

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2015-2016

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BENGALURU



INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

(A Linguistic Minority Co-Educational Institution & Affiliated to Madurai Kamaraj University)

(Re-Accredited with 'B' Grade by NAAC)

RAJAPALAYAM – 626117

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2015 – 2016

I. Details of the Institution

1.1 Name of the Institution

RAJAPALAYAM RAJUS' COLLEGE

1.2 Address Line 1

Mudangiyar Road

Address Line 2

City/Town

Rajapalayam

State

Tamil Nadu

Pin Code

626117

Institution e-mail address

rrc1973@gmail.com

Contact Nos.

04563-222767

Name of the Head of the Institution:

Dr.V.Venkatraman

Tel. No. with STD Code:

04563-226467

Mobile:

09443424148

Name of the IQAC Co-ordinator:

Dr. M.Vaidyanathan

Mobile:

09894712688

IQAC e-mail address:

raja_59@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN12790

OR

1.4 NAAC Executive Committee No. & Date:

(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)

EC/65/RAR/10

1.5 Website address:

www.rrc.edu.in

Web-link of the AQAR:

http://rrc.edu.in/aqar-2015-2016

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2006	up to 31-05-2011
2	2 nd Cycle	B	2.48	2013	up to 24-10-2018
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

23-06-2006

1.8 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*)

This is the Second AQAR after Second Accreditation in the Year 2013

- i. AQAR **30/09/2014**
 ii. AQAR **27/09/2018**
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 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 ☐

1.10 Type of Faculty/Programme

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

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Madurai Kamaraj University, Madurai

1.12 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 (*Specify*)

--

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

-

2.4 No. of Management representatives

1

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and community representatives

1

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

Faculty Non-Teaching Staff Students Alumni 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. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Infrastructure facilities improved for girl students by constructing a separate lunch shed and a girl's hostel.
2. Additional college bus facility provided for girl students.
3. More CCTV cameras installed in the college campus to enhance the security of students.
4. Motivated teaching faculty to improve research activities as a result the number of Scopus citation is increased to **47**.
5. To enhance sports facilities in the college, equipments were purchased for **Rs. 8.1 lakhs**.
6. Library service was digitalized and computerized with the help of Library Management System. All the books have been bar-coded.
7. In office, e-governance of student's scholarship is carried out through Tamil Nadu Government Web Portal.
8. **Dr. R.Jaganath, NSS Programme Officer**, has received "**University NSS Award 2013-2014**" as "**Best N.S.S. Programme Officer**" from Madurai Kamaraj University, Madurai on 12.04.2016.

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
1. To create more Research facilities.	In collaboration with UGC, management has provided internet broadband connection, books & journals for Rs. 286800.
2. To enhance the laboratory and class room facilities.	Rs. 143104 has been spent for laboratory instruments and classroom furniture.
3. To motivate the teaching faculty to publish more research articles in peer reviewed journals.	There has been an increase in the number of publications in international and national peer reviewed journals.
4. To complete the construction of swimming pool & girls' hostel.	Both the projects are almost completed simultaneously.
5. To provide an additional college bus facility for girl students.	New bus has been purchased.
6. To construct a separate lunch shed for girl students	Lunch shed has been constructed.
7. To register more research scholars under our faculty.	27 research scholars are pursuing Ph.D programmes in the departments of History, Commerce and Tamil
8. To organize Gender Sensitization Programmes.	Gender Sensitization Programmes are conducted periodically.

** 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 ☐

Provide the details of the action taken

AQAR was placed in IQAC meeting and was approved by IQAC and college management.

Part – B

Criterion – I

1. 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
Ph.D.	2	-	2	-
PG	5	-	3	-
UG	11	-	6	-
PG Diploma	1	-	1	-
Advanced Diploma	1	-	-	1
Diploma	1	-	1	-
Certificate	3	1	4	3
Others (M.Phil)	2	-	2	-
Total	26	1	19	4
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of Programmes

Pattern	Number of programmes
Semester	22
Trimester	–
Annual	5

1.3 Feedback from stakeholders* Alumni ☐ Parent ☐ Employers ☐ Students ☒
(On all aspects)

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

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

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

The revision of syllabus is carried out by the University and the College does not have any role

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	80	66	13	-	1(Principal)

2.2 No. of permanent faculty with Ph.D.

27

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

(* for aided posts only)

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
6	3	-	-	-	-	-	-	6	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	4
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	11	29	19
Presented papers	10	19	7
Resource Persons	-	1	-

2.6 Innovative processes adopted by the Institution in Teaching and Learning

The IQAC of our college gives guidance in the following areas to improve the teaching-learning process:

- Preparation of Teaching Materials by faculty.
- Maintenance of Work Done Report.
- Conduct of Remedial classes for slow learners.
- Semi micro analyses are carried out in some qualitative chemical analysis to minimize water usage and pollution.
- Training programmes are given to students for National level exams such as JAM, NET.

