YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	A.P.C. Mahalaxmi College for Women
• Name of the Head of the institution	Dr. K. Subbulakshmi
• Designation	Principal in charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0461-2345655
• Mobile no	8754035680
• Registered e-mail	principal@apcmcollege.ac.in
• Alternate e-mail	iqac@apcmcollege.ac.in
• Address	Ettayapuram Road
• City/Town	Thoothukudi
• State/UT	Tamil Nadu
• Pin Code	628 002
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Manomaniam 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**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://apcmcollege.ac.in/wp-content/uploads/2022/12/APC-AQAR-2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://apcmcollege.ac.in/wp-content/uploads/2022/12/Calendar-2021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**81.25**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**A**	**3.09**	**2013**	**23/03/2013**	**22/03/2018**
Cycle 3	**B+**	**2.55**	**2019**	**04/03/2019**	**03/03/2024**

6.Date of Establishment of IQAC	**28/12/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Physics	Partial Financial Assistant to organize Conference	TANSCHE	2022	10,000
A.P.C. Mahalaxmi College for Women	Inservice Training to Secondary Grade Science Teachers	TNSCST	2022	90000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	11	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

? As per the instructions from MHRD, Student Induction Programme was conducted from 6th to 11th September, 2021 for the freshers.

? World Quality Day was celebrated on 11th November, 2021. The IQAC coordinated various programmes on quality related themes which were

organized by the departments.

? The IQAC organized a national level seven day FDP on Enhancing Quality by Unearthing Innovative Practices - EQUIP 2022 – in collaboration with Mannar Thirumalai Naicker College, Madurai and IQAC Cluster, from 18th to 24th April, 2022.

? A one-day Virtual International Conference on Education and Research: Reforms in the 21st Century was organised by IQAC in association with Universitas Al Asyriah Mandar, Indonesia, Yes You Can International, United Kingdom and Cape Forum – You Trust, Nagercoil, Tamil Nadu on 26th April 2022.

? In NIRF 21 Ranking our college entered Band I (Rank 101 to 150)

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To organize an international conference	A one-day Virtual International Conference on Education and Research: Reforms in the 21st Century was organised by IQAC in association with Universitas Al Asyriah Mandar, Indonesia, Yes You Can International, United Kingdom and Cape Forum – You Trust, Nagercoil, Tamil Nadu on 26th April 2022.
To encourage faculty who are publishing papers in reputed journals	Incentives were given to teachers on 4th May, 2022 for publications in reputed Journals.
To participate in quality assurance initiatives	? NIRF 22 data submitted ? AQAR 2021-2022 submitted ? India Today Ranking data submitted
To organize a collaborative activity	The IQAC organized a national level seven day FDP on Enhancing Quality by Unearthing Innovative Practices - EQUIP 2022 – in collaboration with Mannar Thirumalai Naicker College, Madurai and IQAC Cluster, from 18th to 24th April, 2022.
To organize virtual Awards Day	Virtual Awards Day was celebrated on 21st March, 2022. Proficiency prize winners were awarded with e-certificates.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	22/05/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	15/02/2023

15.Multidisciplinary / interdisciplinary

Importance is given to interdisciplinary and multidisciplinary research. Faculty are encouraged to attend all faculty development programmes that encourage such research. They also collaborate with faculty belonging to other departments and publish research papers.

16.Academic bank of credits (ABC):

Students are given guidance to create ID in Academic Bank of Credits portal. They are given orientation on the process and the importance of creating ID in the portal.

17.Skill development:

Students are offered many opportunities for skill development. The additional courses offered by the department and IECD- Bharathidasan University serve as an effective source for skill development. Guest lectures and workshops for capaciy building are also arranged for the students to enhance their skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Efforts are taken to make students be aware of and appreciate Indian knowledge system in every possible way. The rich heritage of Indian culture and tradition is made evident in all programmes organized. Every Friday is celebrated as Ethnic Day. Students attend classes in traditional attire. Theme based cultural competitions are organized now and then and themes chosen are based on Indian culture. The Departments of Tamil and that of English have Indian Writing and Ancient Literature prescribed by the University. Students get acquainted with ancient literature and various art forms of Indian culture.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The faculty are well aware of Outcome based education and they are encouraged to attend workshops and seminars focussing on that area. Students are monitored right from their entry level until they get placed.

20.Distance education/online education:

Faculty and students are encouraged to enroll themselves in NPTEL and MOOC courses. They are guided throughout the course.

03-11-2023 03:30:00

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**8**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2207**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**821**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**751**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**104**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	104

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	64
4.2 Total expenditure excluding salary during the year (INR in lakhs)	49.84
4.3 Total number of computers on campus for academic purposes	190

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Curriculum deliveryis done effectively by well planned execution strategies which are documented as follows for future reference and also redressal if required:Heads of the departments monitor the effective rendering of the syllabi by

1. Periodical consultation with the members of staff
2. Work Diaries maintained by the members of staff
3. 'Lesson Taught' note maintained by the students
4. Conduct of internal examination as stipulated by the university and executed uniformly within the campus
5. Maintenance of mark registers methodically
6. Assignments extended, evaluated and marks recorded
7. Co-curricular activities organized periodically
8. ICT based teaching extended and documented
9. Periodic parents teachers meet arranged to speak about the academic progression of their ward
10. Feedback received from the students by the respective faculties

11. **Proper usage of the library and also e-resources as required by the respective courses**
12. **Conduct of co-curricular activities either in the form of classroom activities or through the association programmes to kindle interest of the students in curriculum**
13. **Ensuring that the technical devices such as computer and LCD provided by the institution are available without fail for the members of faculty for smooth execution of ICT based teaching.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://apcmcollege.ac.in/wp-content/uploads/2023/05/flow-chart.pdf

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

The academic calendar of the college has been prepared taking into consideration the declared calendar of the university. Before the commencement of the semester, the IQACmembers prepare an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations andschedule for coaching classes. The HoD prepares the class timetable, and teaching plan for the semester. HoD periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc. Teaching plan and its execution through daily notes help the Principal and the Heads of Departments to keep check and ensure that the schedule of curriculum delivery is being followed as per the calendar.The questions for the Internal tests are prepared based on Bloom's Taxonomy. Three internal tests are given and the marks are recorded. Assignments are given in the form of quiz, seminar or presentations. An Examination Committee,formed at the college level monitors the overall internal assessment process for the implementation of Internal Assessment Process.Continuous Internal Assessment review is taken by the principal regularly. Retest is given to students who are on leave for genuine reasons.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://apcmcollege.ac.in/wp-content/uploads/2022/12/Calendar-2021-2022.pdf

1.1.3 - Teachers of the Institution participate in `A. All of the above` **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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

`15`

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

52

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

2207

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

1.3 - Curriculum Enrichment

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

ü 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.

ü A course on Environmental Studies is also taken up as it is a compulsory prescribed paper.

ü The Women's Forum extends periodic guidance regarding their legal rights.

ü 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.

ü 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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

10

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

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

690

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	https://apcmcollege.ac.in/wp-content/uploads/2023/06/1.4.2-AOI.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	View File
URL for feedback report	https://apcmcollege.ac.in/wp-content/uploads/2023/06/1.4.2-AOI.pdf

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

821

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

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

662

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

The college strives to empower women through education. The college consists of students from different socio-economic backgrounds with diverse artistry. Every student is unique and so is their way of learning. At the entry level, the student's level of learning is identified with the freshers test and the first internal marks. The students are identified as slow learners and advanced learners. A mentor-mentee meeting is conducted every month and the student's progress is also monitored by the respective professors and the queries by the students are resolved. Remedial coaching classes are conducted to assist students to cope with the subjects. The slow learners are provided with simplified study materials. Study materials and E-resources are also shared through Google Sites and Blogs. Peer teaching is adopted where an advanced learner and a slow learner are paired up to help each other while studying. Bilingual explanation is offered to the slow learners The advanced learners are motivated to participate and present papers in conferences. The students are also encouraged and guided to complete NPTEL course. At the end of every academic year one best performer of each department is selected and awarded based on their overall performance.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/166PKBi3nk9C ZSrN4WGO_hY2CuZLUfJde/view?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
2209	**107**

File Description	Documents
Any additional information	[View File](#)

