



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>A.P.C. MAHALAXMI COLLEGE FOR WOMEN</b>
• Name of the Head of the institution	<b>Dr. N. Meenakumari</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>0461 - 2345655</b>	
• Mobile no	<b>9789105564</b>	
• Registered e-mail	<b>principal@apcmcollege.ac.in</b>	
• Alternate e-mail	<b>iqac@apcmcollege.ac.in</b>	
• Address	<b>Ettayapuram Road</b>	
• City/Town	<b>Thoothukudi</b>	
• State/UT	<b>Tamil Nadu</b>	
• Pin Code	<b>628002</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Women</b>	
• Location	<b>Urban</b>	

• Financial Status	Grants-in aid																								
• Name of the Affiliating University	Manonmaniam Sundaranar University																								
• Name of the IQAC Coordinator	Dr. T. Lilly Golda																								
• Phone No.	04612345655																								
• Alternate phone No.	9442029727																								
• Mobile	9789105564																								
• IQAC e-mail address	apciqac13@gmail.com																								
• Alternate Email address	iqac@apcmcollege.ac.in																								
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://apcmcollege.ac.in/aqar/">https://apcmcollege.ac.in/aqar/</a>																								
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes																								
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/05/Calendar-2020-21_merged.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/05/Calendar-2020-21_merged.pdf</a>																								
<b>5.Accreditation Details</b>																									
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B++</td> <td>81.25</td> <td>2004</td> <td>16/09/2004</td> <td>16/09/2004</td> </tr> <tr> <td>Cycle 2</td> <td>A</td> <td>3.09</td> <td>2013</td> <td>23/03/2013</td> <td>22/03/2018</td> </tr> <tr> <td>Cycle 3</td> <td>B+</td> <td>2.55</td> <td>2019</td> <td>04/03/2019</td> <td>03/03/2024</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B++	81.25	2004	16/09/2004	16/09/2004	Cycle 2	A	3.09	2013	23/03/2013	22/03/2018	Cycle 3	B+	2.55	2019	04/03/2019	03/03/2024	
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Cycle 3	B+	2.55	2019	04/03/2019	03/03/2024																				
<b>6.Date of Establishment of IQAC</b>	28/12/2004																								
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mathematics	Government	Department of Collegiate Education	2020 -2021	60,000
Mathematics	Government	Department of Collegiate Education	2020 -2021	60,000
English	Government	Department of Collegiate Education	2020 -2021	30,000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>12</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	

<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Incentives for faculty for publishing papers in reputed journals. ? MS Teams to facilitate Blended learning. ? International Conference on Recent Trends in Multi-Disciplinary Research. ? National W	? Incentives for f

? MS Teams to fac  
Conference on Rece  
National Webinar o  
? Webinars organiz

**12.Plan of action chalked  
Quality Enhancement an**

NAAC



Plan of Action	
To upgrade De Research	
Provision for Bl to be c	
To introduce	
To participat assurance in	
To raise awarene Education	
To organize p Outcome base	
To create awaren	
To organize a c activ	
<b>13. Whether the AQAR w</b>	

	<b>statutory body?</b>	
	• Name of the statute	
		Name
		Staff C
	<b>14. Whether institutional</b>	
	Year	2020 -

### Extended Profile

<b>1. Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	508
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2. Student</b>	
2.1 Number of students during the year	2302
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	623
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3	807

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		105
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		105
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		59
Total number of Classrooms and Seminar halls		
4.2		55.5
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		220
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
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. Online classes also conducted to the same in all possible ways. Feedback is periodically collected both online and offline at the end of the academic year for all programmes and possible remedial measures undertaken where ever applicable.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- Affiliated University declares dates for beginning of the term and end of the term
- The list of holidays and probable dates of the examinations are enlisted by the university affiliated which is strictly adhered to.
- The institution decides dates of internal examination, various events, activities and tasks
- Academic Calendar is prepared by the institution taking into consideration these dates
- Periodic updation of new members of staff and new courses introduced is done.
- Constituted committees are added to the calendar.
- Every teacher then prepares his / her own teaching plan in accordance with the comprehensive calendar prepared by the institute.
- IQAC has to keep a constant follow-up of the activities, events and the schedule of internal evaluation in accordance with the academic calendar.
- A descriptive note as to how the activities and internal evaluation are carried out as per schedule is mentioned in the Academic Calendar.
- Academic calendar has been uploaded on the institutional website. Link of the same has been enclosed.



Schedule of Internal Evaluation for all programs, notices to students and reports of various curricular, co-curricular and extra-curricular activities conducted during the year as mentioned in the academic calendar as documentary evidences to support the claim by the institution has been enclosed.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**09**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

45

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

2302

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

- The university prescribed syllabi also caters to gender sensitization, eco-awareness, professional ethics etc. through a wide range of carefully designed curricula and the institution takes care to opt for such courses whenever a choice is offered.

- A course on Environmental Studies is also taken up as it is a

compulsory prescribed paper.

- The Women's Forum extends periodic guidance regarding their legal rights.
- The Eco Club of the institution also plays a vital role in enhancing eco awareness. The NSS, NCC, Youth Red Cross, Counseling Club, Career Guidance Cell and Health Club also help create eco-awareness, women empowerment, and thereby help to enhance the curricular based awareness.
- Social justice and equality is ensured by means of student enrollment of backward, most backward SC, ST candidates as per norms laid by the Government and by the university.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

<b>777</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/05/feedback.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/05/feedback.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

753

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

753

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

### Assessment :

- Higher Secondary Examination marks are recorded for all the I years to know the learning level of the students
- Student Induction Programme is conducted by IQAC at the commencement of every academic session.
- Bridge Course is designed for all the I year students by Department of English and major-wise Course is also conducted.

### Activities for Advanced learners:

- Special incentives like cash awards, medals and certificates are given to them by the institution and individual teachers.
- Encourages students to access the book-bank, INFLIBNET, N-LIST, and other e-resources.
- Motivating them in registering online courses like NPTEL and SWAYAM.
- Encourage to present papers in National/International Conferences with fee waiver.
- Give opportunities to participate in State and National level

co-curricular competitions.

#### Activities for slow learners:

- Slow learners are individually rendered assistance bilingually by concerned faculty to develop comprehensive skills.
- Academic interventions are in the form of assistance with reading materials, writing assignments and Remedial classes.
- Periodic oral and written tests are conducted using previous year question papers.
- PAL in the classrooms provide additional academic support with special needs.
- Remedial classes ensure that the slow learners get individual attention

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1o92qmswgyFYnsXfkg7iarVc5XJcZqU4Y/view?usp=sharing">https://drive.google.com/file/d/1o92qmswgyFYnsXfkg7iarVc5XJcZqU4Y/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

#### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2302	104

File Description	Documents
Any additional information	<a href="#">View File</a>

#### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To focus on student-centric learning, methods of experiential and participatory learnings are adopted for active participation in the teaching-learning process.

**Lecture method:** The conventional method of blackboard-whiteboard is commonly adopted by the entire faculty to interpret and explain the content of a text for better comprehension of the subject

**Interactive method:** Faculties motivate students to participate in

Group Discussions, Role-plays, Flipped Classroom, Collaborative Learning, Peer Tutoring, Quizzes and Educational Games that reflect on current trends of economy.