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)

Examination / evaluation reforms such as giving Photocopy of the answer scripts are carried out by the University

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

5

-

-

2.10 Average percentage of attendance of students

88.57%

2.11 Course/Programme wise distribution of pass percentage: **April 2016**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass % (Rounded Off)
B.A(History)	39	-	33.33	51.28	10.25	95
B.Sc(Mathematics)	48	22.91	54.16	14.58	4.16	96
B.Sc(Physics)	34	20.59	55.88	2.94	-	79
B.Sc(Chemistry)	38	18.42	34.21	21.05	-	74
B.Com	58	1.72	27.59	58.62	12.07	100
M.A (History)	8	-	100	-	-	100
M.Com	28	-	71.43	25.00	-	96
B.Sc(Comp.Sci)	46	-	63.04	23.91	-	87
B.Com(S.F)	56	-	5.36	32.14	33.93	71
B.Com (Comp.App)	98	3.06	46.94	25.51	-	76
B.B.A	60	-	10.00	66.67	13.33	90
B.A(English)	68	-	-	39.70	48.53	88
M.Sc (Comp.Sci& IT)	12	-	100	-	-	100
M.Com(C.A)	14	-	64.29	35.71	-	100
M.A (English)	45	-	17.78	82.22	-	100
B.A (Tamil)	27	18.52	44.44	14.81	22.23	100

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

- Feedback collected from students helps in evaluation of teaching learning process.
- Feedback is worked upon and teachers are asked to submit the reports.
- Self-Appraisal of faculty is also collected.
- IQAC held meetings with the faculty on various matters relating to teaching-learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	6
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	2
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	Aided - 24 S.F - 6	2	-	-
Technical Staff	Aided - 6 S.F - 3	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

Research committee suggests faculty to publish their research work in peer-reviewed impact national/International journals and to enhance scopus citations. IQAC suggests the faculty members to access INFLIBNET journals through central library.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	1
Outlay in Rs. Lakhs	-	4.104	2.88	9.558

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	6	-	-
Outlay in Rs. Lakhs	-	10.3	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	4	-
Non-Peer Review Journals	-	2	1
e-Journals	-	-	-
Conference proceedings	-	9	-

3.5 Details on Impact factor of Publications

Range Average h-index* Nos. in SCOPUS**

* including Google Scholar and Research Gate

** Total number of citations

3.5.1 No. of Journals published by the Institution

No. of Faculty served as Editors

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

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant Sanctioned (in Rs.)	Received (in Rs.)
Major projects	4	UGC	17,82,000	4,10,400
Minor Projects	2	UGC-SERO	10,30,000	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	28,12,000	4,10,400

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	-
Sponsoring agencies	-	-	-	Management	-

3.12 No. of faculty served as experts, chairpersons or resource persons 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 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	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph.D. Guides and Students registered under them *Registered in this year 3.19 No. of Ph.D. awarded by faculty from the Institution

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 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	1	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	-
NCC	-	NSS	-
		Any other	-

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

NATIONAL SERVICE SCHEME

The five units of NSS 170, 171, 172, 173 and 206 undertook various service programmes under the able guidance and supervision of the Programme Officers Dr. K. Alagar, Dr. R. Jaganath, Mr. R. Vishnushankar, Mr. R. Ramaraj and Mrs. G. Gowri respectively.

