



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	RAJAPALAYAM RAJUS' COLLEGE
Name of the head of the Institution	V.Venkatraman
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04563-226467
Mobile no.	9443424148
Registered Email	rrc1973@gmail.com
Alternate Email	drv1964@gmail.com
Address	Mudangiar Road
City/Town	RAJAPALAYAM
State/UT	Tamil Nadu
Pincode	626117

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	M.Kanagasabapathy
Phone no/Alternate Phone no.	04563222767
Mobile no.	7010036227
Registered Email	rrc1973@gmail.com
Alternate Email	iqacrrc1973@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://rrc.ac.in/aqar.php
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://rrc.ac.in/ac.php

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.48	2013	25-Oct-2013	24-Oct-2018
3	B++	2.93	2020	08-Jan-2020	07-Jan-2025

6. Date of Establishment of IQAC	23-Jun-2006
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Discuss non Submission of IIQA , SSR and correction of feedback on curriculum from students.	01-Apr-2019 1	20

NIRF 2019 participation	28-Nov-2018 1	7
Guest lecture on QIm & QnM and Data validation in self- study Report	27-Nov-2018 1	95
Seminar on Revised NAAC norms for affiliated colleges	26-Nov-2018 1	90
FDP on Quality circle and 5's by Quality circle Forum of India, Madurai chapter	17-Nov-2018 1	95
Discussion on students feedback Analysis	10-Nov-2018 1	17
Seminar on Seminar on Revised NAAC Norms - Qualitative and Quantitative Matrix for key Indicators	01-Nov-2018 1	105
Preparation of SSR:- IIQR, consolidate AQAR 2013-2014 to 2017-2018 and student satisfaction survey(SSS)	19-Sep-2018 1	17
Preparation of SSR-criterion IV	20-Jun-2018 1	10
Discussion on research Publication Ph.D., Guideship, Plagiarism detections	19-Jun-2018 1	19
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	Major Research Project	UGC	2018 1095	121127
Faculty	Minor Research Project	UGC	2018 730	30000
Institution	Nation Commission Grant	UGC	2018 365	28500
Institution	100 Bedded Sports Hostel Grant	UGC	2018 730	6000000
Institution	Women's Hostel Grant	UGC	2018 730	400000
Institution	Unnat Bharat	Centre for	2019	50000

	Abhiyan 2.0	Rural Development and Technology, Indian Institute of Technology, New Delhi	365	
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9. Whether composition of IQAC as per latest NAAC guidelines:		Yes		
Upload latest notification of formation of IQAC		View File		
10. Number of IQAC meetings held during the year :		10		
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website		Yes		
Upload the minutes of meeting and action taken report		View File		
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?		No		
12. Significant contributions made by IQAC during the current year(maximum five bullets)				
1. Focusing on special coaching classes for Competitive Exam and Placement Training programme to enhance the students career opportunity. 2. Conducting programme for faculty members to enhance research activities. 3. Feedback analysis on all stakeholders. 4. Green and Eco Friendly Campus. 5. Preparatory work for the 3rd Cycle of Assessment and Accreditation of NAAC. IQAC members and all the academic staff members were assigned responsibilities for the 3rd Cycle of Assessment and Accreditation.				
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year				
Plan of Action		Achivements/Outcomes		
To enhance more placements.		By the initiatives of the Placement Cell about 440 students placed through on-campus and off-campus interviews in this academic year.		
Submission of NAAC.		College Governing Council approved to submit the IIQA and SSR. IIQA was submitted on 5th April 2019. SSR was		

	submitted on 20th June 2019 by online portal.
Utilization of more ICT tools in Teaching and Evaluation.	Faculty members are using Google Classrooms, Google Forms, Video Lectures, Online e-resources. Every Department is provided with Projector. Main Building enabled with Wi-Fi facilities.
To commence M.Sc. Physics and M.Sc. Chemistry programmes.	"Three programmes were approved through RUSA 2.0 grant under Component 6 for Rs. 4 Crores. 1. M.Sc. Physics 2. M.Sc. Chemistry 3. B.Com (Professional Accounting)"
To increase the number of classrooms.	Five more Classrooms were constructed.
To stimulate extension activities.	"Numerous extension activities were carried out through NSS, NCC, RRC and YRC. Five villages are adopted under Unnat Bharat Abhiyan by our Institution. The Mission of Unnat Bharat Abhiyan 2.0 is to enable higher educational institutions to work with the people of rural areas and villages in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth."
To arrange seminars related to QIF for RAF and revised NAAC norms to prepare SSR for the faculty members.	"Three seminars were organized by IQAC. Principals and IQAC coordinators from other institutions gave special lectures on revised NAAC norms."
To motivate teaching faculty to apply for Research Projects.	Department of History and Commerce applied research projects in ICHR and ICSSR. Department of History received 3 project grants and one more grant to conduct a National Seminar.
Guidance is given to publish on Scopus, cited journals and to enhance publications standards with reference to citations in Scopus, Google Scholar and Research Gate through R & D cell.	Combined citations of the institution in Scopus, Google Scholar, RG and Web of Science are increased to about 621. The number of Scopus cited publications are increased to 72.
To motivate faculty members to publish in peerreviewed journals.	More than 21 research articles were published in research journals and presented in conferences.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> </thead> <tbody> <tr> <td>College Governing Council</td><td>17-Jun-2019</td></tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Governing Council	17-Jun-2019
Name of Statutory Body	Meeting Date				
College Governing Council	17-Jun-2019				
15. Whether NAAC/or any other accredited	No				

