

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2017-2018

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



RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell has been functioning in our College as per the guidelines of National Assessment and Accreditation Council (NAAC). It is meant for planning, guiding and monitoring Quality Assurance and Quality Enhancement activities of the Institution.

GOALS

1. To develop a quality system for conscious, consistence and catalytic programmed action to improve the academic and administrative performance of the College
2. To promote measures for Institutional functioning towards quality enhancement through internalization of quality culture and Institutionalization of best practices.

INTERNAL QUALITY ASSURANCE CELL

No	NAME	DESIGNATION
1	Dr.V.Venkatraman	Principal and Chairperson
2	Dr. M.Vaidyanathan	Vice Principal and Coordinator
3	Sri. S. K. Chandresekar Raja	Member (Management representative, and Expert from Industry)
4	Sri. K. R. Alagaraja	Member (Expert from Local Community)
5	Sri. K. D. Ravi Sankar	Member (Alumni)
6	Dr. D.Venkateswaran	Member (Teaching Faculty)
7	Dr. M Kanagasabapathy	Member (Teaching Faculty)
8	Mrs.Vasudeva Raja Latha	Member (Teaching Faculty)
9	Mr. A. Gnanavelayutham	Member (Teaching Faculty)
10	Mr. B. Ramaraja	Member (Administrative Staff)

ANNUAL QUALITY ASSURANCE REPORT (2017–18)

INDEX

S. No.	Contents	Page
	Part – A	
1.	Details of the Institution	1
2.	IQAC Composition and Activities	4
	Part – B	
3.	Criterion – I Curricular Aspects	7
4.	Criterion – II Teaching, Learning and Evaluation	8
5.	Criterion – III Research, Consultancy and Extension	11
6.	Criterion – IV Infrastructure and Learning Resources	19
7.	Criterion – V Student Support and Progression	22
8.	Criterion – VI Governance, Leadership and Management	32
9.	Criterion – VII Innovations and Best Practices	40

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2017 – 2018

1. 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 Coordinator:

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-2017-2018>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 Fifth AQAR after Second Accreditation in the Year 2013

- i. AQAR **30/09/2014**
- ii. AQAR **27/09/2018**
- iii. AQAR **04/10/2018**
- iv. AQAR **13/10/2018**

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 (eg. AICTE, BCI, MCI, PCI, NCI)		☒	Yes	☐	No	☒		
		☒						
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

6

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

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1*

2.8 No. of other External Experts

-

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

4

* Management representative cum Industrialist

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

- Revised NAAC norms.
- Research Publications in Impact Journals – How to enhance Citation Index?

2.14 Significant Activities and contributions made by IQAC:

- N-List / INFLIBNET / Digital Library to access e-books and e-Journals.
- CCTV cameras were updated.
- Journals for competitive examinations such as NET / JAM were subscribed for Science Departments.
- East and South side compound wall has been constructed
- Through PFMS (Public Financial Management System) portal, both major and minor project funds were transferred.
- MS Campus License (all Microsoft products pack) was procured and renewed.
- IQAC constantly motivates the faculty to pursue research and to publish their work in impact-peer reviewed journals. As a result, our Institution's citation index is increased significantly in the last five years.
- Certificate courses related to 'Mobile Computing', 'Tally', 'VB.NET' and 'Project Management' were conducted.

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 encourage faculty to publish research articles in peer-reviewed journals.	Overall citation indices (SCOPUS, Google Scholar and Research Gate) for our Institution is increased significantly in the last three years.
2. To facilitate funds transfer for major/minor projects via Public Financial Management System	Through PFMS (Public Financial Management System) portal, both major and minor project funds were transferred.
3. To provide hands on training on e-filing of IT returns.	Hands on training of e-filing of IT returns provided for Final year UG & PG commerce students.
4. To provide real-time training on computer programming to gain programming knowledge and utilization of computer resources.	• Training on C-programming / MS Office was given to all final year B.Sc. students by the Departments. • MS Campus License (all Microsoft products pack) was procured and renewed.
5. Digitalization of Library and subscribing Journals for competitive exams.	• More e-books and e-Journals are available to access. N-List / INFLIBNET / Digital Library is used to access e-books / e-Journals. • Journals for competitive examinations such as NET / JAM were subscribed for Science Departments.
6. To impart ICT training to faculty.	• Through ICT Academy, we got membership with Amazon Web Services and Oracle. • A few staff members of our Institution got training in the ICT through ICT Academy, Chennai.