- **Dr. R. Jaganath, NSS Programme Officer**, has received **“University NSS Award 2013-2014”** as **“Best N.S.S. Programme Officer”** from Madurai Kamaraj University, Madurai on 12.04.2016.
- NSS and Rotary club of Rajapalayam jointly organised **Blood group Identification** for all first years of UG and PG students of our College. Nearly **825** students were benefited.
- **A Blood Donation Camp** was organized in our College on 27th July 2015 in association with Rajapalayam Government Hospital, Indian Medical Association, Rajapalayam Branch and Rotary Club of Rajapalayam. Our NSS volunteers donated **52** units of blood.
- **30** NSS volunteers rendered service on the occasion of the Fifth day festival of **Sri Andal Temple Mahothsavam** on 16th August 2015.
- **National Adventure Camp** was organised by **Ministry of Youth Affairs and Sports**. Our NSS Programme Officer **Mrs. G. Gowri**, along with a student volunteer Ms. Manjula (II BSc Maths)

represented Madurai Kamaraj University as a Contingent Leader by coordinating **10** NSS volunteers from various colleges affiliated to Madurai Kamaraj University. The camp was organized from 10th October 2015 to 19th October 2015 at Dharamshala, Himachal Pradesh. The ten day camp included various activities like trekking, rippling, tenting, river crossing etc.

- Our NSS Volunteers participated in a one day camp on ***“Dengue Prevention and Vector Borne Diseases”*** on 28.09.2015. Moreover **75** NSS volunteers (boys and girls) cleaned the Government hospital premises under “Swachh Bharath Scheme”.
- On 21st November 2015, **30** NSS volunteers participated in ***Communal Harmony Campaign*** organised by NSS and created an awareness among the general public through a Cycle Rally.
- A ***One Day Special Camp*** was organized on the occasion of ‘Thirukarthigai’ on 5th December 2015 at Sivanantha Ashram in ***Ayyanar temple***, where 125 volunteers rendered service during the Annadhanam to the devotees.
- ***Seven Day Camp*** was organised by our NSS units 170, 171,172, 173 and 206 at their respective adopted villages from 21st December to 27th December 2015. Various social outreach programmes such as self employment programmes for villagers and unemployed youngsters, social awareness rallies on dengue and personal hygiene, blood donation camp, free coaching for the school children of the adopted villages and cultural events were organized to educate and enlighten the people on various notable social issues .
- On 11th January a meeting was organised to celebrate ***“Road Safety Week”***. Traffic Police Inspector from Rajapalayam Division delivered a special address to our volunteers on Road Safety and Traffic Rules.
- **80** NSS volunteers participated in the field work at Sri Mayuranadhar Temple and cleaned the temple premises on 15th February 2016.

NATURE CLUB:

Nature Club is a body of nature lovers from various departments of the College. The club has been active since 2013-2014. The club is lead by a group of members of faculty and students from various departments of our institution. In the beginning of each academic year, under the leadership of the Co-ordinator Dr. R. Jaganath, the club members, both students and faculty assemble to frame an action plan for the year. Nature Club regularly organizes awareness programmes and celebrates days of important related to environment and bio-diversity.

The major activities for the academic year 2015-2016 are:-

- A special guest lecture was delivered on ***“E-Waste Management and Handling”*** by Mr.T. Subramaniam, Secretary of ***Wildlife Association of Rajapalayam*** on 3rd October 2015 (World Nature Day) for our members.
- A Two day special camp on ***Waste Plastic Removal*** was organized at Sundaramahalingam Temple at Sathuragiri Hills from 10th and 11th April, 2016 on account of ***‘World Atmosphere Day’***.

RED RIBBON CLUB

- The Red Ribbon Club of our college has been functioning with 100 volunteers with both boys and girls, rendering various awareness programmes under the expert guidance of our Principal Dr. V. Venkatraman. The objective of the Red Ribbon Club is to create awareness on Blood Donation, HIV-AIDS and other communicable diseases among the youth.
- Dr. V.Venkatraman, the Principal of our college delivered a lecture on “HIV/AIDS prevention” for the RRC volunteers on 16th February 2016 and distributed certificates to RRC Programme Officer and RRC volunteers who attended the programme.
- Two RRC volunteers of our College participated in the One Day Orientation programme at Madurai Kamaraj University on 16th February 2016.

NCC- NATIONAL CADET CORPS

The NCC Company of our College is functioning under the Commandant Lt. C.Ramakrishnan.

- About **15** cadets ***donated blood*** on 19th September 2015.
- ***Waste Plastic Removal Camp*** was organized on 14th October 2015 by NCC at ***Ayyanar Temple- Western Ghats***. **25** students actively participated in this programme
- **27** students involved in social service at ***Thalavaipuram village*** on 12th Febraury 2016.

