SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

NADAR MAHAJANA SANGAM SERMATHAI VASAN COLLEGE FOR WOMEN

NADAR MAHAJANA SANGAM SERMATHAI VASAN COLLEGE FOR WOMEN,
PERIYAR NAGAR MAIN ROAD, SAMANATHAM, AVANIYAPURAM,
MADURAI-625012
625012
www.nmssvcollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nadar Mahajana Sangam Sermathai Vasan College for Women, Madurai, is a self-finance college affiliated to Madurai Kamaraj University. It is located in the outskirts of Avaniyapuram, Madurai. The institution is exclusively an awe-inspiring women's college, empowering young women of rural background to revive the ethical, moral, social and intellectual strata of young women through quality and quantitative attributes of education. The motto of the college is **"Olukamae Uyarvu" [Tamil] -"Morality is the Rise" [English]**. Academic programmes, co-curricular and extracurricular activities formulated by the University and the Institution carries forward by designing meticulously drafted plans in the institution. The reflections of the Motto, Vision, Mission, and Goal of the college, embolden the rural women and also the first generation learners. Besides, the institutional vision is well aligned with the core values as 1) Fostering Global Competencies 2) Inculcation of Value Systems, 3) Promotion of the use of Technology, 4) Quest for Excellence into the academic and administrative performances.

Vision

To inspire and empower, all round development of young rural women, uplifting their social, moral, ethical status, fostering globally competent quality based education through creativity, innovation and discipline.

Mission

- To extend the academic and other educational facilities to the student of lower strata of society.
- To enhance the competency of the young women to meet the challenges of the society.
- To identify and channelize the potentialities of the young women towards social development.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The institution is

- Recognized under **2(f)** and **12 (b)** UGC.
- Supported directly by century old Nadar Mahajana Sangam, a philanthropic organization.
- Seclusively women's college from heterogonous background maintaining utmost decorum and discipline.
- Situated in southern bank of Vaigai River with a serene, green pollution free environment surrounded by lakes and green belts.
- Tamil Nadu transport corporation ladies buses ply inside the campus from various venues, added with this college bus facility supports the transport.
- Has Well Qualified, highly motivated and devoted faculty and well equipped laboratories.
- Offering institutional certificate programs along with placement assistance.

- Situated nearby to Velammal Multi Specialty Hospital and Airport.
- Abundant ground water to maintain a green campus.
- Harmonious relationship between teaching and non-teaching staff.
- Financial aid, honour to outstanding and meritorious students.
- Focuses on women empowerment and awareness.
- Very nice and strong NSS, NCC, YRC, RRC, consumer cell in the college for student's extension programs and in fulfilling the social responsibility.
- Coaching for competitive examination on and off campus, placement assistance are provided to the students.

Institutional Weakness

- Unaided institution.
- Weak economic background of students.
- Lack of English Communication skill of students.
- Hard ground water and so RO plant is installed.
- Poor maintenance of roads to the college by the Panjayat and Corporation.
- No bus stop in the main service road to drop and pickup boarders.
- Heavy traffic jams sometimes leads to delay of buses.
- Depositing plastic, chemical waste on the roadside on the way to college leads to environmental hazards.
- No financial assistance from UGC even after obtaining 2(f) and 12 (b) status.

Institutional Opportunity

- The college can further expand the collaboration with higher educational institutes of repute and work towards extended research opportunities.
- More value added certificate courses can be introduced to improve the employability of the students.
- Arrangements can be made to mobilize resources and funding through stake holders and funding agencies.
- Better environment to culture bee hives, fish farms, horticulture in future.
- Propelling boxing training as self defense to students.
- Cooperation from the brother institution of the Nadar Mahajana Sangam.

Institutional Challenge

- Moulding the remote and sub urban students for employment oriented courses, and to make them achieve university ranks.
- Institution has to persevere to become a centre for excellence.
- More job oriented courses should be introduced to compete with the other institutions.
- Insect allergy from the nearby weaker society.
- Clayish soil that is not alluvial and fertile to grow trees and plants.
- Attracting more companies to job drives.

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1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Twenty four years of the practice of academic activities help the college to fine tune the curriculum designed by the University and to make it more flexible, responsive, skilled and employability oriented in its outlook. **Curriculum Development Cell** of the institution develops a protocol for planning and implementing the newly introduced courses by the University. To endow these new courses a few faculty members of our college are bestowed as members of the Board of Studies in Madurai Kamaraj University.

To ensure academic flexibility, the University designed CBCS pattern is followed for all the disciplines under semester pattern in the institution.The institution offers University Certified Certificate course, Diploma Courses, Institutional Certificate Courses and Short Term Certificate Courses.

