THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BY

ADHIPARASAKTHI COLLEGE OF ARTS AND SCIENCE

(AUTONOMOUS)

G.B. NAGAR, KALAVAI - 632 506, VELLORE DISTRICT

YEAR OF REPORT – 2016-2017

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IQAC MEMBERS

DR. A. MOHAMED SADIQ	PRINCIPAL & CHAIRPERSON
MR. K. SATHISH	DIRECTOR

MANAGEMENT REPRESENTATIVE

MR. R. KARUNANIDHI	SECRETARY

MEMBERS OF THE FACULTY

MR. N.T. RAVINDRAN	IQAC COORDINATOR
MRS. M. JAYANTHI	DEPT. OF BIOCHEMISTRY
DR. T. PANNEERSELVAM	DEPT. OF MICROBIOLOGY
DR. G. ANANDHARAJ	DEPT. OF COMPUTER SCIENCE
DR. S. LAKSHMI	DEPT. OF COMMERCE
MR. A. NISAR AHAMED	DEPT. OF BUSINESS ADMINISTRATION
MR. C. SURESHBABU	CONTROLLER OF EXAMINATIONS
MRS. K. JAYACHITRA	LIBRARIAN

ALUMNI

MR. P. ARULKUMARAN	ADHIPARASAKTHI COLLEGE OF ARTS AND SCIENCE, KALAVAI.

ADMINISTRATIVE STAFF

MR. K. SHANKAR	ADMINISTRATIVE OFFICER
MR. M. SHANMUGAM	ACCOUNTANT

STUDENTS

MR. M. THIRUPATHIRAJ	II M.C.A.
MR. R. SURENDHIRAN	II B.B.A.

TECHNICAL STAFF

MR. M. VIJAYAKUMAR	DEPT. OF COMPUTER SCIENCE

EXTERNAL EXPERTS

DR. R. SUDHAKAR	VIT UNIVERSITY, VELLORE

STAKE HOLDER & COMMUNITY REPRESENTATIVE

MR. LN. B. MANI	KALAVAI

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

PART – A

1. THE DETAILS OF THE INSTITUTION

1.1	Name of the Institution	Adhiparasakthi College of Arts and Science (Autonomous)
1.2	Address Line 1	G.B. Nagar
	Address Line 2	
	City/Town	Kalavai, Vellore District
	State	Tamil Nadu
	Pin Code	632 506
	Institution e-mail address	apcasgbn19@rediffmail.com
	Contact Nos.	04173-242226, 04173-242644
	Name of the Head of the Institution	Dr. A. Mohamed Sadiq
	Tel. No. with STD Code	04173-242644
	Mobile	94434 49881, 95976 34351
	Name of the IQAC Coordinator	Prof. N.T. Ravindran
	Mobile	99948 71081
	IQAC e-mail address	apcasiqac@gmail.com
1.3	**NAAC Track ID**	TNCOGN 13198
1.4	**NAAC Executive Committee No. & Date**	EC(SC)/03/RAR/01 & 24.09.2014

1.5	Website address		http://www.apcasgbn.com		
	Web-link of the AQAR		http://www.apcasgbn.com/APCAS-AQAR-2016-2017.pdf		

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	81.3 %	2007	2007-2012
2	2nd Cycle	B	2.83	2014	2014-2019

1.7 Date of Establishment of IQAC   26/09/2007

1.8 **AQAR for the year**   2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

This is the first AQAR after reaccreditation in 2014, as it was mandated only in2016.

1.10 Institutional Status

University   State ✔   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✔   No ☐

Constituent College   Yes ☐   No ✔

Autonomous College of UGC   Yes ✔   No ☐

Regulatory Agency approved Institution   Yes ✔   No ☐
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ✔   Men ☐   Women ☐

                       Urban ☐   Rural ✔   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ✔   UGC 12B ✔

                    Grant-in-aid + Self Financing ☐   Totally Self-financing ✔

1.11 Type of Faculty/Programme

Arts ✔   Science ✔   Commerce ✔   Law ☐   PEI (Phys Edu) ☐

TEI (Edu)		Engineering		Health Science		Management	

Others   (Specify)

1.12 Name of the Affiliating University *(for the Colleges)*   Thiruvalluvar University, Vellore.

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State / Central Govt. / University		University
University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2.   IQAC COMPOSITION AND ACTIVITIES

2.1	No. of Teachers	9
2.2	No. of Administrative/Technical staff	3
2.3	No. of students	2
2.4	No. of Management representatives	2
2.5	No. of Alumni	1
2.6	No. of any other stakeholder and community representatives	1
2.7	No. of Employers / Industrialists	0
2.8	No. of other External Experts	1
2.9	Total No. of members	19

2.10   No. of IQAC meetings held | 3 |

2.11   No. of meetings with various stakeholders: No. | 3 | Faculty | 2 |

Non-Teaching Staff | 2 | Students | 1 | Alumni | 1 | Others | - |

2.12   Has IQAC received any funding from UGC during the year? Yes [ ]   No [✓]

If yes, mention the amount

2.13   Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

| Total Nos. | 1 | International | - | National | - |
| State | - | Institution Level | | | 1 |

| Themes | Faculty workshop on "Innovative methods of teaching" was conducted on 12th December, 2016. 40 faculty members participated. |

2.14   Significant Activities and contributions made by IQAC

IQAC has been functioning in the college since 2007 with the thrust on academic excellence. The main task of IQAC is planning and monitoring and this is accomplished through the following functions:

Facilitating the CDDC (Curriculum Design and Development Cell) in creating a learner-centric environment conducive for quality education.

Consolidating the Feed Back responses from students, parents and other stake holders.

Disseminating information on the various quality parameters of higher education

Documenting the various quality enhancing programmes / activities of the college.

The Curriculum Design and Development Cell (CDDC) and the Internal Quality Assurance Cell (IQAC) function at the institutional level primarily with internl and external expertise.

Feed -back from students and alumnae is analysed and presented at the Internal Quality Assurance Cell meeting. Based on the suggestions from the members of the Internal Quality Assurance Cell, further follow up action is planned and disseminated to the Heads, Officers or Tutors for implementation.

The syllabi are revised periodically with academic experts serving as members of Board of Studies who review the content specifically at the departmental level and at the college level by the members of Academic Council. The IQAC also monitors the entire process for any lacunae.

The quality policy has been formulated based on the vision and mission of the college and is the guiding force that help departments to plan their activities. The Principal and the IQAC ensure that the quality policy and its objectives are well communicated to all

the personnel of the College for implementation. These objectives are regularly reviewed and revised in the Management Review meetings.

