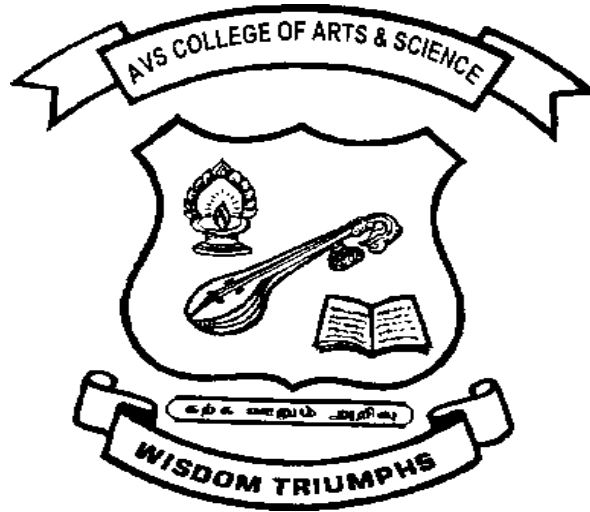


# ANNUAL QUALITY ASSURANCE REPORT

(2017-2018)



Submitted by

Internal Quality Assurance Cell

**AVS COLLEGE OF ARTS AND  
SCIENCE**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year

2017 - 2018

### I. Details of the Institution

Name of the Institution

AVS COLLEGE OF ARTS & SCIENCE

Address Line 1

RAMALINGAPURAM

Address Line 2

ATTUR MAIN ROAD

City/Town

SALEM

State

TAMIL NADU

Pin Code

636106

Institution e-mail address

principal@avscollege.ac.in

Contact Nos.

0427-2912495

Name of the Head of the Institution:

Dr. I. Carmel Mercy Priya

Tel. No. with STD Code:

0427 - 2912215

Mobile:

9842815451

Name of the IQAC Co-ordinator:

Senthil Nathan .S

Mobile:

9842019310

IQAC e-mail address:

avsnaac@gmail.com

NAAC Track ID (For ex. MHC0GN 18879)

14711

**OR**

NAAC Executive Committee No. & Date:

EC/65/A&A/36 25-09-2013

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

Website address:

www.avscollge.ac.in

Web-link of the AQAR:

http://www.avscollge.ac.in/www.avscollge.ac.in/index.html

#### Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.58	2013	5
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

Date of Establishment of IQAC :

DD/MM/YYYY

09/10/2013

AQAR for the year

2017-2018

Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2016 - 2017 (29/06/2017)  
 ii. AQAR 2017 - 2018 (04/07/2018)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

**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

**Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

-

Name of the Affiliating University (for the Colleges)

PERIYAR UNIVERSITY

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

Autonomy by State/Central Govt. / 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 ( <i>Specify</i> )	-
UGC-COP Programmes	-		

## **2. IQAC Composition and Activities**

No. of Teachers	09
No. of Administrative/Technical staff	01
No. of students	01
No. of Management representatives	01
No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
No. of Employers/ Industrialists	01
No. of other External Experts	01
Total No. of members	16
No. of IQAC meetings held	13

No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

STATE LEVEL SEMINAR FOR LIBRARY SCIENCE,  
 BOOK EXHIBITION,  
 LIBRARY ORIENTATION PROGRAMME

Significant Activities and contributions made by IQAC

- Yoga-Prayer, News Paper reading & practicing of vocabulary building.
- Workshop on teaching-learning materials.
- Medicare for student-teachers.
- Environmental Awareness & sustainable activities, such as-Celebration of World Earth Day, World Environment Day etc.
- Workshop on How to face competitive Examinations.
- Greater focus on ICT based learning.
- Skill Development Programme
- Empowering Faculty
- Cognitive thinking
- Manmade Global Warming and Sustainable Development.

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
Centre of excellence proposed	5 centre of excellence are initiated for the welfare of students and faculties
Placement for final years	1262 Students were placed in different reputed companies.
Exotica	Academic exhibition were conducted to enrich the knowledge of various disciplined students
Introduction of Value added courses	Communicative English, Tailoring are offered to students.