** 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	6	-	4	-
UG	12	-	7	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	-	1	-
Certificate	4	4	8	6
Others (M.Phil)	2	-	2	-
Total	27	4	24	6
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of Programmes

Pattern	Number of programmes
Semester	28
Trimester	–
Annual	3

1.3 Feedback from stakeholders*

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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 in it.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
90	82	7	-	1(Principal)

2.2 No. of permanent faculty with Ph.D.

34

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
7	2	-	-	-	-	-	-	7	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	3
---	---	---

2.5 Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	21	46	25
Presented papers	13	40	20
Resource Persons	1	1	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 enrich the teaching-learning process:

- Preparation of Teaching Materials by faculty.
- 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.
- Usage of ICT infrastructure to prepare teaching & learning materials
- Encouraging peer teaching to enable students to attain self learning skills

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

13

-

-

2.10 Average percentage of attendance of students

90.25

2.11 Course/Programme wise distribution of pass percentage: April 2018

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass % (Rounded Off)
B.A. (History)	51	-	7.84	60.78	7.84	76
B.Sc. (Mathematics)	57	22.81	54.39	21.05	-	98
B.Sc.(Physics)	33	27.27	39.39	6.06	-	73
B.Sc.(Chemistry)	37	10.81	62.16	2.70	-	76
B.Com.	58	-	32.75	44.83	13.79	91
M.A. (History)	11	-	81.81	-	-	82
M.Com.	30	-	70.00	20.00	-	90
B.Sc. (Comp.Sci.)	42	9.52	85.71	2.38	-	98
B.Com. (S.F)	67	-	7.46	29.85	11.94	49
B.Com. (Comp.App)	87	2.29	27.59	32.18	-	62
B.B.A.	69	-	15.94	53.62	8.69	78
B.A. (English)	69	-	-	46.37	43.47	90
M.Sc. (Comp.Sci.)	23	47.82	39.13	-	-	87
M.Com. (C.A)	29	-	79.31	20.69	-	100
M.A. (English)	36	-	66.66	27.77	-	94
B.A. (Tamil)	63	-	22.22	44.44	11.11	78
M.Sc. (Mathematics)	24	-	50.00	-	-	50

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 process.
- IQAC evaluates the teaching and learning pedagogies through seminars and tutorials.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher courses	6
UGC – Faculty Improvement Programme	-
HRD programmes	6
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other Institutions	4
Summer / Winter schools, Workshops, etc.	3
Others	7

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 - 5	2	1	-
Technical Staff	Aided - 6 S.F - 4	-	-	-

Criterion – III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the Institution**

- IQAC suggests the faculty members to publish articles in the peer-reviewed journals. Our Institution's Scopus citations and Google Scholar h-index are increased in last five years.
- Research journals can be accessed through INFLIBNET.
- It suggests the faculty members to undertake sponsored projects.
- Instructions are given to conduct more conferences.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	1	-
Outlay in Rs. Lakhs	-	-	1.1	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	8	-
Non-Peer Review Journals	3	-	-
e-Journals	-	-	-
Conference proceedings	3	9	-

3.5 Details on Impact factor of Publications

Range

-

Average

-

h-index*

23

Nos. in SCOPUS**

75

* Google Scholar Index

** Total number of citations

3.5.1 No. of Journals published by the Institution

1

No. of Faculty served as Editors

1

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	-	-	-	-
Minor Projects	2	UGC	615000	207881
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	615000	207881

3.7 No. of books published i) With ISBN No.

2

Chapters in Edited Books

-

ii) Without ISBN No.

1

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	-	2	6	-	-
Sponsoring agencies	-	Alumni & Management	Management	-	-

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

15

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

2.07881

Management of University/College

-

Total

2.07881

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

10

27

*Registered in this year

5

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

5

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	20
National level	4	International level	-

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	1	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	-
NCC	-	NSS	14
		Any other	5

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

Regular activities of NSS were conducted thrice a week at our College Campus. The work comprises of Career Guidance Programme, Sapling Plantation, Blood Donation Camps, Pulse Polio Immunization drive, AIDS awareness programme and Environment preservation activities.

- Our NSS volunteers along with the Rajapalayam Mayuranatha Swamy Temple Authorities pursued the cleaning work in and around the temple on 17th June 2017.
- **International Yoga Day** was observed in our College on 21st June 2017. Yoga Master Thiru. Raja Ambiya Raja delivered a special lecture on the “Importance of Yoga”. More than 200 students got benefitted.
- Our College NSS units and Rotary Club of Rajapalayam jointly conducted the **Blood Donation Camp** on 23rd June 2017.