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

Student Centric teaching and learning methods are adopted by the teachers. To keep the students involved, the teachers switch from conventional teaching methods to computer-based teaching from time to time. Certain methods which are accommodated by the teachers in addition to the Lecture method are, experiential and participative learning and problem solving methodologies. Through these practices, the teaching-learning process is made effective. In Experiential learning, students are made to do group and individual projects at the end of the final semester. Practical classes are taken regularly in the laboratory where the students examine the concepts of their subject. Students' seminars, Quizzes, PowerPoint presentations, Group Discussions, Debates, and field visits are undertaken by the students as a part of participative learning. The college organizes an exhibition each year where students display and demonstrate their knowledge of existing concepts. The Department of Zoology and Chemistry impart skill-based learning like Vermicompost Preparation and Gardening of medicinal plants, in the college campus. Slip tests and open-book tests are also conducted. During the pandemic, online classes were handled through Google Meet, Zoom, and Microsoft Teams and video lectures were also shared. Assignments were collected in the same mode thereby making the teaching-learning process student-centric.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1tzUS_aYbtnATLOFDJT-s4nmXWwTQmfCU/view?usp=sharing

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

In addition to the conventional teaching method, teachers use Information Communication Technology (ICT) tools to ensure a better understanding of the teaching and learning process for the students. The college is equipped with eight ICT halls with Computers, Projectors, smartboards, and audio systems. During the pandemic, online classes were taken using various platforms like Google Meet, Zoom, and Microsoft Teams. Webinars were also conducted using the above mentioned platforms. The teachers incorporate PowerPoint presentations during conventional teaching. Personal Blogs and Google Sites are created by the teachers to share study materials. Some teachers upload their recorded lectures to their YouTube channels. E-Resources are also shared through the WhatsApp group. Online quizzes are conducted through google forms, Kahoot, etc. Teachers allocate assignments to the students through Learning Management Systems like Google Classroom. The students and teachers are provided access to N-List journals where they can search E-journals and articles anytime. E-Books and E-Journals can also be accessed in the library. The IQAC encourages faculty to attend Faculty Development Programmes on ICT tools and teaching methods in order to be updated on the recent developments in technology.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

107

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

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)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

64

File Description	Documents
Any additional information	View File
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)	View File

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

9.6

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

The college has a transparent internal assessment system. At the beginning of the semester, the students are oriented about the internal exams. As per the University norms, the institution conducts three Internal tests per semester. The best two internal marks' average and assignment marks are taken for consolidation. The college has an internal examination committee which schedules the internal dates and submission of question papers. The dates of the internal examination are circulated in advance and the parents are also intimated through Whatsapp group. The Head of the Department examines the question paper before printing and also assigns invigilation duty to its members. The students who failed to attend the internal exam are allowed to reappear for the internal exam if they have a valid reason. To ensure transparency the evaluated answer scripts are distributed to the students and if there is any discrepancy it is rectified immediately. After verification, the consolidated mark along with the marks of the assignment is uploaded to the University Exam Portal. The Internal Examination Committee collects the internal mark consolidated statement from each department and verifies it. For the end semester students project internal mark is given based on the method of their research.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1MGHBMfcNnZw yNaQOkIDrwmmitb14XSpl/view?usp=sharing

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

The college has a transparent internal assessment system. At the beginning of the semester, the students are oriented about the internal exams. As per the University norms, the institution

conducts three Internal tests per semester. The best two internal marks' average and assignment marks are taken for consolidation. The college has an internal examination committee which schedules the internal dates and submission of question papers. The dates of the internal examination are circulated in advance and the parents are also intimated through Whatsapp group. The Head of the Department examines the question paper before printing and also assigns invigilation duty to its members. The students who failed to attend the internal exam are allowed to reappear for the internal exam if they have a valid reason. To ensure transparency the evaluated answer scripts are distributed to the students and if there is any discrepancy it is rectified immediately. After verification, the consolidated mark along with the marks of the assignment is uploaded to the University Exam Portal. The Internal Examination Committee collects the internal mark consolidated statement from each department and verifies it. For the end semester students project internal mark is given based on the method of their research.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/11vFykin77pDMjA6j6hiH1FubuyNu009_/view?usp=sharing

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.

At the beginning of every semester, the students are oriented about the Syllabus, Programme Outcome (PO), and Course Outcome (CO) by the Head of the Department. Before the commencement of teaching the subject, the teacher discusses the Programme Outcome (PO) and Course Outcome (CO) of the particular paper in detail with the students. The Syllabus is circulated among the students and it is also uploaded on the college website and Department Blogs. The students are made aware of the various learning levels and how they are assessed. They are also intimated about the Continuous Internal Assessment, Semester Examinations, Direct Assessment, and Indirect Assessment. The teachers are given orientations on Bloom's Taxonomy, POs and COs, and Outcome Based Education by the IQAC. It also organizes workshops regarding the same, to keep them updated on the latest developments. HoDs ensure that the question papers for the Internal Assessment are set using verbs suggested by Bloom's Taxonomy.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://apcmcollege.ac.in/wp-content/uploads/2021/03/PO-CO-PSO-APCM-2018-19.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Programme Outcome and Course Outcome are mapped with the semester result obtained from the university. The results are converted from grade to mark assuming the highest mark as the score obtained. The IQAC provides a formulated Excel sheet, where the teacher enters the marks obtained by the students. In the Excel sheet, attainments of Course Outcome is divided into five categories (CO1, CO2, CO3, CO4, CO5). CO1 to CO3 are based on the three internal tests; Attainment of CO4 is calculated based on the Assignments, and CO5, is based on the marks obtained in the external examination. The marks obtained by all the students based on the above criteria are entered for each subject paper. If all the five course outcomes are 75% -100% the attainment is considered good. If it is 60% - 70% the attainment level is considered moderate if it falls under 50% - 60% the attainment level is considered poor. Most of the departments attain good level of course outcome. If the Course outcome is good the Programme outcome can be considered the same.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/drive/folders/16CODi1LO6PjBLgUT78trUihvCqFCZDtH?usp=sharing

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

663

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	<u>https://drive.google.com/file/d/1cuBcLYW2xqfY0Jcjlkeh0zzkvGd5lVQS/view?usp=sharing</u>

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)

<u>https://apcmcollege.ac.in/wp-content/uploads/2023/05/Student-Satisfaction-Survey-2021-22.pdf</u>

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

35

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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 2019-2020,3.5/5 in 2020-2021 and 3.5/5 in 2021-2022 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 Research, Innovation, Entrepreneurship, Start up, Design Thinking and IPR.

MoUs were signed with industries, university and institution for promoting research and other colloborative activities. Department of English signed MoU with University of Dundee- Scotland for enhancing research. Three patents for innovation were published by the Department of Computer Science.

Incentives are given once every year to faculties and research scholars for quality publications.

Apcian Research Forum fills the gap between learning and Research activities. It organizes seminars and workshops on Research Methodology, Intellectual Property Rights, and 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"

The college EDC cell supports the functioning of Maha Mart, a mini shoppe run by the students was established on 04.05.2022 for inculcating and developing the entrepreneurial skills of the students."Maha Fashions Tailoring Unit" also promotes entrepreneurship.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://apcmcollege.ac.in/iic-edc/

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

22

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

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	https://apcmcollege.ac.in/wp-content/uploads/2022/05/Research-Guides-and-Scholars.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

112

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

NSS distributed groceries to 28 needy people. It celebrated Yoga Day, Social Justice Day, NSS Day, International day of Older Persons

and Girl Child, Handwashing Day, Voters' Day.

Immune developing Nilavembu Kashayam was distributed to 2000 students.

Vaccination campaign was arranged, 292 students got vaccinated. The frontline workers were honoured with mementos.

The college with District Legal Services Authority and Thoothukudi Corporation organised many lectures on gender awareness and issues.

In connection with Corporation-Election, 114 students were appointed as helpers of election. The college and Thoothukudi City Corporation jointly organized a training programme for the students who were appointed.

NSS organised seven-day camp in Mappilaiyurani village. They served by cleaning village and Srilankan refugee camp, awareness programme on Covid and plastic-harm, free eye camp, organised teaching, cultural and sports programme to school students.

Thoothukudi City Health Centre distributed Albendazole Tablets to students to destroy intestine worms.

State level Mini Marathon for women was conducted on the theme Peace and Nature. DCW-Ltd. distributed 650 saplings to the participants.

Eco-awareness programme like Palm plantation, weed cleaning and guest lectures were conducted.

The college maintains two vermicomposting units. The entire organic waste in the campus is reduced and recycled into compost.

File Description	Documents
Paste link for additional information	https://apcmcollege.ac.in/extension-activities-list/
Upload any additional information	View File

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

5

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

46

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

636

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

10

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

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.

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

A.P.C.Mahalaxmi College for Women, Thoothukudi has adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc. The college has a total land area of 6.4 acres of land which is constructed with structures to satisfy various academic purposes. The college forwards the requirement like building space, laboratory equipment, books and journals for library, IT resources, etc. with the foresight of additional intake, addition of new courses and change in syllabus. The college offers 9 UG Programmes, 6 P.G Programmes, and 5 Research programmes.