YOUTH RED CROSS:

- The Youth Red Cross is a wing of the Indian Red Cross Society with Dr.K.Ramesh Kumar as the Programme Officer of our unit. Blood Donation is the prime objective of the Youth Red Cross.
- **15** Youth Red Cross volunteers rendered service on 22nd November 2015 on the occasion of ***Clean Campaign Programme*** at Sivanandha Ashram , Ayyanar Temple.
- **50** Youth Red Cross Volunteers rendered service in cleaning the Temple premises of Sri Mayuranatha Swami Temple, Rajapalayam on 13th December 2015.

- *Youth Red Cross Day* was celebrated on 16-02-2016. Dr. K. Ramesh Kumar, delivered a Lecture on '*The Role of Youth Red Cross Volunteers*'.
- *Two Day Disaster Management Training Camp* was held on 8th and 9th January 2016 at Sri Sivananda Ashram, Ayyanar Temple. **50** Youth Red Cross Volunteers participated and were trained in Disaster Management.
- **15** Youth Red Cross Volunteers engaged themselves in *One Day Service Camp* held at Shridi Saibaba Temple, Rajapalayam on 24th January 2016.

BLOOD DONORS CLUB

- Dr. V.Venkatraman, the Principal, Rajapalayam Rajus' College has been a role model in donating blood. He has donated blood to the poor patients more than **56** times and saved the lives of many people.
- So far, more than **4210** students have donated blood to the people since 1990. Blood Donors Club is functioning under the guidance of its Coordinator Dr.K.Alagar.
- In the academic year 2015-2016, totally **145** units blood were donated by our College students on various occasions.

WOMEN DEVELOPMENT CELL (WDC)

- WDC met every Wednesday for sharing resources and to orient the Women Staff towards effective teaching and to develop their skills. Further they discussed effective methods of teaching to benefit the slow learners.
- *Coaching for NET/SET Exams* was conducted from December 2015 to February 2016 for the Women Staff.
- *International Women's Day* was celebrated on 19th March 2016 and the Chief Guest Dr.R.Lalitha Raja, Assistant Professor of Linguistics delivered the thematic address on "*Women Empowerment*". Cultural Programme was followed by Prize Distribution for the winners of the various competitions held during the last month.

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		52 Acres	-	-	52 Acres
Class rooms		49	1	UGC and Management	50
Laboratories		4	-	-	4
Seminar Halls		1	-	-	1
No. of important equipment purchased (≥ 1 lakh) during the current year.		-	2 High jump foam pit and Basketball fibre board	UGC	2
Value of the equipment purchased during the year (Rs. in Lakhs)		-	9.85735	-	9.85735
Others	Campus infrastructure and facilities (Books, Bus, Toilet, Swimming pool, etc.)	-	43.24466	UGC and Management	43.24466
	ICT (Internet and computer accessories) (Rs. in Lakhs)	-	2.71215	-do-	2.71215

4.2 Computerization of administration and library

- All library activities have been computerized with the Library Management system Software, **ROVAN**. All the books have been barcoded. Staff and students browse books using OPAC.
- Digital library has been established and the students are allowed to browse for their academic requirements.
- Department libraries are maintained.
- Scholarship data for the students are processed through online, using Tamil Nadu Government Portal and Course Certificate is issued through 'ROVAN' database.
- Quotations to purchase instruments, chemicals and other materials are carried out and followed up through e-mail.
- More CCTV cameras are installed.

4.3 Library services:

	Existing		Newly added		Total	
	Number	Value (Rs.)	Number	Value (Rs.)	Number	Value (Rs.)
Text books	27786	3577606	893	217513	28679	3795119
Reference Books	1367	422937	56	14560	1423	437497
e books	-	-	-	-	-	-
Journals	122	56633	30	29668	152	86301
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	408	-	9	975	417	975
Others (Specify) Dissertation & Maps	194	-	2	-	196	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	127	73	33	-	-	10	11	-
Added	-	-	-	-	-	-	-	-
Total	127	73	33	-	-	10	11	-

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

- Training on 'C' program is given for both B.Sc. Chemistry and Physics students.
- Computer and internet access is provided to all the Departments.
- Advanced Diploma course on IT was conducted.
- Technical course on 'Digital Photography' and 'Photoshop' is given to all Final year Physics students.
- Post Graduate Diploma in Computer Application (PGDCA) was conducted through Madurai Kamaraj University, Madurai and more number of faculty are joined in the course.