2.15   Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To prepare the College for the Expert Committee Visit for the grant of extension of Autonomy	The Expert Committee Visit took palce on July 29 and 30, 2016. The Autonomous status was extended for the next 6 years.
Department of Microbiology to organize a Symposium in August, 2016.	Department of Microbiology organized a Symposium on Microbial Application in Modern Agriculture, on 30th August, 2016.
Department of Computer Science and Applications to conduct a National Seminar in September, 2016.	Department of Computer Science and Applications conducted a National Seminar on Wireless Sensor Networks, on 21st September, 2016.
To conduct Faculty workshop in December, 2016.	Faculty workshop on "Innovative methods of teaching" was conducted on 12th December, 2016.
Department of Biochemistry to conduct a State Level Symposium in January, 2017.	Department of Biochemistry conducted a State Level Symposium on Biopharmaceuticals, on 31st January, 2017.
Department of Mathematics to conduct a National Level Seminar in February, 2017.	Department of Mathematics conducted a National Level Seminar on Multi Dimension of Math, on 21st February, 2017.
Department of Business Administration to conduct a Conference in February, 2017.	Department of Business Administration conducted a International Conference on Post Demonetization Challenges of Social Entrepreneurship, on 23rd February, 2017.
Department of Commerce to organize a National Level Seminar in March, 2017	Department of Commerce organized a National Level Seminar on Prospects and challenges of GST, on 9th March, 2017
Department of Biochemistry to conduct CPCSEA Institutional Animal Ethics Committee Meeting in April, 2017.	Department of Biochemistry conducted CPCSEA Institutional Animal Ethics Committee Meeting on 22nd April, 2017.

Attach the Academic Calendar of the year as Annexure

2.16   Whether the AQAR was placed in statutory body   Yes   ✓   No   ☐

Management   ✓   Syndicate   -   Any other body   IQAC

Provide the details of the action taken

Approved.

Criterion – I

2. **Curricular Aspects**

1.1   Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	3	Value added programmes – 3 Career oriented programmes – 17
PG	-	-	6	
UG	-	-	7	
PG Diploma	-	-	1	
Advanced Diploma	-	-	-	
Diploma	-	-	1	
Certificate	-	-	3	
Others (M.Phil.)	-	-	4	
Total	-	-	25	20
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2   i) Flexibility of the Curriculum: CBCS / Core / Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG – 7 PG – 6 M.Phil. – 4
Trimester	-
Annual	PG Diploma – 1 Diploma – 3 Certificate – 3
Others	Ph.D. – 3

1.3   Feedback from stakeholders* *(On all aspects)*

| Alumni | ✓ | Parent | ✓ | Employers | ✓ | Students | ✓ |

Mode of feedback:

| Online | | Manual | ✓ | Co-operating schools (for PEI) | |

*Please provide an analysis of the feedback in the Annexure (Annexure – 1)

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

> Department of Biochemistry: The syllabus of all B.Sc. and M.Sc. practical courses has been revised.
> Department of Maths: The syllabus of B.Sc. and M.Sc. has been revised.
> Department of Commerce: The syllabus has been updated.
> Department of Business Administration: The syllabus has been updated.

1.5   Any new Department/Centre introduced during the year. If yes, give details.

> No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1   Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
64	8	54	-	-

2.2   No. of permanent faculty with Ph.D. | 10 |

2.3   No. of Faculty Positions Recruited ® and Vacant (V) during the year

Total		Asst. Professors		Associate Professors		Professors		Others	
R	V	R	V	R	V	R	V	R	V
14	-	-	-	-	-	-	-	-	-

2.4   No. of Guest and Visiting faculty and Temporary faculty | - | - | - |

2.5   Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars / Workshops	5	31	16
Presented papers	2	6	-
Resource Persons	1	-	-

2.6   Innovative processes adopted by the institution in Teaching and Learning:

1. Smart class
2. Language lab
3. OHP and LCD projectors
4. Bio-visual charts
5. Models and interactive CD-ROMs
6. E-Library resources - OPAC, DELNET and INFLIBNET
7. Mini projects for UG students
8. Live Project, Dissertation and viva-voce for PG and M.Phil. students
9. Participatory/Interactive Learning
10. Industrial Visits
11. Annual conference / seminar / symposium / workshops by all departments
12. Guest lectures

2.7   Total No. of actual teaching days during this academic year | 180 |

2.8   Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) | - |

2.9   No. of faculty members involved in curriculum restructuring / revision / syllabus development as member of Board of Study / Faculty / Curriculum Development workshop | 17 | - | 9 |

2.10 Average percentage of attendance of students | 90.8 % |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division			
		I %	II %	III %	Pass %
B.Sc. Biochemistry	53	75.5	0	0	75.5
B.Sc. Microbiology	49	77.6	6.1	0	83.7
B.Sc. Maths	59	71.2	23.7	0	94.9
B.Sc. Computer Science	52	80.8	0	0	80.8
B.C.A.	52	84.6	0	0	84.6

Title of the Programme	Total no. of students appeared	Division			
		I %	II %	III %	Pass %
B.Com.	62	72.6	6.4	0	79.0
B.B.A.	45	44.5	22.2	0	66.7
M.Com.	7	100	0	0	100
M.Sc. Applied Microbiology	8	100	0	0	100
M.Sc. Biochemistry	10	90	0	0	90
M.Sc. Maths	8	100	0	0	100
M.C.A.	21	100	0	0	100

2.12   How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC monitors the Teaching Learning process through Parents, past pupils and stakeholder's feedback and the IQAC gives suggestions to the Heads of the Department and Staff members.

Quality is sustained through academic audits which are held periodically. They syllabi are revised periodically with academic experts serving as members of Board of Studies who review the content specifically at the departmental level and at the college by the members of Academic Council. The IQAC also monitors the entire process for any lacunae.

Feedback from the students at the end of the academic year is analyzed and presented at the IQAC meeting. Based on the suggestions from the members of the IQAC, further follow up action is planned and disseminated the Heads of the Department and Staff members for implementation.

2.13   Initiatives undertaken towards faculty development

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

2.14   Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	-	-	-
Technical Staff	7	-	-	-

Criterion - III

3. Research, Consultancy and Extension

3.1   Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

As teaching and research are the two major dimensions of higher education, the college promotes a research culture among the staff and students through consultancy and collaboration. Currently the departments of Biochemistry, Microbiology, Computer Science and Commerce are recognized as Research Centers and other departments are making efforts towards this. The number of publications by the staff and students in reputed journals are increasing.

All the departments are organizing annual conference / seminar / symposia / workshop on current issues, which helps our staff members, research scholars and students to have interaction with many scholars and scientists. The details of research scholars registered for Ph.D. and M.Phil. are given below.