The Institution sensitizes the students to divergent competency and cross cutting issues thereby exposing them to current pressing concerns and issues through University syllabus and institutional certificate and short term certificate courses.

The college has an organized system of receiving feedback from students, alumnae, parents, resource persons, the guest faculty, and the experts from the industries.These inputs are taken into account for designing and constructing a vibrant academic environment of the institution.

Since curriculum forms the backbone of our institution, all positive steps are being taken in the curriculum to equip the students with adequate knowledge so that they may play a significant role as good citizens and good leaders in the society.

Teaching-learning and Evaluation

Our innovative and challenging curriculum is well backed up by innovative teaching, participative learning and creative evaluation methods. The Institution accounts for teaching-learning evaluation process by adequate in-built mechanism for academic excellence.The Students admitted to our institution are from a heterogeneous background and there is a considerable increase in the number of students.The review of admission process in the recent past paves way for the introduction of an additional seats and also new courses.

The entry of fresher's into the college is made comfortable with adequate orientation, Bridge Course and **Fly over Transition Spoken English Course**. The academic need of the students is indentified by the Formative Entry Behaviour Test. Remedial coaching is formulated to achieve customized and personalized learning. Assessments focus on creating critical thinking in the place of recalling and memorizing. Blended Teaching-learning styles involve lecturing and ICT tools. Mentor-Mentee relationship replaces **teacher-student** equations to **mother – daughter** paradigm.

The faculty members are constantly being recharged in their own discipline and on general professional competence through FDP and feedback.The general and departmental library and Laboratories are well equipped with internet facility for enhanced teaching & learning process.Collaborations with different agencies provide opportunities for quality learning through project work and internship. The higher proportion of formative evaluation shows the significance attached to the assessment of the formation of higher level cognitive skills which is achieved through qualitative results in the summative examinations conducted by the

University.

Research, Innovations and Extension

"Research is formalized curiosity - it is poking and prying with a purpose" –Zora Neale Hurston

The college promotes a research culture among faculty and students through collaboration and extension activities. The college faculty and students are motivated to publish papers in research journal at regular intervals.To encourage faculty publications, the college instituted seed cash for the publishers. Some faculty and students have received awards for the exemplary performance and contribution to extension activities.The college has organized number of National and International seminars and conferences paving way to gain in-depth scholastic knowledge.

The Extension programme, **NSS, NCC, YRC, RRC** offers a wide variety of programs on environmental issues, awareness programs on health hazards and gender issues, emphasizing community services, offer extended opportunities to the students to help, to serve, to reflect, to learn and are recognized nationally for participating in the various camps.The **Placement Cell** supports and strengthens the students by offering career fair and industry academic interfaces.The college has signed **MOUs** with local institutes to enrich the quality of academic process. The college exercises creatively, to immerse itself in the social progress of the neighbouring rural villages through outreach and extension activities.The institution has established **Centre for Women's Studies "Gnanamagal" - Intelligent Girl**, **Entrepreneur Development Cell** and **Life Skill Forum**.These centres conducted diverse forms of programmes concentrating on empowering and enriching women students through sensitizing programmes.

Infrastructure and Learning Resources

Our management has created a comfortable, conductive academic atmosphere on the campus for effective, efficient and quality teaching and learning by providing adequate infrastructure and learning resources.

The charm of the campus life encompassed in 14.02 acres is enriched by the **sylvan surroundings**, **green covered trees** and the **wafting fresh air**.

The **road** is asphalted and hedged.

All the blocks are hedged with **iron bars** to aggrandize safety and security.

The administrative block and the seminar hall is refurbished.

Ladies fitness centre, health centre, boxing kit, mineral water plant, Medicinal Herbal Garden (Mooligai Thottam) add charm to the institution.

Installation of waste water management, construction of new block, toilet facilities, public address system, LED lamp, three phase power supply, generator, well furnished hostel are the physical facilities in the campus.

Provision of **internet connectivity to the whole campus with 8 LCD inducted class rooms** and labs strengthen the IT infrastructure of the campus. The college is maintaining a health centre in the campus.

Partial automation, augmentation of the **library** infrastructure, provision of sufficient resource materials has enriched the learning and research experience of the students and the staff.

Maintenance of the campus is under the supervision of **vigilance camera** which is mounded at various venues in the campus. Addition of equipments and facilities in the laboratories helps an effective academic delivery in the institution.

Student Support and Progression

The institution provides an excellent student support service in varied forms, as the input of the students is heterogonous in nature.The College takes every effort to infuse and build up self-esteem confidence in students from economically lower strata of society.**The student and staff council - "Boutique"** enhances the leadership quality of the students.