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	05-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management Information System: We use ROVAN ERP Software for Management Information system (MIS). It build digital environment with a sense of appropriateness and coherence to provide an extensive support in capturing processing, storage and retrieval of relevant data for policy planning and implementation, decision making, monitoring and evaluation of the education system. Our ROVAN ERP Software provides the following modules. a) Student admission module. b) Student attendance module. c) Fee management module. d) Integrated Library management module as ROVAN LMS and online public access catalogue (OPAC), book lending and egate etc. e) Internal examination module. f) Accounts finance module. g) Biometric attendance system for staff. h) CCTV and security systems. i) Asset management module. j) Transport management module. k) Staff payroll process.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum is considered the “heart” of any learning institution. It is defined as the totality of student experiences that occur in the educational process. Curriculum delivery refers to the ways by which a curriculum enables learners to achieve their learning goals. It encompasses many processes such as Teaching-Learning support, advice, guidance, coaching, mentoring, peer and collaborative learning, feedback & assessment, tutoring and skills development. Our Institution works in an affiliated system and has been following the norms and academic programmes of the Madurai Kamaraj University, Madurai which ultimately frames the curriculum and updates the curriculum/syllabi at regular

intervals. Faculty of our College are active members of Board of Studies of the University and thereby significantly contribute to the effective planning and implementation of the curriculum. At present, the curriculum involves emerging areas of knowledge in Social Science, Science, Management and Humanities. Our Institution strives to deliver the curriculum effectively by way of providing support services, teaching materials (simplified notes for better understanding of students) and resources like maps, charts, models, e-library (N-list, NDL etc.), smart class rooms (One for each department) and skill development training (Classroom Management, Question paper Setting, Understanding Students' Psychology) to the faculty through various Orientation and Faculty Development programmes. These enable the faculty to deliver and manage the curriculum effectively, to frequently assess and document learner achievement and modify instructions to improve learner attainment. Our College has a well equipped library with the required number of prescribed, recommended and reference books as per the University norms thereby satisfying the academic needs of the students. Further, each department has its own library to issue text books and reference for the use of its faculty and students. The College has Academic Staff Council inclusive of all Head of the Departments of each discipline under the headship of the Principal to ensure effective implementation of the curriculum. This Council supervises overall implementation of CBCS system and ensures that the number of academic days as stipulated by the syllabi is met by arranging special classes in the event of loss of regular working days. Cognitive teaching methods like peer teaching, discussion, questioning method and field trips are also implemented to enable the students to have a deep insight in to the subjects. The College also employs a feedback mechanism from the students regarding curriculum and its implementation which reflects the level of satisfaction of students regarding the innovative teaching practices. Feedback received from the students is gainfully employed to strengthen curriculum planning and development.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
GST TALLY-		27/06/2018	120	Focus on Employability only	Working with Tally
Aatchi Tamil		03/07/2018	30	Employability	Aatchi Tamil
PHP MYSQL		18/01/2019	120	Employability	Software Skill Developed
E-Banking		14/12/2018	30	Employability	To Develop the skills for marketing of banking products and services. To develop the skills among the students in applications of internet in commerce.

Soft Skills	06/08/2018	30	Employability	This curriculum design to develop art of reading, art of writing, art of listening, Communication skills, Interview skills and Group Discussing.
Technical Course in Electro deposition	17/12/2018	30	Employability	Electro deposition
Personality Development	16/08/2019	30	Employability Entrepreneurship	To build self-confidence, self-esteem and overall personality development
Basics of node js and jquery	19/12/2018	30	Employability Entrepreneurship	Is a revolutionary technology, making it a hot skill to possessed by a Node.JS developer for the immediate and near future of modern web application development. A good understanding of Node. JS will help you to use JavaScript to develop real-time, f
Indian Freedom Struggle	17/07/2018	30	Employability	Freedom Struggle for Competitive Examination
Social Competencies	16/07/2018	30	Employability	Current Affiars, General

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	English	26/03/2018
BCom	Commerce	26/03/2018
BSc	Computer Science	26/03/2018
BBA	Business Administration	26/03/2018
BA	Tamil	26/03/2018
BSc	Chemistry	26/03/2018
BCom	Computer Application	26/03/2018
BA	History	26/03/2018
MSc	Mathematics	26/03/2018
MCom	Commerce	26/03/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	710	117

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Gandhian Thought	13/08/2018	242
Diploma in Gandhian Thought	13/08/2018	117
GST TALLY	27/06/2018	63
PHP MYSQL	18/01/2019	55
Digital Photography	21/12/2018	37
E-Banking-EB18	14/12/2018	25
Soft Skills-SS18	06/08/2018	20
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Computer Science	68
BCom	Computer Applications	104
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
Feedback are collected from the stakeholders such as students, parents, alumni and employers every year on various aspects like curriculum, teacher quality, infrastructure, overall exposure etc., The data collected are then analyzed and discussed in the meeting of the College Governing Council. The institution strives hard to implement suggestions given by students and other stakeholders. Grievances of the students are also addressed and corrective measures are taken. Feedback regarding teachers and departments are discussed in the meetings of Academic Staff Council. Based on the feedback analyses the following overall development of the institution are: ? Several certificate courses are conducted by various departments. Remedial classes are also conducted for students who deliver low academic performance. ? Various seminars and intra-collegiate competitions are conducted. ICT teaching learning method has been applied among students and staff members for knowledge enhancement. Several websites have been introduced among students for improving practical knowledge in their respective fields. ? The placement cell of our college worked with vigour to invite all companies for the campus placement so far we have successfully placed ? Our College has joined as a academic member of ICT Academy promoted by Tamilnadu Government. We are paying Rs.30000/- including GST as annual subscription. In collaboration with them to conduct IT Online Courses, Power Seminars, Faculty Development Programmes, Workshops, Placement assistance, Industry-Academia meetings and they provide free software as well through industry/academic trainers. ? Many Department were signed MOU with industries academic institutions to enhance advance knowledge in the field of their interest.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HISTORY	75	163	77
BCom	COMMERCE	75	265	81
BSc	CHEMISTRY	48	70	43

BSc	MATHAMETICS	60	129	56
BSc	PHYSICS	48	124	42
MA	HISTORY	45	8	8
MCom	COMMERCE	45	50	38
BA	ENGLISH	75	123	80
BBA	BUSINESS ADMINSTRATION	75	130	79
BCom	COMPUTER APPLICATION	96	184	100
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2175	226	41	0	58

