intimation will be sent to the parent or guardian of the student for information and suitable action.</p>   |
| Leave and Absence   | 19/06/2019 | <p>A student requiring leave must apply in the prescribed leave form. She should state in the leave form the reason for her leave. The leave letter counter signed by the parent must be forwarded through the tutor. Absence without proper leave letter would be severely dealt with. Students who have to leave the class during the session for any valid reason can do so after obtaining permission from the Principal. She can leave the campus only after getting the gate pass from the office. All the scholarship/fee concession, holders should earn 90 of attendance, failing which the entire scholarship/fee concession amount has to be refunded to the Government as per G.O.Ms.No.1537 Social Welfare Department dated 20.04.1983.</p> |
| Leave on other duty | 19/06/2019 | <p>Students who represent the college in sports and games or in competitions, such as fine arts, quiz and elocution etc. or in N.S.S. / N.C.C. / RSP /</p>   |

|                            |            |  |
|----------------------------|------------|--|
|                            |            | <p>YRC camps are given credit of attendance for the period. They should fill the proper forms and get them counter signed by the professors-in-charge, before they leave the college for participation. Those who fail to do so will be considered absentees.</p>  |
| Issuing Certificates       | 19/06/2019 | <p>Any student, previous or present wishing to obtain a transfer or conduct certificate must apply to the college office in the prescribed form. Certificates will generally be issued only after getting application from the students. Certificate will be sent by post, if the application is enclosed with self addressed, stamped envelop. The student who wants to get her transfer certificate should come in person with one of her parent.</p>  |
| Good Manners and Behaviour | 19/06/2019 | <p>1. The college is one family devoted to learning. 2. Students of the college are to confirm the best traditions of Indian national life. 3. Students should avoid doing anything by word or deed that may disturb the unity and harmony of life in the college. The college is above politics and stands for all communities. Students are forbidden from indulging in any kind of political and communal activities. 4. On meeting the Principal and members of the staff, students should greet them. 5. Loitering and making noise in the verandahs, reading room and library are strictly forbidden. 6. Students are expected</p> |

to co-operate with authorities in keeping the premises of the college clean and tidy. They are earnestly requested to avoid writing on the wall, throwing bits of paper in the lecture halls, verandahs or anywhere in the premises. Any infringement of this rule will be severely dealt with. 7. Students are expected to dress modestly. 8. No student is allowed to leave the class room during working hours without the permission of the member of the staff concerned. 9. In any official tournament or match where the college takes part, no student shall play for an outside team without previous permission of the Principal. 10. While attending a public meeting students should be decently dressed. They should be respectful to seniors and superiors, polite and courteous to all.

To Parents and Guardians

19/06/2019

1. Parents and guardians are earnestly requested to keep in touch with the Principal from time to time. They may meet the Principal at least once in a semester to ascertain the progress and conduct of their daughters or wards. 2. It is in the interest of the student that all the fees and other dues to the college or the hostel are paid by the parent or guardian directly in the Central Bank of India(Branch Office) in the campus. The college office keeps an account of such remittances and payments. 3. Parents and guardians of the students

who do not reside in the college hostel but reside in hostels outside the campus are requested to ensure the safety of their wards. The place of stay must be intimated to the college office. 4. Every effort will be made to inform the parent or guardian about any instance of serious misconduct on the part of their wards. If there is no response from the side of the parent or guardian, they should comply with any action taken by the institution against the student.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity  | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| Independence day Celebration                        | 15/08/2019    | 15/08/2019  | 40                     |
| Republic Day Celebration                            | 25/01/2020    | 25/01/2020  | 100                    |
| Awareness Training Programme                        | 16/10/2019    | 16/10/2019  | 100                    |
| Guest Lecture                                       | 15/07/2019    | 15/07/2019  | 100                    |
| Workshop  | 09/09/2019    | 09/09/2019  | 30                     |
| Inter Collegiate Cultural Competition               | 12/10/2019    | 12/10/2019  | 357                    |
| Certificate Diploma Courses Conducted by Tamil Dept | 12/09/2019    | 12/09/2019  | 33                     |

[View File](#)