2.15 Whether the AQAR was placed in statutory body      Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Every activities of the college comes under the purview of the management

## Criterion – I

### I. Curricular Aspects

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	03	-	03	-
PG	10	-	10	-
UG	12	3	15	9
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	13
Others	07	02	07	-
<b>Total</b>	<b>33</b>	<b>05</b>	<b>35</b>	<b>22</b>

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓ 15( UG) 10 (PG)
Trimester	-
Annual	7 (M.Phil)

Feedback from stakeholders\* (On all aspects) Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

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

University framed the Syllabus in 2008 and Revision was made in 2017

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

3 New UG Departments were initiated in the Academic year.



## Criterion – II

### 2. Teaching, Learning and Evaluation

Total No. of faculty	Total	Asst. Professors	Associate Professors	Professors	Others (Non-Teaching)
	161	156	5	-	98

No. of permanent faculty with Ph.D.

20

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
50	-	-	-	-	-	-	-	-	-

No. of Guest and Visiting faculty and Temporary faculty

13

10

07

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	55	63	60
Presented papers	18	110	23
Resource Persons	05	17	22

Innovative processes adopted by the institution in Teaching and Learning:

- Group Debate Forum in association with club activities on Social issues
- Wi-Fi was made available over the entire campus.
- Case Study Method of teaching was implemented.
- LCD Projector, field visit, Summer Internship, Industrial visit E-learning and Minor projects.
- Research Centre and Research Lab are available on the campus.
- After the CIA test result analysis done.
- Sending progress reports to the parents.
- Preparation for Lesson plan and maintenance of log book.
- Management Games, Simulation Games, Role Play, Critical Analysis of current issues and Hands on training.

Total No. of actual teaching days

180

during this academic year

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

As Per University Norms

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

03

NA

NA

Average percentage of attendance of students

75

Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc., Computer science	97	10	21	30	-	64%
B.Sc., Biotechnology	59	19	11	13	-	72%
B.sc., Physics	63	35	-	16	-	65%
B.Sc., Mathematics	90	10	22	33		61%
B.Sc., Microbiology	48	07	26	13	-	81%
B.Sc., Chemistry	106	03	17	22	-	41%
B.C.A.,	98	8	28	49	-	79%
B.Com.	116	-	4	62	-	56%
B.Com CA.,	162	02	30	51	-	51%
BBA CA	86	03	16	47	-	84%
B.A. English	65	02	12	33	-	70%
B.Sc Geology	-	-	-	-	-	-
Textile and Fashion Designing	-	-	-	-	-	-
B.A. History	-	-	-	-	-	-
B.A.Tamil	-	-	-	-	-	-
M.Sc., Computer science	4	4	-	-	-	100%
M.Sc., Biotechnology	4	2	-	-	-	50%
M.sc., Physics	16	5	11	-	-	56%
M.Sc., Mathematics	8	-	4	-	-	50%
M.Sc., Microbiology	4	-	4	-	-	100%
M.Sc., Chemistry	13	-	-	5	-	39%
M.C.A	30	24	5	-	-	97%
M.B.A	72	15	57	-	-	100%
M.Com CA.,	18	02	14	-	-	89%
M.A. English	14	03	05	-	-	57%