- **Education Development Day** was celebrated on 17th July, 2017. Dr.T.N.Ramasamy delivered a special lecture on “Kamarajar and Education”.
- **Blood Group Identification Camp** was organized in association with Rotary Club of Rajapalayam on 19th July 2017 at our College premises. All First year UG Students and PG Students got benefited.
- **Karuda Sevai Festival** was held at Sri Andal Nachiar Temple, Srivilliputur on 22nd July, 2017. NSS volunteers extended their service with the temple authorities in arranging the crowd.
- On behalf of Sundara Mahalingam Temple, Sathuragiri, our College NSS volunteers contribute their service for streamlining the devotees on 22nd July 2017 for **New Moon Day Festival**.
- The **Waste Plastic Removing and Cleaning Campaign** was organised by our College NSS Units 170,171, 172 and 206 at Rajapalayam Railway Station. Our volunteers participated in removing the plastic bags and other waste materials on 18th August 2017.
- **NSS Orientation Programme** for first year girl's students was conducted on 24th August 2017 and the significance of the NSS and its activities were highlighted.
- NSS volunteers worked with the Temple Authorities in controlling of crowd in the **Car Festival** of Sri Andal Nachiar Temple, Srivilliputur on 27th August, 2017
- Our N.S.S. Volunteers along with “Thuli”, an NGO of Rajapalayam conducted the **Clean Campaign** on 24th September 2017 at Pirandaikulam Pond in Rajapalayam.
- **N.S.S Day** was celebrated in a grand manner in our College campus on 25th September 2017. 50 saplings were planted on that day. A special inspiration talk on NSS was delivered by NSS Regional Director Mr.C.Samuel Chellaiah.
- **Dengu Awareness Programme** was conducted in our College Campus on 6th October 2017.
- We distributed “Nilavembu Kasayam” to all the students of our College for **Dengue Prevention** on 16th October 2017.
- A survey on **Village Adoption Report Submission** has been conducted at adopted villages of our NSS on 20th - 23rd October 2017.
- Integrity Pledge was taken by our NSS volunteers regarding **Vigilance Awareness Week** on 30th October 2017.

- A ***pledge on corruption eradication*** was taken by our 200 NSS volunteers which was headed by our College Principal on 30th October 2017.
- Our NSS volunteers served and carried out the cleaning work in Mayuranatha Swamy Temple on 10th Dec 2017.
- A ***Special Camp*** was conducted in the adopted villages Avaranthai, Keelakkunnakudi, Millgate, Vangarpatti, Valavanthalpuram and Anaithalaipatti by NSS units 170,171,172,173,206 and 235 respectively from 24th to 30th December 2017.
- Rotary Club of Rajapalayam and Inner Wheel Club along with our College NSS conducted the ***Free Medical Camp*** to our College staff on 10th January 2018.
- ***National Voters Day*** was observed in our College along with the Taluk Office, Rajapalayam on 25th January 2018. Dr.V.Venkatraman, Principal of our College undertook oath and stressed the importance of voting to the volunteers.
- A one day camp was conducted in the adopted villages for ***Inauguration of Swatchh Bharath Scheme*** on 29th January 2018. Our NSS volunteers created the awareness through various acts like skit, dramas, wall paintings, pamphlets etc., about health and hygiene among villagers.
- A pledge was taken by the NSS Volunteers headed by the College Principal on ***Anti Leprosy Day*** on 30th January 2018.
- NSS Programme Officer Dr. R.A.Jeyakumar along with our NSS volunteers participated in the ***One Day Workshop*** on 23rd February 2018 held at Ayya Nadar Janaki Ammal College, Sivakasi.
- Nehru Yuva Kendra along with our College NSS conducted ***Neighbourhood Youth Parliament Programme*** on 1st March 2018.
- An ***Awareness Programme on Skin Diseases*** for our students was conducted on 15th March 2018. A special address was given by Dr.K.Preeti, Dermatologist, Kanaka Nursing home, Rajapalayam.
- As a part of ***Earth day***, our NSS volunteers joined with “Thuli”, an NGO of Rajapalayam participated in the plastic removing activity in Ayyanar Temple, Rajapalayam on 22nd April 2018.

WOMEN DEVELOPMENT CELL

- Women Staff meet periodically to discuss the solutions for various issues of the girl students.
- **WDC & Tamilnadu Science Forum** organized a Conference on **Women and Hygiene** on 7th July 2017. About 100 P.G. girls were benefitted.
- **International Women's Day** was celebrated on 9th March 2018. Mrs. M.Maheswari, Deputy Commissioner of Commercial Taxes, Madurai delivered a special address on the "Importance of reading books and insisted that respecting women is next to Godliness".

BLOOD DONORS CLUB

The Blood Donors Club of Rajapalayam Rajus' College was started in the year 1990. Dr.K. Alagar, the Coordinator of Blood Donor's Club is guiding the club successfully. Dr.V.Venkatraman, Principal, Rajapalayam Rajus' College has been a role model for donating blood. He has donated blood to the poor patients for more than **57** times. Motivated by his efforts, more than 150 students have donated blood during the academic year 2017-2018 in the various occasions and saved many lives.

YOUTH RED CROSS

The Youth Red Cross (YRC) unit is the wing of Indian Red Cross Society. Dr.K.Ramesh Kumar is the Programme Officer of YRC. Blood donation is the prime objective of YRC.