Ph.D. Registrations:

Department of Biochemistry	2
Department of Microbiology	-
Department of Computer Science	1

M.Phil. Registrations:

Department of Biochemistry	8
Department of Microbiology	3
Department of Computer Science	20
Department of Commerce	14

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	10	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5   Details on Impact factor of publications:

Range | – | Average | - | h-index | - | Nos. in SCOPUS | - |

3.6   Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

3.7   No. of books published   i) With ISBN No. | - | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

3.8   No. of University Departments receiving funds from

UGC-SAP [-] CAS [-] DST-FIST [-]

DPE [-] DBT Scheme/funds [-]

3.9   For colleges

Autonomy [-] CPE [-] DBT Star Scheme [-]

INSPIRE [-] CE [-] Any Other (specify) [-]

3.10   Revenue generated through consultancy [-]

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	4	1	-	-
Sponsoring agencies	-	-	-	-	-

3.12   No. of faculty served as experts, chairpersons or resource persons [7]

3.13   No. of collaborations   International [-]   National [-]   Any other [-]

3.14   No. of linkages created during this year [-]

3.15   Total budget for research for current year in lakhs:

From Funding agency [-]   From Management of University/College [-]

Total [-]

3.16   No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	District	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

4

and students registered under them

8

3.19 No. of Ph.D. awarded by faculty from the Institution

1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | 144 | State level | - |

National level | - | International level | - |

3.22 No. of students participated in NCC events

University level | - | State level | - |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | 3 |

NCC | - | NSS | 9 | Any other | - |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. NSS organized a medical camp at Chennnaleri, in association with Melmaruvathur Adhiparasakthi Institute of Medical Sciences, Melmaruvathur, on 13.7.2016.
2. Consumer Club organized a guest lecture on World Population Day, om 22.7.2016.
3. NSS conducted a Injury Prevention Camp, in association with Emergency Department, Christian Medical College, Vellore and Round Table Club, Vellore, in 11.8.2016.
4. NSS students performed extension service at Mahatma Gandhi Old Age Home, Arcot, on 24.9.2016.
5. NSS Students cleaned the Campus, on 2.11.2006.
6. Students did service at Melmaruvathur temple during Irumudi festival, from November, 2016 to February, 2017.
7. A programme on Personality Development was organized for NSS volunteers on 10.12.2016.
8. Department of Biochemistry organized an awareness and screening programme on Anaemia for the students of Government Higher Secondary School, Randham, on 16.11.2016, in which more than 200 students were tested for their haemoglobin level.
9. An Awareness programme on Communicable Diseases was conducted for NSS Students on 28.01.2017.
10. A programme on Mosquito Surveillance was conducted by NSS in association with Public Health Department, Thirmiri.
11. NSS Special Camp was conducted at Chennalaeri and Parikkalpattu villages, from 6th to 12th March, 2017.
12. NSS conducted a Disaster Management Programme for students, in association with District Coordinator, Disaster Management, Vellore, on 17.3.2017.

Criterion - IV

4. Infrastructure and Learning Resources

4.1   Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	71.94 Acres	-	Management	71.94 Acres
Class rooms	31	-	Management	31
Laboratories	12	-	Management	12
Seminar Halls	2	-	Management	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-		Management	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs. 669,273	Management	-
Others	-	Rs., 8500	Management	-

4.2   Computerization of administration and library

-

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14,345	1,00,21,144	1,167	1,12,000	15,512	1,00,21,144
Reference Books	3,578		50	7,000		
e-Books	6,000		1,250		7,250	
Journals	25	86,205	2,	6,000	27	92,205
e-Journals						
Digital Database						
CD & Video	326				326	
Others (specify)						

4.4   Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	181	UG Labs 70 PG Labs 50 Server rooms 4 Total 124	Departments 10 Exam cell 1 IQAC 1 Office 5 Principal 1 Total 18 12 Mbps leased line	Internet lab 19		Computers 5 Scanner 1 Printers 2	Departments 10 Seminar hall 1 Conference hall 1 Exam cell 2 IQAC 1 Language lab 18 Total 33	LCD 3 Printers 12 OHP 3 Scanners 3 Type writers
Added	15	PG Labs 15	-	-	-	-	-	-
Total	196	139	18	19	-	8	33	21

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

CCNA, Tally, DMLT

4.6 Amount spent on maintenance in lakhs :

i) ICT	5.92
ii) Campus Infrastructure and facilities	11.45
iii) Equipments	3.80
iv) Others	5.50
Total :	26.67

Criterion - V

5. Student Support Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Monitoring all services related to academics that are taken care of by the departments.
Monitoring the Training and Placement Cell which takes care of all services related to career and placement.
Counseling on problems of youth.

5.2 Efforts made by the institution for tracking the progression

Periodical class tests were conducted and the students who fare poor are counseled.
Academic advising is provided at the Department level.
Parent Teachers meeting is organized at the Department level.
Parents of students who take more than three days leave are called for and discussed.
Remedial coaching is given for slow learners.

5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
1163	113	6	45

(b) No. of students outside the state   Nil

(c) No. of international students   Nil

Men	No	%	Women	No	%
	584	44.0		743	56.0

Last year						This year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
67	157	1	1018	-	1243	70	173	-	1074	-	1317

Demand ratio   1 : 1.67   Dropout %   0.4

5.4   Details of student support mechanism for coaching for competitive examinations (If any)

> Department of Computer Science and Applications conducted weekly Aptitude coaching classes for B.Sc. and B.C.A. students.

No. of students beneficiaries   113

5.5   No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6   Details of student counseling and career guidance

> All the Departments counseled the students about discipline, behavior and advised to improve their studies, in the presence of their students.
>
> Department of Biochemistry organized a guest lecture on "Role / Scope / Significance of Life Science in Industries / Research by Dr. P. Hanumantha Rao, Department of Microbiology, Madras Christian College, Chennai, on 22nd August, 2016, for 63 students.
>
> Department of Commerce conducted a guest lecture on career awareness programme on company secretaryship, for 74 students.
>
> The final year students of the department of Business Administration were given awareness programme about their future post-graduation studies and job prospects in industries / companies.

No. of students beneficiaries   202

5.7   Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	417	171	-

Sl. No.	Name of the organization visited	Date	Number of Students Participated	Number of Students Placed
1.	AGS Health	13.2.17	159	61
2.	Vedavalli Vidhyalaya	28.2.17	33	16
3	Aagna Global Solutions Pvt. Ltd.	16.3.17	147	79
4	RuralShores Business Services Pvt. Ltd.	17.3.17	78	15

5.8   Details of gender sensitization programmes

Women's Cell organized a one-day training programme on glass painting, pot painting, bouquet making and jewel making, by Mrs. N. Maikavalli, Craft Teacher, Adhiparasakthi College of Education, G.B. nagar, Kalavai, on 8th March, 2017, for the girl students of the college.