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
99	97	173	12	1	485

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Students who enlisted in the college or from diverse socio-cultural back drop. The inter College with distinct aims and aspirations. The confident myriad of challenges in their attempts to achieve their aspirations. The unfamiliar surroundings, peer pressure, pressure to perform, physical changes, career choices, identity formation etc., are some of the component problems before the young students. They need a guide to guide them properly during their perplexity. Though many are shrewd to cope up with the hardships, some students need some helping hands. Hence mentoring system is followed in our institution. • The main motive of the system is bestowing motherly affection and fatherly guidance to the young ones. • Every mentor is assigned a 20 to 30 students depending on the strength of the students in each class. • The mentor is obligated for offering academic and personal support. • The particular mentor is the authorized faculty to solve any sort of short comings and the other faculty are the unauthorized mentors. Therefore students can contact any staff for their needs. • The staff guardian monitors the academic performance, conduct attendance, library visits, special skills, family background and physical status and registers all. • Every slight change in the student is monitored closely and necessary mentoring is granted to the students. Mentoring system is an offshoot of counseling. • The mentor together with the counseling cell and placement cell strive hard to mould the future of the students. • It identifies the slow learners and suggests suitable remedy. • It minimizes the student dropout rates. • This provides a better environment of learning. • The students all motivated to face the society confidently. • The get career guidance, counseling for higher education and courage to face on campus and off campus interviews.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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2401	99	1:24
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2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
99	99	18	18	37

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.R.JAGANATH	Assistant Professor	A BRONZE MEDAL RECIVED FROM NCC OFFICERS TRAINING ACADEMY , KAMPTEE
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BSc	SPH8	NOV-2018	13/12/2018	02/06/2019
BSc	SMT8	NOV-2018	13/12/2018	02/06/2019
BSc	SCH8	NOV-2018	13/12/2018	02/06/2019
BCom	CCR8	NOV-2018	13/12/2018	02/06/2019
BA	AHS8	NOV-2018	13/12/2018	02/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated institution of Madurai Kamaraj University, Madurai, evaluation norms of the university are followed. Internal assessment is transparent and robust in terms of frequency and variety: • At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. • The internal assessment test schedules are prepared as per the university and communicated to the students well in advance and put in notice board. Continuous assessment in theory subjects: • As per the University regulations, two internal exams will be conducted. The marks allotted for internal exams are 25 and to that of external exams are 75. • In this frame work, the college conducts two written exams for 30 marks and converted into 10 marks, two written assignments (5 marks) and the average is taken for written exam marks and assignment marks. Also, one seminar (5 marks) and one classroom peer team teaching (5 marks) are conducted by the each subject teacher. • The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. Continuous assessment in practical subjects: • For practical subjects, there shall be a continuous evaluation during the semester

for 40 marks for internal and 60 end examination marks. Continuous assessment in Projects: • The final year students are assigned to the guides on bar with the topics they have selected for their studies and they are evaluated internally as per university norms.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of every academic year, academic calendar and teaching plan are prepared. Proposed dates of academic activities like guest lectures, seminars and conferences along with the budget will be presented at the year beginning and followed by further meetings. Subject wise teaching plan will be planned by every department well in advance of the academic session and the same is submitted to the principal. A plan for departmental subject tours, home assignment, seminars, group discussions, internal examinations, sports day and annual day is also prepared. Proposed dates of the internal examinations are informed to the students in advance and the examinations are conducted on par with the instructions of the University. The Faculty follows a lesson plan designed at the department level. The lesson plan contains details on instructional objectives to be achieved, the course content to be covered and the logistics inside the classroom. Planning and preparation for laboratory work like experimental procedures and other protocols are made available to the students. The unit wise syllabus is discussed and accordingly course work is distributed among the concerned faculty. The plan enables the faculty and students to complete the prescribed syllabi well in time. It also helps to maintain transparency in teaching and learning process. The course outlines and course schedules are provided by each faculty prior to the commencement of the academic session. The college hand book (calendar) provides all the information to the students. The time table is also given to all the students prior to the commencement of new academic session.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://rrc.ac.in/images/toptabs/naac/Program%20and%20Course%20Outcomes%202018-2019.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
SPH8	BSc	PHYSICS	36	29	81
SMT8	BSc	MATHAMETICS	48	45	94
SCH8	BSc	CHEMISTRY	31	25	81
CCR8	BCom	COMMERCE	61	52	85
AHS8	BA	HISTORY	47	46	98

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://rrc.ac.in/images/toptabs/naac/SSS%202018-2019.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**3.1 – Resource Mobilization for Research**

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	0	0	0
International Projects	0	0	0	0
Students Research Projects (Other than compulsory by the University)	0	0	0	0
Projects sponsored by the University	0	0	0	0
Industry sponsored Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Minor Projects	2	UGC	110000	30000
Major Projects	0	0	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Gandhi	PG Department and Research Centre in History	22/10/2018
125th Anniversary of Swami Vivekananda's iconic Chicago Speech	PG Department and Research Centre in History	26/10/2018
A Memorial Meet for late Epigraphist, Mr. Iravatham Mahadevan	PG Department and Research Centre in History	25/01/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Poster presenter Award	Mr. A. SURENDRAN	Institute for Integrated regenerative Medicine, Malaysia	04/05/2019	Poster Presentation
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
3	2	3

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
PG Department and Research Centre in History	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Tamil (R)	3	3.32
National	Commerce (SF)	2	4.18
National	English (SF)	1	0
International	Tamil (R)	1	0
International	Commerce (R)	6	4.99
International	Computer Science	4	0
International	English (SF)	3	4.85
International	Chemistry	3	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Tamil (SF)	8
History	7
English (SF)	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
"Bharathi vs British", 'How to bring	Dr.V. Venk atraman	SSRN e Journal	2018	0	Rajapalaya m Rajus' College	0

about the National unity of the Indians?' - A content Analysis of unexplored Archival data						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Chronopotentiometric deposition / dissolution kinetics and textural analysis of ni-fe oxy hydroxide nano films	Dr.M.KANAGASABAPATHY	Journal of Applied Chemical Science International	2019	0	0	RAJAPALAYM RAJUS COLLEGE

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	30	43	16	3
Presented papers	16	41	2	0
Resource persons	3	5	2	4