Students are emotionally made matured on the academic excellence, gender sensitivity by the acquaint awareness promoted by the counsellor and mentor at regular intervals. Grievances of the students are redressed through dialogues.Well administrated discipline in a humane way is practiced in the Institution.

Students Scholarship is provided to the deserved candidates under various schemes. The **Placement Cell** brings prospective employers for Campus Interviews.**Capability Enhancement Skills** and **Vocational Education Training** are levitated through various Life Skill and Soft Skill Activities.

Holistic personal and professional development of students with a moralistic value based system is the target of the institution.Personal, social and national values are inculcated through curricular, and extra –curricular activities.**"A Sound Mind in a Sound Body"** is applicable to our students who actively participate in sports and bring laurels to the institution. Martial arts like **Taekwondo, Boxing,** are taught to the students who in turn are identified as champions in tournaments and institution.

A separate **Alumna Council Body** functions to conduct alumna meeting once in a year.

The **review** of the college is done annually by receiving **feedback** to rejuvenate the pros and corns of the institution.

Governance, Leadership and Management

The institutional vision and leadership gain visibility by an open and transparent style of functioning. Being a self finance college, the enlightened leadership by the management drive the institution towards the phenomenal growth and development that it experiences today. Administrative responsibilities are shared and shouldered by **The Management, The Principal, The Vice-Principal, IQAC, Controller of Examination, Heads of the Department**. Office administration is effectively supervised by the Office Superintendent.

Dissemination of information for smooth and effective functioning is facilitated through the mechanism of office automation.

An ample array of welfare schemes for faculty is provided by the management. Organizational culture sustenance is done through constant rejuvenation programmes. The college adopts a strategy of careful faculty recruitment and the fresh recruits are given an intense orientation to become aware of the core value and ethos of the college. IQAC is the latest addition to the existing governing structures. Performance appraisal of the faculty is done on a regular basis.

The planning and monitoring of financial matters are done by the financial consultant and internal auditor who are appointed by the management.

Proper mobilization of funds, endowments by the management on non-government scheme to the poor and needy students are done properly. Numerous activities for the promotion of higher education and employability of the students are adopted by the institution, the impact of which is reflected in students bringing laurels to the college.

Institutional Values and Best Practices

The institution is open to adapt to the changing national and global contexts and responsive to the emerging challenges and the pressing issues. The college has one of the best green landscapes that respond to eco concerns with its eco friendly initiatives. Eco friendly club, NSS, NCC, Lakshmi Thangam Bird Watch Centre and various clubs and forums associate themselves with the environment by conducting various eco friendly awareness programmes. Proper collection and disposal of all types of wastes to protect environment is done in the campus.

Numerous best practices are initiated in the campus as saving of energy, LED bulbs, LCD enabled teaching learning, women empowerment through Centre for women's Studies-"Gnanamagal", and human values are inculcated through various clubs and forums. National Leaders and Literary figures are remembered on their Birthday's by conducting Guest Lectures. Self-defence programs like Silambam, Taekwondo, Boxing, and Weight lifting is the unique feature of the institution.

Blessed is the Physically Challenged. Keeping them in mind, the college enables in dispensable substratum as **ramp, and wheel chair** to support these learners. The next dynamic step of the institution is plying of road to Anjukudi. Exemplary and manifesting best practices of the institution are **Fly Over Transition Course** and **Inter Religious Prayer** that has divulged the learners into a responsible task taking souls.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NADAR MAHAJANA SANGAM SERMATHAI VASAN COLLEGE FOR WOMEN
Address	NADAR MAHAJANA SANGAM SERMATHAI VASAN COLLEGE FOR WOMEN, PERIYAR NAGAR MAIN ROAD, SAMANATHAM, AVANIYAPURAM, MADURAI-625012
City	MADURAI
State	Tamil Nadu
Pin	625012
Website	www.nmssvcollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	D. KARTHIGA RANI	0452-6561388	8667064684	0452-2346554	nmssvcollege@gmail.com
Associate Professor	K. P. BAKHYA SEEMA	0452-6061388	8489399017	-	ceema1722@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	09-12-1993

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Tamil Nadu	Madurai Kamraj University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	22-07-2004	[View Document](#)
12B of UGC	15-10-2015	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	NADAR MAHAJANA SANGAM SERMATHAI VASAN COLLEGE FOR WOMEN, PERIYAR NAGAR MAIN ROAD, SAMANATHAM, AVANIYAPURAM, MADURAI-625012	Rural	14.02	55319.37