ICT Enabled Teaching: It includes Wi-Fi enabled class rooms with LCD, projectors, Language Lab, Smart Classrooms, E-learning resources, Video Competence, and Webinar.

Group Learning Method: It allows slow learners to develop problem solving, interpersonal, presentational and communication skills to confirm quality in learning with Peer Group. GD, Management Games, Group Projects/assignments are also conducted.

Project-based and Experiential learning: Students are fostered a learning environment by being engaged in rich experiential content of teaching through experience, demonstration, visual aids, periodic industrial visits, organizing exhibitions, presenting papers, field visits, analyzing case studies and conducting quiz on topics of theoretical interest.

Internship Project: Internships are considered as an integral part of the Curriculum. It teaches valuable on-the-job skills and provide networking opportunities to the students

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1e1ZDhu10P7g9e9newwwE8ey0bQ9oy7LT/view?usp=sharing">https://drive.google.com/file/d/1e1ZDhu10P7g9e9newwwE8ey0bQ9oy7LT/view?usp=sharing</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT has become an integral part of teaching, learning and evaluative process in our institution. Most of Departments are equipped with modern teaching aids like Computers, LCD and Projectors. Educational CDs are also available. Along with chalk and talk method, ICT enabled teaching tools are used to make students understand concepts effectively.

- Microsoft Teams is an online learning platform to both teachers and students. Learning materials, video lessons, and other resources related to the syllabus are posted in the Teams.

- Kahoot is game-based classroom to encourage students to play quiz. Students enjoy this as it is visual and time bound.
- Google Classroom is used to submit the assignments, seminars in video form and attend quizzes.
- Hot Potatoes, a software suite is used by the faculties to create interactive learning exercises which include multiple choice questions, crosswords, and puzzles.
- Google Forms are used to conduct Internal Assessment and to familiarize the students with the pattern of online examinations.
- Faculties use personal Blogs, Sites, Websites, and YouTube channels to encourage students' interest in learning.
- The college is a member of N-List where students and faculties can access digital collection of journals and articles
- E-books and e-journals are available in the library which can be accessed by students at any time.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

104

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

104



File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

55

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per the guidelines of the University, Internal Assessment is done based on student's attendance, assignment, and test marks. In the

pandemic period, the blended mode of assessment is followed using Microsoft forms/Google forms.

In the beginning of every semester, the faculties give orientation about the assessment of the Internal Examination.

The institution conducts three Internal Tests per semester. The average of the best two and the assignment marks are taken into consideration.

The schedules are prepared by the Internal Examination Committee, Heads of the Department and the Principal which will be published in the college handbook.

The Department allots invigilation duty for its members. The questions are prepared by the respective faculties and verified by the Head of the Department.

Absentees with genuine reasons get an opportunity to re-appear.

To ensure transparency the evaluated answer booklets are distributed to the students in the classroom and the answers are discussed.

The discrepancy in the evaluation is rectified by the concerned faculty.

The consolidated marks are generated from the University exam portal and the committee ensures that the forms are duly signed by the concerned staff and the Principal.

The internal marks for the academic projects are given on the basis of punctuality, data collection and timely submission of the project.

In addition to the mandatory internal tests, class tests, unit tests, assignments are given to assess and monitor the students' progress.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1Oq0wwUCVA6gmwr8Gy04tVmaq9Mvyg468/view?usp=sharing">https://drive.google.com/file/d/1Oq0wwUCVA6gmwr8Gy04tVmaq9Mvyg468/view?usp=sharing</a>

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

Internal Examination Committee undertakes necessary measures to ensure objectivity and transparency in the process.

Online mode internal examination schedules and circulars are prepared by the Internal Examination Committee and communicated to the students well in advance

During examinations extra time is given to rural students or those who come across network issues.

The corrected answer scripts of the students are distributed to them for verification and any grievance is redressed immediately.

In rare cases if students' grievances are not addressed satisfactorily, students are free to approach their mentor, or the teacher-in-charge for redressal.

Intervention by the Head of Institution can be sought in extraordinary cases.

The marks obtained by the students in internal assessment tests are uploaded on the university web portal after verification done by students.

Any corrections in Internal marks after submission in the University Exam Portal would be rectified by sending a mail to University Examination section.

For practical's, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for these courses.

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File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/13gFnLbWbAkdOR1seVeH16_EZ_16EZTB7/view?usp=sharing">https://drive.google.com/file/d/13gFnLbWbAkdOR1seVeH16_EZ_16EZTB7/view?usp=sharing</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

As an affiliated institution, the POs and COs are framed by the University. Along with the Syllabus, the POs and Cos are circulated among the students and also uploaded on the college website and Department Blogs. The COs are discussed by the faculty in their respective departments. The correlation between COs and POs is drawn in the scale of 1 to 3 from low, moderate to high.

On the first day of college, the Head of the Department and the faculty in charge of courses explain to students the learning outcomes they are expected to achieve at the end of completing the specific course and ultimately the Programme. The various learning levels and how they are assessed are also intimated to them. They are given details of Continuous Internal Assessment, Semester Examinations, Direct Assessment and Indirect Assessment.

The IQAC informs faculty about Orientation programmes on Bloom's Taxonomy, POs and COs, Outcome Based Education and encourages them to attend the same. Faculty in turn attend such programmes and share the knowledge gained with other faculty.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/05/PO-CO-PSO-2020-21.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/05/PO-CO-PSO-2020-21.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment level is determined based on the student performance in the internal tests along with the assignments, seminars and the

external examinations. Feedback of the Student received for all activities to enable the assessment of the course outcomes indirectly.

The gap between what is taught and what is understood is ascertained by the assessments. Students are assessed on a regular basis through class tests and unit tests in addition to the internal tests.

The scores of the students are summed up and divided by the total number of students who appeared for the course.

The combined result of Direct and Indirect Assessment gives the level of CO attainment. POs and PSOs are defined. Attainments of CO1 to CO3 are based on the three internal tests; Attainment of CO4 is calculated based on the Assignments, and CO5, based on the marks in the external examination. The number of students who have scored above 60, between 50 and 40 and less than 40 is marked.

If all the five outcomes are achieved the attainment is considered as good. If three outcomes are achieved, the attainment is considered as moderate, and if only 2.5 is achieved the attainment is considered as fair.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/drive/folders/1VLDwbW50VYZcktrJl180dn0lUdA5lElU?usp=sharing">https://drive.google.com/drive/folders/1VLDwbW50VYZcktrJl180dn0lUdA5lElU?usp=sharing</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

795

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://drive.google.com/file/d/1kzyne-0Oq-BV9wWv-yL2SZA3IYrxkXzC/view?usp=sharing">https://drive.google.com/file/d/1kzyne-0Oq-BV9wWv-yL2SZA3IYrxkXzC/view?usp=sharing</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://drive.google.com/file/d/1nbVOoeaO4RQ2LGFZagJkKFn3ZaK-e2CI/view?usp=sharing>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

1.5

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

34

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://icpr.in/">http://icpr.in/</a>

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has been awarded 4/5 star rating in the year 2019-2020 and 3.5/5 in 2020-2021 by MoE's Innovation Cell, Ministry of Education - Government of India.