- A guest lecture on Drug Abuse and inauguration of 5th **Disaster Management Certificate Course** was held on 20th July 2017. 100 volunteers enrolled in the Disaster management course for that academic year 2017-2018.
- **Inauguration of Swachh Barath Programme** was organized by YRC along with P.A.C.R Government Hospital, Rajapalayam on 28th July 2017.
- **A three-day camp** at Kodaikanal on disaster management was organized by YRC of our College along with Satya Sai Seva Sangam between 25th and 27th August 2017.
- **Roping Techniques** for YRC volunteers was organized on 27th December 2017.

NATURE CLUB

Nature Club has 80 volunteers. They undertook various environmental service programmes in and around Rajapalayam under the guidance of Dr. R.Jaganath. A two-day special ***Plastic Removal camp*** was organised at Sundaramahalingam temple at Sathuragiri hills between 17th and 18th August 2017. Nearly 50 volunteers of the club participated in the camp.

Mr.T.Subramanian, Secretary of Wild Life Association of Rajapalayam, delivered lectures on ***How to preserve our environment? and Disaster management*** on 12th December 2017.

Criterion – IV**4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities		Existing	Newly created	Source of Fund	Total
Campus area		52 acres	-	-	52 acres
Class rooms		52	-	-	52
Laboratories		4	-	-	4
Seminar Halls		1	-	-	1
No. of important equipment purchased ($\geq$ 1 lakh) during the current year.			1 Copier Machine	Management	1
Value of the equipment purchased during the year (Rs. in Lakhs)			5.40839	Management	5.40839
Others	Campus infrastructure and facilities (Building, Classroom & Furniture maintenance, Books, etc.)	-	42.91709	Management	42.91709
	ICT (including computer & software)	-	5.44707	Management	5.44707

4.2 Computerization of administration and library

- Network Booster for mobile networks was updated.
- N-List / INFLIBNET / Digital Library were subscribed to access e-books and e-Journals.
- Software updation was carried out for about **40** CCTV cameras.
- Through PFMS (Public Financial Management System) portal, both major and minor project funds were transferred.
- MS Campus License (all Microsoft products pack) was procured and renewed.
- Students' scholarship was issued through TN Government's Web Portal.
- 5 Computers were purchased. OS, RAM, Drivers etc., for old computers were refurbished.

4.3 Library services:

		Existing		Newly added		Total	
		Number	Value (Rs.)	Number	Value (Rs.)	Number	Value (Rs.)
Text books		29304	4162926	241	30402	29545	4193328
Reference Books		1465	485303	20	10660	1485	495963
Journals		29	121786	4	17228	33	139014
N-LIST*	e-books			3135000+			
	e-Journals	-	-	6000+	5900*	-	5900
Digital Database		-	-	-	-	-	-
CD & Video		462	3975	5	-	467	3975
Others (Specify) Dissertation & Maps		197	-	-	-	197	-

*e-resources – N-LIST (Subscription amount Rs. 5900)

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Browsing Centres	Computer Centres	Office	Departments	Library	Internet access
Existing	127	87	-	-	17	13	10	33
Added	25*	25	-	-	-	-	-	29
Total	152	112	-	-	17	13	10	62**

*Five computers were newly purchased. Twenty old computers were refurbished and updated by Operating System, RAM, Drivers etc.

**Sixty two Computers are provided for Internet access with 15Mbps which includes Computer Labs, Office, Departments and Library.

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

- Our Institution is registered as a member in ICT Academy, Chennai.
- Through ICT Academy, we got membership with Amazon Web Services and Oracle.
- A few staff members of our Institution got training in the ICT by industrial experts through ICT Academy, Chennai, sponsored by Government and Industry.
- E-books library is maintained in every Department.
- MS Campus License (all Microsoft products pack) was procured and renewed.
- Professional e-mail accounts (@rrc.edu.in) are created for all the staff members.

- Career development based online practical training is given on, '*e-Filing of IT Return*' to Commerce (Regular) students.
- Training for 'C' program is given for B.Sc. students.
- Office administration is fully computerized with internet access.
- 112 participants including Staff members and Students attended a seminar on *Knowing and Doing Research*.
- A State Level Symposium on *Strategies for Effective Librarianship* was conducted in which 22 Librarians from various Schools and 60 students from our College participated.

4.6 Amount spent on maintenance (in lakhs)

i) ICT

-

ii) Campus Infrastructure and facilities

Description	Amount (in Lakhs)
Campus Maintenance	3.93491
Building Maintenance	8.65948
Repair and Maintenance	5.1094
Annual Maintenance Charges	1.25188
Total	18.95567

iii) Equipment

0.5949

iv) Others

-

Total (in lakhs):

19.55057

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 in the admission process of identifying the orphan and Semi-orphan students, economically poor and vulnerable students, academically weaker, physically and visually challenged students irrespective of their caste and religion.