The college is provided with sufficient number of well-furnished, well ventilated infrastructural facilities 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. Eastern Block

There are 59 classrooms, 9 laboratories, 13 staff rooms, Five seminar halls, One mini auditorium, One library, Five ICT halls, Five Research rooms, two Research labs, one Vermicompost unit, Herbal garden, a fully furnished guest house and guest room and one sick room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1e4MqAV9TqYjZWPMojJedc5Y_PVzWqq7r/edit?usp=share_link&ouid=114563414797151300273&rtpof=true&sd=true

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

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

Our College is highly equipped for sports, games (indoor, outdoor, gymnasium, yoga Centre etc.,) and cultural activities. The Collegeencourages and facilitates the students to participate in all sports to achieve leadership skill, team spirit and holistic development. The College has a resourceful Physical Director, who along with team of faculty members looks after the extracurricular activities of the college. With the motivation of the physical director our sports students have been awarded with cash awards trophies, shields and university positions. Every year the institute organizes sports events like International sports day, Minimarathon and International Yoga day.

Cultural Activities: - Our college has a highly enthusiastic committee with young staff members to encourage the students to participatein various cultural activities. The committee conducts the annual intercollegiate fine arts comprising of 50 cultural events like singing, dancing, mimicry, and drama etc. Financial assistance and facilities like auditorium, audio visual aids have been established in campus to conduct these events. The Institution organizes Sports Day, Fine Arts Day and College Day every year and facilitates the students to expose their talents well in the events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	SPORTS https://docs.google.com/document/d/1DRN1nrlmzQ-j5wuO-06_lCCt2AUv96Fi/edit?usp=share_link&ouid=114563414797151300273&rtpof=true&sd=true YOGA https://docs.google.com/document/d/1e8zVXwIxNaFkJkjTxTp6Y70Ir944BpY5/edit?usp=share_link&ouid=114563414797151300273&rtpof=true&sd=true

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

11

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://docs.google.com/document/d/150_3dB5Gboo--AkM0PmqG2J1t-2X8kZy/edit?usp=share_link&ouid=114563414797151300273&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

49,83,979.00 lakhs

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

4.2.1 Library is automated using integrated Library Management system (ILMS)

Response:

The A.P.C.Mahalaxmi College 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

- 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
- Research section –Ph.D.Section
- UGC Network Resource centre INFLIBNET-NLIST.
- Plagiarism checking (URKUND)

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://drive.google.com/drive/folders/1R5XD uZG3MfWqjwMSRPPH00O7Z8xJlngb?usp=share_link

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

3,02,360

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

102

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

INFRASTRUCTURE AND LEARNING RESOURCES

Class rooms and Seminar halls with ICT enabled facilities

Bulk SMS service

Learning Management Systems Microsoft Teams and Google Classroom

A.P.C Mahalaxmi College for Women (YouTube Channel)

Live streaming using Zoom.

Digital Repository- A.P.C Mahalaxmi college Digital Library

Library Database INFLIBNET

Classrooms and Seminar halls with ICT - enabled facilities

S.No

Name of the Hall

Projector brand

NET Connection

Speed

Room number

1.

ICT 1 Conference hall

Hitachi

DHL

300MPBS

UB1

1.

ICT 2 Meditation hall

Hitachi

DHL

300MPBS

UB2

   1.

ICT 3 CS 3 Class room III year

E1K1

DHL

300MPBS

CS5

   1.

ICT 4 New Seminar hall

Epson

DHL

300MPBS

OB3

   1.

ICT 5 Hostel hall

Hitachi

DHL

300MPBS

HB6

   1.

ICT 6 Language lab

Infocus

DHL

300MPBS

OB24

   1.

B.Com III year UA

Hitachi

DHL

300MPBS

SR20

   1.

B.Com III year A

Infocus

DHL

300MPBS

OB2

   1.

Chemistry III year (Screen only)

Infocus

DHL

300MPBS

SR8

   1.

Zoology III year (Screen only)

Infocus

DHL

300MPBS

UM3

   1.

Computer Science PG Lab

Hitachi

DHL

300MPBS

CS6

https://docs.google.com/document/d/1S0_3dB5Gboo--AkM0PmqG2J1t-2X8kZy
/edit?usp=share_link&ouid=11456341479715l300273&rtpof=true&sd=true

03-11-2023 03:30:00

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/150_3dB5Gboo--AkM0PmqG2J1t-2X8kZy/edit?usp=share_link&ouid=114563414797151300273&rtpof=true&sd=true

4.3.2 - Number of Computers

220

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   **E. < 5MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

49.8 lakhs

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

- Carpenters, plumbers, electricians are appointed and are made available during day time for day to day maintenance works on the campus.
- Daily maintenance, Power supply, water leakages, cleaning blocked drains, repairing locks and door handles are maintained by the team appointed by the management.
- The campus has adequate facilities for sports and games and sports department regularly conduct sports and games.
- Ground level maintenance is done annually during vacation. In addition maintenance is done as and when required.
- Toilets are cleaned two times per day.
- The library staff is clearly instructed to handle library documents.
- Pest management is done by using homemade pesticides prepared from neem seeds to minimize the problems caused by insects.
- Repellents and Naphthalein balls are used to save materials from rats.
- Furniture, teaching aids and laboratories are maintained by the respective department staff and supervised by the respective Head of the Department.
- The laboratory assistants take care of their respective laboratories and all the equipment.
- Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.
- Staffs of respective department monitor effective utilization of the laboratories.
- Waste disposal is done by the Lab Assistants as per the laboratory guidelines.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://drive.google.com/file/d/154lM9kadMrm UwCezmCr_4Nr2ECLhfyAP/view?usp=sharing</u>

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

941

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

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

53

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

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	https://drive.google.com/file/d/1BkTZdUc5ln0 Qy510lL10bs-emfhFomjG/view?usp=share_link
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2672

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

2672

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

364

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

223

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

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

11

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

45

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

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. These Student Council members are and honoured on the Union Inaugural Function. The major activities of the Council are:

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

The student chairman attends the meetings convened by the Staff Council. They attend the meeting convened by the office staff and give the necessary data related to students required by the office staff. Student union members identify the grievances of the students and take initiatives to address them through Grievances Redressal Council of the college. They maintain cordial relations between the seniors and juniors for the smooth functioning of the institution

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1xoKLNe2QLKHta-5-1Of6N2V6kF2n_6l2/view?usp=share_link
Upload any additional information	View File

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

64

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

An Alumnae Association Sponsored State Level Mini Marathon for school and college students was organized on 9th, April, 2022 with the motto "Make Peace with Nature". This mini marathon aimed at protectingNature by keeping our environment green and eco-friendly. Arrangements for the mini marathon were made by the APCian Alumnae Association and the Department of Physical Education of the institution. Themini marathon covering 8 k.m started at 6.00 a.m with the flag off by the chief guest Dr.L.Balaji Saravanan, Superintendent of Police, Thoothukudi District for college students and Dr.N.Meenakumari, Principal of A.P.C. Mahalaxmi College for Women for school students. The participants started the race with great enthusiasm from the venue and ran through State Bank Colony, raced through Geetha Jeevan Matriculation School and reached the

venue point,at 7.15 am taking 30 minutes. During the marathon, the participants were accompanied by a team of faculty members in a van and an ambulance with doctors and nurses. Totally, 322 school students from 44 schools, 335 colleges. and14 colleges from 144 colleges, participated in the mini marathon. The winners were honoured at the Valedictory with mementoes and certificates by Shri.G. Gopi, Additional Superintendent of Police Thoothukudi District.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1M2hNUUPGbYnrJ9okN0JViMQnCovoc3t7/view?usp=share_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	View File

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 college ensures decentralized and participatory governance. The principal convenes meetings with all relevant committees, heads, staff and non-teaching staff to enable progressive decisions to be made. Proposals are brought to the management's attention during the Board of Management meetings. The administrative responsibilities have been divided between faculty and non-teaching staff. The formation of multiple committees, as well as the transfer of authority and responsibility to the convenors and the committee members, ensures a decentralized way of operation. In addition, the college has a Staff Council, meets on a regular basis to make decisions about academic activities. Students are effectively represented by the Student Council, and other committees in the governance of the institution. This hierarchical structure ensures the delegation of authority and distribution of duties for the

**college's efficient operation. Students' grievances are represented
in the proper committees and addressed in the appropriate ways. The
management has kept suggestion boxes where students can anonymously
express their complaints. Feedback on the different criteria is
collected and it is analyzed and suggestions for improvement are
submitted for implementation. E-governance is incorporated in areas
of administration, finance and accounts, student admission and
support, and examination.**

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1HrX2HCgJozVDg1CSL7RDpxioQtZdG9D8/edit?usp=share_link&ouid=103908941856864258906&rtpof=true&sd=true
Upload any additional information	View File

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

Case Study 1:

**Mini Marathon of the College showcases the practice of
decentralisation and participative management in entirety. The
primary objective of decentralisation with regard to this particular
sports event is to reorient organisational culture, thin out the
official hierarchy, extend opportunities for teaching faculty and
non-teaching as well as students to contribute profoundly, enrich
the decision-making process, and nurture greater democratic
professionalism, together with proficient event management.**

**The decision to hold the Mini Marathon is taken by the Management,
Staff Council and then the Student Council of the College is
entrusted with the task of organizing the event. The students, non-
teaching staff and teaching faculty work together as active members
in managing the entire event.**

Case Study 2:

**The idea of organizing an International Conference inviting
presentations was put forth to the Management through the Principal
and the IQAC. Duties were allotted to the members of the Organizing
Committee for the smooth execution of the programme. The conference
was held on April 24, 2022. The best papers and best presenters were**

awarded. An editorial board was constituted and the papers were published as e –proceedings and 87 selected papers were published in various UGC CARE LISTED journals.