Institution's Innovation Council & Entrepreneurship Development Cell jointly organized various orientation programmes, workshops, trainings and guest lectures on Innovation, Entrepreneurship, Start up, Design Thinking and IPR.

Seven faculty members are recognized as Innovation Ambassadors by MoE's Innovation Cell & AICTE.

Students, under the supervision of faculty, engage in projects such as Vermicomposting, Nursery making, recycling waste and water harvesting to bring eco-consciousness and awareness on ecological balance.

A. Alagu Lakshmi of III B.Com was selected for the state level final pitch in Boot Camp and participated in Tamil Nadu Student Innovator 2020.

The Department of Computer Science conducted a course on "Android App Development Training" in association with Bonbloc Technologies, Chennai.

Apcian Research Forum organizes seminars and workshops on Research Methodology, Intellectual Property Rights, Patents. Faculty have projects funded by Indian Council of Social Science Research (ICSSR) and Indian Council of Philosophical Research.

The college has been publishing a Journal "Enrich"

EDC cell support the establishment of "Maha Fashions Tailoring Unit".

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://apcmcollege.ac.in/iic-edc/">https://apcmcollege.ac.in/iic-edc/</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

21

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year



2

File Description	Documents
URL to the research page on HEI website	<a href="https://apcmcollege.ac.in/apcian-research-forum/#">https://apcmcollege.ac.in/apcian-research-forum/#</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

111

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

86

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

promote knowledge about the role of NSS in the society".

- In observance of "National Voters' Day", faculty members and students took "Voters' Pledge" to create awareness on the forthcoming central and state election.

#### Eco-friendly activities

- Eco club maintains a herbal garden which conserve more than 40 rare and locally available medicinal plants.
- Students were given assignment for reusing plastics for raising plant saplings.
- Vermicomposting unit was started in the year 2018 to convert the biodegradable waste into manure. Due to success in this practice, now this unit is extended to a larger scale to recycle larger amount of organic waste from the college campus.

#### Cleaning

- NCC students involved themselves in cleaning the Muthu Nagar Beach.

#### Road Safety

- National Road Safety Month was celebrated by Road Safety Patrol, National Service Scheme and Regional Transport Office, Thoothukudi to create Road Safety Awareness.
- Road Safety Patrol & Honda Motor Cycle and Scooter India Pvt Ltd jointly organised an orientation programme to students on the importance of wearing Helmet, getting two-wheeler and four-wheeler License, traffic rules and safety measurement to prevent road accidents.

File Description	Documents
Paste link for additional information	<a href="https://apcmcollege.ac.in/wp-content/uploads/2021/06/APC-NSS-Overall-Report-2020-2021.pdf">https://apcmcollege.ac.in/wp-content/uploads/2021/06/APC-NSS-Overall-Report-2020-2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

42

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

2009

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

8

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

### INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

To build a platform of academic ambience, the college offers 13 undergraduate programmes, 5 post graduate programmes, 2 M.Phil programmes, 5 research programmes for which state of the art infrastructural facilities are provided across six blocks.

1. Srinivasa Raghavan Block
2. A.P.C.Mahalaxmi Ammal Block
3. Old Block
4. Computer Science Block
5. V,P,Ulagammal Block
6. Maths Block

There are 59 classrooms, 9 laboratories, 11 staff rooms, 5 seminar halls, a mini auditorium, a library, 5 ICT halls, 2 research labs, a fully furnished guest house, guest room, separate rooms for research activities and a sick room.

Classroom facilities (Details-Additional information [https://drive.google.com/file/d/1V\\_oaYKelmvbJjMofqQG-umfbdFtyrSN1/view?usp=sharing](https://drive.google.com/file/d/1V_oaYKelmvbJjMofqQG-umfbdFtyrSN1/view?usp=sharing))

- 59 classrooms, of which 5 are ICT enabled, equipped with LCD / TV / smartboards.

Laboratory Facilities: [https://drive.google.com/file/d/1V\\_oaYKelmvbJjMofqQG-umfbdFtyrSN1/view?usp=sharing](https://drive.google.com/file/d/1V_oaYKelmvbJjMofqQG-umfbdFtyrSN1/view?usp=sharing))

- 7 laboratories for UG, 2 laboratories for PG and research lab with advanced equipment facilities.

Computer Facilities: [https://drive.google.com/file/d/1V\\_oaYKelmvbJjMofqQG-umfbdFtyrSN1/view?usp=sharing](https://drive.google.com/file/d/1V_oaYKelmvbJjMofqQG-umfbdFtyrSN1/view?usp=sharing))

- A total of 190 Desktops, 10 Scanners, 3 Dotmatrix Printers, 11 inkjets and 25 laser printers.

Other Facilities- [https://drive.google.com/file/d/1V\\_oaYKelmvbJjMofqQG-umfbdFtyrSN1/view?usp=sharing](https://drive.google.com/file/d/1V_oaYKelmvbJjMofqQG-umfbdFtyrSN1/view?usp=sharing))

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1V_oaYKelmvbJjMofqOG-umfbdFtyrSN1/view?usp=sharing">https://drive.google.com/file/d/1V_oaYKelmvbJjMofqOG-umfbdFtyrSN1/view?usp=sharing</a>

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

The college has a well-established adequate facility which caters to the diverse needs of students in sports and athletics.

#### Sports Facilities:-

Indoor games and Outdoor games <https://drive.google.com/file/d/1Mxpp1DFkYYKP5h61eBTbaIFNoOrcCmKL/view?usp=sharing>

#### Indoor Games:

1. Table Tennis
2. Chess
3. Carrom

#### Outdoor Games:

1. Basket Ball Court (28\*15 sq.m)
2. Kho Kho Court (30\*19 sq.m)
3. Volley Ball Court (18\*9 sq.m)
4. Badminton/Shuttle Court (13.40\*6.10 sq.m)
5. Two Ball Badminton Courts (24\*12 sq.m each)
6. Kabadi Court (12\*8 sq.m)

Yoga Centre <https://drive.google.com/file/d/1Mxpp1DFkYYKP5h61eBTbaIFNoOrcCmKL/view?usp=sharing>

Cultural Activities <https://drive.google.com/file/d/1Mxpp1DFkYYKP5h61eBTbaIFNoOrcCmKL/view?usp=sharing>

The College has a cultural committee which comprises cultural clubs like Quiz club, Fine arts club, Oratorical competitions organizing club, Tamil literature association, English literature association etc... The Institution organizes Sports Day, Fine Arts Day and College Day every year and felicitates the students who have performed well in the events.