INCULCATING ETHICAL AND MORAL VALUES

The importance of a value system to guide students as they step into a world of work is recognized by the College. Knowing that values are imbibed rather than taught, the College adopts several means to inculcate those values that are needed to live in a pluralistic society.

Seminars and classes on the subjects dealing with societal and environmental issues such as Values and the Individual, Values and Religion, Values and Society, Professional Values and Role of Institution in Value Formation, Intra-faith and Inter-faith Relations, Peace Studies, Environment and Society are taught through enacting stories, parables, role play, group discussions, debates and field work.

Value Education classes on socially relevant areas such as Women's Studies which enable the students to realize the inbuilt gender discriminations in certain sections of our society and Human Rights and Duties that open up students to the harsh realities in our democracy, where right violation takes place easily and justice is denied to many are part of the curriculum.

SCHOLARSHIPS

Education is meant to be inclusive and our College has always followed an open door policy for students from disadvantaged and unprivileged sections of society. The College offers scholarships to deserving students. There are many management sponsored and Government scholarships available to various categories of students, such as SC/ST, MBC, BC, differently

abled, rural girls economically backward etc. The College helps them in the process of applying and receiving the Government scholarships and benefits. The students are given proper awareness about the government scholarships and privileges available to them.

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. Awareness about educational loans through banks are highlighted to students.

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 ENHANCEMENT AND DEVELOPMENT PROGRAMME

The support systems offer various avenues for wholesome development, which is an integrated outcome of the maturity of the intellect, affect and will. 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.

TRAINING PROGRAMMES

The Career Guidance and Placement Cell provides awareness to students about skills required in the job market. Through various seminars and workshops, they are equipped and trained to face interviews and competitive examinations. The College has links with external agencies to which the students go for projects and internships to get hands-on training. This gives the students awareness about the jobs available and the entry criteria. Skill Development Programmes like Enhancing Communication Skills, Soft Skills, Awareness Programmes on Employment Opportunities are also organised.

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. 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.

The General Library has a special section, which houses a rich variety of books on personality development and Leadership.

GRIEVANCE MECHANISM

The College has a Grievance Redressal Cell exclusively for students. However, the Cell is not a forum for entertaining indiscipline and / or violation of College regulations and does not encourage rebellious attitude among students.

In keeping with the College ethos of inclusiveness, the College encourages senior students to give support, encouragement and help to their juniors. There is an Anti-Ragging Committee constituted as per the government norms. However, there has been no instance of ragging so far. Placards are displayed in the College campus, with the mobile phone numbers, which the students and parents can use in case of ragging incidents.

ELICITING COOPERATION FROM STAKEHOLDERS

The College takes efforts in maintaining healthy relationship with the parents of the students by involving them in all important matters relating to their children. At the time of student admissions, undertakings from parents and students are received on issues pertaining to ragging, mobile and laptop usage. Departments receive permission letters from parents to take students to competitions outside the College, camps and any such activity, which involves their children to move from the campus. Disciplinary action on violation of College / hostel rules is taken after discussing with the parents. Disciplinary action for malpractice in class tests / examination is taken as per College norms and informed to the parents.

HEALTH SERVICES

The campus has an infirmary where students who suddenly fall ill are taken care of until their parents/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.

PARENT - TEACHER MEET

A Parent–Teacher meet is organised once a year to evolve a rapport with the parents and to keep them informed of the academic progression of their children. Besides the direct interaction during the meet, to keep the parents informed of the student's grades, mark statements are sent to them. Parents can also meet the faculty members after class hours to enquire about their wards.

PROSPECTUS AND HANDBOOK

The prospects of the College is updated annually and given along with application which is also available in the College website. Various details regarding the multifaceted functions of the College, course requirements, various offices and their responsibilities are provided to students every year through prospectus. Moreover, this information can be downloaded from the College website also. This creates ample opportunities for students to identify courses of more value in the current educational scenario.

All information that the students need for College life is comprehensively provided in the College handbook. The handbook is updated annually and revised every year and given to all students. It contains the history of the College, achievements, administration, list of faculty

members department-wise, information of the various centres, academic and co-curricular programmes, rules and regulations, College Student Council, different offices and their functions, fee details, prizes and student scholarships. The handbook also includes the College Calendar that gives information about holidays, College functions, test and examination dates. This is a ready reference for students and they are encouraged to carry it with them to College every day. The handbook enables students to approach the respective offices according to their need.

SUPPORT SERVICES FOR PHYSICALLY CHALLENGED / DIFFERENTLY ABLED STUDENTS

The physically challenged students are given ramp facility . They have peers to take care of them, escort them to their classes and help them in their studies. College takes special efforts to enable physically challenged students to secure Government freeships.