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Mini Marathon Race on republic day celebrations	NSS	4	250

Youth Day celebrations	NSS	3	60
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
swachh bharat and NSS	NSS	Plastic Removal Camp	12	30
swacch bharath	NSS	Campus Cleaning	15	85
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training	On-Job Training	Selvi Bajaj Dhalavaipuram	19/05/2018	29/05/2018	G.Mahalakshmi, (B6C18020)
Training	On-Job Training	Nanayam Javuli Store, Dhala vaipuram	16/05/2018	25/05/2018	C.Jeyapriya, (B6C18010)
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Microsoft –EDU	28/03/2019	Campus License and	200

CLOUD Program		Cloud Services	
Oracle Academy	23/05/2018	Oracle Software Training Certification	100
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200	222.54

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
ROVAN LMS	Fully	6.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29545	4193328	461	106526	30006	4299854
Reference Books	1485	495963	2	0	1487	495963
e-Books	3135000	0	0	0	3135000	0
Journals	33	139014	46	59010	79	198024
e-Journals	6000	5900	6000	5900	12000	11800
CD & Video	467	3975	4	810	471	4785
Weeding (hard &	57	0	0	0	57	0

soft)						
Others(spe cify)	140	0	9	0	149	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	177	120	177	0	0	18	13	20	26
Added	0	0	0	0	0	0	0	0	0
Total	177	120	177	0	0	18	13	20	26

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5	6.28	25	26.9

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has an Advisory Committee which looks after regular maintenance of College campus. The committee submits its report to the Principal and Chairman of the trust. If required the issues are discussed in Local Managing Committee (LMC) meeting and the necessary steps are taken. The management allocates sufficient fund for the upkeep of the infrastructure and equipment every year.

Lab Maintenance Science Lab 1. Each laboratory has got sufficient lab equipments as per the requirement of University syllabus and the equipments are periodically inspected. 2. College ensures that repairs are made in a timely manner and prevent any damages from getting worse. 3. The lab equipments are

kept away from any extreme heat or cold 4. Timely replacement of damaged parts are done. 5. Each lab has a keen lab technician to look after particular lab. Computer Lab 1. Computers and accessories are well maintained and serviced as required. Most of the computers and other electronic gadgets have AMC facility 2. Antivirus software is installed in all systems to prevent uncalled for system troubles. 3. A centralized generator is installed in the college 4. Lab has a dedicated lab supervisor who is mainly responsible to look after that particular lab under her domain. Library Maintenance 1. shelving new materials 2. searching for lost books 3. evaluating the physical condition of the stocks 4. removing and remediating damaged books 5. weeding the collections in accordance with established guidelines 6. recording collection statistics 7. changing location codes of materials, if necessary 8. physical processing and labeling of new materials 9. space planning for collection moves 10. organizing and planning the relocation of materials III. Sports complex 1. There is a regular inspection and supervision of sports facilities and equipment available in our college. 2. Our college abandons the use of old and exhausted equipment. 3. Maintenance and repair are inappropriate to the extent that the equipment would be possible to reuse otherwise, leaving such equipment is the best way to follow safety rules. IV. Classrooms 1. The goal of the college is to maintain a safe, clean and secure environment that will optimize the learning experience for students and staff. 2. The classrooms, lecture halls and tutor rooms are fully furnished with state-of-the-art technology to be at par with the standards set by the world's best institutes. It was regularly overseen by the department staff and representatives. 3. The Teaching-Learning pedagogy used in the classrooms is IT enabled and all classrooms are equipped with a standard array of presentation equipment that provides our faculty with the best multimedia tools for their instructional needs. 4. The smart halls can accommodate up to 120 students, classrooms can accommodate 60 students. It was cleaned and kept in protected. V. Departments The respective department maintains a stock register for all relevant equipment. Stock verification is carried out at the end of every academic year and the missing instruments and breakages are noted down.

<http://rrc.ac.in/images/toptabs/naac/Procedure%20and%20Policies.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FREE MEALS AND ACCOMMODATION FOR SPORTS PERSONS	193	26521
Financial Support from Other Sources			
a) National	ADI DRAVIDAR SCHEME AND BACKWARD CLASS	261	994304
b) International	NIL	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development	12/03/2019	174	Department of English, Business

			Administration and Math with CA, Rajapalayam Rajus College
Remedial Coaching	16/08/2018	737	All the Departments, Rajapalayam Rajus College
Bridge Course	20/06/2018	808	All the Department, Rajapalayam Rajus College.
Yoga and Meditation	21/07/2018	293	Raja Ambiah Raja, Art of Living and Yoga Certified Trainers of Rajapalayam Rajus College.
Personal Counselling and Mentoring	20/08/2018	59	All the Departments, Rajapalayam Rajus College.
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Guest Lecture on "Believe in You"	0	104	0	0
2018	Guest Lecture on "Career Development"	0	94	0	0
2018	Guest Lecture on "Value Education"	0	108	0	0
2018	Guest Lecture on "Career Guidance"	0	108	0	0
2018	Competitive Exam (TANCET)	25	0	0	0
2018	Bridging the Gap-College to Corporate	0	57	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
6	1167	357	4	454	83
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	2	B.Com	Commerce (SF)	Rajapalayam Rajus' College Rajapalayam	M.Com
2018	9	B. Sc	Mathematics	Rajapalayam Rajus' College	M.Sc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	5
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Madurai Kamaraj University Inter Zone Kabadi Tournament	University level	150
Recent Trends in e-payment	National Level	8
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the	National/	Number of	Number of	Student ID	Name of the
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	award/medal	Internaional	awards for Sports	awards for Cultural	number	student
2018	Indo-Nepal International Minifootball Championship 2018-19	Internatio nal	1	0	18RBHI050	A. Muthamilan
2018	SASF – 2nd South Asian Silambam C hampionshi p - 2018	Internatio nal	1	0	18BPY021	R. Suprabha
2018	1st Fazza – Dubai Pa ra-Badminton Internatio nal 2018	Internatio nal	1	0	18RBHI008	T. Prithiv iraj
2018	Thailand P ara-Badminton Internatio nal - 2018	Internatio nal	1	0	18RBHI008	T. Prithiv iraj
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council is a body of student representatives acting as a bridge between the students and the administrative authorities. The student council is a body that has representation in the Academic and Administrative Committees. Student Representatives are selected from the UG and PG courses in the college based on their leadership qualities. . The Head Boy and Head Girl of both UG and PG are student representatives for the Academic Council meetings and their views and opinions are put forth and considered to be of utmost importance. The class representatives bring forward the views of the entire class regarding facilities available, performance of faculty, syllabus coverage and other matters related to academics to the notice of the Principal through their Head of the Department. Student representatives help to resolve various grievances of students related to academics such as issue of bonafide, course and attendance certificates, identity cards, scholarship and library cards. These students are diligent, responsible and are capable of balancing academics and their duties as student council members. They live up to the mark in the academic area as well as co-curricular activities. Students play an active role in the effective functioning of various portfolios and committees constituted for Sports Day, College Day, Graduation Day and Campus Amenities, Anti-Ragging Cell, Women's Cell, Eco Club, NCC, NSS, YRC, Blood Donor's Club, Gender Sensitization Cell, Red Ribbon Club, Nature Club Fine Arts Club. The student council works round the clock and organizes various events on the occasions like Teacher's Day, Independence Day, Republic Day, etc. They also play a major role within the IQAC / AQAR committee. The Student Council with no doubt remains the major body that helps the college function in all ways to reach out to the other students. They have been the backbone of the college for years and will continue to be so. They are active right from the day they are declared as leaders chosen to lead the college. Students act as Campus Ambassador of our