- Every year Pongal Day celebrated vibrantly in tune with the cultural sentiment of the State.
- The talent show for the new entrants, Independence Day, Republic Day celebrations all the Fine Arts activities. Pongal Day celebration and cultural competitions are conducted in the auditorium.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1MxpplDFkYYkP5h61eBTbaIFNoOrcCmKL/view?usp=sharing">https://drive.google.com/file/d/1MxpplDFkYYkP5h61eBTbaIFNoOrcCmKL/view?usp=sharing</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1CY7tJ98kXYNwE_j8v4ttXFg7EksUvkrI/edit?usp=sharing&amp;ouid=106200545134044829727&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1CY7tJ98kXYNwE_j8v4ttXFg7EksUvkrI/edit?usp=sharing&amp;ouid=106200545134044829727&amp;rtpof=true&amp;sd=true</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

55.5

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

#### Response:

The A.P.C.Mahalaxmi Library is situated in a main campus total 5130 Sq.ft, spacious with total seating capacity of 100 and with 34102 available books. The library is fully automated with leading library management software MAHALIB which give a user-friendly interface for searching resources in the library. During absent teachers' classes the students are permitted to visit the library. A separate reading place is allotted for the students to gain easy access to journals, dissertations and theses. The library is open from 9 a.m to 5 p.m on all working days. An open access system is adapted in order to make it user-friendly. Since 2010, books are arranged to S. R Ranganathan's Colon Classification.

#### ILMS Software, MAHALIB

- Name of the ILMS software: MAHALIB
- Nature of automation: full
- Server Version: 2.0
- Year of automation: 2021
- Library link: <https://apcmcollege.ac.in/library/>

#### Features of MAHALIB

- Fully Flexible-Local variations possible
- Supports more than 5 lakh of Records
- Fully Integrated High Data Security
- Exhaustive Information Retrieval Tool
- Various report generation
- Simple and Boolean search result
- Multi-user Facility
- Network Implementation



- Software consistency
- Barcode Facility
- ISBN support for BOOK Accession

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://docs.google.com/document/d/1PEWSnPyyu-J9o0Lk7THJ9mTpn9aN6tMj8/edit?usp=sharing&amp;ouid=106200545134044829727&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1PEWSnPyyu-J9o0Lk7THJ9mTpn9aN6tMj8/edit?usp=sharing&amp;ouid=106200545134044829727&amp;rtpof=true&amp;sd=true</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

5.51

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The college has positively integrated IT methods and is looking forward to the complete automation of the daily activities of the college. Academic, administrative and admission process and integrated with IT to make the process more easy, efficient and transparent.

1. The full-bodied IT infrastructure 2 computer laboratories which comprise 190 computers, where most of the systems have higher end INTEL CORE i3 processors and few have core i2 processors 2GB RAM, 320GB HDD.
2. The college has 2 dedicated servers for the smooth functioning of library and Computer Science as well as Commerce labs.
3. The college library is automated with MAHA LIB version 2.0 software.
4. Library has subscription of e-books and e-journals via INFLIBNET.
5. Students use digitalized access in the library. Each book has its own unique barcode. The students ID card number and unique barcodes are used to access the books in the library. The library has a browsing centre equipped with INFLIBNET facility and Wi-Fi connection, enabling user friendly / easy access to online books and journals.
6. ONLINE PUBLIC ACCESS CATALOGUE:

OPAC Systems - Student or Staff members used to search their books without any personal guidance or self-searching method.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1YAP2SRpPa29XaJMC4-PXpPqE81eM6V5A/edit?usp=sharing&amp;ouid=106200545134044829727&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1YAP2SRpPa29XaJMC4-PXpPqE81eM6V5A/edit?usp=sharing&amp;ouid=106200545134044829727&amp;rtpof=true&amp;sd=true</a>

#### 4.3.2 - Number of Computers

220

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

55.5

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://apcmcollege.ac.in/wp-content/uploads/2021/08/Policies-for-Maintaining-Infrastructure-19-20.pdf">https://apcmcollege.ac.in/wp-content/uploads/2021/08/Policies-for-Maintaining-Infrastructure-19-20.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

902

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

35

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/04/Student-Council-Election-Report-2020-2021.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/04/Student-Council-Election-Report-2020-2021.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**628**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**628**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

**114**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

**149**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

28

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as one) during the year**

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

16



File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

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. Due to Covid 19 Pandemic, the Student Council Election was conducted through online mode on 31.12.2020 from 11.00 a.m to 12.00 p.m under the guidance of our Principal. The elected Student Council members were honoured at the Online 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 guiding the freshers to exhibit their talents through the Talent Show.
- Finance transaction is purely manned by the Student Treasurer, thus transparency ensuring.
- Maintaining discipline among students and dissemination of information to students from office staff.

Students develop their innate talents through numerous programmes conducted by the Union Activity Committee and its allied associations. Each club, cell and association has a student President and Secretary who help the faculty in the conduct of programmes related to co-curricular, extra-curricular, sports and various social awareness programmes. Thus, their leadership quality

and organizing capacity are enhanced. The student chairman attends the meetings convened by the Staff Council. In view of TN State Assembly Election, the Student Council played a major role in applying Voter Id for new Student voters. Further, under the flagship of Election Commission of India, the Council organized Systematic Voter's Education and Electoral Participation Program. In this way students civic responsibility and their role in governance are strengthened.

File Description	Documents
Paste link for additional information	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/04/Student-Council-Election-Report-2020-2021.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/04/Student-Council-Election-Report-2020-2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

53

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- APCian Alumnae Association functions with the Office Bearers consisting of President, an alumna, Secretary and a Treasurer. Due to Covid 19 Pandemic, all the programmes, both academic and non-academic were conducted online. Alumnae association

activities began with the department wise Motivational Talk on 14.09.2020 as a part of Student Induction Programme for Freshers. PG and Research Department of Mathematics arranged Reunion of APCian Math Family on 22.12.2020 in Microsoft Teams. 180 alumnae of Maths Department attended the programme. They also gave their valuable feedback and suggestions for the betterment of the Institution. An Online Department-wise Alumnae Meeting was conducted on 20th February, 2021. We also acknowledge the non-financial contribution of alumnae as resource persons for guest lectures, seminars, workshops and contributing books, journals and printer worth Rs.55,432 +. Each department maintains cordial relationship with their alumnae through Alumnae Whatsapp Group in which information related to job opportunities and wishes on special occasions are posted. Financial help needed by alumnae for the purpose of own treatment or parents' treatment are also fulfilled, thus maintaining an emotional bonding with alumnae. Department of Computer Science conducted online Musical Programme "Ithu Oru Ponmaalai Pozhthu" in which alumnae of Computer Science and Commerce Departments, M.Meera, V.Rajalakshmi and N.Varsha entertained the audience online. More than 2,000 members including alumnae of Computer Science Department viewed the musical programme. This was of course a tremendous effort taken by the department to reunite the alumnae of computer science department. On 31.07.2021, Students Initiation into the Alumnae Association was conducted in Google Meet.

The objectives were to

- Register the students in Alumnae Association.
- Motivate the students to join PG in our College.
- Insist the alumnae to maintain good rapport with the Institution
- Encourage the students to support the Institution in all possible ways

Alumnae contribution from various departments amounted to Rs.13,075 for the year 2020-2021.