File Description	Documents
Paste link for additional information	https://apcmcollege.ac.in/wp-content/uploads/2022/03/Roles-Responsibilities.pdf
Upload any additional information	View File

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. Strategic plans are based on the vision and mission of the institute and it provides directions and helps in decision-making to achieve the predetermined goals of the institute. 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: Introduction of new course and programme

The IQAC suggested upgrading the Computer Science department into Post-Graduate and Research Department for attracting students to pursue their master's.Action Taken: As per university order, the college started the M.Sc Computer Science Programme with 23 students in the academic year 2021-2022. It is expected to beupgraded as Research Centre in the following year.

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

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, 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/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 academic proficiency, research potentiality, and teaching aptitude of a candidate are taken into consideration for recruitment.

Staff Council meetings are held at least once every month for the effective planning and implementation of programmes.

The College also has IQAC which works towards realisation of the goals of quality enhancement and sustenance.

College Committees: Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes

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	https://drive.google.com/file/d/1MrGx4y0D7tXjki3ICxb1dnaNjr1yJahQ/view?usp=share_link
Link to Organogram of the institution webpage	https://apcmcollege.ac.in/organogram/
Upload any additional information	View File

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	[View File](#)
Screen shots of user inter faces	[View File](#)
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Various welfare measures for teaching and non-teaching staff are listed below.

- **Medical Leave**
- **Festival Advance**
- **Internet and free Wi-Fi facilities in the campus**
- **Computing facilities**
- **Canteen facilities**
- **Sports facilities**
- **Staff Quarters**
- **Central Bank of India branch**
- **Grant of Maternity Leave to staff**
- **Provision of On Duty leave to attend Professional Development Programmes.**
- **Management contribution to Provident Fund**
- **Financial assistance to faculty to attend conferences and seminars and for membership in academic forums.**
- **Preferential admission to the wards of employees**
- **Skill Development Programmes for non teaching staff**
- **Incentives to quality publications like SCOPUS and Web of Science**
- **Extension of financial assistance through management scholarship.**
- **Gratuity for the employees of the institution**
- **Open door policy for staff member grievances if any**
- **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.**

- **Annual staff sports meet 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**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

87

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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

14

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

131

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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. Thescores are determined for each of the three categories based on the data collected. The Principal in consultation with IQACfixes certain minimumscores to be achieved by the faculty members in the three categories.

Furthermore, at the end of each semester,feedback forms are issued to the studentsfor 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 senior staffin the department reviews the student feedback forms and makes recommendations for ways to improve the teaching-learning process.

Non-teaching staff

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 documentsare some of the parameters that are evaluated for non-teachingstaff members.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

Process of the Internal audit: An Internal Audit committee audits all vouchers twice a year as part of the internal audit process. Verifying the bills and vouchers allows for a detailed examination of the expenses made under various headings. Any discrepancy identified is brought to the principal's attention. The last five years have been spent using the same procedure.

Process of the external audit: In accordance with government

regulations, a chartered accountant regularly audits the college's financial records. After the audit, the report is forwarded to management for review, and the auditor makes sure that all payments have been properly authorised. Any questions that arise during the audit process will be addressed right away, together with any necessary supporting documentation, and within the specified time frames.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

12.17

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

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 activities.

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 vendorsfor the purchase of equipment, computers, books, and other items.

Optimal utilization of resources:

Depending on the 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.

Faculties are valuable resources in our college and they share their expertise with other institutions.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ra25uNCB2yn F7ozw9hFmiCXV1zKXSiew/view?usp=share_link
Upload any additional information	View File

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

Participatory Approach of Faculty in the IQAC

The IQAC ensures active participation of all the members of the faculty in the quality enhancement of the institution. It 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. Seven senior members of the IQAC are the heads of the seven criteria. Every criterion head, has under her, teachers from various departments. This has been done to streamline the documentation of activities.

It is evident that quality initiatives are taken by every member of the Department. The implementation of activities is monitored by the IQAC, periodically and it can be seen that there is positive response. From the feedback regarding activities collected from students it is obvious that they are contented with the quality programmes offered. All the activities along with evidences are stored in google drive. An annual Self Study Report is prepared and submitted by all departments. Departments prepare a power point presentation of their activities and the best department is selected by an external expert.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The IQAC acts as a planning and monitoring unit of the teaching-learning process of the institution. Faculty are required to prepare their lesson plan and maintain a work done diary. Students also maintain a Lesson Taught notebook. Faculty are encouraged to attend Faculty Development Programmes and Conferences to stay abreast of the updates in their respective fields. They are also given opportunities to explore innovative teaching methodologies. Periodic guest lectures are arranged. Co-curricular competitions and quiz programmes are also organized by the various associations. Industrial visits and field trips are arranged. Student progress is monitored regularly though the mentor-mentee system and issues are discussed with parents or guardians during the periodical parent teacher meetings. Result review meeting is held soon after the publication of semester examination results. The reasons for failure in examinations are identified and steps are taken for rectification. Feedback on Course Instructors is collected from students and steps are taken to improve the quality of teaching. A

student-centric learning environment is provided to students and feedback is used constructively. Internal Academic Audit is conducted every year and it is ensured that all Departments record their activities meticulously.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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	https://apcmcollege.ac.in/aqar/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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. 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.

The following programmes were arranged in this regard

- Seminar on " Gender Equity in Indian Act"
- Online quiz competition on "Women Writers from Tamilnadu "
- Essay writing competition on " Women in Literature"
- Guest lecture on "Gender Issues in Literature"
- Guest lecture on "Gender Based Violence"
- Seminar on "Health Issues Related to Women"
- Seminar on "Fake News and Misinformation Detection"
- Seminar on "Violence"
- Webinar on "Rejuvenating Women's Health via Yoga and Naturopathy"
- Seminar on "Gender Equity and Women Empowerment"
- World Women's day was observed

Other measures include – · The Department of History students study "Women's Studies" and 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

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1tQxF6Iid-OCHmr6DNMHiCdsxkSbA4rNk/edit?usp=share_link&ouid=112236097480426631882&rtpof=true&sd=true
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	https://docs.google.com/document/d/1aJ2nFe4gle823Fggi0d_vYCgEgsm-Put/edit?usp=share_link&ouid=112236097480426631882&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
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. 3 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, RO water plant and canteenis used for gardening purposes within the campus. Water from the toilets are directed to the sceptic tanks located at different places.

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 after food consumptionand other organic wastes are used as a feed for earthworms. Lambito maritii and Eisenia fetida species of earthworm arre used for composting the organic matter. Organic and other biodegradable wastes are 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	View File
Geo tagged photographs of the facilities	View File

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	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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	View File

**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**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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
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. The following programmes were arranged in this regard.

Talent Show : To exhibit the students to show case their talent in various zone like singing, dancing, rangoli etc. All the students actively participated and they wererewarded by management.

Freshers Day Celebration: The purpose of this celebration isto welcome new students in a friendly atmosphere and to encourage their creative impulses to boost their confidence. It is the day where seniors and juniors finally bond and unite to celebrate being part of the college.

StudentInduction Programme: Student Induction Programme engages with the new students as soon as they come into the institution; before regular classes start.The Purpose of Student Induction Programme is to help new students adjust and feel comfortable in the new environment, inculcate in them the culture of the institution, help them build bonds with other students and faculty members

Pongal Day celebration:The goal isto bring the cultural and traditional values of native celebration to the younger generation.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

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	https://docs.google.com/document/d/1-DZS-Ds6b15LRAkGVXoJbJrJ2BxLiVVR/edit?usp=share_link&ouid=112236097480426631882&rtpof=true&sd=true
Any other relevant information	**Nil**

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	**No File Uploaded**

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

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. The following days were observed in this year.