5.9   Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/University level   3   National level   -   International level   -

No. of students participated in cultural events

State/University level   36   National level   5   International level   1

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports

State/University level   11   National level   -   International level   -

Cultural

State/University level   11   National level   -   International level   -

5.10   Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	13	1,90,000
Financial support from government	86	6,87,040
Financial support from other sources	-	-
Number of students who received International / National recognitions	-	-

5.11   Student organised / initiatives

Fairs

State/University level | - | National level | - | International level | - |

Exhibitions

State/University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | - |

5.13   Major grievances of students (if any) redressed

Grievances	:	**Redressal**
College buses in additional routes	:	Bus fleet size increased
More drinking water facilities	:	Increased the quantity of purified water supply
More toilet facilities for students	:	New additional toilets constructed
Provision of bucket and mug in toilet	:	Provided
Broken furniture and malfunctioning of lighting facilities or switches	:	Rectified or replaced with new ones
Classroom dynamics, poor presentation, teaching strategies	:	Brought to the notice of the teacher concerned by the HoD with suggestions for improvement and followed up.
Improper marking of attendance	:	Corrected after verification
Students with economic problems	:	The tutors and staff extend monetary support, find job opportunities, books, etc.
Extra Lab hours during the practical examinations	:	Provided by the respective departments
Increase in Library hours at the exam time and more books for lending	:	Extended by 30 minutes and 1 additional book for PG students
Reprographic facilities in Library	:	Existing facility replaced

Criterion - VI

6. Governance, Leadership and Management

6.1   State the Vision and Mission of the institution

Vision of the College

Our Vision is to mould youth to combat changing challenges and to serve global community, with professional competence and spiritual commitment to excellence.

Mission of the College

Our Mission is to provide quality, value-based and career-oriented education to students, especially rural young men and women, who will be agents of social transformation and global development through their selfless and spiritual service.

6.2   Does the Institution has a Management Information System

Yes,

1. Administrative procedures including finance

2. Student admission

3. Student records

4. Evaluation and examination procedures

6.3   Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

Board of Studies has enabled us to implement quality curriculum which was updated and adopted by the institution.

Feedback from Stakeholders, Parents and Alumni has provided suggestions which helped for changes in the curriculum development.

6.3.2   Teaching and Learning

Coaching class for developing Tamil and English communication skills to the students.

Language Lab with Smart Board.

Classes are conducted with PowerPoint presentations and OHP projectors.

Conducting Seminars, Group discussions for students to improve their potential on subject topics cum recent trends in various domains.

Industrial visits and Lab visits for hands-on experience.

6.3.3 Examination and Evaluation

Two Continuous Internal Assessments and a final End Semester Examination.

Central Evaluation on campus by External Examiners

A final year student, having only two arrear in final semester, can apply for the instant supplementary examinations after the publication of results of VI semester.

6.3.4 Research and Development

The staff members have published 10 research articles in International and National journals.

43 M.Phil. and 3 Ph.D. scholars are pursuing their research.

One International conference was organized by the Department of Business Administration.

Five national / state level condrences / seminars are conducted by the departments.

Staff and students have attended 8 national conferences and 11 state level seminars on recent research topics.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New books were purchased for various departments and journals were subscribed for the college library.

INFLIBNET and DELNET are available for referring e-journals.

6.3.6 Human Resource Management

Adequate workload has been allotted to the staff members.

Tutors are assigned for all classes to mentor and counsel the students.

Staff members are assigned additional charges for various clubs and co-curricular activities.

Documentation of student database (scholastic and non-scholastic) and records are maintained by the faculty.

6.3.7 Faculty and Staff recruitment

Staff recruitment selection committee comprises Director, Principal, Subject experts and HoDs for interviewing and selecting the new staff members.

Staff members are recruited as per the rules and regulations of Thiruvalluvar University and UGC norms / Government of Tamil Nadu.

Recruited staff members are directed to apply for Staff approval from

Thiruvalluvar University.

Eligible staff members are encouraged to apply for M.Phil. and Ph.D. guideship.

6.3.8   Industry Interaction / Collaboration

Memorandums of Understandings are signed with Industries.

The Departments of Biochemistry and Microbiology offer PG Diploma in Medical Laboratory Technology (PGDMLT) and Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years) in affiliation with All India Medical Laboratory Technologists' Association (AIMLTA), Patna.

The Department of Computer Science and Applications offers Cisco-Certified Network Administration (CCNA) course.

The Department of Business Administration offers a Course in TALLY in association with YENNES Infotec (P) Ltd., Chennai.

The Department of Commerce offers ICAI Foundation Course in association with ICAI Vellore Chapter.

Industrial / Factory visit are arranged for the students to expose them to real life experiences of the industry.

Students are taking up live projects of the company and submitting reports with suggestions, which helps the company for their future course of action.

6.3.9   Admission of Students

Admission of students is done on the basis of University norms and the rules and regulations of the Tamil Nadu government.

6.4   Welfare schemes for

Teaching	Personal loans for Rs. 1,00,000
Non teaching	Personal loans for Rs. 50,000
Students	

6.5   Total corpus fund generated   Rs. 30,40,292

6.6   Whether annual financial audit has been done   Yes   ✓   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	✓	✓
Administrative	-	-	✓	✓

6.8   Does the University / Autonomous College declare results within 30 days?

For UG Programmes   Yes   ✓   No

For PG Programmes   Yes   ✓   No

6.9   What efforts are made by the University / Autonomous College for Examination Reforms?

A final year student, having only two arrear in final semester, can apply for the instant supplementary examinations after the publication of results of VI semester.

6.10   What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The Thiruvalluvar University appreciates and supports the innovations that autonomy entails to the college.

6.11   Activities and support from the Alumni Association

The Alumni Association conducts its Annual meeting on 26th January of every year, where the development and dreams of the College is shared. The Secretary, Principal and staff members attend these meetings. One alumnus is co-opted as a Member into the Board of Studies of each department to contribute to restructuring and updating of the curriculum. The alumni are invited to participate in the important programmes of the departments. Alumni members residing in various parts of India and abroad share their experiences with staff and students during their visit. Enterprising alumni are invited to talk to the current students about the career opportunities available in their field of specialization. They expose our students to various methodologies used in research centers and industries.

Alumni who are employed in corporate sectors come forward give career guidance to students and / or to conduct campus interviews and offer career opportunities for the present eligible students.

Some members of the alumni contribute financially to aid economically weak students of our College. They volunteer readily by donating text books to the book banks of the department libraries. They also sponsor the prizes for competitions during the seminars

conducted by their departments.

Contact with the alumni is maintained through social networking. The College website lists out the prominent alumni from all the departments.

6.12   Activities and support from the Parent – Teacher Association

Feedback regarding academic content and other provisions at the departmental level and the College level is obtained from parents during the Parent-Teachers Meet.

Parents' feedback is collected after the orientation programme and used to improve the programme the following year. The College organizes a Parent- Teachers Meeting periodically. During the meeting the Principal addresses the parents, highlighting the responsibility of the parents in shaping their children and the need to support the College in the holistic development of the students. The tutors with Heads of the Department meet the parents of the students and share with them the academic performance and other discipline related issues on a one to one basis. The tutors remind about the responsibility of the parents in monitoring their wards' proper usage of Social Networks.