File Description	Documents
Paste link for additional information	<a href="https://apcmcollege.ac.in/wp-content/uploads/2021/05/Alumnae-association-report-20-21.pdf">https://apcmcollege.ac.in/wp-content/uploads/2021/05/Alumnae-association-report-20-21.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Management has embraced 'To enlighten and empower with Values' as its vision' and 'To enrich the Marginalized Women through Quality Education with Human Values' as its mission statement. It is an institution, established especially for girl children to pave the way for a classic life. Teachers are the second parents -to add strength to this statement, the teachers working here, nurse and care for the students as their children and set good guidance for them in life. As if to add strength to the vision and mission, the following activities are being carried out effectively in this institution.

- The Management conducts a meeting with the principal on regular basis to discuss all administrative issues, which includes, admission strategies, employee welfare policies, improvements in the functioning, accounts, budget, and future expansions and recommends agendas for governing council and academic body. The principal meets all relevant committees, heads, and staff to enable progressive decisions for the improvement of the institution.
- In terms of academics, accounts, co-curricular, and extracurricular activities, the Principal is the sole authority in decision making after consulting with all relevant teams also she is in charge of carrying out the

recommendations and resolutions issues during teaching, non-teaching, and technical staff meetings and the proposals will be brought to management's attention strictly in all occasions.

- The administrative responsibilities have been shared by both teaching and non-teaching faculties. Emerging multiple committees, granting responsibilities to committee members and conveners and managing authority ensures a decentralized way of operation in the up-gradation of college welfare. Nearly 30 approved committees and sub-committees are appointed to refine various campus activities.
- In addition, the college Staff Council committee encourages the students to participate in all society fostered organizational activities to better the society. The assigned class in charge faculty is solely responsible for the academic progress and success of curricular, co-curricular, and extracurricular activities of her class students.
- The Mentor, mentee system under 30 students for each faculty, also guides and helps students in all possible ways to reach the fruit of success. Faculty members have a variety of tasks in research activities, creating employability, arranging campus interviews, caring morality in behavior and dress code, making students participate in all the events of the college in addition to their routine teaching.
- The college student union brings student issues to the attention of the appropriate authorities and helps to minimize the gap between administration and students. As the crowning glory of all this, the institution paved the way for children to learn in a lush, natural, and healthy environment.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1WjY-rbl2fHUR2ysdQulafOCTa0qZ50-I/edit?usp=sharing&amp;ouid=111244788847504349113&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1WjY-rbl2fHUR2ysdQulafOCTa0qZ50-I/edit?usp=sharing&amp;ouid=111244788847504349113&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

To achieve efficiency, the academic and administrative functions are decentralized. The organizational structure helps the committee system to achieve decentralization of functions. Each and everyone from teaching, non-teaching and student sections of the institution

are assigned an area of responsibility - curricular, co-curricular, research and extension activities. Principal Level:

- As the academic section is under the domain of the Principal, the financial sector is looked after by the Management Committee.
- Regular meetings are conducted with the teaching and the non-teaching staff by the Principal. The suggestions and opinions of the members of staff are considered.
- Suggestions are voiced out by the members of the Teaching and the Non-teaching through the respective Heads and the Superintendent and the same is presented in the Staff Council meetings and the Heads' meetings.
- In decision making, participation of stakeholders is also considered.

IQAC:

- To improve the quality of the educational provisions of the institutions with various committees, the IQAC, through the Principal strengthens the networking.
- The Governing Body and the IQAC are formulated as per the participative structures provided by the UGC and the affiliating University.
- The IQAC monitors the overall functioning of the institution and continually suggests measures to enhance standards.

Department Level:

- HoDs are delegated with monitoring academic and administrative work.
- The departmental meetings are conducted by the HoDs with the teaching staff focusing on improving the academics, co-curricular and extra-curricular activities.
- The minutes of the Staff Council Meetings and the Heads' meetings are conveyed to the other members of staff during the department meetings.
- Work allotment is given to the faculty. Duties include drawing timetable, course materials, work diary, etc., which are reviewed by the HOD at the end of the month.
- In addition to the academic responsibility shouldered, the teaching faculty also take up administrative work and are members of various functional bodies that cover all aspects of governance of the college.
- The various activities such as Fine Arts Fest, College Day Celebration, Special day Programmes, Sports Meet, etc., are

held with the involvement of the HODs, the faculty and the students.

- Seminars/Conferences/Workshops are organized periodically by the various Departments with the support of the management.
- Suggestions of the Heads of the Departments are perceived well by the management. As stated earlier, through participative management the faculties are involved in various decision making bodies such as Staff Council, Internal Quality Assurance Cell, Grievance Redressal Cell, Anti Ragging Committee, Counseling Cell, Internal Complaints Committee, etc.,
- 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.

Thus the role of faculty plays a vital role in institutional achievements.

#### Students Level:

- Through their participation in the Students' Council, students have the opportunity to develop and improve their leadership qualities.
- They also serve as coordinators and representatives for a various sports, co-curricular, and extracurricular activities, Internal Quality Assurance Cell, Grievance Redressal Cell, Anti Ragging Committee, Counseling Cell, Internal Complaints Committee, etc.,

#### Non Teaching Staff Level:

- Non teaching staff also have representation in the Governing Body and the IQAC. Suggestion of non-teaching staff are considered while framing policies or taking important decisions.
- The administrative and non-teaching employees are fully committed to the Institution's development.
- Under the supervision of the Principal they take the lead in administrative processes such as admissions, examinations, and so on.
- The online admissions process, which includes the formalities of students' registration, has been successfully implemented with their cooperation.

#### Case Study 1: Research Centre

The growth of an institution depends on how faculty and students grow. In order to foster and aid the research development process, Research Centres are necessary. The need to increase the research centre, the proposal was submitted by Commerce Department, Chemistry Department and English Department and the proposal was considered by the Principal and the IQAC and it was represented to the Management for approval. The management accepted the proposal and the elaborate process successfully implemented in 2021. The following are the new programmes that were started during the year:

- Ph.D Commerce
- Ph.D Chemistry
- Ph.D English

Outcome:

- 30 students were registered Ph.D

Case Study 2: International Conference

The idea of organizing an International Conference inviting presentations was put forth to the Management through the Principal and the IQAC. It was approved and the work was delegated to the Computer Science Department, Commerce Department and Chemistry Department. Duties were allotted to the members of the organizing for the smooth execution of the programme. The best papers and best presenters were awarded. As per the suggestions of the Management, an editorial board was constituted and the papers were published as a e -proceedings and selected papers were published in various SCOPUS journals.

The planning of Multidisciplinary International Conference and its implementation:

Believing in democratic values, the institution has decentralized and participative management. The result of this was channelized in a multi-disciplinary international conference. The conference was held on April 8 & 9, 2021.

Objectives:

- To bring together contributions from all sectors of humanities, social science, commerce, and science.
- To improve human self-awareness and communication.
- To promote a national and international conversation about human issues.



**Approval from Management:** Normally all the major decisions are taken by the Management. The Principal formally represented this proposal which was readily sanctioned.

**Collaboration with external agency:** Organizing such conference was a herculean task and was impossible without seeking assistance from an external agency. Accordingly, the Convenor & IFERB formally contacted each other and an MoU was duly signed and was executed.