Visually Challenged students have a provision for scribes from the College during tests and examinations.

EXPOSURE TRIPS

Industrial visit forms part of the teaching and evaluation process for most of the courses. Local field trips are also arranged for the students to gain more knowledge in the subjects they learn. The field trips to corporate firms, research laboratories and academic Institutions of reputation enable them to make better options for career and higher studies.

PUBLICATION OF STUDENT MAGAZINES

Students contribute articles for College Magazine. College Magazine has a team comprising of student and staff editors for both English and Tamil, who work in tandem to ensure that these endeavours are constructive and progressive. The College magazine published annually provides an opportunity for the students to bring out their creative skills. Through the magazine the activities of the College are made known to alumni and friends of the College in India and abroad.

SPORTS AND CULTURAL ACTIVITIES

In an era where active involvement in cultural and sports activities are becoming redundant for a majority among the student population, certain unique and well intended efforts are made at the College to motivate each of them for meaningful involvement in such activities.

The College promotes participation in sports through various measures. Students who have a good track record in sports are given admission in the subjects of their choice as per the norms of the government. They are permitted to write tests and give assignments if they skip them due to matches. Students are also encouraged to participate in the Youth Festival organised by the Madurai Kamaraj University every year.

FEEDBACK ON SUPPORT SERVICES

Feedback is taken from class representatives and students who availed scholarships, at the end of each academic year on Infrastructure Facilities, College Student Council, Scholarship Scheme, Canteen Services and Hostel Facilities. Areas of concern are discussed in the meeting, which comprises of College Governing Council, Administrative Team and Heads of Departments and action is taken at the earliest. Necessary measures are taken to improve the facility.

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 children. 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 theory is achieved through fieldwork and community services arranged by the NGOs, Companies and Neighbourhood communities which enable greater networking, hands-on training and enhance placement prospects. Corporate 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 - 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

<i>UG</i>	<i>PG</i>	<i>M.Phil</i>	<i>Ph.D</i>	<i>Others</i>
2320	314	6	27	384

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

(c) *No. of international students*

<i>Men</i>		<i>Women</i>	
<i>No</i>	<i>%</i>	<i>No</i>	<i>%</i>
1400	52.49	1267	47.51

<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>
81	727	8	1842	3	2661	91	645	9	1922	-	2667

Demand ratio: 1:2

Drop out: 5.9%

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

NIL

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

The Institution has a counselling cell consisting of one senior faculty member as coordinator and eight 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

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>
2	152	43	4

5.8 Details of gender sensitization programmes

- The First Meeting on Gender Sensitization was conducted on 24th July 2017. The senior students shared their experiences as well as the impact they had on their attitudes towards the opposite sex, oratory skills and leadership qualities, etc during the sessions.
- Thereafter **60** students who volunteered to be Gender Champions (to spread the message to other students in their class) met every fortnight to discuss various issues and to find solutions to them.
- **420** girls from the First year attended an ***Awareness Programme on Sexual Harassment*** (in two batches) on 7th & 8th August 2017, to enlighten the girls on 'What is Sexual Harassment?', How to prevent it?, Vishaka and Nirbhaya Laws, helplines, What to do if one becomes a victim? etc.
- **400** boys from the First year attended the Gender Sensitization Programme (in two batches) on 29th & 30th August 2017, to create an ***Awareness on Sexual Harassment*** and to develop a positive attitude towards the opposite sex and on Habits and Conduct.
- ***A talk on Infatuation and Literature*** was arranged on 15th September 2017 wherein the Principal presided and addressed the gathering of **250** students from the English Department. Mr. R.Ramaraj, Assistant Professor of Commerce gave a loud, captivating and vehement speech that touched the students, filling the Hall with loud claps and cheers. It was a very valuable session, which gave a positive approach among the students.
- Competitions based on Gender Sensitization Themes were conducted during the last week of October 2017. Students from all the departments actively participated in the Quiz, Drawing, Essay, Elocution, Debate and Skit. The winners were awarded prizes. Selvi G.Karthigai Selvi and Selvi. M.Mekala of III B.Sc. Maths were chosen as Gender Champions based on their contribution and speeches. Certificates were awarded to them.

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	513	Rs. 2625444
Financial support from other sources	7	Rs. 2660
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 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

- Members of Board of Studies and Academic Council nominated by the University carry out curriculum development.
- Teaching Members of Board of Studies suggest their ideas in the respective Board Meeting.
- Teaching Members of Board of Studies help in the process of getting the approval and sanction for the revised syllabi and curriculum.
- All teaching faculty contribute to the periodic revision and update of the curriculum ratified by the University.