4.6 Amount spent on maintenance (in lakhs)

i) ICT

ii) Campus Infrastructure and facilities

Campus maintenance	3.51853
Generator maintenance	0.38952
Garden maintenance	0.156
Building maintenance	2.14446
Annual maintenances charges	0.745
Total (in Lakhs)	6.95351

iii) Equipment

4.53914 Lakhs

iv) Others

Total (in lakhs) :

11.49265

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Our College provides a gamut of services including counseling, mentoring, tutoring, and hosts activities that would provide platforms for self-articulation and for enhancement of self-esteem. These services aim to enhance the students' skills and prepare them for the challenges that await them in the world outside. Our College helps the Orphan, Semi-orphan, economically poor, academically weaker, physically and visually challenged students irrespective of their caste and religion.

SCHOLARSHIPS

Education is meant to be inclusive and our College has always followed an open door policy for students from disadvantaged sections of society. The College offers scholarships to deserving students. It takes note of various management and Government scholarships available to various categories of students, such as SC/ST, MBC, BC, differently abled, rural girls and helps them in the process of applying and receiving the Government scholarships and benefits.

Our College extends additional financial help through management concessions by identifying the target students in the first semester itself and helps in reducing the burden of paying their fee during their studies. It also taps the funds from philanthropists for the assistance of poor and vulnerable students. It helps in availing all the aforesaid scholarships without any delay and difficulty by helping them with academic advice and logistical support.

CAREER GUIDANCE CELL

Choosing the right career is not easy in this age of multifarious opportunities. The Career Guidance Cell offers career guidance and conducts training programmes. It facilitates Campus Recruitment for both undergraduate and postgraduate students. Career Oriented Training Programmes are organized for final year students. In the second half of the academic year, the Cell focuses on organizing campus placement drives, career guidance programmes and orientation on opportunities in higher education.

MENTORING

A good mentor can make a world of difference to a student who has to deal with several challenges in life and academics. The academic activities are tracked continuously for better monitoring and counselling. Under the mentoring system, faculty members offer students both academic and personal guidance. Mentors meet their wards frequently and keep a record of their progress.

REMEDIAL COACHING

Slow learners are not left behind at our College. Course teachers arrange remedial coaching for the academically weaker students in all the departments. This extra coaching helps first-generation learners, students from the vernacular medium and slow learners to cope with the challenges of higher education.

PERSONALITY DEVELOPMENT PROGRAMME

The objective of this programme is "*Develop soft skills*". This programme helps students from disadvantaged sections of society to become academically competent and socially responsible individuals. Training sessions for undergraduate students are conducted throughout the year. Students gain self-confidence through programmes on personality development. They are also trained in computer skills, language and communication skills and employability skills.

COUNSELLING CELL

The Counselling Cell caters to the specific emotional and psychological needs of the students. Two trained and experienced Professors act as counsellors and are available to give counselling at the right time.

HEALTH SERVICES

The campus has an *infirmary* where students who suddenly fall ill are taken care of until their guardians arrive to take them home. A visiting physician is ready to treat the students and attend emergency cases at any time of the day.

5.2 Efforts made by the institution for tracking the progression

The institution facilitates the student's progression to higher level of education through the following ways:

- The students are addressed through tutorial-ship and proper counselling. The attendance of the students is closely monitored and students who absent themselves for longer periods are readmitted if they possess a genuine reason and the parents are advised to monitor their wards. However the institution has genuine concern for such students and approaches the problem with humanitarian consideration.
- The college has a system of orienting the students towards placements right from the time of induction. Induction programmes are the first phase of career orientation which also features interaction with role models and successful alumni placed in reputed organizations across the globe. Further, institution facilitates employment of the students in the following manner:
 - **Career Orientation by the Faculty:** Teachers orient the students from the first semester onwards while they select seminar topics, assignments and eventually dissertations.
 - **Fieldwork and Community Engagements:** Application of theory is achieved through field work and community services arranged by the NGOs, Companies and Neighbourhood communities which enable greater networking, hands-on training and enhance placement prospects.
 - **Industry/Alumni Interaction Initiative:** Input/interactive sessions are provided with the help of the placement cell by inviting Industrialists and Corporates to help the students to sense the pulse of the job market on a regular basis. The college being in close contact with the Alumni, organizes periodic interactions - Meet Alumni and Meet Excellence - and also encourages external mentoring.
 - **Uploading Resume in a Web-portal:** The institution has made an arrangement with a Techno park based company to help to upload their resume of the students as soon as they complete their course, in order to enhance their placement prospects.
 - **Career Notice Board in the Library & Career Notifications in the Main Notice Board:** All important notifications regarding career and employment opportunities are displayed on notice boards at library as well as in the lobby.