**Budgetary Provision:** A budgetary provision was submitted to the Management for approval.

**Action Plan:** Action Plan was prepared by the departments and distribution of work was done:

- Interaction with international guests
- Online registration for Inaugural ceremony
- Tier-wise paper presentation
- Valedictory function
- Distribution of conference proceedings

**Call for Papers:** Scholarly written original articles/research papers were invited across disciplines within the stipulated time.

**Execution:** The conference was held on February 8 & 9 2021. It was followed by inaugural ceremony and ended with key note address. The participants were directed to various online virtual rooms to make subject wise paper presentation. The session continued and the Valedictory function followed. At the end, the participants were provided with e-certificates and e-conference proceedings through their respective mail id.

**Outcome:**

- It included top to toe position teaching and non-teaching staff.
- Creating fraternity zeal, it facilitated a collaborative atmosphere.
- It proved conducive to decentralization and participative management resulting in the participation of 200+ faculties and students across the disciplines.
- 50 papers were published in SCOPUS and Web of Science journals.
- It served as an inspiration to other institutions

The organization of the gathering is the best example of

decentralization of power and participation of all for its grand success.

File Description	Documents
Paste link for additional information	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/03/Roles-Responsibilities.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/03/Roles-Responsibilities.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC in consultation with the Governing body developed a strategic road map for the period 2018-2023. The strategic plans and perspectives of the college focus towards the achieving its vision and mission to sustain its reputation. While it formulates its future plan, the college takes into account the development parameters, such as, curriculum, teaching-learning, research and extension, infrastructure expansion, governance and green practices.

#### Case Study: Implementation of short-term courses

A.P.C. Mahalaxmi College for Women and Institute for Entrepreneurship and Career Development (IED) Bharathidasan University, Trichy have entered into an agreement to develop academic and educational cooperation. Based on this Memorandum of Understanding, Bharathidasan University facilitated to offer 19 short term courses to our college students. That the institutional Strategic/perspective plan is efficiently deployed is evident in the process of introducing indigenous short-term courses. The details are elaborated below:

The individual departments identified appropriate short-term courses, got suggestions from the students and Students' Council to decide on the demand ratio, prepare the syllabus in consultation with Bharathidasan University and submit it to the Principal for approval and action. A Committee was formed for the same. The IQAC prepared a format for proposal of short-term courses to include the following information:

The title of the course

A unit-based syllabus with the required number of theory and practical sessions to be completed

The duration of the course

The number of batches, and the intake capacity

Target group

Fees to be charged etc.,

The Committee submitted the proposals to the IQAC. The IQAC scrutinized the proposal, gathered feedback on content enrichment and suggested to the Departments for improvements or modifications, if needed; once approved, the Principal submitted the proposal to the Management for the final approval.

Outcome:

On getting approval, the following short term certificate courses were introduced:

1. Samayarkalai
2. Therukoothum oyilattamum
3. Tourism & Travel Management
4. Nutraceuticals
5. Oodaga eluthukalai
6. Multimedia & Web Design
7. Event Management
8. Fruits & Vegetables Processing & Preservation
9. Communication Skills in English
10. Entrepreneurship Development (Food Science And Catering Management)
11. Herbal Cultivation
12. Interview Skills
13. Industrial & Analytical Chemistry

14. Retail Management
15. Yoga & Stress Management
16. Office Management
17. Beauty Culture
18. Entrepreneurship & Career Development
19. Kalai matrum kattidakalai

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/03/Perspective-Plan-from-2018-23.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/03/Perspective-Plan-from-2018-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college adopts all policies in accordance with its vision and mission for the development of the student community and to shape higher education through its institutional bodies. These bodies approve and promulgate different policies that are given below, for the effective and efficient administration.

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

Staff Council meetings are held at least once every month for the effective planning and implementation of programmes like teaching, learning, academic administration, curricular and extracurricular activities.

The College also has Internal Quality Assurance Cell (IQAC) which works towards realisation of the goals of quality enhancement and sustenance. The IQAC plays an important role for monitoring the internal quality of the institution.

College Committees: Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes. Each committee consists of the Convenor and its members. The members are from faculty and student representatives.

The Anti Ragging Cell, Grievance Redressal Committee, and the Internal Complaints Committee: The objective of these committees is to ensure that no violation of rules takes place within the College and work towards addressing and settling grievances if any.

File Description	Documents
Paste link for additional information	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/03/Service-rules.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/03/Service-rules.pdf</a>
Link to Organogram of the institution webpage	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/03/APCM-Organogram.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/03/APCM-Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The college has a number of welfare measures for its employees. Various welfare measures for teaching and non-teaching staff are listed below. The following facilities are also provided to employees for efficient functioning

- Medical Leave
- Festival Advance
- Internet and free Wi-Fi facilities are available in campus for staff
- Computing facilities
- Canteen facilities
- Sports facilities
- 
- Central Bank of India branch
- Grant of Maternity Leave to staff
- Immediate increment after completing Ph.D degree
- Provision of On Duty leave to attend Conferences/Seminar/Workshop/Training programmes/ Refresher Courses/ Orientation programmes/ Short Term Courses and FDP regularly for professional upgradation of the faculty
- Management contribution to Provident Fund
- Preferential admission to the wards of employees
- Faculty Development Programmes for faculty members on regular basis
- Skill Development Programmes & Courses are organized for non teaching staff to enhance their skills in work environment
- Honouring of faculty members who upgrade their research work through quality publications like SCOPUS and Web of Science
- Extension of financial assistance through management scholarship to the needy students for pursuing UG & PG in our

institution as per the requirement.

- Gratuity for the employees of the institution
- Open door policy for staff member grievances if any
- Recognition and opportunities provided to exemplary faculty
- ESI coverage to all employees in the Unaided stream
- Motivation for pursuing Ph.D and online courses
- Salary timely credited to bank account of employee
- Financial support for faculty who organize curricular co-curricular and extra-curricular events both in campus and outside the campus
- Annual staff sports meet organized for teaching and non teaching staff
- Yearly increment for staff working in the unaided stream
- Gold coin as memento for retiring teaching faculty and non-teaching staff
- CCTV camera installed in the campus to ensure security and safety.

In a nutshell the institution strives hard to keep the staff happy and healthy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

66

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year****13**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****178**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff****Teaching Staff**



A good performance management system strives to improve the overall organizational performance of teams and individuals in order to ensure that the organization's mission and vision are met. The Institution follows the appraisal scheme in line with this. The performances are classified into three categories in this scheme.

Teaching, Learning and Evaluation related activities

Professional Development related activities

Research Publications and Academic Contributions

The data for the above categories is collected from each faculty member at the end of each academic year. The scores are determined for each of the three categories based on the data collected. The Principal in consultation with IQAC fixes certain minimum scores to be achieved by the faculty members in the three categories.

Furthermore, at the end of each semester, feedback forms are issued to the students for each of the courses they have taken. The feedback forms, which are in the form of questionnaires, collect data about the teacher and other aspects of the teaching process. A team comprising of the Department Head and a senior staff in the department reviews the student feedback forms and makes recommendations for ways to improve the teaching-learning process.