6.3.2 Teaching and Learning

Teaching

- Usage of ICT infrastructure to prepare teaching and learning materials.
- Encourage peer teaching to develop self-learning skills.

- Provided modern technological methods such as accessing models, educational websites and e-books.
- Preparation of teaching modules by Faculty.
- Internal assessment includes Quiz, Assignments and Seminars.
- Extra care is given to the slow learners.

Learning Process

- ICT provisions are available to enable the students with greater learning experience.
- Subject oriented Assignments, Panel Presentation and Group Discussions are followed.
- Organizing Seminars, Conferences and Guest lecturers etc.,
- Students are encouraged to prepare their own notes and take seminars.
- Debates and Quiz Competition are employed.
- Students are monitored to participate in various programs conducted by other Colleges.
- Student-centric learning approach is practiced.

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

Examination

- College follows all the rules and regulation initiated by the Madurai Kamaraj University.
- The Examination Committee prepares the schedule for Internal Assessment Test (IAT) and 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 subjects are invited for a review,

department wise. The shortcomings are discussed in detail and the Head of the Institution give necessary directions. Academically weaker students were given coaching through remedial coaching classes.

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

Evaluation of assignments and seminars are carried out based on well-defined criteria. The answer papers are handed over to students after the evaluation to ensure transparency. After the continuous assessment marks are finalized, it is given to the students to verify it. 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 fieldwork 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 faculty to take up research in their respective fields. 27 scholars are pursuing PhD in the Departments of History, Commerce, Chemistry, Tamil and English. Minor Research Projects funded by UGC were pursued by our faculty.
- The faculty members of the College have published research articles in Peer Reviewed, Non-Peer Reviewed Journals and Conference proceedings in both International and National level.
- Department of History is publishing one research journal "Quest Historica"
- Scopus and Google Scholar citations of our Institution have increased significantly in the last five years.

6.3.5 Library, ICT and physical infrastructure / instrumentation:

- *N-LIST-INFLIBNET* is subscribed to access e-Books and e-Journals.
- *Microsoft Campus license* was renewed.
- In the library there are nearly **32000** books, which include text books, reference books, Journals etc.
- Career development based online practical training is given on *e-Filling of IT Return* was given to commerce students.
- Digital library is maintained in all departments.
- Career oriented Certificate Courses are conducted.
- Physics and Chemistry laboratory are equipped with necessary instruments and apparatuses to provide better practical skills to students.

6.3.6 Human Resource Management

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

- Mobile Network booster was updated.
- The College registered as a member in ICT Academy.
- Members of faculty who have joined without Ph.D. are encouraged to complete Ph.D.
- East and South side compound walls are constructed at the cost of Rs. 28 lakhs.
- The management supported to construct Sports hostel and Women's hostel.

6.3.7 Faculty and Staff recruitment

The Institution takes utmost care in planning and managing its human resources. 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 primary focus is on the non-negotiable factors such as higher qualifications, teaching experience and publications. They are given due weightage.
- 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 filled by the Government.

6.3.8 Industry Interaction / Collaboration

The Department of Chemistry has the following Industrial interactions.

Industrial interactions

Department of Chemistry has signed two MoUs with *Energie Capacitors* 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 analysis 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.

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	Government	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 the 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?

The College has not applied for Autonomy.

6.11 Activities and support from the Alumni Association

Annual General Body Meeting of Alumni Association was held on 15th January 2018. The Retired faculty and the students who secured University Ranks were honoured on that occasion.

Reunion: B.Com Batch – 1979 – 82 & M.Com Batch – 1982 – 84

On 17th December 2017, 15 Alumni from various part of our country and few from abroad came for a get together. They rejuvenated their memories of olden days. The Alumni shared their knowledge and experience in their respective fields with our students.

B.Sc (Physics) Batch - 1990 – 93

28 Alumni organized a get together programme on 24th December 2017 at a private hotel in Rajapalayam.

- Our Alumnus **Sri. Kannan**, M.Com, Accounts & Finance Manager, **Steppe Capital, Singapore** delivered a Guest Lecture on **Investment Management** for the Post Graduate Students of Commerce Department on 30th June 2017.
- **Career Guidance Programme** was organized by the Placement Cell of our College on 20th July 2017 for the UG final year students. Our Alumnus **Sri. V. Muniapparaj**, MHRD, FSM., (Singapore), Foreign Workers Ambassador, Ministry of Manpower, **Government of Singapore** was the resource person.
- **One day Workshop on Goods and Services Tax (GST)** was organized by PG & Research Department of commerce. **Mr. CA .R. Suresh Kumar**, ACA, AICWA, ACS, MBA., Chartered Accountant was the resource person and delivered lecture for the Post Graduate Commerce Students on 23rd August 2017.
- **“CA Awareness Programme – CPT, IPC and CA Final Examination”** was organised by the PG & Research Department of Commerce on 4th October 2017. Our Alumnus **Mr.CA.P.Selvaraj**, ACA, SICASA Chairman, Sivakasi Branch of SIRC was the resource person for the Awareness Programme.
- The College alumni have assured to donate Rs. 8 Lakhs for the construction of Alumni Association Block for the welfare of students.