5.3 (a) *Total Number of students*

UG	PG	M.Phil	Ph.D.	Others
2224	275	19	15	497

(b) *No. of students outside the state*

1

(c) *No. of international students*

-

Men

No	%
1429	56.42

Women

No	%
1104	43.58

<i>Last Year</i>						<i>This Year</i>					
<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Physically Challenged</i>	<i>Total</i>	<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Physically Challenged</i>	<i>Total</i>
644	570	2	1022	5	2243	62	779	6	1683	3	2533

Demand ratio: 1:2**Drop out:** 6.27%5.4 *Details of student support mechanism for coaching for competitive examinations (If any)*

NET and JAM coaching classes are conducted.

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 counselling and career guidance*

Institution has a counselling cell consisting of one senior faculty member as coordinator and four members. This council identifies the students who are in need of academic and personal counselling. Their problems are taken into consideration and necessary solutions are given. If needed, students who require medical counselling are referred to professional psychiatrists for further counselling and treatment. For career guidance, the placement cell provides the necessary resources. It also invites industrial establishment to the campus for on campus recruitment. It also enables the students to attend off campus interviews. The Principal

Dr. V.Venkatraman plays a vital role in counselling the students who are in need of academic and personal counselling.

No. of students benefited

17

5.7 Details of campus placement

On campus			Off Campus
<i>Number of Organizations Visited</i>	<i>Number of Students Participated</i>	<i>Number of Students Placed</i>	<i>Number of Students Placed</i>
4	511	74	3

5.8 Details of gender sensitization programmes

Gender Sensitization Programmes are conducted regularly, geared towards greater gender sensitization and awareness regarding Sexual Harassment.

- The Introduction to the Gender Sensitization Programme was conducted on 29th December 2015 and 88 students-both boys and girls, participated. The Chief Nodal Officer, Vasudeva Raja Latha addressed various issues following the Nirbhaya Act and the Nodal Officer, Mrs. G.Gowri presented the various laws and acts on rape and domestic violence.
- Gender Champions Club with 35 students-both boys and girls, met every fortnight to shape them into Gender Champions and Ambassadors to spread the message to other students in their class. The objective is to build a positive attitude towards Women. Gender Psychology and problems & solutions to current problems are discussed. The interactive sessions are generally beneficial in helping the students respect the opposite Gender at both home and College. It helps them know more on Sexual Harassment as well as the ways and means available to redress it. A few of the boys and girls coming from rural villages find that there was indeed a new outlook towards the opposite gender, while one or two find it difficult to grapple the situation.

5.9 Students Activities**5.9.1 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

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	623	Rs. 2706190.00
Financial support from other sources	10	Rs. 9660.00
Number of students who received International/ National recognitions	-	-

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: 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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission Statement

- To contribute to Nation building by imparting quality higher education to rural youth.
- To inculcate the national spirit and instil a sense of social commitment in the minds of the youth to foster Universal Brotherhood.
- To promote the evolution of lawful and equitable society through higher education.

Vision Statement

- To provide Quality Higher Education to Rural students and nurture in them the values of Discipline, Devotion and Dedication and transform them into responsible citizens

6.2 Does the Institution has a Management Information System

No

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

6.3.1 Curriculum Development

- Carried out by the Board of Studies and Academic Council Network by the University.
- Members of Board of Studies suggest their ideas in their respective Board Meetings.
- Members of Board of Studies help in the process of getting the approval and sanction for the revised syllabi and curriculum.
- Teaching faculty contribute to the periodic revision and update of the curriculum which is then ratified by the University.

6.3.2 Teaching and Learning

Teaching

- Provided modern technological devices for the teaching process such as installation of smart boards.
- Principal, Vice-Principal and all HODs sit together to plan out the activities.
- Teaching plan by faculty.
- Maintenance of Work done report
- Internal evaluation
- Getting student feedback

Learning Process

- Organizing programs including Seminars, Conferences and Guest lecturers etc.,
- ICT provisions and well equipped labs enable the students with greater learning experience and to enhance their soft skills.
- Subject oriented assignments, panel presentation and group discussion are followed.
- Students are encouraged to read confidently in the class room, to prepare their own notes, carry out assignments and seminars.
- Discussion and interaction regarding current issues are followed.
- Debates and Quiz Competitions are employed.
- Students are monitored to participate in various programmes conducted by other colleges.
- Student-centric learning approach is practised.