Parent-Teacher meetings are held regularly by all departments. These meetings encourage the personal touch where understanding with the parents is established. This makes it easier for the department to connect with the parent through the tutor, in the times of need. Thus, The Parents and Teachers play an active role in the progress of the students.

6.13   Development programmes for support staff

Basic Computer knowledge and hands-on taining in MS-Office are given to non-teaching staff.

6.14   Initiatives taken by the institution to make the campus eco-friendly

To keep the environment enriched, the College is maintaining green pastures and fish tanks in the campus. The animals graze in the campus with birds perched on them searching their own food, presenting not only a live illustration of the natural food web, but also a perfect picture of eco-harmony.

The Seminar Hall, Conference Hall, Language Lab and ATM counter have been fitted with CFL bulbs.

For better energy management, steam boilers are used in the kitchens of the hostels.

Enviro club conducts awareness programmes on the conservation of energy.

As water is a fast depleting resource in the country, rain water is allowed to drain off. Percolation ponds and rain water harvesting structures have been installed throughout the campus to minimize water shortage and maximize available water usage. These structures are situated near the bore wells on campus so that the water table is recharged.

The green cover on the College campus is carefully nurtured. No trees are cut and cementing is kept to a minimum to allow for water percolation.

As proper percolation ponds and rain water harvesting structures are available in the

College campus, the necessity for check dam construction has not arisen.

Solid waste management at source with color-coded twin bins has been implemented.

Food waste from hostels and canteen is being sent to the animal farm.

Leaf litter from the campus is used for vermin-composting by the Adhiparasakthi Agricultural College, a sister institution.

Segregation of plastic wastes is being done with an aim of recycling. Use of disposable plastic tumblers in the canteen and departments is strongly discouraged and use of paper plates and paper cups is encouraged.

Campus has adequate number of trees to maintain the air quality by absorbing carbon dioxide and releasing oxygen.

Within the College campus, the staff and students are encouraged to walk instead of using motor vehicles.

The College Management has planted sufficient number of trees to neutralize carbon dioxide emission and to control green house effect.

Tree plantation programme was organized by the Enviro Club. Tree plantation camps have been conducted by the NSS at College campus and Government Hospital, Kalavai. During annual special camps, the NSS volunteers have planted tree saplings (100 Nos. of Flame of the Forest) in the villages.

The Enviro Club and the NSS units organize rallies to impart knowledge and the ill effects of plastics.

Criterion - VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Documentation of Science Instrumentation and Infrastructure facilities available in the College

Objectives:

- To have a collective information about all the instrumentation and Infrastructure facilities available with the Life Science Departments (Departments of Biochemistry and Microbiology)..
- To enable the internal users mainly Research Scholars / Project students to know about the facilities available with each Department.
- To extend the facilities to external users (of Academic Institutions and Industries)
- To organize hands-on-training programs for the internal and external users using the facilities by the Research and Development Cell of the college.

Action Plan:

- Compilation of information about the various existing facilities (Instrumental and

Special Laboratory) available with each Science Department and Centre in a prescribed format
- Preparation of the information brochure
- Printing of the Brochures
- Dissemination of the information to the public users in the college website

Work Completed:

- The information about the various existing facilities (Instrumental and Special Laboratory) available with each Science Department (Biochemistry and Microbiology) have been collected and documented in a prescribed format.
- The documented information was prepared as an information brochure projecting the details of special instruments and laboratory facilities available with the science departments.

Outcome of the plan:

- A complete documentation of Science Instrumentation and Infrastructure facilities established in the College from the inception to the year 2017 was done.

7.2   Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action Taken Report
To prepare the College for the Expert Committee Visit for the grant of extension of Autonomy	The Expert Committee Visit took place on July 29 and 30, 2016. The Autonomous status was extended for the next 6 years.
Department of Microbiology to organize a Symposium in August, 2016.	Department of Microbiology organized a Symposium on Microbial Application in Modern Agriculture, on 30th August, 2016.
Department of Computer Science and Applications to conduct a National Seminar in September, 2016.	Department of Computer Science and Applications conducted a National Seminar on Wireless Sensor Networks, on 21st September, 2016.
To conduct Faculty workshop in December, 2016.	Faculty workshop on "Innovative methods of teaching" was conducted on 12th December, 2016.
Department of Biochemistry to conduct a State Level Symposium in January, 2017.	Department of Biochemistry conducted a State Level Symposium on Biopharmaceuticals, on 31st January, 2017.
Department of Mathematics to conduct a National Level Seminar in February, 2017.	Department of Mathematics conducted a National Level Seminar on Multi Dimension of Math, on 21st February, 2017.
Department of Business Administration to conduct a Conference in February, 2017.	Department of Business Administration conducted a International Conference on Post Demonetization Challenges of Social

	Entrepreneurship, on 23rd February, 2017.
Department of Commerce to organize a National Level Seminar in March, 2017	Department of Commerce organized a National Level Seminar on Prospects and challenges of GST, on 9th March, 2017
Department of Biochemistry to conduct CPCSEA Institutional Animal Ethics Committee Meeting in April, 2017.	Department of Biochemistry conducted CPCSEA Institutional Animal Ethics Committee Meeting on 22nd April, 2017.

7.3   Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

The two best practices which have contributed to better academic and administrative functioning of the College are presented here.

Best Practice - I

1. Title of the Practice: Job-Oriented Add-On Courses

2. Objectives of the Practice

The objective of the practice is to meet the rural students' prospect of entrepreneurship and employability through skill-based, job-oriented add-on courses and to ensure better opportunities and placement for the students.

3. The Context

Employability and Entrepreneurial Development are the need of the hour for national development. We always get to hear that students are not industry-ready. The management and the staff deliberated on this issue and came up with this idea. In the context of repeated findings that a large percentage of Indian degree holders are unemployable, the Management was of the opinion that some more job-oriented courses may be initiated. In response the College introduced job-oriented diploma and certificate courses as add-on courses, with the objective of enhancing prospects for employability of the students.

4. The Practice

Department of Biochemistry introduced Histopathology Certificate course in the year 2008. The course was conducted by the department staff with the help of resource persons from Christian Medical College and Hospital Vellore. Thirty six students joined the course in the first year and they were given theoretical knowledge and practical training on identifying the microscopic abnormalities in tissues caused due to diseases.

The Departments of Biochemistry and Microbiology offered Medical Lab Technician and ECG Certificate course in association with Bharat Sewak Samaj (BSS), from 2009 to 2012. During this period 53 students completed the Medical Lab Technician and 39 students completed ECG Certificate course. The scopes of the courses were to train the students to perform routine clinical tests and perform ECG analysis.

The Departments of Biochemistry and Microbiology offer PG Diploma in Medical Laboratory Technology (PGDMLT) and Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years) in affiliation with All India Medical Laboratory Technologists' Association (AIMLTA), Patna, from the academic year 2012-2013. The fact that these courses got good response from the students can be ascertained from the numbers of students enrolled in the courses. Seventeen students have passed the 1 year DMLT course. Twenty students have completed the first year examinations of the 2 year DMLT course. Twenty eight students have successfully completed the PGDMLT course.