6.12 Activities and support from the Parent – Teacher Association:

The Parent Teacher Association (PTA) 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. 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. 814625/- has been spent on staff salary.

6.13 Development Programmes for support staff Nil

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

- Student library has been introduced for PG classrooms to inculcate the library activity.
- 3R Policy followed by Department of Chemistry in handling of chemicals.

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

ANNEXURE-I

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)

- “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.
- 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.
- To encourage reuse of papers, each department maintains a stock of single sided used papers, which is reused for several purposes.
- Disaster management course in association with Satya Sai Disaster Management Trust is held for students to render free services in time of requirement.
- Members of faculty and students actively participate in blood donation to the local hospitals.
- Students are encouraged to earn while learning by creating awareness regarding part time jobs available in their locality.
- Mobile phones are strictly prohibited for students to use inside the campus.

- There is a practise among the students to share the books with their junior free of cost.
- Vehicle pooling is practised among the staff members.
- To enhance aesthetic sense of the students, Bird watching is introduced to the students.

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.
- Separate herbal garden with more than 50 herbal plants has been created by NSS girls units.(Unit 173 and 235)
- In collaboration with Thuli Foundation, Programmes like planting saplings, pond cleaning and clearing of “Julias Flora”.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

7.6 Any other relevant information the Institution wishes to add.

(SWOC Analysis was carried out)

STRENGTHS

- Majority of students are First Generation graduates belonging to economically and socially backward sections.
- Academically weaker students are given opportunity.
- Self-finance courses offered at low fees.

WEAKNESS

- Lack of awareness on benefits of nutritious food, leading to frequent sickness and low disease resistance of especially girl students.
- Usage of target language and bilingualism only leads to students' active participation in the classrooms.

OPPORTUNITIES

- Alumni services can be utilized in better way.
- Availability of ample space for infrastructure development.

CHALLENGES

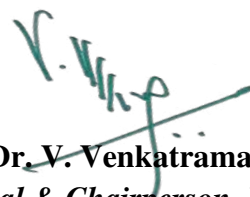
- Inculcating moral & ethical values, dress code and personal cleanliness.
- Improving communicative skills and to compete with their counterparts.

8. PLANS OF INSTITUTION FOR NEXT YEAR

- IQAC recommends each department to organize state and national seminars.
- Introduce additional section for commerce self-finance course.
- To introduce value added certificate and diploma courses.
- To complete the construction of Womens' hostel and enrol students.
- To construct more classrooms.
- To start IGNOU study centre.
- Sewage treatment and re-usage of treated water for gardening.
- To encourage the faculty to get Ph.D. guideship and to publish books.
- Renewal of the Microsoft Campus License.
- To enhance ICT enabled teaching and administration.
- To encourage teaching faculty in enhancing the SCOPUS citations and h-index.
- To enhance career oriented training programmes.



Dr. M. Vaidyanathan
Associate Professor & Head in Mathematics
Coordinator, IQAC



Dr. V. Venkatraman
Principal & Chairperson, IQAC

ANNEXURE-I

Plan of Action	Achievements
To increase the number of Ph.D guideship.	Two Teaching faculty from the Department of Commerce and English got guideship.
Start the construction of UGC sponsored sports hostel.	Foundation has been laid for the construction of the sports hostel
Renewal of new Microsoft Campus License.	Microsoft Campus License has been renewed for Rs.2,50,000.
Construct compound wall for the premises.	East and South side compound wall has been constructed for Rs.2876666
To start new certificate courses.	- PG Department of Computer Science started Certificate courses in Mobile Computing and Software Project Management. - PG Department of Computer Application started Certificate courses in Tally and VB.net.
Organizing more seminars and conferences by each department.	- Five separate programmes to implement the <i>Application of Science in Rural Areas</i> sponsored by Tamilnadu State Council for Science and Technology were arranged by the Department of Chemistry on 9th, 15th, 22nd, 25th and 28th September 2017 for Farmers, Women and Rural youth. - One-day National conference on the topic <i>Innovative Strategies of Knowledge Management for Sustainable Development</i> was organized by the Department of Business Administration on 16th February 2018. - Two-day National seminar on <i>Goods and Services Tax (GST) - A Paradigm Shift Indian Taxation</i> was organized by PG and Research Department of Commerce, On 2nd & 3rd March 2018. - One-day State level seminar was organized by the Department of History on the topic <i>Historical Remnants: Past & Present</i> on 28th March 2018.