college in enrolling students, above 18 years including in the voter's list under the guidance of Campus Nodal Officer and Government officials. Students are involved in celebrating the following important days such as International women's day, International yoga day and Birthdays of national leaders/scientists like Bharat Ratna. K. Kamaraj, Srinivasa Ramanujam and Dr. A.P.J. Abdul Kalam. Every year Students organize Fresher's Day in the beginning of the academic year and Farewell day at the end of the academic year. It develops their organizing and leadership quality. Such a student council comes as a blessing and the members of the council work as a team in parallel with the management to make college a better place for the students and staff.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Initially our association was inaugurated in the name of Rajapalayam Rajus College old boys association on 22nd July 1990, Sunday at 10.30 a.m. at the college premises. It is dedicated to foster an enduring relationship between RRC and its Alumni. It is a statutory body in the college that is registered under Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) in the name of RAJAPALAYAM RAJUS COLLEGE ALUMNI ASSOCIATION certificate of Registration of Societies number SRG / Virudhunagar / 153 / 2019 dated - 02nd July 2019. Objectives of Association: 1. To provide educational scholarships to economically desiring students. 2. To provide motivational guest lectures and career guidance to our final year UG and PG students to mould them into good citizens. 3. To encourage the formation of regional chapters to increase the participations of Alumni. 4. To encourage the Alumni to take abiding interest in the process and development of the institution. 5. To arrange and support placement activities of the student of the institution. 6. To encourage and guide the student on self-employment and to become entrepreneurs. 7. To promote the industry institution interaction to bridge the gap between corporate recruitments and education offered and enhance students employability. Citing the objectives of Alumni Association our alumni contribute in many ways for the development and betterment of our institution. Our students and the institution are benefitted in various fields such as students placement, training, expert lectures, career guidance session, industry visits and mentoring. The alumni of our institution guide and nurture our students to become professionals. Our association has planned to construct alumni association auditorium at the cost of rupees 1.36 crores. An amount of Rs. 7,35,000/- has been collected as on 31st March 2019 for the construction of AAA Project.

5.4.2 – No. of enrolled Alumni:

1380

5.4.3 – Alumni contribution during the year (in Rupees) :

735000

5.4.4 – Meetings/activities organized by Alumni Association :

Annual General Body Meeting - 16.01.2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution encourages a culture of participative management by involving staff members in a number of administrative roles. The college activities are

managed by the committee constituted for academic and extension activities. Major committees comprise of teaching, non-teaching staffs and students as well. The college has created a decentralized structure for decision making where the committees interface their decisions with the staff council and the college committee. The College Governing Council consists of seven members from parent body, Principal as ex-officio member and a representative from Madurai Kamaraj University. It serves as the apex body in managing day to day affairs of the college. The College Academic Council consists of the Principal, the Coordinator of the self finance courses, and the Heads of the departments and the Coordinators of the extension activities, discusses and develops institutional plans for academic growth and created various committees for academic and non-academic activities. Various committees are constituted by the Staff Council for managing various functions of the college like preparation of college time table, allocation of co-curricular works, organizing admission, looking after the welfare of the students, preparing working guidelines for effective functioning of the college. The Staff Council suggests improvements in the design and implementation of the plans. All the committees do get their decisions ratified from the council and the decision of the Staff Council remains final.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Follows the practices of the Government norms in the admission process and provides chance to the meritorious students. A committee of both teaching and non teaching staff is formed for scrutinizing the application forms. Due representation is given to teachers belonging to socially backward community in the formation of the Committee. Transparency in the admission process is ensured by computerizing all the data given in the application forms. The merit list with cutoff marks for different reservation categories is displayed on the College notice board. The first list of provisionally selected students is automatically generated, based on merit and as per the criteria given by the Government. Subsequent wait lists are also published to fill up the vacancies in the departments. The admission to self financing Programmes is based on the norms stated by the State Government and the UGC. Efforts are made to ensure that all students seeking admission to the various courses stay informed. No capitation from the students.
Industry Interaction / Collaboration	Industry interaction, industrial visits

and industrial consultation services are provided by the respective departments and the college encourages students to take up projects with industries. Signing of MoU with reputed industries and institutions.

Human Resource Management

The College provides continuous training to its staff to become competent teachers with necessary soft skills to mentor students effectively. The college conducts training programmes in new areas of knowledge and also encourages faculty members to attend seminars, conferences, workshops and orientation programmes through IQAC. Recruitment of teaching and non teaching staffs based on skills and experience. Staff Self Appraisal report for both teaching and non teaching staffs. Incentive schemes for the members of teaching faculty to motivate research culture.