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Students are instructed not to use plastic carry bags and plastic water bottles snacks box and to use bicycles. ? Planted herbal plants like Betel, Tulsi, Omam, Thoothuvalai etc.in the College. ? A workshop on kitchen gardening has been conducted on 28.01.2020 at ICT Hall / Eco garden. 75 students have participated in the workshop. Mr. R. Selvaganapathy, Executive, Spic Agriculture Services, Thoothukudi has given a guest lecture about kitchen gardening. ? Based on his advice, a terrace garden has been set up and planted few vegetables and spinaches as initiative. ? The following eco-friendly plug cards are placed in the campus such as "I only feel angry when I see waste. When I see people throwing away things we could use." –Mother Teresa "Nature is painting for us, day after day, pictures of infinite beauty." –John Ruskin "The Earth is a fine place and worth fighting for." –Ernest Hemingway ? The students are asked to bring reusable water bottle, preferably aluminium, ever silver,

copper rather than plastic. ? The students are advised to use long lasting products (such as dress, stationeries, mobile phones, etc.) as to minimize the waste production. ? This year we make hanging pot plants in front of Zoology department and in herbal Garden. All the class rooms are well lit with natural light and very well ventilated. The windows of the class rooms facilitate the maximal utilization of natural light. ? The College has adequate facilities to collect the rain water in a large rain water collecting tank for the purpose of gardening. Efforts for carbon neutrality. ? The college has made adequate arrangements for the parking of vehicles. ? Computers in satisfactory working condition, but are obsolete for the system, are usually used for teaching - learning purposes of Computer Architecture and Hardware courses. Similarly, computer parts and peripherals are reused in other systems. Printer Cartridges are generally refilled and not disposed. Use of mobile phones in the campus is prohibited. ? Recognition Certification for environment friendliness: The Thoothukudi Pollution Control Board periodically monitors and certifies the Institution regarding proper waste management process. ? Policies and practices are outlined for the robust infection control and radiation safety measures in our chemistry and biology labs. ? Installation of Solar Power used in our Office systems and also roads inside our campus also planning to install the same. Only LPG cylinders are used in biology lab.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice-I Title of the practice: Introduction of innovative activities by Institution's Innovation Council and Entrepreneurship Development Cell to promote pedagogical innovation and entrepreneurship. Context: The institute has taken this facility initiative for all the students of the institute. Under this initiative, the call for innovative ideas will be made during each semester. Many activities were conducted by IIC and EDC to promote women entrepreneurship and innovation. Objective: 1. To encourage students' ideas which have a great potential to become a good product or a service which would benefit the society. 2. Enhancement of technical and business skills of the students required for entrepreneurship. The practice: Institution's Innovation Council and Entrepreneurship Development Cell of our College have organised the following activities during 2019 - 2020. • Two Day workshop on Skill Development Training Programme on Mobile Phone Services by New Technology, Coimbatore • My Story session -Entrepreneur's life Crossroad - motivational speech • One day Workshop on Skill Development Training Programme for Prospective Entrepreneurs • Product Development Phases Skill Development Training Programme on Handmade Ayurvedic soap • Paper presentation competition on "Innovation Entrepreneurship " • An Awareness Workshop on "National Innovation Startup Policy (NISIP)" • One Day Workshop on Design Thinking • Field visit to Killikulam Agribusiness Incubation Forum. • One Day Workshop on Business Model Canvas • One Day Workshop on How to plan for Start-up, Ethical Legal steps • Two-day E-Bazaar • International Seminar on Innovate and Inspire: the What and How of Ideas • Two of our students participated in TNSI Idea Pitching Competition 2019 and got a consolation prize of Rs.10,000 for their prototype Hanty - a Women Safety Device. • The IIC has conducted innovative science idea pitching. The department of Mathematics created an innovative science day song. The song stressed the importance of science in our life. In connection with the birth Anniversary of Dr. A.P.J. Abdul Kalam the MHRD Innovation cell suggested the IIC to celebrate as Innovation day on Oct 15, 2019. The following activities were organized by the IIC: 1. Innovative video Song by Tamil Major students 2. Innovative food by English Major students 3. Slogan Competition on Innovation was conducted by Chemistry Department Challenging issues: 1. Making students active in enterprenuership even after completion of degree seems to be difficult, as they are more lured towards