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Tamil	36	HSC	Tamil	60	49
UG	BA,English	36	HSC	English	75	60
UG	BA,History	36	HSC	Tamil	40	24
UG	BBA,Business Administration	36	HSC	English	60	18
UG	BCom,Commerce	36	HSC	English	88	71
UG	BCom,Commerce	36	HSC	English	75	75
UG	BCom,Commerce	36	HSC	English	40	14
UG	BSc,Mathematics	36	HSC	English	75	71
UG	BSc,Physics	36	HSC	English	48	47
UG	BSc,Computer Science	36	HSC	English	40	19
UG	BCA,Computer Science	36	HSC	English	40	17

UG	BSc,Computer Science	36	HSC	English	80	47
UG	BSc,Computer Science	36	HSC	English	40	0
PG	MA,Tamil	24	BA	Tamil	36	3
PG	MA,English	24	BA	English	35	10
PG	MCom,Commerce	24	BCOM	English	36	21
PG	MSc,Mathematics	24	B.SC	English	36	20
PG	MSc,Physics	24	B.SC	English	25	19
PG	MSc,Computer Science	24	B.SC	English	36	11

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				14				72
Recruited	0	0	0	0	0	14	0	14	0	72	0	72
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				20
Recruited	0	20	0	20
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	0	5	0	5
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	14	0	0	40	0	54
PG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	32	0	32
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	0	0	0	0	0
	Female	14	0	0	0	14
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	509	3	0	0	512
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	64	0	0	0	64
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	46	33	57	58
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	1	1	1
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	1	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	481	473	455	533
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	84	88	86	85
	Others	0	0	0	0
Total		611	595	600	677

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 25

Number of self-financed Programs offered by college

Response: 0

Number of new programmes introduced in the college during the last five years

Response: 5

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1700	1634	1628	1663	1691

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
677	600	595	611	618

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
458	475	471	492	491

Total number of outgoing / final year students

Response: 2387

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
80	83	86	82	77

Number of full time teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
80	83	86	82	77

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
80	83	86	82	77

Total experience of full-time teachers

Response: 512.2

Number of teachers recognized as guides during the last five years

Response: 1

Number of full time teachers worked in the institution during the last 5 years

Response: 408

3.4 Institution

Total number of classrooms and seminar halls

Response: 51

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
85.94	88.7	150.03	102.8	108.7

Number of computers

Response: 230

Unit cost of education including the salary component(INR in Lakhs)

Response: 0.12186

Unit cost of education excluding the salary component(INR in Lakhs)

Response: 0.031

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

An empowering, **N. M. S. Sermathai Vasan College for Women** is a self-finance college affiliated to Madurai Kamaraj University is incepted in 1993. The institution adopts the overview curriculum provided by the Madurai Kamaraj University. All the UG and PG program follow **Choice Based Credit System**. Curriculum Planning and Implementation is a three dimensional process focussing on Planning, Implementation and Assessment. The Institution ensures effective curriculum delivery through a well planned and documented mechanism. The college operationalizes the academic frame work and curriculum in accordance with the resource potential provided by the university. Curriculum delivery is ensured through a well planned academic calendar postulated by the members of the academic Staff Council, which comprises of the Principal and all the Head of the Department of all the programs.

The **Curriculum Development Cell [CDC]** Co-ordinators monitor the curriculum delivery through academic planning, assessments and remedial classes. All the attributes of each semester is planned well in advance through a**ction plan** which is communicated properly to the entire student community, teaching and non-teaching faculty members of the college through academic calendar, e-mail, circulars, notices and public addressing system. **Course plan** in conformity with the implemented curriculum is prepared by each department in the form of **lesson planner**, **weekly planner**, and **Time Table** and is followed accordingly.

The dynamic faculty carry forward and implement the curriculum designed by the university in a meticulous way. **Teaching methodologies** like **ICT** (e-learning and social media), **Black board teaching**, and **Collaborative teaching** play a vital role in the process of getting sensitized on the current changing needs in the educational scenario in the society at large. FDP are arranged from IQAC to update our faculty in various teaching methods. The college has a **library with internet facility** which is used by the faculty to update their knowledge. Enhancing LSRW along with communication skills, experiments and practical in a proficient way is postulated through the **Language Lab, Computer Labs and Physics Lab**. Summative examination guidelines, course specifications, and time table for semester is provided by the University. The Institution mandates **Institutional Certificate Courses** to the students to develop them as a morally upright, socially responsible, spiritually and technically inspired women and that is the unique quality of the Institution. Field work, project work and training programmes are the inbuilt qualities of the Institution to promote the cognitive skills of the learners.