Non-teaching staff

The Principal directly monitors the non-teaching staff and regularly conducts meetings to take supervise the administrative and financial aspects. Annual confidential reports and annual performance appraisals are used to evaluate all non-teaching staff. Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students, and efficient organization of documents are some of the parameters that are evaluated for non-teaching staff members.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/15XrGhFhNxf2x61je2f36Z8SDKwynyXVc/edit?usp=sharing&amp;ouid=111244788847504349113&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/15XrGhFhNxf2x61je2f36Z8SDKwynyXVc/edit?usp=sharing&amp;ouid=111244788847504349113&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Internal Audit:** The college conducts an internal financial audit on a regular basis, evaluating and cross-checking every transaction at numerous points with the help of the Internal Audit Committee members along with office staff members. The areas that come under audit are: (i) Funds received from the University for NSS, Consumer Club (ii) Funds received from the outside organizations to conduct conferences (iii) Faculty sponsored seminars (iv) Alumnae bank account. The staff members are informed that suitable and legitimate documentation proof must be attached to all transactions and expenditures for which they wish money to be reimbursed by the College. This procedure guarantees that all expenditures and payments are properly documented and justified.

**External Audit:** The college is prepared to face external financial audits on a regular basis to maintain the highest levels of trust, transparency, and honesty. Members from the Joint Directorate of Higher Education conduct external audit. Every year the financial statement is submitted to the Joint Director's Office. This in turn is verified by the financial section of the Regional Joint Directorate Office, Tirunelveli on their visit to the college. The external audit team visits the salary bill, scholarship details, fees collection and UGC grants. The entire accounting department works with them, providing all relevant documentation and explanations to satisfactorily respond to all inquiries. Audit clarifications/objections if any are resolved immediately and anomalies cleared with utmost care and by promptly producing all required documents, bills, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

## 0.3

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

## 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**Mobilization of Funds:**

The student tuition fee is the institute's primary source of revenue.

The Government scholarships are periodically received and the share of the tuition fees and the college fees gets deposited in the bank account of the college.

Alumnae staff and students come forward to sponsor financially and non-financially for the progress of students by organizing many activities such as workshops, seminars, inter collegiate competitions, etc.

Individual and corporate sponsorships are also received from the prominent personalities of the society.

**Utilization of Funds:**

Internal Audit Committee has been formed to ensure that funds are used efficiently for various recurring and non-recurring expenses.

Quotations are invited from vendors for the purchase of equipment, computers, books, and other items.

The quotations are examined before making a final decision based on factors such as price, quality, and conditions of service.

**Optimal utilization of resources:**

The institution's goal is to promote research, development, consulting, and other related activities by involving faculty

members at various levels.

Depending on finances available, faculty may be granted travel grants to attend or present research papers at National or International Conferences in India.

Beyond regular college hours, the available physical infrastructure is efficiently utilized to conduct remedial classes, co-curricular activities/extra-curricular activities, and parent-teacher meetings.

The college property of classrooms and halls are rented out for the various Government Exams on college holidays, Sundays, etc.

Faculty are valuable resources in our college and they share their expertise with other institutions by delivering invited talks, acting as judges for competitions, serving as subject experts, members of Board of studies and question paper setting.

Whenever faculty attends seminars or refresher courses they make it a point to share the knowledge and information they have gained from other colleges with the other faculty.

Faculty expertise is used by member of other departments also.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1LaYoTlGBCuFiCnL-d5hFtx8TbkSS58xl/view?usp=sharing">https://drive.google.com/file/d/1LaYoTlGBCuFiCnL-d5hFtx8TbkSS58xl/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

### Institutionalization of Quality

The IQAC is the think tank of the institution and the members sit together and brainstorm in order to establish quality sustenance activities as norms in the institution. Certain standards and methodologies are fixed as benchmarks.

### Documentation in Google Drive

It is of utmost importance for any institution to compete with other

institutions and to improve the quality of the institutions. It definitely cannot be an individual effort. Therefore in our college, all the members of faculty are given a role to play in the IQAC .

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

A separate mail id was created for the purpose of documentation. For every department, folders with criterion wise templates were created along with separate folders in the Google Drive for depositing the evidences. An orientation on how to document activities and submit evidences in the drive was given to the faculty. Faculty found it easy to create, edit, share and store documents.

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

This ensures active participation of all the members of faculty in quality enhancement of the institution through the IQAC. Above all, verifiable data is stored permanently and is made accessible to anyone from any place.

#### Promotion of Research Culture in the Institution

Research has become an integral part of the educational system. A teacher is always a learner. So he/she has to keep abreast of all recent research in order to cope up with the present scenario. As per the recommendations of the Peer Team, Research quality has to be improved and the number of publications has to be increased.

The IQAC and the APCIAN Research Forum discussed ways and means to enhance the research ambience among faculty & students and to promote research activities. Suggestions to motivate faculty to apply for funded projects with the help of funding agencies. It was also decided to organize and promote inter-disciplinary research /FDPs and seminars.

The Research forum has been strengthened with one member from every department. Meetings were conducted periodically, motivating the members. Guest lectures were arranged to create awareness about

funding Agencies. The Coordinator of the Research Forum intimates the members about the recent developments in the field of Research and about the funding agencies. External experts help us in the process of preparation of project proposals and assist us in the implementation.

Two research series were organized for the students of PG and the Research Scholars by the Departments of English and Mathematics. One faculty completed her ICSSR sponsored project and another organized a three day International Level Virtual Conference on "Indian Ethics and Philosophical Heritage" funded by Indian Council of Philosophical Research. Incentives were given to faculty who have published their papers in Scopus indexed journals. The President honoured the faculty with cash award and certificates.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/u/3/my-drive">https://drive.google.com/drive/u/3/my-drive</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

#### Example 1: Blended Learning through Microsoft Teams

Blended learning is the type of learning which involves face-to-face learning in the physical environment and online learning through digital platforms. The Covid-19 situation ushered in a number of phenomenal changes in the field of education. APCMC grabbed the opportunity and made Blended learning the order of the day. Earlier, the Google Classrooms created had certain limitations. Microsoft Teams id was created for every faculty and student. Orientation on how to use them was also given. Teams were formed by faculty for the individual courses they were handling. Online classes were scheduled and conducted regularly. All study materials were posted on Teams and saved in a Folder for later use. When students came in turns to college as per Government orders, the courses were restructured accordingly by the concerned faculty. They were given the freedom to break down their course structure according to their courses. Certain difficult concepts and procedures were taught in the physical environment. Educational videos and power point presentations supplemented them in the online platform. The use of various technical tools for teaching was

effective in the online classroom. Quiz through Microsoft forms, Kahoot, Hot Potato, Quizzes, Mentimeter, etc., proved to be useful to track the progress of the individual efficiently. The IQAC monitored the process and received feedback from the students. The feedback was shared with the faculty and suggestions were given for improvement.