Library, ICT and Physical Infrastructure / Instrumentation

Well equipped library with internet access. 10 computers with internet access for Teachers, Students and Research Scholars to utilize the internet facility at free of cost. Provisions for the access of e-journals through INFLIBNET online sources. ICT, LCD projector in the classes to create new learning atmosphere. Entire campus is provided with net work facility and under the surveillance of CCTV. Smart Hall. Purchase of recent editions books. Journals and Magazines in various disciplines. Educational CDs.

Research and Development

The college has a Research Committee and through this it encourages and monitors the research activities. It meets the teachers often and motivates to enhance their research activities. Two PG departments already got Research Centre status and few more departments plan to become research centers with the aim to increase the quantum of research. Ten faculties of the institution are recognized as research supervisors under Madurai Kamaraj University and they have been supervising Ph.D and M.Phil scholars. The management encourages faculties to take up projects and collaborative assignments and provides all the necessary support for the research and development. It encourages the faculty to undertake Major and Minor research projects from various funding agencies

	like ICSSR,UGC,DST and TNSCST etc. teachers are informed about the various fellowships available and are motivated to apply for the same. The Cell encourages all the Departments to organize Seminars, Workshops and Conferences at various levels.
Examination and Evaluation	Internal and External Examination system under the guidance given by the Madurai Kamaraj University. Online publication of Results. Photo printed Hall Tickets and Mark Statements. Appropriate arrangements for Physically Challenged Students. Supplementary and Revaluation provisions.
Teaching and Learning	The college plans to transform the atmosphere of teaching from a teaching center into a learning center where research becomes the focal point to emerge quality learning. It also looks in creating a leader through providing quality and inclusive educating focusing on developing the latest and most relevant courses with appropriate use of technology. The college is facilitating ICT enable teaching, systematic internal evaluation process and continuous monitoring of the students' performance. The annual agenda of the academic year is reviewed during the Academic review. This practice ensures accountability. Active participation in the activities of cluster of colleges in Virudhunagar district. Organizing more number of Seminars, conferences, Guest Lectures and workshops to encourage students to learn more.
Curriculum Development	Curriculum development is carried out by the Board of Studies and the Academic Council network by the University. Some of the senior teachers of this institution being its members offer their suggestions in their respective Board meetings and interact with the members of the various bodies of the University. They also help in the process of getting the approval and sanction for the revised syllabi and curriculum. In designing the curriculum they incorporate issues of contemporary relevance in tune with the model curriculum supplied by the UGC. The entire teaching faculty contributes substantially to the periodic revision and update of the curriculum which are ratified by the University.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Salary Administration- online mode for Aided Staff CCTV surveillance in the campus
Finance and Accounts	Office is computerized and all the works are done through ROVAN Software. Internal Audit is performed by officials deputed from Trust office periodically and the reports are obtained before conduct of the external audit. It is normally done after the closure of the accounts in all respects.
Student Admission and Support	An Admission Committee nominated by the Principal takes care of the admission process. Rovn Software for Students attendance and internal marks. LCD projectors in classes to improve Students learning Separate Students Library in PG classes of the Research Departments. INFLIBNET and N-List in the library.
Examination	The college is non autonomous college and affiliated to Madurai Kamaraj University. Examinations are conducted as per the norms of Madurai Kamaraj University.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mrs.R.Jayshree	International Conference on Roll of Women in Dravidian Movement, MTN college, Madirai.	NA	2000
2018	Dr.D.Ebi James	International Conference on Nesamony Research Forum, NMC college, Kaniyakumari .	NA	2000
2018	P.R.Ramji	Conference on Police Wellbeing Programme, NIMHANS, Be	NA	1000

		ngaluru.		
2018	Dr.R.Jaganath	South Indian History Congress, Osmania University, Hyderabad.	NA	1000
2018	R.Gayathri	Workshop on The Application of SPSS AMOS for Data Analysis	NA	500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	SDP	NIL	06/07/2018	06/07/2018	25	0
2018	FDP on Documentation	FDP on Documentation	26/10/2018	27/10/2018	60	20
2018	Criteria I-VII	Criteria I-VII	25/04/2019	25/04/2019	50	15
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	2	23/07/2018	24/07/2018	2
Workshop	3	04/06/2018	08/06/2018	5
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
18	18	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Incentives for attending conferences and workshops. Free medical and Eye Check up Camps.	Free medical and Eye Check up Camps Yoga and Stress Management classes	Endowment Prizes

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit is performed by officials deputed from Trust office periodically and the reports are obtained before conduct of the external audit which is normally done after the closure of the accounts in all respects. External Audit is done by the Statutory Auditors after 30th June of the subsequent year. During the course of Internal Audit, all required steps are taken to regularize the accounts and to obtain confirmations for the credit balances, to collect documentary evidences wherever inadequate in respect of payments, compliances of T.D.S. and Statutory Formalities and Reconciliation of Unit wise balances with the Control Accounts and Bank Reconciliations. The copy of the Internal audit report covering all matters related to maintenance of accounts is preserved. Subsequently, External Statutory Audit is conducted by the auditors and the final audit report with audit findings are submitted to the Management. The consolidation of the findings of the Institutions with Trust Central office has been completed and the annual returns have been submitted to Income tax Authorities, Registrar of Societies, and Tamilnadu and to the other relevant authorities concerned.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Smt.S.K.Leelavathi Ammal Memorial Cash Award Sri.S.S.Kandasamy Raja Memorial Cash Award Sri Panmozhi Pulavar M.G.Jaganatha Raja Memorial Cash Award Sri. P.A.P.Alaga Raja Endowment Prize Sri Geetha Krishna Spinning Mills Cash Award Sri A.A.Subba Raja	12000	Medals and Awards for Meritorious Students
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6.4.3 – Total corpus fund generated

700000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC, Rajapalayam Rajus College
Administrative	Yes	External Auditors		Internal Auditors

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

? Parent – Teacher Association meeting is conducted once in a semester. ? Academic progression of students are discussed with the parents and suggestions from parents also considered for development of college. ? Fund collected under the PTA is utilized for appointing teaching and non-teaching staff in need based. ? Further PTA fund is utilized for the purchase of computer accessories, desk, benches and books shelves for students.