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

<ul style="list-style-type: none"> <li>• Conducting Internal and External Academic and Administrative Audit.</li> </ul>
<ul style="list-style-type: none"> <li>• Class Committee Meeting ,</li> </ul>
<ul style="list-style-type: none"> <li>• SWOT Analysis.</li> </ul>
<ul style="list-style-type: none"> <li>• ICT related teaching.</li> </ul>
<ul style="list-style-type: none"> <li>• Website Updation.</li> </ul>
<ul style="list-style-type: none"> <li>• Initiated the installation of ERP Software.</li> </ul>
<ul style="list-style-type: none"> <li>• FDP and Orientation Programmes and Research.</li> </ul>
<ul style="list-style-type: none"> <li>• Staff Evaluation Reports, Students Feedback Report, Staff Appraisal, Result Analysis, Analysis of feedback from students , alumni and parents for further enrichment.</li> </ul>
<ul style="list-style-type: none"> <li>• Lesson plan , Log book, Remedial Class and Bridge Course.</li> </ul>
<ul style="list-style-type: none"> <li>• Principal, Academic Council Members and heads of the Departments have observed the classes and given their feedback about teaching.</li> </ul>
<ul style="list-style-type: none"> <li>• Question paper Evaluation Committee Verifies the CIA test question paper</li> </ul>

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	130
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	23
Faculty exchange programme	18
Staff training conducted by the university	15
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	34
Others	-

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	42	NIL	01	-
Technical Staff	20	NIL	-	-

**Criterion –III**

**3. Research, Consultancy and Extension**

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

- The IQAC of the institution encourages the staff members to undertake major and minor research projects and to organize seminars, workshops and conferences.
- The staff and students are informed about the various fellowships available and they are encouraged to apply for the same.
- The department arranges & organizes workshops & seminars, Industrial visits, Trade Fair entrepreneurship competition to instil awareness to the learners.
- Library and Computer lab work for PG & UG students is mandatory for preparing their Research Projects.
- Research Committee of the institution encourages and assist the teachers & faculty members to take up projects and research work.
- The IQAC propagates different research grants available at UGC and other Agencies. Not alone the faculty members but students too are encouraged to participate in presenting Research papers in other institutional conferences.
- At PG & UG level the learners are mentored and provided full support by the institution as well as the faculty members in preparing their project work.
- Motivate faculty to organize National and International conferences.

Details regarding major projects

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

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	-	Rs,5,50,000/-	5
Outlay in Rs. Lakhs		2	Rs,2,30,000/-	

Details on research publications

	International	National	Others
Peer Review Journals	20	-	-
Non-Peer Review Journals	10	20	13
e-Journals	NLIST		
Conference proceedings	-	-	-

Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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	2Years	UGC	Rs.2,30,000/-	Rs.1,00,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects ( <i>other than compulsory by the University</i> )	-	-	-	-
Any other(Specify)	-	-	-	-
Total			Rs.2,30,000/-	Rs.1,00,000/-

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

ii) Without ISBN No.

No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST

DPE - DBT Scheme/funds -

For colleges      Autonomy       CPE       DBT Star Scheme   
    INSPIRE       CE  Nil      Any Other (specify)

Revenue generated through consultancy

No. of conference organized by the Institution

Level	International	National	State	University	College
Number	20	5	-	-	-
Sponsoring agencies	-	-	-	-	-

No. of faculty served as experts, chairpersons or resource persons

No. of collaboration      International       National       Any other

No. of linkages created during this year

Total budget for research for current year in Lakhs:

From funding agency       From Management of University/College

Total

No. of patents received this

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

year

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

Total	International	National	State	University	Dist	College
2	-	-	-	-		2

No. of faculty from the Institution   
Who are Ph. D. Guides  
and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

No. of students Participated in NSS events:

University level  State level   
National level  International level

No. of students participated in NCC events:

University level  State level   
National level  International level

No of Awards won in NSS:

University level  State level   
National level  International level

No. of Awards won in NCC:

University level  State level   
National level  International level

No.of Extension activities organized University

forum	<input type="text" value="-"/>	College forum	<input type="text" value="15"/>		
NCC	<input type="text" value="✓"/>	NSS	<input type="text" value="✓"/>	Any other	<input type="text" value="✓"/>

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

Rural camp has been organised in nearby villages. Various awareness programs, skill training programs and eye screening camp have been organised at the settlement for the benefit of the people. School counselling for the adolescent students on the topics like „say no to smoking“, “Healthy Life Style”, “Stress Relieving Practices” and “Power of Positivity”.