lucrative job offers from top MNCs. 2. The students may not be in a position to build commercial products due to financial problems. They must be supported by Venture Capitalists. 3. The students also need some mentorship to build the right business model. Evidence of Success Many activities were conducted by IIC and EDC to promote women entrepreneurship and innovation. As a result of continuous conduct of these innovation and entrepreneurship oriented activities, our Institution was given 4 Star Rating by Ministry of Education. Best Practice-II Title of the practice: Enrolment of faculty and students in Swayam / MOOC Certification for various Professional Programs Context: The institute has taken this facility initiative for all the faculty students of the institute to enroll in any of the courses for the following reasons. 1. Web and mobile based interactive e-content for all courses 2. High quality learning experience using multimedia on anytime, anywhere basis. 3. State of the art system that allows easy access, monitoring and certification. 4. Peer group interaction and discussion forum to clarify doubts 5. Hybrid model of delivery that adds to the quality of classroom teaching. Objectives: The objectives of this practice are ? To offer programs that are nationally and internationally relevant and in demand. ? To bridge the gap between industry requirements and curricula of the institution. ? To reinvent and offer programs that enhances the employability of students. ? To ensure constant value addition to the existing programs to bring them on par with international standards. ? To make students more competent and industry ready. ?To provide excellent coaching and mentoring for students preparing for professional certifications. ?To make teachers professionally sound and updated of latest technology and advancements in their relevant fields. The practice: The faculty and the students were encouraged to register in various courses offered by Swayam and MOOC. Students were guided by faculty as and when required. Challenging issues: 1. Making students active during the course was a difficult task. 2. The students found it difficult to complete the assignments on time due to various reasons. 3. The students also needed some mentorship to complete the assignments. 4. Teachers found it difficult to do the assignments amidst their schedule. Evidence of Success The following table presents the details of the number of faculty and students who have enrolled and those who have emerged successful. MOOC /Online courses (NPTEL-SWAYAM) Year Registered Certified Successfully Completed Elite Silver Gold Toppers July-Dec. 2019 33 (enrolled:245) 33 4 14 5 - 2 Jan-Apr. 2020 19 (enrolled:323) 19 - - - - - Note: Due to COVID 19 all the registered candidates are certified according to the assignment marks.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://apcmcollege.ac.in/wp-content/uploads/2021/08/Best-practices-2019-2020.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In fond memory of his aunt, A.P.C.Mahalaxmi Ammal our Founder President Thiru. Kulapathy A.P.C. Veerabahu thought of educating the poor rural girls who could not think of higher education. His firm determination and selfless devotion paved way for establishing the institution exclusively for women. To give fillip to his thoughts, our founder President started this college in 1973. His main objective was to cater to the needs of rural women folk. This cosmic vision of his, is essentially the privilege of an enlightened intellect. Today, as he wished, the institution has always trodden a non sectarian, non-commercial, service-oriented path to reach the summit of success. Besides catering to the academic needs, this institution marshals all resources to work for the empowerment of women. "Anbu, Arivu, Aram" being the motto, the

Institution also staunchly believes in National Integration. We proudly place on record the fact that we do not collect fees from the economically weak students and we also provide concessions in the remittance of fees. The institution is situated in educationally and economically backward region of Thoothukudi. The Institution endeavours to cater to the diversified needs of the women students of this region. In order to bring out the best out of each student in academics, cultural, sports and other co-curricular and extra-curricular activities, the institution provides variety of platforms for the students to exhibit their talents. Teachers assign the responsibility of organizing and managing the events in order to bring out the leadership qualities among the students. To enable our students to face the challenges of globalization, our institution has started new courses. We have introduced Add on courses which help the students to acquire skillsets required to match the need of the Industries. These courses equip students with global competencies so that they can face the changing trends of the global market successfully. We publish student magazines on various topics every year which give an exposure to understand current issues. The college also motivates the students to prepare wall-papers, posters and exhibits to transfer the knowledge on recent issues. College subscribes to subject - journals, e-journals and other online resources. The subject teachers arrange regularly study tours, field visits, practical sessions for enhancing their fundamental concepts and knowledge of the respective subjects. The college always supports and organizes guest lectures, group discussions, practical session and industrial visit etc. for students to understand the curriculum more effectively. Speakers with proven expertise in a topic provide added credibility to our content. Every department frequently arranges seminars and guest lectures in the latest trends by bringing subject experts. The institution imparting values of national integration, social justice and harmony through co-curricular and extracurricular activities in the form of contests, competitions and special lectures. Social awareness and social responsibility are inducted through campaigns and camps organized by NSS, Social Service League, YRC and Rotract club. The institution also moulds the nature, aptitude and aspiration of the students by providing apt platforms both inside and outside campus and by conferring awards like

Provide the weblink of the institution

<https://apcmcollege.ac.in/wp-content/uploads/2021/08/7.3.1-Institutional-distinctiveness-2019-20.pdf>

### **8.Future Plans of Actions for Next Academic Year**

? To introduce a standard platform to provide uninterrupted online education. ? To enhance IIC activities and improve grade. ? To appear for the annual survey for institutional excellence undertaken by various agencies. ? To organise programmes to create awareness on NEP. ? To organise awareness programmes on Covid -19 ? To tie up with Bharathidasan University to offer short term courses.