Founder's day

Voc's birthday

Bharathiar's birthday

Thaimozhi Thinam

Sarvodaya Day

Abdul Kalam's birthday

International Space week

National Girl Child Day

Anniversary of J.N.Tata

Commerce Day

International Space Week

National Education Day

National Mathematics Day

World Quality Day

Gandhiji's Birth Anniversary

National Science Day

Kalpana Chawla Memorial Day

World Quality Day

International Mother Language Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
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.

RAISING ECO-CONSCIOUSNESS

- **To equip students with the required skills to contribute to improving environmental conditions and motivate them to actively participate in environmental improvement and protection.**
- **To build attitudes to acquire a set of values and feelings of concern for the environment**

APCIAN RESEARCH FORUM

- **to create research ambience among faculty &students**
- **to promote research activities and publications**
- **to motivate faculty to apply for MRP with the help of funding agencies to pursue research**
- **to organize and promote inter-disciplinary research /FDPs & Seminars.**

File Description	Documents
Best practices in the Institutional website	www.apcmcollege.ac.in/bestpractices.html
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

In tune with its mission, the college promotes inclusive practices in the delivery of its academic programmes taking into account the learning differences and the special needs of the socio-economically disadvantaged students.

The college has a well-established tradition of maintaining teaching-learning excellence at all levels. In fact, this is the fundamental strength of our college which has resulted in scores of its students securing top ranks in the university examinations every year. A remarkably efficient and immensely dedicated team of faculty is of enormous value in strengthening the teaching learning and research eco system of the college. The faculty of different disciplines employ a wide range of innovative strategies that optimize the learning outcomes of the students with different learning styles, supported by interactions and discussions. They also keep all their instructional resources available at all times in their Blogs/Sites/YouTube channels.

The academic programmes are supplemented by skill based activities. Our students are also oriented on how to develop values, self-respect, dignity and integrity. So, the graduands leave the gates of APCMC after having received holistic development. The remarkable output of the academic, sports, research and other activities is a great proof of the tremendous growth recorded by the institution during the year.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Curriculum deliveryis done effectively by well planned execution strategies which are documented as follows for future reference and also redressal if required:Heads of the departments monitor the effective rendering of the syllabi by

1. Periodical consultation with the members of staff
2. Work Diaries maintained by the members of staff
3. 'Lesson Taught' note maintained by the students
4. Conduct of internal examination as stipulated by the university and executed uniformly within the campus
5. Maintenance of mark registers methodically
6. Assignments extended, evaluated and marks recorded
7. Co-curricular activities organized periodically
8. ICT based teaching extended and documented
9. Periodic parents teachers meet arranged to speak about the academic progression of their ward
10. Feedback received from the students by the respective faculties
11. Proper usage of the library and also e-resources as required by the respective courses
12. Conduct of co-curricular activities either in the form of classroom activities or through the association programmes to kindle interest of the students in curriculum
13. Ensuring that the technical devices such as computer and LCD provided by the institution are available without fail for the members of faculty for smooth execution of ICT based teaching.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://apcmcollege.ac.in/wp-content/uploads/2023/05/flow-chart.pdf

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

The academic calendar of the college has been prepared taking into consideration the declared calendar of the university. Before the commencement of the semester, the IQACmembers prepare an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations andschedule for coaching classes. The HoD prepares the class timetable, and teaching plan for the semester. HoD periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc. Teaching plan and its execution through daily notes help the Principal and the Heads of Departments to keep check and ensure that the schedule of curriculum delivery is being followed as per the calendar.The questions for the Internal tests are prepared based on Bloom's Taxonomy. Three internal tests are given and the marks are recorded. Assignments are given in the form of quiz, seminar or presentations. An Examination Committee,formed at the college level monitors the overall internal assessment process for the implementation of Internal Assessment Process.Continuous Internal Assessment review is taken by the principal regularly. Retest is given to students who are on leave for genuine reasons.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://apcmcollege.ac.in/wp-content/uploads/2022/12/Calendar-2021-2022.pdf]()

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	View File
Any additional information	View File

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

15

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

52

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

2207

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

1.3 - Curriculum Enrichment

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

ü 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.

ü A course on Environmental Studies is also taken up as it is a compulsory prescribed paper.

ü The Women's Forum extends periodic guidance regarding their legal rights.

ü 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.

ü 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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

10

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

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

690

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	https://apcmcollege.ac.in/wp-content/uploads/2023/06/1.4.2-AOI.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	View File
URL for feedback report	https://apcmcollege.ac.in/wp-content/uploads/2023/06/1.4.2-AOI.pdf

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

821

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

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

662

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

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

The college strives to empower women through education. The college consists of students from different socio-economic backgrounds with diverse artistry. Every student is unique and so is their way of learning. At the entry level, the student's level of learning is identified with the freshers test and the first internal marks. The students are identified as slow learners and advanced learners. A mentor-mentee meeting is conducted every month and the student's progress is also monitored by the respective professors and the queries by the students are resolved. Remedial coaching classes are conducted to assist students to cope with the subjects. The slow learners are provided with simplified study materials. Study materials and E-resources are also shared through Google Sites and Blogs. Peer teaching is adopted where an advanced learner and a slow learner are paired up to help each other while studying. Bilingual explanation is offered to the slow learners The advanced learners are motivated to participate and present papers in conferences. The students are also encouraged and guided to complete NPTEL course. At the end of every academic year one best performer of each department is selected and awarded based on their overall performance.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/166PKBi3nk 9CZSrN4WGO_hY2CuZLUfJde/view?usp=sharing
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2209	107

File Description	Documents
Any additional information	View File

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

Student Centric teaching and learning methods are adopted by the teachers. To keep the students involved, the teachers switch from conventional teaching methods to computer-based teaching from time to time. Certain methods which are accommodated by the teachers in addition to the Lecture method are, experiential and participative learning and problem solving methodologies. Through these practices, the teaching-learning process is made effective. In Experiential learning, students are made to do group and individual projects at the end of the final semester. Practical classes are taken regularly in the laboratory where the students examine the concepts of their subject. Students' seminars, Quizzes, PowerPoint presentations, Group Discussions, Debates, and field visits are undertaken by the students as a part of participative learning. The college organizes an exhibition each year where students display and demonstrate their knowledge of existing concepts. The Department of Zoology and Chemistry impart skill-based learning like Vermicompost Preparation and Gardening of medicinal plants, in the college campus. Slip tests and open-book tests are also conducted. During the pandemic, online classes were handled through Google Meet, Zoom, and Microsoft Teams and video lectures were also shared. Assignments were collected in the same mode thereby making the teaching-learning process student-centric.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/1tzUS_aYbt nATLOFDJT-s4nmXWwTQmfCU/view?usp=sharing

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

In addition to the conventional teaching method, teachers use Information Communication Technology (ICT) tools to ensure a better understanding of the teaching and learning process for the students. The college is equipped with eight ICT halls with Computers, Projectors, smartboards, and audio systems. During the pandemic, online classes were taken using various platforms like Google Meet, Zoom, and Microsoft Teams. Webinars were also conducted using the above mentioned platforms. The teachers incorporate PowerPoint presentations during conventional teaching. Personal Blogs and Google Sites are created by the teachers to share study materials. Some teachers upload their recorded lectures to their YouTube channels. E-Resources are also shared through the WhatsApp group. Online quizzes are conducted through google forms, Kahoot, etc. Teachers allocate assignments to the students through Learning Management Systems like Google Classroom. The students and teachers are provided access to N-List journals where they can search E-journals and articles anytime. E-Books and E-Journals can also be accessed in the library. The IQAC encourages faculty to attend Faculty Development Programmes on ICT tools and teaching methods in order to be updated on the recent developments in technology.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

107

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

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)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

64

File Description	Documents
Any additional information	View File
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)	View File

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

9.6

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

The college has a transparent internal assessment system. At the beginning of the semester, the students are oriented about the internal exams. As per the University norms, the institution conducts three Internal tests per semester. The best two internal marks' average and assignment marks are taken for consolidation. The college has an internal examination committee which schedules the internal dates and submission of question papers. The dates of the internal examination are circulated in advance and the parents are also intimated through Whatsapp group. The Head of the Department examines the question paper before printing and also assigns invigilation duty to its members. The students who failed to attend the internal exam are allowed to reappear for the internal exam if they have a valid reason. To ensure transparency the evaluated answer scripts are distributed to the students and if there is any discrepancy it is rectified immediately. After verification, the consolidated mark along with the marks of the assignment is uploaded to the University Exam Portal. The Internal Examination Committee collects the internal mark consolidated statement from each department and verifies it. For the end semester students project internal mark is given based on the method of their research.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1MGHBMfcNn ZwyNaQOkIDrwmmitb14XSpl/view?usp=sharing

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

The college has a transparent internal assessment system. At the beginning of the semester, the students are oriented about the internal exams. As per the University norms, the institution conducts three Internal tests per semester. The best two internal marks' average and assignment marks are taken for consolidation. The college has an internal examination committee which schedules the internal dates and submission of question papers. The dates of the internal examination are circulated in advance and the parents are also intimated through Whatsapp group. The Head of the Department examines the question paper before printing and also assigns invigilation duty to its members. The students who failed to attend the internal exam are allowed to reappear for the internal exam if they have a valid reason. To ensure transparency the evaluated answer scripts are distributed to the students and if there is any discrepancy it is rectified immediately. After verification, the consolidated mark along with the marks of the assignment is uploaded to the University Exam Portal. The Internal Examination Committee collects the internal mark consolidated statement from each department and verifies it. For the end semester students project internal mark is given based on the method of their research.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://drive.google.com/file/d/11vFykin77pDMjA6j6hiH1FubuyNu009_/view?usp=sharing

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.