The faculty members visited the Government schools and motivated the +2 students to overcome their anxiety and fear of writing the exams. To create interest in their subject, objective - type questions were prepared by the College teachers. They conducted a test and distributed prizes to the school students.

The College identified the schools that do not have good computer Lab facility; they have brought to our campus and gave proper lab facility to them. Government school teachers came to our college and they were given training to upload school students” data for Government Education Department Server.

The following humanitarian activities are carried out for the benefits of the society.

- 3140 students took active participation in eleven awareness programmes in different areas of social interest.
- 3650 students participated in eight medical camps.
- 1500 units of blood are donated in blood donating camps. Adult education programmes were conducted and 101 adults were benefitted.
- 5000 saplings and 12,000 seed balls with 1, 22,000 seeds were planted under tree planting programme.
- Rs. 5, 77,000.00/- is contributed to “Siruthuli” project which adopts orphanages, home for aged and blind schools.



## Criterion – IV

### 4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	52649 Sq.Mts	-	-	-
Class rooms	115	-	-	-
Laboratories	10	03	-	-
Seminar Halls	03	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	12	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	61,61,323	-	-
Others	-	5,000.00	-	-

Computerization of administration and library

Yes
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Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31824	8051899	1300	578227	33154	8630126
Reference Books	3240	163071	9	38035	3249	201106
e-Books	80409				80409	
Journals	32	65400	30	68350	62	133750
e-Journals	5028				5028	
Digital Database	N-LIST DELNET	17400	Membership Renewed (Rs – 17400)		2	17400
CD & Video	743		4		747	
Others (specify)	-	-	-	-	-	-

Technology up gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Internet</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Departments</b>	<b>Others</b>
Existing	345	06	100	03	-	10	22	-
Added	40	-	-	-	-	-	03	-
Total	385	06	100	03	-	10	25	-

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

The College campus has Wi-Fi facility which helps the Management, staff and students to use the internet extensively for various purposes. CCTV is installed in every wing to monitor the campus activities. Audio System is executed in every wing for communication of necessary information to the students. Tally class to the students. LCD Projector for handling class. Smart class room and interactive boards are available for teaching. Audio -visual communication facilities with full fledged up dation is available in the campus. Course materials are prepared by using Power point presentation for teaching .Education blog is created on the website and Students and staff can use this blog. Apart from regular class dot net, coral draw and photo shop training are given to the students. For non teaching staff are given training about word and excel. Arrangements are made by the college to the faculty members in Information and Communication technology. These training programmes are conducted at the end of each semester .Eminent technicians are invited to the college to give training in software and hardware techniques. Soft skill and technical training was conducted to train the faculty members. The students were given the basic training programme for operating the software system.

Amount spent on maintenance in lakhs :

i) ICT	12,000
ii) Campus Infrastructure and facilities	2, 07, 27,226.00/-
iii) Equipments	9, 08, 666, .00/-
iv) Others	66, 61,323.00/-
<b>Total :</b>	<b>2, 74, 79,415.00/-</b>

## **Criterion – V**

### **5. Student Support and Progression**

#### Contribution of IQAC in enhancing awareness about Student Support Services

- A booklet along with the admission form is given at the time of admission to the students with all the information regarding, NCC, NSS, Red Cross, Library etc and also all the schemes providing financial assistance in the form of scholarships to the students from economically and socially weaker sections by the state government.
- Students are also informed about career through career counselling cell, apart from academic development of the students the college also encourages students to participate in academic and literary activities, sports and cultural activities. Eight student clubs under the supervision of a professor are formed wherein students participate in various activities.
- Updates on notice boards and college website to ensure active participation by students in various activities.
- Announcements and daily bulletin during morning assembly
- Special coaching for Class Toppers. Remedial Class for Slow learners.
- College Calendar and Magazine are issued to all the students.
- Classifying the students based on their communication skills and given Communicative English class to the students.
- Encourage students to participate in seminars, cultural activities and sports.
- Regularly Placement training is given to the students .They attended on / off campus drive for placement.
- Scholarship notification is informed to the students. News Paper cuttings are collected and circulated to the students and also displayed on the notice board.  
Students can pay fees on instalment basis.
- Hostel students, who are sick, are taken to the nearby hospital immediately for this purpose, 24 hours transport facility and driver are provided by the Management.