The Department of Computer Science and Applications is offering Cisco-Certified Network Administration (CCNA) course to the students. As the course is certified by CISCO, it provides excellent job opportunities for the students in the Networking field. The department is also conducting coaching classes and aptitude classes for the benefit of students.

The Department of Commerce is offering ICAI Foundation Class in association with ICAI Vellore Chapter. This course motivates and helps the students to pursue a career path as auditors. The department also conducted Certificate in Accounting Technicians (CAT) course and a course on Computer in Office Automation (COA) for the students. These courses enhanced the employability skills of the students.

The Department of Business Administration is conducting a Course in TALLY in association with YENNES Infotec (P) Ltd., Chennai, for the students of B.Com. and B.B.A. This course along with the basic knowledge of accountancy they gained in their degree courses helps the students to get better placement opportunities.

Apart from these, the students are encouraged to appear for Typewriting examinations conducted by the state government and Hindi examinations conducted by Dakshina Bharat Hindi Prachar Sabha, Chennai. For this purpose free typewriting coaching classes are provided for all the UG students with the provision of one hour per week in their time table. Hindi coaching classes are conducted on Saturdays. Student beneficiaries have found better placement opportunities as a result of this innovative practice.

5. Evidence of Success

Students from rural backgrounds find these courses very useful. The success can be ascertained from the continued support and enrollment of the students in these courses. Also the placement of students has considerably increased in the last three years. Also the students who have undergone these courses have found placement in good companies, and these students are advising their junior students to join these courses. These students are also helping their juniors by informing them of vacancies available in their organizations and help them to get placement.

6. Problems Encountered and Resources Required

The initial problem faced was convincing the students of the usefulness of these courses. Many of the students are found to be less motivated and focused because of the lack of awareness of the vast changes in the cities and the demands of the emerging job markets. As most of the students are from rural under-privileged society, they found it difficult to pay the extra fee for these courses. The coordinators of the courses spoke to the students and convinced them that these courses will increase the employability and the course fee was kept to minimum possible, so that these fee amounts should not be considered as an additional burden for those students.

The problem of requiring additional class rooms to conduct these classes on regular working days was managed by conducting these classes on Saturdays.

7. Notes

As the College is finding the practice very useful for placing the rural under-privileged students in a better position, which in turn uplifts his family and his immediate society, the College is planning to introduce more such courses and to enroll maximum number of students in these courses.

Best Practice - II

1. Title of the Practice: Uplift of Rural Under-Privileged Society Through Extension Activities

2. Objectives of the Practice

The objective of the practice is to strive for the uplift of the local rural under-privileged society by organizing the extension activities of the College in those areas and raise the sanitation, education and general livelihood of the society.

3. The Context

Kalavai is situated in a remote rural area of Vellore district, a backward district. Agriculture is the major source of income in this area. The area is yet to be developed in terms of infrastructure, sanitation, education, and livelihood. As per the Vision and Mission of our College, the students are being motivated to serve the local society through the extension activities, leading to the uplift of the local society.

4. The Practice

The extension activities provide the students an opportunity to observe and involve in the neighbourhood development thereby contributing to nation building. They also involve taking students to villages, by which they gain social awareness, involve in community development activities.

One-day certificate programmes for Girls on Glass Painting, Fabric Painting and Embos Painting have been organized by Women's Cell. Awareness programme on Women's Rights and Guest Lecture on "Women's Welfare" have also been organized.

In the NSS Special Camps held every year, about 150 NSS volunteers participated and cleaned and whitewashed the school buildings, noon meal scheme centre, Balvadi, Panchayat office and the local temples, cleared bushes on the sides of the village roads and around the bore wells, leveled the area to avoid water stagnation, leveled the roads, planted tree saplings, conducted literary programmes, formed a playground and conducted a free Medical Camp in association with Melmaruvathur Adhiparasakthi Hospital and Research Centre, Melmaruvathur, an awareness campaign on the importance of public health and the importance of hospital treatment during pregnancy period etc. The NSS units distributed note books, slates, geometry boxes, pencils and pens to the school children, plates, tumblers, fan and plastic chairs to the Noon meal scheme center, plastic chairs and steel rack to the Schools.

Medical Camps such as Eye screening camp, Veterinary camp, Screening of Anemia for school children and Blood Grouping Programme for school children have also been conducted. Blood Donation Camps have been organized by NSS, Blood Donor's Club and RRC, in collaboration with Government Hospital, Adukkamparai, Vellore, and Christian Medical College Hospital, Vellore. HIV/AIDS Awareness programmes and Celebrating Life programmes with RRC Manager have been organized annually by RRC. Sports materials and computers have been donated to schools.

Tree plantation camps have been organized at College campus and Government Hospital, Kalavai by NSS. Awareness programmes on Prevalence of Swine Flu, World Literacy Day, First Aid, Health and Science for School students, Diabetes, Food Adulterants, Dengue Fever were conducted by the departments and cells / clubs. Rallies to create awareness on World AIDS day and Voting have been conducted.

These activities in this rural remote area has helped the College to reach out to the under-privileged and to create better awareness of issues related to health and nutrition, hygiene, environmental protection, civic responsibilities, gender and human rights both within the campus and in the community. This, in turn, has contributed to the holistic development of students and sustained community development.

5. Evidence of Success

College has collaborated with the local service agencies that serve the society, thereby has promoted partnership and networking. The annual seven day NSS camps conducted in selected villages has created a healthy relationship between the College and the community. Recognizing that women and children are one of the most susceptible sections of society, the health and hygiene of women and children has been given prime importance in the annual camps conducted in villages by the NSS units. Free medical camps and awareness programmes on health-related issues has sensitized women and brought them out of their ignorance.

Tutoring rural school children has enabled them to develop higher cognitive skills and experience the joy of learning. Exhibitions, programmes and competitions conducted by various departments for school children have motivated students from less-privileged background to pursue Higher Education.

The College has promoted a well knit College-Neighbourhood network in which students have acquired service training. Such training contributes not only to sustained community development but also ensures value addition to these programs.

The College has ensured involvement of the community in its outreach activities by identifying local leaders and seeking their help in organizing medical, literacy and social awareness programmes, in identifying vulnerable groups and in offering empowerment programmes for under-privileged communities. This has resulted in reducing the gap between the educated and the illiterates considerably through the frequent visits and interactions between the staff and students of the College and the villagers.

6. Problems Encountered and Resources Required

The people of the rural area were initially not willing to cooperate with the College in the extension activities. The conveners of the various clubs / cells discussed with the local leaders of the community and allayed their fears and convinced them that these extension activities will be of great help in improving their community and villages. The next problem encountered concerned the identification of the needs of the local community. Once these problems were solved, the Principal and Vice-Principal coordinated with the conveners of the clubs / cells and the HoDs, and framed a time table for various activities that can be carried out in these villages. The resources required for these practices were provided by the Management.