At the beginning of every semester, the students are oriented about the Syllabus, Programme Outcome (PO), and Course Outcome (CO) by the Head of the Department. Before the commencement of teaching the subject, the teacher discusses the Programme Outcome (PO) and Course Outcome (CO) of the particular paper in detail with the students. The Syllabus is circulated among the students and it is also uploaded on the college website and Department Blogs. The students are made aware of the various learning levels and how they are assessed. They are also intimated about the Continuous Internal Assessment, Semester Examinations, Direct Assessment, and Indirect Assessment. The teachers are given orientations on Bloom's Taxonomy, POs and COs, and Outcome Based

Education by the IQAC. It also organizes workshops regarding the same, to keep them updated on the latest developments. HoDs ensure that the question papers for the Internal Assessment are set using verbs suggested by Bloom's Taxonomy.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://apcmcollege.ac.in/wp-content/uploads/2021/03/PO-CO-PSO-APCM-2018-19.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Programme Outcome and Course Outcome are mapped with the semester result obtained from the university. The results are converted from grade to mark assuming the highest mark as the score obtained. The IQAC provides a formulated Excel sheet, where the teacher enters the marks obtained by the students. In the Excel sheet, attainments of Course Outcome is divided into five categories (CO1, CO2, CO3, CO4, CO5). CO1 to CO3 are based on the three internal tests; Attainment of CO4 is calculated based on the Assignments, and CO5, is based on the marks obtained in the external examination. The marks obtained by all the students based on the above criteria are entered for each subject paper. If all the five course outcomes are 75% -100% the attainment is considered good. If it is 60% - 70% the attainment level is considered moderate if it falls under 50% - 60% the attainment level is considered poor. Most of the departments attain good level of course outcome. If the Course outcome is good the Programme outcome can be considered the same.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/drive/folders/16CODi1LO6PjBLgUT78trUihvCqFCZDtH?usp=sharing

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

663

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	<u>https://drive.google.com/file/d/1cuBcLYW2x qfY0Jcjlkeh0zzkvGd5lVQS/view?usp=sharing</u>

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)

<u>https://apcmcollege.ac.in/wp-content/uploads/2023/05/Student-Satisfaction-Survey-2021-22.pdf</u>

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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

35

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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 2019-2020,3.5/5 in 2020-2021 and 3.5/5 in 2021-2022 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 Research, Innovation, Entrepreneurship, Start up, Design Thinking and IPR.

MoUs were signed with industries, university and institution for promoting research and other colloborative activities. Department of English signed MoU with University of Dundee- Scotland for enhancing research. Three patents for innovation were published by the Department of Computer Science.

Incentives are given once every year to faculties and research scholars for quality publications.

Apcian Research Forum fills the gap between learning and Research activities. It organizes seminars and workshops on Research Methodology, Intellectual Property Rights, and 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"

The college EDC cell supports the functioning of Maha Mart, a mini shoppe run by the students was established on 04.05.2022 for inculcating and developing the entrepreneurial skills of the students."Maha Fashions Tailoring Unit" also promotes entrepreneurship.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://apcmcollege.ac.in/iic-edc/

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

22

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

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	https://apcmcollege.ac.in/wp-content/uploads/2022/05/Research-Guides-and-Scholars.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

112

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

NSS distributed groceries to 28 needy people. It celebrated Yoga Day, Social Justice Day, NSS Day, International day of Older Persons and Girl Child, Handwashing Day, Voters' Day.

Immune developing Nilavembu Kashayam was distributed to 2000 students.

Vaccination campaign was arranged, 292 students got vaccinated. The frontline workers were honoured with mementos.

The college with District Legal Services Authority and Thoothukudi Corporation organised many lectures on gender awareness and issues.

In connection with Corporation-Election, 114 students were appointed as helpers of election. The college and Thoothukudi City Corporation jointly organized a training programme for the students who were appointed.

NSS organised seven-day camp in Mappilaiyurani village. They served by cleaning village and Srilankan refugee camp, awareness programme on Covid and plastic-harm, free eye camp, organised teaching, cultural and sports programme to school students.

Thoothukudi City Health Centre distributed Albendazole Tablets to students to destroy intestine worms.

State level Mini Marathon for women was conducted on the theme Peace and Nature. DCW-Ltd. distributed 650 saplings to the participants.

Eco-awareness programme like Palm plantation, weed cleaning and guest lectures were conducted.

The college maintains two vermicomposting units. The entire organic waste in the campus is reduced and recycled into compost.

File Description	Documents
Paste link for additional information	https://apcmcollege.ac.in/extension-activities-list/
Upload any additional information	View File

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

5

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

46

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

636

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

10

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

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.

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

A.P.C.Mahalaxmi College for Women, Thoothukudi has adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc. The college has a total land area of 6.4 acres of land which is constructed with structures to satisfy various academic purposes. The college forwards the requirement like building space, laboratory equipment, books and journals for library, IT resources, etc. with the foresight of additional intake, addition of new courses and change in syllabus. The college offers 9 UG Programmes, 6 P.G Programmes, and 5 Research programmes.

The college is provided with sufficient number of well-furnished, well ventilated infrastructural facilities 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. Eastern Block

There are 59 classrooms, 9 laboratories, 13 staff rooms, Five seminar halls, One mini auditorium, One library, Five ICT halls, Five Research rooms, two Research labs, one Vermicompost unit, Herbal garden, a fully furnished guest house and guest room and one sick room.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://docs.google.com/document/d/1e4MqAV9TqYjZWPMojJedc5Y_PVzWqq7r/edit?usp=share_link&ouid=114563414797151300273&rtpof=true&sd=true

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

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

Our College is highly equipped for sports, games (indoor, outdoor, gymnasium, yoga Centre etc.,) and cultural activities. The Collegeencourages and facilitates the students to participate in all sports to achieve leadership skill, team spirit and holistic development. The College has a resourceful Physical Director, who along with team of faculty members looks after the extracurricular activities of the college. With the motivation of the physical director our sports students have been awarded with cash awards trophies, shields and university positions. Every year the institute organizes sports events like International sports day, Minimarathon and International Yoga day.

Cultural Activities: - Our college has a highly enthusiastic committee with young staff members to encourage the students to participatein various cultural activities. The committee conducts the annual intercollegiate fine arts comprising of 50 cultural events like singing, dancing, mimicry, and drama etc. Financial assistance and facilities like auditorium, audio visual aids have been established in campus to conduct these events. The Institution organizes Sports Day, Fine Arts Day and College Day every year and facilitates the students to expose their talents well in the events.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>SPORTS https://docs.google.com/document/d/ 1DRN1nrlmzQ-j5wuO-06_lCCt2AUv96Fi/edit?usp =share_link&ouid=114563414797151300273&rtp of=true&sd=true YOGA https://docs.google.c om/document/d/1e8zVXwIxNaFkJkjTxTp6Y70Ir94 4BpY5/edit?usp=share_link&ouid=11456341479 7151300273&rtpof=true&sd=true</u>

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

11

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://docs.google.com/document/d/150_3dB 5Gboo--AkM0PmqG2J1t-2X8kZy/edit?usp=share_ link&ouid=114563414797151300273&rtpof=true &sd=true</u>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

49,83,979.00 lakhs

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

4.2.1 Library is automated using integrated Library Management system (ILMS)

Response:

The A.P.C.Mahalaxmi College 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

- **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**
- **Research section –Ph.D.Section**
- **UGC Network Resource centre INFLIBNET-NLIST.**
- **Plagiarism checking (URKUND)**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	[https://drive.google.com/drive/folders/1R5XDuZG3MfWqjwMSRPPH00O7Z8xJlngb?usp=share_link](#)

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	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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)

3,02,360

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

102

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

INFRASTRUCTURE AND LEARNING RESOURCES

Class rooms and Seminar halls with ICT enabled facilities

Bulk SMS service

Learning Management Systems Microsoft Teams and Google Classroom

A.P.C Mahalaxmi College for Women (YouTube Channel)

Live streaming using Zoom.