Efforts made by the institution for tracking the progression

- Conducting three CIA tests to students and Result Analysis for CIA-I, II and III were prepared, sending progress reports to parents, remedial classes, assignments, result analysis, parents meeting and training programmes.
- Question Bank to students. Based on their attendance performance counselling will .be given for attending the class regularly.
- Mentors also monitoring their performance. Class committee and analysed staff presentation in the class room .And also observe the class by Principal, Dean and HODS for the improvement of teachers.
- Students can motivate to participate in extracurricular activities like oratorical club, fine arts club and sports. They can participate in literary club and intellectual forum.
- In our campus EDC cell available. Those who are interested to become entrepreneur they can able to know how to prepare budget and proposal.
- The Monthly performance reports of the teachers reveal the completion of the syllabus according to the respective Teaching plan and also the progress made by the students. The college conducts three sectional examinations in every semester for continuous evaluation. The Principal also inspects the planners.
- The arrival of freshers from Hr.sec.School who are admitted in the college a motivational speech is delivered by the principal for the students to gain confidence in college atmosphere.
- Every year Achievers day, Toppers in the class and outstanding Sports personalities are rewarded for their great achievement in their respective field.

(a) Total Number of students

UG	PG	Ph. D.	Others
4459	491	11	112

(b) No. of students outside the state

28

(c) No. of international students

30

No	%
4234	84

Men

No	%
828	16

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
233	1032	181	3567	5	5062	-	-	-	-	-	-

Demand ratio

Dropout % - 5%

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

- Aptitude training, communicative skill, group discussion, Communication skills, Communicative English classes, Campus quizzes.
- Global Business skill Phase I,II and III .Coaching class for CA,ACS Conducted Quantitative Ability Training for students.
- All candidates who appear for NET/SLET / Field services are helped by the faculty members. Competitive centre holds guidance classes for such competitive exams every year inviting faculty members and students as well from other institutions widely.
- The Career & Placement Cell of the institution invites experts to deliver lectures in providing guidance to the learners for their competitive examinations- “How to face Interviews”, “ How to face Examination” “ Preparing a Resume” “How to strengthen a Resume” “ Time Management”.
- The faculty members extend full patronage to students by providing career based guidance and interview facing techniques to them. They hold In class Mock Interviews, Group Discussions, Techniques for facing interviews, personal grooming etc.,
- The Management allows forums to run skill development classes in the campus throughout the year.
- Conducted seminar to the students on How to crack the competitive examination given by eminent professor from Universities.

No. of students beneficiaries

1200

No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Other

Details of student counselling and career guidance

Mentoring, Remedial coaching, placement training ,parents meeting, Mock interviews, Career guidance classes, Counselling by Social work and Management Studies Department. A number of career training programmes are arranged to the final year UG/PG regarding students writing competitive examination and attending interviews. Employers from different firms are invited to give lecture on employment opportunities.

No. of students benefitted -

895

Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
33	1585	1262	15

Details of gender sensitization programmes

A Feminine Federation is functioning in the college for the welfare of the women students. International women day was celebrated in the college. The cell aims to create awareness among women about their legal rights in the perspective of women’s issues and problems. It also provides a platform for women to share their experiences and views regarding their rights and duties, status in the society and to suggest ways to improve and empower themselves. Training in arts and crafts, tailoring, beautician course are given to the students. Awareness programmes on women rights, health and self-employment are arranged in the college.

## Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1109	4460550
Financial support from government (SC/ST)	652	66,79,650
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

No. of social initiatives undertaken by the students

15

Major grievances of students (if any) redressed: \_\_\_\_\_ - \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

State the Vision and Mission of the institution

**Vision:**

To attain excellence in the field of education by creating competent scholars with a touch of human values.