**Example 2: Reviewing Teaching - Learning Methodology:**

It is the prime responsibility of IQAC to initiate, plan and supervise various activities which are necessary to improve the quality of the education imparted in institutions and college. Keeping this in mind, the IQAC of APCMC, & IQAC Cluster India organized a one day webinar on "Engaging Pedagogies for an Effective Learning Environment" so as to enrich the methods and practices of teaching and to enhance the learning experience. The webinar was organized on 23.07.2021 through Zoom meet. The resource persons enriched the audience online with their rich ideas on how to enhance the teaching-learning process. They pointed out to the difficulties faced by the teaching fraternity because of the unprecedented lockdown due to Covid 19. They elaborated on the role of technology in the teaching-learning process and also introduced many innovative methods of teaching to make online teaching interesting. After the webinar it has been proposed to bring out a book "Teachers as Facilitators: the Changing Dynamics of Teaching-Learning" as a compilation of best practices in the teaching-learning process.

**Feedback system:**

The feedback is collected from academic and industrial experts who visit the institution, employers, and resource persons who come to share knowledge/expertise, alumnae who come to share their experience in industry, students and other stakeholders.

Feedback is also collected from students, faculty, parents and management.

The feedback collection process was also provided online through institutional website.

The Internal Quality Assurance Cell consolidates the feedback and utilized for quality enhancement and improvement in various aspects such as curriculum enrichment, infrastructural facilities, augmentation of research facilities which result in student progression and quality research.

**Periodic Assessment of learning outcomes:**

Conduction of regular meeting with the HOD's and staff by the Principal to review the quality of teaching, learning and evaluation.

All faculties have submitted respective innovative teaching methods.

These methods are reviewed by the IQAC

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1CV40cVeFHh5ASZHuKc5GPnMfWgSXhrpI/edit?usp=sharing&amp;ouid=111244788847504349113&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1CV40cVeFHh5ASZHuKc5GPnMfWgSXhrpI/edit?usp=sharing&amp;ouid=111244788847504349113&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/05/APCM-Annual-Report-2020-2021-final-05.04.2022.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/05/APCM-Annual-Report-2020-2021-final-05.04.2022.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**



**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The Institution conducts regular gender equity promotion programmes through workshops, seminars, guest lectures, street plays, poster exhibitions and counseling. Guest speakers from prominent fields are invited to speak on the given topic which highlights the issues related to women and contribution of women to the society.

Other measures of Gender Sensitization include -

- The Department of History students study "Women's Studies" as part of their curriculum
- Similarly, the students of English study "Women's Writing" as part of their curriculum.
- Women Empowerment Cell offers "Women Studies" for PG students
- In association with Bharathidasan University a short term course on " Entrepreneurship Development (Food Science And Catering Management)" is offered to I and II UG students.
- APCM Academy offers "Entrepreneurship & Career Development" for UG students

Therefore, we practise to bring a positive change in the attitude of students regarding gender issues.

File Description	Documents
Annual gender sensitization action plan	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/03/7.1.1-Annual-Gender-Sensitization-Action-Plan.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/03/7.1.1-Annual-Gender-Sensitization-Action-Plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/03/7.1.1-weblink-Anyother-relevant-information.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/03/7.1.1-weblink-Anyother-relevant-information.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy**

**B. Any 3 of the above**

**Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

In order to reduce and properly manage the waste at APCM, various strategies are adopted within the campus.

**Solid Waste Management System:**

For solid waste management different bins have been placed at different places. The institution ensures that solid waste is segregated at the source and properly disposed of. It is also ensured that it is deposited to the Municipal Garbage Collection van every day. Sanitary Napkin Incinerators have been installed to facilitate disposal of sanitary napkins in an environment-friendly way.

**Liquid Waste Management:**

The waste water collected from the laboratories and canteen is first collected, filtered and then it is used for gardening purposes within the campus.

**E-waste:**

The replaced parts of computers, faulty electrical appliances, electronic equipment are collected separately and are outsourced for disposal.

**Waste Recycling System:**

Composting unit was constructed by the management and Vegetable wastes from the hostel and other organic wastes are used as a feed for earthworms. *Lambito maritii* and *Eisenia fetida* species of earthworm were used for composting the organic matter. Organic and other biodegradable wastes were collected in the concrete tank and

it is added with partially decomposed cow dung.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>										
<table border="1"> <thead> <tr> <th data-bbox="86 443 550 506">File Description</th> <th data-bbox="555 443 1477 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 512 550 645">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="555 512 1477 645" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 651 550 748">Certification by the auditing agency</td> <td data-bbox="555 651 1477 748" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 754 550 851">Certificates of the awards received</td> <td data-bbox="555 754 1477 851" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 857 550 916">Any other relevant information</td> <td data-bbox="555 857 1477 916" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	<a href="#">View File</a>	
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Any other relevant information	<a href="#">View File</a>										
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>A. Any 4 or all of the above</b>										
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Details of the Software procured for providing the assistance	No File Uploaded										
Any other relevant information	No File Uploaded										
<b>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other</b>											

diversities (within 200 words).

The college has conducted several programmes for providing and supporting an inclusive environment. It has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistics, communal, socio economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enable them to act as responsible citizens. Members of the aided stream participated in the Election duty of the Tamil Nadu Legislative Assembly 2021.

The students are inspired by participating in various programmes on constitutional obligations, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programmes on the ban on plastics, cleanliness, Swachh Bharat, etc., involving students. Code of conduct is prepared for students and staff and everyone is expected to obey the rules. The affiliating University curriculum is framed with mandatory courses like Professional Ethics and Human Values, Constitution of India as a small step to inculcate constitutional obligations among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/03/07.1.9.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/03/07.1.9.pdf</a>
Any other relevant information	Nil

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To maintain harmony and a healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage, the National/International commemorative days are regularly being celebrated and observed in our campus. All staff members and students gather in the college to celebrate these days. Celebration of cultural and constitutional festivals is an integral part of the college's co-curricular activities. Different days are celebrated by students with the guidance of teachers which help them to know about different cultures. The academic calendar includes important events against the respective dates. This shows the enthusiasm of this institution in celebrating many national as well as international days, commemorative events and festivals.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice I

#### OBSERVING AND CELEBRATING COMMEMORATIVE DAYS

### Best Practice II

#### ONLINE STUDENT COUNCIL ELECTION

File Description	Documents
Best practices in the Institutional website	<a href="https://apcmcollege.ac.in/wp-content/uploads/2022/05/Best-Practices.pdf">https://apcmcollege.ac.in/wp-content/uploads/2022/05/Best-Practices.pdf</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our Founder President Kulapathy A.P.C. Veerabahu envisioned a society where girl children evolve as employable graduates. The legacy of the great visionary is being carried over by his son, the President of the college, Thiru A.P.C.V. Chockalingam. Through the A.P.C. Mahalaxmi Ammal Memorial Scholarship Endowment, he provides an opportunity to advance the education of the economically backward students of the college. The Endowment enables the students to pursue their studies without any financial constraint. This endowment is funded by 96 members of the staff of A.P.C. Mahalaxmi

College for Women, Thoothukudi. The award of scholarship is based on provable merit of the enrolled students. To avail these fee concessions and scholarships students should apply in the prescribed form

This scholarship is a boon to many underprivileged students and has saved many from discontinuing their studies because of financial constraints.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Future plans ? Introducing new courses ? Increasing the number of e resources ? Equipping teachers with innovative methods of teaching ? Promoting research culture ? Applying for funded projects ? Organizing Placement drives ? Raising eco consciousness ? Connecting with community