6.5.3 – Development programmes for support staff (at least three)

? Yoga training programmes are conducted for non-teaching staffs. ? Training on ICT programs are organized. ? Staff development programme on office automation are organized.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Three programmes were approved through RUSA 2.0 grant under Component 6 for Rs. 4 Crores. 1. M.Sc. Physics 2. M.Sc. Chemistry 3. B.Com (Professional Accounting) ? Participated in NIRF and Swatch Bharat Ranking. ? Department of History and Commerce applied research projects in ICHR and ICSSR. Department of History received 3 project grants and one more grant to conduct a National Seminar.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Discussion on research Publication Ph.D guideship, plagiarism detections	19/06/2018	19/06/2018	19/06/2018	19
2018	Seminar on 'Revised NAAC Norms - Qualitative and Quantitative Matrix for key Indicators'	01/11/2018	01/11/2018	01/11/2018	105
2018	FDP on Quality circle and 5s by Quality circle Forum of India, Madurai chapter.	17/11/2018	17/11/2018	17/11/2018	95

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Sexual Harassment at Workplace Awareness on Law Protection	25/07/2018	25/07/2018	150	100
Gender Sensitization	25/07/2018	26/07/2018	280	195
Awareness on Sexual Harassment & Law	28/07/2018	29/08/2018	350	270
Role of Men in Safeguarding the Girl Child	05/09/2018	05/09/2019	480	400
POSCO Act	14/09/2018	14/09/2019	127	100

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Provision for lift	No	0
Ramp/Rails	Yes	12
Braille Software/facilities	No	0
Rest Rooms	Yes	5
Scribes for examination	Yes	7
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	advantages and disadvantages	and contribute to local community					
2018	6	6	28/09/2018	1	Annathanam	Service to Shirdi Sai Baba Temple of Rajapalayam	25
2018	6	6	19/11/2018	1	Paper Cleaning, Ayyanar falls	Protection of Environment	36
2018	6	6	18/12/2018	1	RHYTHM - Special School	Outreach Service to Special Children	48
2018	6	6	23/01/2019	1	Cycle Rally	Awareness Programme on road safety	50
2018	6	6	14/03/2019	1	Consumer Club	Consumers Role in Transportation	22
2018	6	6	04/04/2019	1	Road-Skit	Waste management	15
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic Calender-2018-2019	10/07/2018	Students who are not adhering to the are first warned by the respective Mentors and the Head of the Department, while in case of further misbehaviors the student referred to the Discipline Committee to enquire the him/ her accompanied by parent.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2018	05/06/2018	345
International Yoga Day	21/06/2018	21/06/2018	450
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The campus is covered with different varieties of trees.
2. Sign boards saying “No Plastic Bags” has been placed in several parts of the campus.
3. Different dustbins to differentiate the Degradable and Non-Degradable wastes.
4. Pedestrian friendly roads are available in the college.
5. The biodegradable waste comprising of leaves and waste food are disposed through composite pit which has been constructed for the disposal of these biodegradable waste.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE: 1 TITLE: DISASTER MANAGEMENT TRAINING PROGRAMMES **OBJECTIVE:** Our College in collaboration with Sri Sathya Sai Seva Samiti conducts a Certificate Course in Disaster Management with a vision To provide educational and public awareness on cornerstone of approaches aimed at reducing vulnerabilities caused by natural hazards. To provide access to disaster preparedness focusing on the socio-economic and political dimensions as well as health aspects of vulnerability and disaster rather than hazards intrinsically. To equip the students to deal with disaster-related tasks and to orient them in various aspects of crisis management. **THE CONTEXT:** The course is an introduction to the fragility that takes place during natural hazards. Certificate Course in Disaster Management is designed more like a journey of learning structured into progressive but non-linear blocks of exploration with clear sign posts and landmarks. The course is designed in a way where “imparting knowledge” is kept to a minimum. This is an extremely practical subject with highly problematic and politically charged fields. **THE PRACTICE:** The course usually starts during the month of July. Every month classes are conducted from 10.00 a.m to 4.00 p.m on every Saturday, comprising of both theory practical sessions. In the initial stages, students are taught emergency methods and rescue techniques and then students are introduced to the science of disaster. They gain basic knowledge about five types of disaster: flood, cyclone, earthquake, landslide and tsunami. The course consists of presentations, case studies and practical classes. The best approach of this course imparts mutual learning, challenging preconceptions and exploring answers rather than expecting to be given such answers. The course will also be flexibly shaped around students’ experience and areas of interest. Apart from the certificate course, programmes are also organized to train various disaster management techniques in the NSS camps conducted every year for six units exclusively for the NSS volunteers. This boosts their service attitude and makes them well equipped for any kind of emergencies including natural disasters. Various skill training for those persons who may be required to undergo duties in: Emergency operations center, Rescue, First aid, Emergency feeding and welfare, Communications, Needs and damage assessment are provided. **EVIDENCE OF SUCCESS:** This Course enlightens the learners on various kinds of disasters and the way to deal with each kind. It teaches how to manage the risks in an emergency. The Course covers topics such as earthquake, flood, cyclone, fire and stampede. It also focuses on the rules of staying safe and the five points to remember during a disaster- do not panic be calm, be cool do not spread rumours and do not believe them do not run, walk fast and apply presence of mind. The students are also taught to deal with casualties and injuries. of disasters and how we can reduce the risks of it. The session also helps the students to develop a coping mechanism if disaster strikes. **PROBLEMS ENCOUNTERED AND RESOURCES:** Time Management: They feel that the course is a hard nut to crack in the midst of their academic programmes. A proper motivation, a proper understanding about the significance and benefits of the programme and proper positive remainder from the programmers will be of a great help to the learners. Lack of Parental Support: After enrolling their course, many students fall behind and nurture the idea of giving up due to the lack of parental support. Co-ordinator of the course talks to the parents and