7. Notes

The Communities have given a positive feedback about this practice, and also as the students have been motivated to service and transform the society into a better one. Hence the College is planning to carry out these activities with more frequency.

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4   Contribution to environmental awareness / protection

To keep the environment enriched, the College is maintaining green pastures and fish tanks in the campus. The animals graze in the campus with birds perched on them searching their own food, presenting not only a live illustration of the natural food web, but also a perfect picture of eco-harmony.

The College focuses on power conservation as a priority. The Seminar Hall, Conference Hall, Language Lab and ATM counter have been fitted with CFL bulbs. In due course of time the fluorescent tube lights will be replaced with CFL lamps all over the campus, taking into account the cost effectiveness and value for money spent. For better energy

management, steam boilers are used in the kitchens of the hostels.

Enviro club conducts awareness programmes on the conservation of energy. The users have been instructed to switch off the lights, fans and instruments, when they are not in use. Special instructions are placed near every switch board in the campus. The users have been instructed to shut down the computers and monitors, in the campus, when not used. The College community ensures that all these electrical appliances are switched off immediately after use.

As water is a fast depleting resource in the country, rain water is allowed to drain off. Percolation ponds and rain water harvesting structures have been installed throughout the campus to minimize water shortage and maximize available water usage. These structures are situated near the bore wells on campus so that the water table is recharged. The green cover on the College campus is carefully nurtured. No trees are cut and cementing is kept to a minimum to allow for water percolation.

Campus has adequate number of trees to maintain the air quality by absorbing carbon dioxide and releasing oxygen. Within the College campus, the staff and students are encouraged to walk instead of using motor vehicles. The campus has well-manicured lawns and garden. Naming of trees inside campus, establishing and maintaining garden, occasional tree planting within the campus and in the local community involving students and staff members are some of the initiatives undertaken.

The College has a green and serene atmosphere. It has adequate number and a wide variety of trees to maintain air quality by absorbing carbon dioxide and releasing oxygen. With this in mind, the College Management has planted sufficient number of trees to neutralize carbon dioxide emission and to control green house effect. If out of dire necessity trees are to be cut down, the College Management makes sure that they are replaced with more number of saplings.

Tree plantation programme have been was organized by the Enviro Club. Tree plantation camps have been conducted by the NSS at College campus and Government Hospital, Kalavai. During annual special camps, the NSS volunteers have planted tree saplings (100 Nos. of Flame of the Forest) in the villages. The NSS units also have conducted many awareness programmes which include plantation of trees in and off the campus.

The Enviro Club and the NSS units organize rallies to impart knowledge and the ill effects of plastics. The scrap materials available are sold. The chemicals and other hazardous waste material are neutralized before disposal.

7.5   Whether environmental audit was conducted?   Yes   ✓   No

7.6   Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOC (STRENGTH, WEAKNESS, OPPORTUNITY AND CHALLENGE) ANALYSIS OF THE INSTITUTION

Strengths of the Institution

∗ Holistic (Physical, intellectual, psychological, spiritual, social and cultural) development is ensured to every student through a meticulously planned and executed educative system.

∗ Driven by a vision and a mission for realization of objectives - socially uplifting, academically enriching through research orientation and empowering through

value-based and learner-centric education.

* The College has 71.94 acres land with two major buildings, well equipped indoor stadium and a big outdoor stadium.

* Elaborate feedback mechanism to gauge stakeholder perceptions of all segments.

* Transparent admission process.

* The College is catering to the needs of students from rural areas and economically weaker sections of the society.

* Students acquire knowledge, skills and research aptitude through 7 UG, 5 PG, 4 M.Phil. and 3 Ph.D. programmes. In addition, the College also conducts 8 career-oriented add-on courses.

* Each core course programme enriched with specially designed vocational component in the form of Add-on diploma / certificate course considered by the industry as potentially relevant.

* Ethical and fundamental human values are instilled through various activities including value education and human rights classes.

* Staff and students are recharged through various programmes, meetings, industrial visit, picnics, sports and recreation.

* Healthy teacher-student relationship facilitates smooth teaching-learning.

* Staff members are encouraged to complete Ph.D./M.Phil .programmes.

* Staff / student feedback considered for quality improvement.

* Remedial classes for slow learners.

* Focus on student-centric learning, participatory and interactive learning through assignments, seminars, projects etc.

* Well-disciplined campus conducive to learning.

* The examination process is conducted strictly and totally insulated with secrecy of all confidential matters.

* Residential facility for students from remote and distant areas.

* Students experience scientific and resourceful learning during their academic journey through regularly up-dated curriculum and innovative teaching-learning practices.

* Committed and research-minded staff.

* Research ambience in the campus achieved by the visits of subject experts during National symposia / seminars / conferences / workshops and their interactions with students leads to the development of research culture and aptitude among students under the guidance of highly qualified staff.

* Four full-fledged research centers in Biochemistry, Computer Science, Microbiology and Commerce operate as knowledge centers. The department of Biochemistry has the special feature of regular international journal publications.

* State-of-the-art infrastructure facilities including Computer labs, Language lab and Research labs in Biochemistry and Microbiology developed to keep pace with growing technological and scientific needs.

* Five staff members are members of different Boards of Studies of the Thiruvalluvar University and other Autonomous Colleges.

* Unlimited Extension opportunities to infuse students with an ardent sense of

responsible citizenship for nation building.

* Innovative and creative environmentally conscious best practices such as neighborhood network activities, eco-friendly practices, green and health awareness campaigns, integration of sustainability principles and practices.

* NSS Camp, street plays, blood donation camps, eye camps, veterinary camps, rallies (Aids awareness, Voting) and outreach programmes to empower the marginalized and downtrodden.

* Uninterrupted power supply is ensured through generators.

* Hospital and Gym facilities meant for developing health status of the College inmates.

* A well-equipped modern library with an up-to-date technology satisfies the knowledge thirst of the teaching- learning community.

* The library is enriched with valuable reference material, manuscripts, journals, OPAC, DELNET and NLIST-INFLIBNET facility to all staff members and many of the students.

* Strong mentoring and student support system taking care of all students' campus needs extending even to medical care and wellness.

* Good record of academic and extracurricular achievements.

* Transportation for staff and students from selected towns to College.

* Social commitment and personality development through NSS and other clubs / cells.

* Women empowerment programmes by Women's Cell to support and guide the educationally and socially backward women students.

* Promoting programmes to cater human values, social sensitiveness, self reliance, National integration etc.

* A committed IQAC plays indispensable role in enhancement and sustenance of the quality education.

* The IQAC collects inferences from the learners and various committees through participatory interactions based on which it proposes comprehensive perspective plans to the governing council for approval and implementation.