**Mission:**

To accomplish eminence in the academic domain, by providing updated infrastructure and value based education through efficient faculty members, training programs to impart knowledge, skills and attitudes to the students with discipline and determination.

Does the Institution has a management Information System

Yes the college has a Management Information system

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

Curriculum Development

As an affiliated College, the Institution follows Periyar University curriculum. Through Curriculum Enrichment Committee, we discuss with Internal and external experts from academia and experts from Industry and Alumni for Enriching the Curriculum.

By involving the stakeholders in the curriculum design, the college ensures that the curriculum developed encompasses components for employability, research, topics in emerging trends, social relevance and social needs.



## Teaching and Learning

- Outcome based education method has been followed and developed.
- Creation of learning environment in classes which includes critical thinking, case analysis and innovative method.
- For all programmes practical orientation is insisted in the form of projects, Mini• projects, industrial visit, guest lectures, workshops, seminars and symposium.
- Teaching and Learning process is strengthened with the help of e-learning Resources NPTEL) and On-line Learning (Model) software.
- Faculty development programmes and in-service oriented trainings are conducted once in a year to enrich their teaching-learning methods.
- Remedial classes are given to slow learners.
- Mock interviews and group discussion are a part of simulation exercises helping them in placements.
- Mentoring and counselling of slow learners are part of teaching and learning process.

## Examination and Evaluation

- Three Internal Assessment Test are conducted and are being evaluated within 2 days after completion the exams.
- Internal marks are allotted based on the assessment test marks and the student's attendance Percentage. Theory and practical examinations consists of two components Namely, External evaluation for 75% marks and internal evaluation for 25% marks.
- Every day Slip test are conducted for all the subjects.
- The attendance as well as the assessment marks is communicated to the parents through mobile, letters and parent teachers meeting conducted every semester to review the performance of the students
- Counselling of students every month to find out the academic progress and guide them towards improvement based on remedial classes.

## Research and Development

- The Research and Development Cell is established with an objective of promoting research by students and the faculty members in newly emerging and challenging areas of Arts and Science and Humanities. R&D Cell encourages the faculty members and students for sending research proposals and receiving funds from various research bodies.
- Faculty provided with On – Duty, Registration fee refunds for participating in conference, FDP, Seminars etc.
- Encouraging faculty to organize, attend and present papers at state/national/international conferences and seminars.
- Faculty members and students are motivated to publish their research papers in reputed national and international journals / conferences. Faculty members are guiding the students to do grant-in aid research under student project scheme. Experts from reputed institutions are invited for R & D related interactions. The project proposals are usually examined and evaluated by the Project scrutinizing committee before they get sent to the funding agency.

## Library, ICT and physical infrastructure / instrumentation

- **Library:** Library has sufficient e-journals which include Science direct and DELNET• & IEEE etc. and sufficient back volumes for all the departments. Digital library facilities with National and International online journals are also provided. Library administrations like issue / return of books are maintained through commercial library software. The library building is enabled with Wi-Fi facility. Every year, additional volumes of books are added based on the requirements from all the departments.
- Every class has one compulsory library hour / week for permitting the students to access the reference books and journals which augments the learning process. Apart from the central library, every department has a Department Library and NPTEL videos and animation for various subjects.
- **ICT:** All class rooms, tutorials rooms, seminar halls, laboratories pertaining each department is enabled with ICT tools.
- A separate server with e-materials and videos is available in all the departments for the access of the students and the faculty members. For every subject, power point presentation and animated videos are being prepared by the faculty members and it is used for taking classes in an interactive way.

**Physical infrastructure/instrumentation:**

- The campus manager is monitoring the maintenance of academic infrastructure and other facilities.
- A dedicated team of about 20 employees under the supervision of the Horticulturist functions exclusively for maintaining the green landscape.