Digital Repository- A.P.C Mahalaxmi college Digital Library

Library Database INFLIBNET

Classrooms and Seminar halls with ICT - enabled facilities

S.No

Name of the Hall	Projector brand	NET Connection	Speed	Room number
1.				
ICT 1 Conference hall	Hitachi	DHL	300MPBS	UB1
1.				
ICT 2 Meditation hall	Hitachi	DHL	300MPBS	UB2
1.				
ICT 3 CS 3 Class room III year	E1K1	DHL	300MPBS	CS5

1.

ICT 4 New Seminar hall

Epson

DHL

300MPBS

OB3

1.

ICT 5 Hostel hall

Hitachi

DHL

300MPBS

HB6

1.

ICT 6 Language lab

Infocus

DHL

300MPBS

OB24

1.

B.Com III year UA

Hitachi

DHL

300MPBS

SR20

   1.

B.Com III year A

Infocus

DHL

300MPBS

OB2

   1.

Chemistry III year (Screen only)

Infocus

DHL

300MPBS

SR8

   1.

Zoology III year (Screen only)

Infocus

DHL

300MPBS

UM3

   1.

Computer Science PG Lab

Hitachi

DHL

300MPBS

CS6

https://docs.google.com/document/d/150_3dB5Gboo--AkM0PmqG2J1t-2X8 kZy/edit?usp=share_link&ouid=114563414797151300273&rtpof=true&sd= true

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/150_3dB 5Gboo--AkM0PmqG2J1t-2X8kZy/edit?usp=share_ link&ouid=114563414797151300273&rtpof=true &sd=true

4.3.2 - Number of Computers

220

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	E. < 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

49.8 lakhs

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

- **Carpenters, plumbers, electricians are appointed and are made available during day time for day to day maintenance works on the campus.**
- **Daily maintenance, Power supply, water leakages, cleaning blocked drains, repairing locks and door handles are maintained by the team appointed by the management.**
- **The campus has adequate facilities for sports and games and sports department regularly conduct sports and games.**
- **Ground level maintenance is done annually during vacation. In addition maintenance is done as and when required.**
- **Toilets are cleaned two times per day.**

- **The library staff is clearly instructed to handle library documents.**
- **Pest management is done by using homemade pesticides prepared from neem seeds to minimize the problems caused by insects.**
- **Repellents and Naphthalein balls are used to save materials from rats.**
- **Furniture, teaching aids and laboratories are maintained by the respective department staff and supervised by the respective Head of the Department.**
- **The laboratory assistants take care of their respective laboratories and all the equipment.**
- **Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.**
- **Staffs of respective department monitor effective utilization of the laboratories.**
- **Waste disposal is done by the Lab Assistants as per the laboratory guidelines.**

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[https://drive.google.com/file/d/154lM9kadMrmUwCezmCr_4Nr2ECLhfyAP/view?usp=sharing]()

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

941

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

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

53

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

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	https://drive.google.com/file/d/1BkTZdUc5l n0Qy510lL10bs- emfhFomjG/view?usp=share_link
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2672

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

2672

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

364

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

223

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

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

`11`

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

`45`

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

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. These Student Council members are and honoured on the Union Inaugural Function. The major activities of the Council are:

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

The student chairman attends the meetings convened by the Staff Council. They attend the meeting convened by the office staff and give the necessary data related to students required by the office staff. Student union members identify the grievances of the students and take initiatives to address them through Grievances Redressal Council of the college. They maintain cordial relations between the seniors and juniors for the smooth functioning of the institution

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1xoKLNe2QLKHta-5-1Of6N2V6kF2n_6l2/view?usp=share_link
Upload any additional information	View File

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

64

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

An Alumnae Association Sponsored State Level Mini Marathon for school and college students was organized on 9th, April, 2022 with the motto "Make Peace with Nature". This mini marathon aimed at protectingNature by keeping our environment green and eco-friendly. Arrangements for the mini marathon were made by the APCian Alumnae Association and the Department of Physical Education of the institution. Themini marathon covering 8 k.m started at 6.00 a.m with the flag off by the chief guest Dr.L.Balaji Saravanan, Superintendent of Police, Thoothukudi District for college students and Dr.N.Meenakumari, Principal of A.P.C. Mahalaxmi College for Women for school students. The participants started the race with great enthusiasm from the venue and ran through State Bank Colony, raced through Geetha Jeevan Matriculation School and reached the venue point,at 7.15 am taking 30 minutes. During the marathon, the participants were accompanied by a team of faculty members in a van and an ambulance with doctors and nurses. Totally, 322 school students from 44 schools, 335 colleges. and14 colleges from 144 colleges, participated in the mini marathon. The winners were honoured at the Valedictory with mementoes and certificates by Shri.G. Gopi, Additional Superintendent of Police Thoothukudi District.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1M2hNUUPGbYnrJ9okN0JViMQnCovoc3t7/view?usp=share_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	View File

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 college ensures decentralized and participatory governance. The principal convenes meetings with all relevant committees, heads, staff and non-teaching staff to enable progressive decisions to be made. Proposals are brought to the management's attention during the Board of Management meetings. The administrative responsibilities have been divided between faculty and non-teaching staff. The formation of multiple committees, as well as the transfer of authority and responsibility to the convenors and the committee members, ensures a decentralized way of operation. In addition, the college has a Staff Council, meets on a regular basis to make decisions about academic activities. Students are effectively represented by the Student Council, and other committees in the governance of the institution. This hierarchical structure ensures the delegation of authority and distribution of duties for the college's efficient operation. Students' grievances are represented in the proper committees and addressed in the appropriate ways. The management has kept suggestion boxes where students can anonymously express their complaints. Feedback on the different criteria is collected and it is analyzed and suggestions for improvement are submitted for implementation. E-governance is incorporated in areas of administration, finance and accounts, student admission and support, and examination.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1HrX2HC qJozVDg1CSL7RDpxioQtZdG9D8/edit?usp=share_ link&ouid=103908941856864258906&rtpof=true &sd=true
Upload any additional information	View File

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

Case Study 1:

Mini Marathon of the College showcases the practice of decentralisation and participative management in entirety. The primary objective of decentralisation with regard to this particular sports event is to reorient organisational culture, thin out the official hierarchy, extend opportunities for teaching faculty and non-teaching as well as students to contribute profoundly, enrich the decision-making process, and nurture greater democratic professionalism, together with proficient event management.

The decision to hold the Mini Marathon is taken by the Management, Staff Council and then the Student Council of the College is entrusted with the task of organizing the event. The students, non-teaching staff and teaching faculty work together as active members in managing the entire event.

Case Study 2:

The idea of organizing an International Conference inviting presentations was put forth to the Management through the Principal and the IQAC. Duties were allotted to the members of the Organizing Committee for the smooth execution of the programme. The conference was held on April 24, 2022. The best papers and best presenters were awarded. An editorial board was constituted and the papers were published as e -proceedings and 87 selected papers were published in various UGC CARE LISTED journals.

File Description	Documents
Paste link for additional information	https://apcmcollege.ac.in/wp-content/uploads/2022/03/Roles-Responsibilities.pdf
Upload any additional information	View File

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. Strategic plans are based on the vision and mission of the institute and it provides directions and helps in decision-making to achieve the predetermined goals of the institute. 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: Introduction of new course and programme

The IQAC suggested upgrading the Computer Science department into Post-Graduate and Research Department for attracting students to pursue their master's.Action Taken: As per university order, the college started the M.Sc Computer Science Programme with 23 students in the academic year 2021-2022. It is expected to beupgraded as Research Centre in the following year.

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

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, 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/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 academic proficiency, research potentiality, and teaching aptitude of a candidate are taken into consideration for recruitment.

Staff Council meetings are held at least once every month for the effective planning and implementation of programmes.

The College also has IQAC which works towards realisation of the goals of quality enhancement and sustenance.

College Committees: Various committees are constituted for the planning, preparation and execution of academic, administrative and extra-curricular purposes

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	https://drive.google.com/file/d/1MrGx4y0D7tXjki3ICxb1dnaNjr1yJahQ/view?usp=share_link
Link to Organogram of the institution webpage	https://apcmcollege.ac.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and	A. All of the above

Support Examination

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

6.3 - Faculty Empowerment Strategies

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

Various welfare measures for teaching and non-teaching staff are listed below.