Orientation Programme

The main objectives of the programme are:

- To introduce the students the vision and mission of the college.
- To help the students to be familiar with the various departments and activities of the college.
- To ensure the students' smooth socialization with the staff and senior students.
- To create awareness on Anti-Ragging and Gender Sensitization.
- A team of faculty members are assigned to conduct the programme.

6.3.3 Examination and Evaluation

- As an affiliated non-autonomous college, our college follows all the evaluation reforms initiated by the Madurai Kamaraj University. The Examination Committee as per the academic calendar prepares the schedule for Internal Assessment Test (IAT). Question paper setting is done according to the norms of the University.
- Soon after the publication of the University results, the pass percentage of students in each subject is tabulated and faculty members who handled the subjects are invited for a department-wise review. The short comings are discussed in detail and necessary directions are given by the Head of the Institution. The poor learners are identified and special coaching is given to them to face the exams confidently.

Evaluation

The College follows semester system in which IAT and End Semester Examinations are adopted for the academic evaluation of students. The IAT includes marks for seminar presentation, assignment and test papers.

Specific aspects incorporated into evaluation include the following

Evaluation of assignments and seminars are carried out based on well-defined criteria. The answer papers and assignments are handed over to students after the evaluation to ensure transparency. There is a feedback system on the results of internal assessment. After the continuous assessment marks are finalized, it is exhibited on the class notice board so that students can verify it. Only after getting their signature it is sent to the University. If there is any anomaly, they can meet the teacher concerned and further if required can approach the HOD to present their grievances. Each department has a customized field work evaluation system.

The End Semester Examinations are scheduled, conducted and the answer papers are evaluated by the University for all the Courses.

6.3.4 Research and Development

- The college encourages the teachers to take up research in their respective fields. The Department of History, Commerce and Tamil are guiding 27 Ph.D. Scholars. Major Research Projects and Minor Research Projects funded by UGC were pursued by our staff.
- The staff members of the Department of Chemistry and Physics in collaboration with faculty members of other colleges and universities have published research articles in peer reviewed journals and e-journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- This year 950 new books which include textbooks and journals are added to the library.
- The Management has spent Rs.2.5 Lakhs for Broadband Internet Connection.
- Career guidance course as such as Certificate courses, diploma and advanced diploma courses are conducted.
- The management has spent more money than the sanctioned amount of UGC for developing the infrastructure like class rooms, water tunnel, furniture, etc.,

6.3.6 Human Resource Management

The College Management is generously spending money along with the sanctioned amount of UGC to complete the following:

- For the benefits of the girl students a bus has been purchased by the management.
- The Management has spent Rs. 8.1 Lakhs for sports equipments.
- Campus infrastructure and facilities like Girls students Lunch shed and Ladies Toilet.
- Electrical works at Women's hostel
- Compound wall for Men's hostel

6.3.7 Faculty and Staff recruitment

The institution takes utmost care in planning and managing its human resources to ensure qualified and competent teachers are recruited and retained in the institution.

The strategies for the recruitment and retention of the faculty are given below:

- The Staff appointment is based purely on merit and in a transparent manner.
- The vacancies are notified in national and local newspapers, college website and career publications. Sufficient time is given to the candidates for submitting the completed application forms.
- The candidates are expected to take a demonstration class to prove their proficiency in teaching.
- The focus is on the non-negotiable factors such as higher qualifications, teaching experience and publications.
- The selected faculty members are given orientation to the ethos, work culture and institutional expectations through various sessions by the Management, the Principal and the senior faculty members.
- The Management has appointed Teachers temporarily at their own expense, if the vacancies have not been approved.

6.3.8 Industry Interaction / Collaboration

The Department of Chemistry has the following Industrial interactions.

Department of Chemistry has signed two MoUs with **Energie Capacitors**, Rajapalayam and **Aravindh Herbal Labs**, Rajapalayam in 2010. Technical consultations were given with reference to electro galvanizing as well as alloy coating for **Energie Capacitors** since 2010, which bagged the contract to manufacture Capacitor Units for **Reliance Petrochemical Industries**. Similarly solvent extraction, chromatographic analysis as well as VM estimation methodologies were given to **Aravindh Herbal Labs**, Rajapalayam.

Chlorate estimation for match industry, TDS and hardness estimation for water samples, ion-exchange resin based water treatment to remove sodium and chloride ions, atomic emission spectral analyses of elements in textile samples, liquid detergent formulation, battery power calculations for solar

panels in collaboration with solar panel distributors were some of the industrial based interactions that were done in the Department of Chemistry.