**Human Resource Management**

- As per the Periyar university norms, faculty and staff requirement is forwarded to Recruitment committee consisting of Principal, Dean Academics, HOD, senior faculty and External subject expertise for further action.
- Arranging various orientation programmes for both teaching and non-teaching faculty members for upgrading their skills in their respective fields using latest technology.
- Incentives are given to the faculty members for presenting research papers in reputed Journals / International and National Conferences.
- Faculties are supported financially to attend Conference / Workshop & FDP's conducted outside the Institution.

**Faculty and Staff recruitment**

- Based on the vacancy in all departments for all positions, publish the advertisement in the leading daily newspapers.
- The recruitment committee comprises Principal, HoD's and Senior faculties will conduct the interview and select the candidates and further approved based on qualification, experience and performance.

## Industry Interaction / Collaboration

- The institution emphasizes upon career development of the students. This can be achieved by establishing MoUs with reputed core industries to enhance Industry-Institute Interaction activities like internships, industrial visits, in-plant trainings, value added courses, industrial projects, guest lecturers etc., for the benefit of students.
- **Entrepreneur Development Cell (EDC)** is functioning for enhancing the industry-institute relationship.

The different kinds of activities which are followed in EDC are given below.

- Arranging industrial visits, in-plant training and internship programmes to the students, for getting practical exposure and knowledge in the industrial environment.
- Providing internship training programme for the faculty members from industry to update their knowledge on present day industrial scenario.
- Conducting awareness programmes on entrepreneurship skills and engineering and technological fields.
- The cell invites experienced academicians, leading professionals with extensive corporate experience and entrepreneurs to address the students and thereby facilitate practical learning.
- Collaborating with the industry for R&D projects.

## Admission of Students

Admission is based on the eligibility conditions laid by Periyar University.

Welfare schemes for

Teaching	Free bus facility, Health check-ups, Concession in school fees for Employees Children, Maternity leave, Causal leave, Duty leave and P.F, internet free download or upload, salary advance.
Non teaching	Free bus facility, Health checkups, Concession in school fees for Employees Children, Maternity leave, Causal leave, Duty leave and P.F, Loan, Advances etc.,
Students	Fee concession for the needy students and the college takes all the steps to get scholarship for the eligible students from the government. we provide merit scholarship for physically challenged students as well as socially alienated(AIDS affected parent's son or daughter) parentless students and to the single parented

Total corpus fund generated

Rs.5 per Student
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Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

- Photocopies of Answer scripts are provided for students based on request.
- Revaluation of Answer scripts.
- Publication of Semester results through online.

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

Not Applicable

Activities and support from the Alumni Association

- Institute conducts alumni meet every year.
- Alumni are invited to visit the college for guest lecturers & interaction with students to enhance the knowledge & skills of the students.
- The alumnus helps in bringing industries and companies for campus Placements and provides employment opportunities to the students.
- Few students of the alumni are entrepreneurs; they motivate and guide the students to become entrepreneurs.

Activities and support from the Parent – Teacher Association

Parent Teacher Association meeting is conducted periodically to know about the students' progress. The meeting is a platform to offer suggestions for further improvement and development of the students. The parents get an opportunity to interact with the faculty advisors and heads of the departments to know about their ward's performance and study

#### Development programmes for support staff

Orientation programmes, yoga classes, seminars, workshops, Training classes, Infosys, ICTACT, NET /SLET programmes, Computer classes, Mind refreshing programmes and communication classes are arranged for the support of staff members.

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

Faculty members and students are made to realize the importance of environmental protection by proper guidance; pamphlets and notice boards were issued periodically. The striking messages which carries in boards insisting the cleanliness of the campus. The college is completely a “Litter free” campus. Polythene bags are totally banned .Lawns, flower plants and different species of tree are planted regularly for greenish atmosphere.