- **Medical Leave**
- **Festival Advance**
- **Internet and free Wi-Fi facilities in the campus**
- **Computing facilities**
- **Canteen facilities**
- **Sports facilities**
- **Staff Quarters**
- **Central Bank of India branch**
- **Grant of Maternity Leave to staff**
- **Provision of On Duty leave to attend Professional Development Programmes.**
- **Management contribution to Provident Fund**
- **Financial assistance to faculty to attend conferences and seminars and for membership in academic forums.**
- **Preferential admission to the wards of employees**
- **Skill Development Programmes for non teaching staff**
- **Incentives to quality publications like SCOPUS and Web of Science**
- **Extension of financial assistance through management scholarship.**
- **Gratuity for the employees of the institution**
- **Open door policy for staff member grievances if any**
- **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.
- Annual staff sports meet 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

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

87

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

14

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

131

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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. Thescores are determined for each of the three categories based on the data collected. The Principal in consultation with IQACfixes certain minimumscores to be achieved by the faculty members in the three categories.

Furthermore, at the end of each semester,feedback forms are issued to the studentsfor 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 senior staffin the department reviews the student feedback forms and makes recommendations for ways to improve the teaching-learning process.

Non-teaching staff

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 documentsare some of the parameters that are evaluated for non-teachingstaff members.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

Process of the Internal audit: An Internal Audit committee audits all vouchers twice a year as part of the internal audit process. Verifying the bills and vouchers allows for a detailed examination of the expenses made under various headings. Any discrepancy identified is brought to the principal's attention.

The last five years have been spent using the same procedure.

Process of the external audit: In accordance with government regulations, a chartered accountant regularly audits the college's financial records. After the audit, the report is forwarded to management for review, and the auditor makes sure that all payments have been properly authorised. Any questions that arise during the audit process will be addressed right away, together with any necessary supporting documentation, and within the specified time frames.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

12.17

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

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 activities.

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 vendorsfor the purchase of equipment, computers, books, and other items.

Optimal utilization of resources:

Depending on the 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.

Faculties are valuable resources in our college and they share their expertise with other institutions.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ra25uNCB2ynF7ozw9hFmiCXV1zKXSiew/view?usp=share_link
Upload any additional information	View File

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

Participatory Approach of Faculty in the IQAC

The IQAC ensures active participation of all the members of the faculty in the quality enhancement of the institution. It 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. Seven senior members of the IQAC are the heads of the seven criteria. Every criterion head, has under her, teachers from various departments. This has been done to streamline the documentation of activities.

It is evident that quality initiatives are taken by every member of the Department. The implementation of activities is monitored by the IQAC, periodically and it can be seen that there is positive response. From the feedback regarding activities collected from students it is obvious that they are contented with the quality programmes offered. All the activities along with evidences are stored in google drive. An annual Self Study Report is prepared and submitted by all departments. Departments prepare a power point presentation of their activities and the best department is selected by an external expert.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The IQAC acts as a planning and monitoring unit of the teaching-learning process of the institution. Faculty are required to prepare their lesson plan and maintain a work done diary. Students also maintain a Lesson Taught notebook. Faculty are encouraged to attend Faculty Development Programmes and Conferences to stay abreast of the updates in their respective fields. They are also given opportunities to explore innovative

teaching methodologies. Periodic guest lectures are arranged. Co-curricular competitions and quiz programmes are also organized by the various associations. Industrial visits and field trips are arranged. Student progress is monitored regularly though the mentor-mentee system and issues are discussed with parents or guardians during the periodical parent teacher meetings. Result review meeting is held soon after the publication of semester examination results. The reasons for failure in examinations are identified and steps are taken for rectification. Feedback on Course Instructors is collected from students and steps are taken to improve the quality of teaching. A student-centric learning environment is provided to students and feedback is used constructively. Internal Academic Audit is conducted every year and it is ensured that all Departments record their activities meticulously.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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	https://apcmcollege.ac.in/aqar/
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

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. 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.

The following programmes were arranged in this regard

- Seminar on " Gender Equity in Indian Act"
- Online quiz competition on "Women Writers from Tamilnadu "
- Essay writing competition on " Women in Literature"
- Guest lecture on "Gender Issues in Literature"
- Guest lecture on "Gender Based Violence"
- Seminar on "Health Issues Related to Women"
- Seminar on "Fake News and Misinformation Detection"
- Seminar on "Violence"
- Webinar on "Rejuvenating Women's Health via Yoga and Naturopathy"
- Seminar on "Gender Equity and Women Empowerment"
- World Women's day was observed

Other measures include – · The Department of History students study "Women's Studies" and 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

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1tQxF6Iid-OCHmr6DNMHiCdsxkSbA4rNk/edit?usp=share_link&ouid=11223609748042663188 2&rtpof=true&sd=true
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	https://docs.google.com/document/d/1aJ2nFe4gle823Fgqi0d_vYCgEgsm-Put/edit?usp=share_link&ouid=11223609748042663188 2&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
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. 3 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, RO water plant and canteenis used for gardening purposes within the campus. Water from the toilets are directed to the sceptic tanks located at different places.

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 after food consumptionand other organic wastes are used as a feed for earthworms. Lambito maritii and Eisenia fetida species of earthworm arre used for composting the organic matter. Organic and other biodegradable wastes are 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	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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	[View File](#)
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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	D. Any 1 of the above

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	View File

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	A. Any 4 or all of the above

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 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. The following programmes were arranged in this regard.

Talent Show : To exhibit the students to show case their talent in various zone like singing, dancing, rangoli etc. All the students actively participated and they wererewarded by management.

Freshers Day Celebration: The purpose of this celebration isto welcome new students in a friendly atmosphere and to encourage their creative impulses to boost their confidence. It is the day where seniors and juniors finally bond and unite to celebrate being part of the college.

StudentInduction Programme: Student Induction Programme engages with the new students as soon as they come into the institution; before regular classes start.The Purpose of Student Induction Programme is to help new students adjust and feel comfortable in the new environment, inculcate in them the culture of the institution, help them build bonds with other students and faculty members

Pongal Day celebration:The goal isto bring the cultural and traditional values of native celebration to the younger generation.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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	https://docs.google.com/document/d/1-DZS-Ds6bl5LRAkGVXoJbJrJ2BxLiVVR/edit?usp=share_link&ouid=112236097480426631882&rtpof=true&sd=true
Any other relevant information	**Nil**

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	**A. All of the above**

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	

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

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

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. The following days were observed in this year.

Founder's day

Voc's birthday

Bharathiar's birthday

Thaimozhi Thinam

Sarvodaya Day

Abdul Kalam's birthday

International Space week

National Girl Child Day

Anniversary of J.N.Tata

Commerce Day

International Space Week

National Education Day

National Mathematics Day

World Quality Day

Gandhiji's Birth Anniversary

National Science Day

Kalpana Chawla Memorial Day

World Quality Day

International Mother Language Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

RAISING ECO-CONSCIOUSNESS

- **To equip students with the required skills to contribute to improving environmental conditions and motivate them to actively participate in environmental improvement and protection.**
- **To build attitudes to acquire a set of values and feelings of concern for the environment**

APCIAN RESEARCH FORUM

- **to create research ambience among faculty &students**
- **to promote research activities and publications**
- **to motivate faculty to apply for MRP with the help of funding agencies to pursue research**
- **to organize and promote inter-disciplinary research /FDPs & Seminars.**

File Description	Documents
Best practices in the Institutional website	www.apcmcollege.ac.in/bestpractices.html
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

In tune with its mission, the college promotes inclusive practices in the delivery of its academic programmes taking into account the learning differences and the special needs of the socio-economically disadvantaged students.

The college has a well-established tradition of maintaining teaching-learning excellence at all levels. In fact, this is the fundamental strength of our college which has resulted in scores of its students securing top ranks in the university examinations every year. A remarkably efficient and immensely dedicated team of faculty is of enormous value in strengthening the teaching learning and research eco system of the college. The faculty of different disciplines employ a wide range of innovative strategies that optimize the learning outcomes of the students with different learning styles, supported by interactions and discussions. They also keep all their instructional resources

available at all times in their Blogs/Sites/YouTube channels.

The academic programmes are supplemented by skill based activities. Our students are also oriented on how to develop values, self-respect, dignity and integrity. So, the graduands leave the gates of APCMC after having received holistic development. The remarkable output of the academic, sports, research and other activities is a great proof of the tremendous growth recorded by the institution during the year.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plan 2021-2022 To impart entrepreneurial skills through the Maha Mart, a campus company run by students of EDC.

To organize national and international conferences.

To bring new developments in infrastructure.

To facilitate financial assistance for students' education.