6.3.9 Admission of Students

Admission of students is purely governed by the rules of the State Government. This year we have an increase in strength of the students as more number of girls joined in our college.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	1

6.5 Total corpus fund generated

Rs.163000/-

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	No	--	No	--
Administrative	Yes	Govt	Yes	College Auditor

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?

As our college is an affiliated college, Examination Reforms introduced by the University are implemented.

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

Our college has not applied for Autonomy in this academic year

6.11 Activities and support from the Alumni Association

-

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Association helps in giving salary to the substitutes appointed in place of regular vacancies that remained vacant as the Government has not approved some retirement vacancies since June 2011. The parents support the actions taken by the teachers to improve the Academic Environment. The PTA Executive Council meets thrice a year and offer suggestions to the Management. In this year an amount of **Rs. 761044** has been spent on staff salary.

6.13 Development Programmes for support staff

In this year no programmes are executed for support staff.

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

- Our college Campus is lush green with hundreds of trees as the Institution is situated downhill of the Western Ghats. However saplings are planted periodically. Environmental Management Programme is organized after the class hours, during which students clean the premises of the college under the guidance of teachers. This helps students to realize the value of keeping the environment clean.
- The college maintains separate waste bins on the campus for the collection and segregation of biodegradable and non-biodegradable wastes. It creates awareness among the students regarding the scientific disposal of waste. Efforts are taken to make the college campus plastic free.

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 institute

- Water Management: The water used for the purpose of washing hands and lunch boxes are channeled towards trees and plants, which saves a lot of fresh water.
- The college uses natural products like palm leaves and flowers for decoration purpose replacing plastics and papers.
- Women staff from each department is given the responsibility to check the lunch boxes of girl students to inculcate the habit of healthy eating.

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	Achievements
1. To create more Research facilities.	Management in collaboration with UGC has invested in internet broadband connection and books & journals for Rs. 286800.
2. To purchase additional instruments for Laboratories and furniture for classrooms	Rs. 143104 has been spent for laboratory instruments and classroom furniture.
3. To motivate the members of teaching faculty to publish more research journals.	There has been a random increase in the number of publications in international and national peer reviewed journals
4. To complete the construction of swimming pool & women hostel	Both the projects are almost completed simultaneously.
5. To purchase a new bus to ensure safety and security of girl students	New bus has been purchased.
6. To construct a separate lunch shed for girl students	Lunch shed has been constructed
7. To Digitize and computerize library services	Library activities have been computerized with the help of library management system software ROVAN. All the books have been bar-coded.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study**Manuals) Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

1. **“No Capitation No Donation”** is one of the prime healthy practices followed by our college right from its inception. The college was established way back in 1973 with the noble cause of providing collegiate education to the students especially the economically weaker section of the society. This being the Vision and Mission of the founders of our college, though we have crossed forty years of serving the community still we uphold the same practice and continue to do the same in the years to come.
2. There is a voluntary contribution of scholarships from the staff members of the institution to the poor and the disabled students. It is one of the best practices followed every year to provide education for economically backward students.
3. To encourage reuse of papers, each department maintains a stock of single sided used papers, which is reused for several purposes.
4. Disaster management course in association with Satya Sai Disaster Management Trust is held for students to render free services in time of requirement.
5. Members of faculty and students actively participate in blood donation to the local hospitals.
6. Students are encouraged to earn while learning by creating awareness regarding part time jobs available in their locality.

7.4 Contribution to environmental awareness / protection

- Students are motivated to use public transports or cycles for college.
- NSS volunteers are actively involved in the maintenance of the trees and plants of the college.
- Herbal garden is planted and maintained by the NCC volunteers, consisting of more than 15 different herbs with medicinal benefits.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

(For example SWOT Analysis)

8. Plans of Institution for next year

- To purchase another bus for girls students
- To install Napkin Disposal machine.
- To complete the construction of new classrooms.
- To purchase additional sports equipments.
- IQAC recommends each department to organize seminars.
- IQAC also suggests the members of teaching faculty to publish research articles in peer reviewed national and international journals.
- To motivate the staff to apply for Ph.D. Guideship.
- To introduce new UG course in Maths with Computer Application along with a PG course in Maths.
- To start a new additional NSS unit for girl students.

M. Vaidya

Principal

Principal

Signature of the Chairperson, IQAC