The following measurements are taken to be more effective for eco-friendly:

- Energy conservation
- Use of renewable energy
- Rain Water Harvesting
- Regular tree planting
- Installation of LED, Solar street lights inside the campus

## Criterion – VII

### **7. Innovations and Best Practices**

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

- Increasing placement opportunities for the student by placement training.
- The students are taught for content beyond the syllabus & Controlled by IQAC
- Improving communication skills of staff and student through spoken English class every week.
- Improving teaching and technical skills of faculty by various programmes.
- Improving soft skills of the student through training and placement.
- Significant innovations are introduced by the institution; Practical projects have been undertaken by different Departments.
- Our N.S.S. unit has worked in different villages for village upliftment.
- In curricular innovations also the students are encouraged to prepare projects relating to their syllabi. They are also encouraged to prepare projects relating to general awareness or current affairs.
- One of the aims of any holistic education should be to develop patriotism in any student. Our NCC unit through the National Integration Camp tries to fulfil this aim.
- Students are encouraged to improve their performance and honoured in Achievers day function.
- The Rank holders, Gold Medallists' are honoured with awards in Graduation Day.
- Merit certificates are issued to the deserving students.
- Value added courses improve the technical skills of the student.
- Boarding facility is compulsory for slow learners while Examination period.



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

College calendar is furnished with the rules and regulations of the college. The information regarding examinations are displayed in the calendar .A master calendar, monthly action plan and micro level planning are designed and activities are carried out based on the schedule.. Action taken reports are monitored by the Principal in various guiding steps such as

- Expert lectures, Seminars, State level Symposium are conducted for the students.
- HR meet conducted for final year students where Industry Culture and requirements in the recruitment process has been discussed.
- In order to bring the creative ideas of young Students for implementation, they are motivated to participate in various project competitions for the year 2017-2018.

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

1. On line Student Feedback System.
2. Slow learners coaching System & Continuing Education for best learners.

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

Contribution to environmental awareness / protection

The institute has taken all possible measures to make the campus eco-friendly. Water preservation is maintained with a construction of a farm pond of capacity 4800 cubic meter water conservation per each filling. All the plants on the campus are taken care of regularly by a visiting gardener. Moreover teaching faculty and students participate in various tree plantation programmes. NSS students planted 3000 trees in municipal garden near college campus. To create awareness and sensitize students to environmental issues various programmes are held such as slide show, lecture by experts etc.

Whether environmental audit was conducted: Yes

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

#### **Strength from SWOT Analysis**

- Internal Quality Assurance cell to guide and support for fulfilling the curriculum gap identified.
- Value Added Courses are conducted to impart necessary skills to the students in order to fulfil industrial expectation.
- Content beyond the syllabus are prepared by every staff in order to fill the curriculum gap between Industry and Institute.
- Highly committed, dedicated and qualified staff.
- Have increasing number in campus placements
- Adequate lab facilities.
- 11 Faculty members achieved PhD degree.
- The institution with self-financing status to have NCC, to teach German, French languages, music, dance, values &more.
- Centre for Excellence to nurture innovations.

#### **Weaknesses from SWOT Analysis**

- Lack of awareness regarding education in rural areas.
- Lack of departmental collaborations with the industries.

#### **Opportunities from SWOT Analysis**

- Develop more interdisciplinary research/projects.
- Make the department more research oriented.
- Opportunity to offer need based programs to working professionals

#### **Challenges from SWOT Analysis**

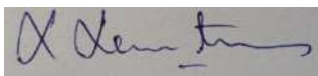
- Challenges related to Entrepreneurship development.

## **8. Plans of institution for next year**

- Improving the staff Quality by making them to participate for various skill development programs.
- Improving the placement opportunities by improving the their Technical skills
- Will do more rigorous placement progress and to introduce value-added and skill –based courses.
- To introduce new UG and PG courses
- To keep the campus eco-friendly environment.
- To introduce more research programmes.
- To increase the appointment of PhD holders.
- To get an autonomous status.
- To get grants for researches from UGC.

*NAME*

*S.SENTHIL NATHAN*



*Signature of the Coordinator, IQAC*

*NAME*

*DR.I.CARMEL MERCY PRIYA*



*Signature of the Chairperson, IQAC*

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