explains the significance of the course. **BEST PRACTICE: 2 TITLE: BLOOD DONATION SERVICES OBJECTIVE:** Contribute towards the formation of an altruistic and habitual culture of blood donation voluntarily. To increase the active and effective participation of the students to mould them as responsible citizens. Guaranteeing the ceaseless supply of blood and its components to the person who needs it. Create the awareness of benefits and importance of blood donation to the general public. Promote universal values and brotherhood among the people through blood donations campaigns Cultivate a caring attitude towards community. **THE CONTEXT:** For every 2 seconds someone needs blood. It is essential for surgeries, cancer treatment, chronic illness and traumatic injuries. Whether a patient receives whole blood red cells, platelets and/or plasma, this life saving can start with one person making a generous donation. Regular blood donations by sufficient number of healthy people are needed to ensure that safe blood is available whenever and wherever it is needed. Blood costs nothing to give yet is more valuable than any other resource on earth. Blood donation is the real act of humanity. Frequent volunteer blood donors ensure that blood is ready (collected and tested) and available year-round whenever and wherever it is needed. **THE PRACTICE:** Students voluntarily come forward to donate blood in emergency situations. A common misunderstanding about blood usage is that accident victims are the patients who use the most blood. The college also organizes blood donation campaigns in collaboration with Rotary Club of Rajapalayam and Lions Club of Rajapalayam. Apart from the steps taken by the Blood Donors Club, NCC and NSS also organize blood donation services in and off campus in collaboration with Lions Club, Rajapalayam. NSS volunteers donate blood in their respective camps every year. In urgency of blood requirement, referred by hospital authorities, people can easily approach the college. It is painless process for people to get a donor, as there is a simple formality. The students never accept monetary benefits given in return. They are well treated by the people, transport, food or refreshments are arranged to them. The blood donor club appreciates these students by giving a round of applause in their respective classes the very next day. This would motivate the other students as well. At the end of every academic year, the students are complemented with a small token of gift. Once students habituate donating blood, it would continue to be a part and parcel of their life in future. **EVIDENCE OF SUCCESS:** Every year, many students and faculties have donated blood voluntarily on various occasions. Blood donation is the way to stay healthy. Many students got enlightened about the importance of blood donation and they have got awareness about the value of saving lives. Efforts of the club are well recognized in and around the town. The local hospitals as well as the blood banks contact our college, when in need of blood. We are well approachable even in case of emergencies, since there is simple procedure followed in arranging blood donors. Apart from the local hospitals, blood banks in nearby town and villages donors of rare blood groups. The whole process of blood donation makes the students understand the values of human life which also brings the sense of generosity. **PROBLEMS ENCOUNTERED:** Many students avoid donating blood because they are afraid. Coming from economically backward families, students have a low nutritious lifestyle, which in turn makes them for blood donation. There is an interruption in their curricular activities due to dizziness after donation. They are also unable to do strenuous activity for the next 12 hours after blood donation. Sometimes parents curb the students' attitude of blood donation. Blood donating students are given permission to go home and take rest. Certain nutritious foods are suggested to students which would help them to overcome dizziness.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://rrc.ac.in/naac.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Higher education is the means of nation building through economic and social development. With the vision of imparting quality education to rural youth and give equal opportunity to girls, the college upgraded as co-educational institute in the year 2012. The institute has earned a unique fame in the district being one of the oldest institutions and providing quality education at feasible cost. A curious mind can conquer the world. The events and programmes organized by the college have a proven record of helping the students and increase their ability and learn more for their future. Focusing the rural youth, who lack in communication skills, additional efforts are taken to help them to cope up with the change they face, i.e., coming from regional language based institution and now being in an institute insisting on need for English language. Reading: As there is a decline in the level of reading among the rural students, Reader's Forum has been formed which supports the students to cultivate the habit of reading, which is beneficial for mental stimulation, stress reduction and vocabulary expansion. Our college also organizes Book Exhibition in association with New Century Book House PvtLtd., which allows them to explore varieties of books. Student Teacher Ratio: To pay full attention towards each and every student, Student-Teacher ratio is well maintained. Transport Facility: Not every village is provided with higher education facility, this results in students travelling long distance for availing college education. The institution arranges Government transport facilities to the students in order to facilitate them with cost free transport. Team work The students are trained to work in team as groups which would help them to learn, being patience. Cultural Attachment: Cultural attachment is a philosophy, which encapsulates how an individual bonds to his or her cultural. Students are never forced to follow or quit any cultural beliefs. They are allowed to wear traditional dresses on occasions like department events as festivals. This brings them closer to the culture they belong to. National Integration: Every programme is started with invocation to mother Tamil and concluded with national anthem. This practice creates a sense of Unity and Integration.

Provide the weblink of the institution

<http://rrc.ac.in/images/toptabs/naac/Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

- Preparing the college for the 3rd Cycle of NAAC Assessment and Accreditation process.
- To offer more job oriented and value-added courses in each departments.
- To conduct more number of International, National and State level workshops and conference sponsored by UGC, ICSSR, ICHR, DST, TNSCST and other government agencies to enrichment the curriculum.
- To organise number of workshops and seminars on Research methodology, Intellectual Property Rights (IPR) and Entrepreneurship to equip the students.
- To organised Capacity building programmes and skill enhancement initiatives on soft skills, language and communication skills, life skills (Yoga, Physical fitness, health and hygiene and ICT/Computing skills in association with external agencies.
- To give special training Programmes for Competitive examination.
- To motivate the teaching faculty to public more research articles in SCOPUS, Web of Science, Indian Citation Index and UGC care list journals.
- To encourage faculty to develop E-content using SWAYAM and other MOOCs platform.
- To make collaborative quality initiatives with other Higher Education Institution and Universities on Research and Extension Areas.
- To construct more classrooms.
- To construct mini-conference hall and auditorium.
- To motivate students and faculty to participate

in various extension activities with Government organisation and non-government organisation on Swachh Bharat, UBA 2.0, Aids awareness, Gender Sensitization programmes for holistic development. • To take environment and energy initiatives on Green, Energy and Environment audit.