* A well-furnished office for the smooth College administration.

* Interwoven curricular, co-curricular and extra-curricular student engagements with meritorious outcomes.

* Alumni positioned in higher echelon of research/academic, political, entrepreneurship fields.

Weaknesses of the Institution

* Inability to obtain 12(B) status from UGC, since the affiliating Thiruvalluvar University has not obtained it yet, has led to this self-financed College being not able to apply for any grant from the UGC.

* The geographically remote location has been a major barrier in providing exposure, bringing the corporate world for placement drives and involving eminent personalities in the activities of the College.

* Students from rural and poor economic background, lacking motivation, focus

and quality and with poor communicative skills in both Tamil and English, get admitted in the College, as better students head for professional courses.

* Poor economic background and the rural locality of the students has been a constraint on their access to various fields of higher education.
* In spite of good academic records, poor knowledge base and weak language skills pose a great challenge since it takes away the precious time meant to transact the present curriculum.
* Many of the teaching staff members are freshers with less than four years experience.
* Library and Canteen services have to be improved.
* Twinning and Faculty/Student Exchange programme yet to be introduced in the affiliating University.

Opportunities for the Institution

* The College has a potential to excel as a hub for technology transfer and social transformation.
* Research centers for all PG departments to provide more output in the higher research areas.
* Enthusiastic young teachers with research aptitude can promote research culture among students and an enquiry-based learning approach.
* The College has opportunities to establish linkages with institutes of prominence within and outside the country.
* Online courses, video conferencing, teleconferencing and web conferencing technology can be used to bridge the geographical divide.
* Staff and student exchange programmes between institutions need to be explored to achieve greater excellence and innovation.
* Strengthening of alumni network and linkages with industries will create more possibilities for increasing the percentage of campus placement.
* Further opportunities lie in establishing Entrepreneurship Development Cell and Incubator Cell to promote entrepreneurship and new technologies.
* Consultancy can be further developed into an income generating source and the income thus generated utilized for the infrastructure enhancement of the departments.
* Empowerment of women from this educationally backward area can bring about improvement in the social set up and community structure.

Challenges for the Institution

* Due to the diminishing interest of students in arts and science subjects, there is a decline in the inflow of brighter students into the College.
* Without UGC grants, providing better facilities is a big challenge to the Management. Paucity of non-salary grants and other funds poses a constraint and challenge for expansion of infrastructure.
* Heavy competition from mushrooming new Colleges in the vicinity pose a big challenge.

- ∗ Commercialization of education challenges the service motto of the College.
- ∗ Integrating undergraduate teaching with research at College level is another challenge.
- ∗ Poor educational backgrounds of the parents prevent even the high achievers from moving out for higher levels of learning or employment.
- ∗ Students are mostly first generation learners getting little motivation from the parents or the society.
- ∗ Due to the adverse influence of the media, mobile communications, internet and alcohol, there is a marked degradation of value system among the youth and its vibrations are felt in the campus.

8. Plans of the Institution for next year

- ∗ M.Phil. programmes in the subjects – Mathematics.
- ∗ All departments to conduct National / State level / International Conference / Seminar / symposium / Workshop
- ∗ Department of Computer Science and Applications to offer Diploma in Core Java as an add-on course to the students.
- ∗ NSS, Departments and various cells to provide extension services for the uplift of the local community.
- ∗ To become NPTEL Local Chapter and offer NPTEL Courses as add-on courses to the students.

Name Mr. N.T. RAVINDRAN

Signature of the Coordinator, IQAC

Name Dr. A. MOHAMED SADIQ

Signature of the Chairperson, IQAC

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure 1

Feedback on Staff

No.	Particulars	Excellent (%)	Very good (%)	Good (%)	Fair (%)	Needs major change (%)	Poor (%)
I	**Course Organization**						
1	Well prepared lesson plan	44.4	37.4	13.1	4.0	0.0	1.0
2	Course content divided hour-wise	15.2	53.5	23.2	7.1	0.0	1.0
3	Follows latest books	34.3	27.3	24.2	7.1	6.1	1.0
4	Nurtures creativity	25.3	29.3	24.2	10.1	6.1	5.1
5	Updates class notes	26.3	36.4	20.2	11.1	5.1	1.0
II	**Evaluation of students performance**						
1	Corrects and distributes in time	34.3	33.3	31.2	8.1	2.0	1.0
2	Asks questions to assess understanding	40.4	27.3	21.2	7.1	3.0	1.0
3	Class tests to understand students' retention capability	26.3	35.4	21.2	10.1	4.0	3.0
4	Interesting carry-home assignments	24.2	32.3	28.3	8.1	3.0	4.0
5	Assignments that require library facilities	17.2	45.5	15.2	12.1	5.1	5.1
III	**Presentation style**						
1	Steps to make students interested	36.4	29.3	20.2	8.1	5.1	1.0
2	Explains practical relevance of topics	32.3	34.3	23.2	6.1	3.0	1.0
3	Communicates well in class room	39.4	31.3	13.1	13.1	3.0	0.0
4	Educations technology tools such as OHP, LCD	17.2	25.3	26.3	15.2	5.1	11.1
5	Teachers' voice is audible	38.4	29.3	16.2	9.1	4.0	3.0

No.	Particulars	Excellent (%)	Very good (%)	Good (%)	Fair (%)	Needs major change (%)	Poor (%)
IV	**Teacher Student Interaction**						
1	Encourages students to ask doubts	32.3	38.4	19.2	7.1	3.0	0.0
2	Maintains minimum gap between self and students	28.3	34.3	25.3	6.1	5.1	1.0
3	Available freely for academic and personal counseling	30.3	21.2	26.3	14.1	5.1	3.0
4	Extra care for slow learners	32.3	29.3	20.2	9.1	7.1	0.0
5	Steps to drive away fear of subject and faculty	31.3	32.3	20.2	9.1	7.1	0.0
V	**Class room management**						
1	Mastery over the subject	37.3	30.3	31.3	8.1	3.0	0.0
2	Maintains discipline in class	34.3	42.4	13.1	7.1	2.0	1.0
3	Knows all students by name	47.5	23.2	17.2	5.1	3.0	4.0
4	Steps to keep the classroom neat	26.3	34.3	22.2	9.1	7.1	1.0
5	Maintains class records and keeps track of developments	38.4	32.3	17.2	10.1	1.0	1.0
VI	**Attitude and Personality factors**						
1	Treats the students with dignity	35.4	33.3	24.2	3.0	0.0	4.0
2	Has concern for students' well-being	21.2	41.4	26.3	6.1	2.0	0.0
3	Impartial in all dealings	16.2	34.3	33.3	13.1	2.0	1.0
4	Has aptitude for teaching	29.3	28.3	25.3	10.1	7.1	0.0
5	Maintains cordial relationship with students outside class	41.4	27.3	16.2	5.1	5.1	5.1