Feedbacks regarding Course content and teaching-learning process are obtained from the students. The academic progress of the student-learners is updated to the parents during Parent-Teachers Meet conducted at regular intervals by the institution. The college provides opportunities to hone and develop skills of the students by providing adequate support to enable them to probe, to experiment, to explore and to achieve these higher level skills by being ethically, socially, morally and intellectually upright women which is reflected in the vision and Motto of the college - **"Olukame Uyarvu"** [Tamil] **"Morality is the**

Rise"[English].

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 37

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
2	35	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 7.35

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	0	1	1

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 20

1.2.1.1 How many new courses are introduced within the last five years

Response: 5

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 19

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 72.17

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1168	1167	1219	1199	1247

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

 Holistic, Dynamic and Updated Curricular Inputs:

     Higher order cognitive skills are developed through the college curriculum. The mandatory university curriculum for the undergraduate courses is divided into five parts each having an element of choice.

    Part I offers a choice of languages: Tamil, Hindi and French.

    Part II of the curriculum is devoted to the learning of the English language.

    Part III comprises of all major, allied subjects, elective subjects, and project work/internship/training. The curriculum provided to us is holistic. The major subjects of each discipline are buttressed by relevant allied, elective, and skill based subjects of the **Choice Based Credit System** (*CBCS*) that helps the learners to master their major discipline. The Non- Major elective paper ensures the students to choose their own basket of courses according to their aptitude and higher studies.

    Part IV of the curriculum comprises of Skill based papers.

    Part V offers Extension Activities [NSS, NCC, YRC, and RRC]. The regular and ongoing nature of the extension programmes and a variety of programmes offered are some of the unique features of Part V.

    Elective courses enable students to have a **broad-based learning** of other disciplines. These activities are executed to mould the overall personality of individual students with a strong flavour of social responsibility and commitment.

    Class-room teaching is integrated with a wide range of co-curricular activities. At the outset nearly 24 efficacious clubs and forums function where students work under the intendance of teachers, with considerable freedom and initiative. The balance between freedom of integrating **cross cutting issues** relevant to **Gender, Environment and Sustainability, Human Values** and **Professional Ethics** into the

Curriculum, its impact and responsibility are maintained. The activities that integrate cross cutting issues are: **Gender Champion Cell, Centre for Women's Studies, Women's Cell, Human Rights Club, Eco-friendly Club**, **Counselling Forum, Value Education Centre, Anti- Ragging Committee, Placement Cell and Career guidance Cell.**

The college has created a number of platforms to impart human values, professional ethics and to enrich the student's intelligence by introducing **'Institutional Short Term Certificate Course'** under all UG and PG programs.

Besides this, the Madurai Kamaraj University syllabus has subjects imparting Gender, professional ethics, environment and sustainability and Human Values from I Semester to VI semester for UG Courses and PG courses.

In tune with emerging trends, most of the conventional programmes have been restyled and enriched by the university. The certificate courses offered by various departments improve the students' potential for employment. The students are trained to use internet to update themselves with the latest inventions and brain storming concepts. Field trips, visits to places of academic interest, and the job training form the part of the curriculum. Guest lectures are organized periodically by the department associations. Clubs, forums and committees organize meetings by inviting eminent speakers from other institution in order to equip the students in various extra-curricular activities in addition to the curriculum.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 45

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 45

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 6.59

1.3.3.1 Number of students undertaking field projects or internships

Response: 112

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.01

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 64.77

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
678	599	595	611	618

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
912	984	979	979	944

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 21.39

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
144	145	122	130	122

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The college has a formal mechanism to assess the students' needs in terms of academic knowledge and skills before the commencement of the program. During the course of admission, **The Admission Committee** orally assesses the students' interests in terms of academic knowledge, skills, interest and attitude by having a short interaction with the students.

To bridge the knowledge gap of the enrolled students, the institution has taken the following efforts:-

Orientation Programme

Once the admission is over, an Orientation programme is organized to the freshers. Parents are also encouraged to attend the orientation programme along with their wards. On the day of commencement of UG programmes, The Management members, The Principal, The Vice–Principal and The Heads of the Departments are introduced to freshers. The Principal explains the rules and regulations of the institution, Motto of the college and the code of conduct and decorum to be maintained by the students. The students are also given information about the curricular and co-curricular activities functioning in the institution. The students are made aware of evils of ragging, harassment and their consequences during orientation programme.

Bridge Course

The college counsels the students on the first day of the college about the college programmes by organizing a **BRIDGE COURSE** for a period of one week. The activities covered under bridge course are listed below:-

- Library and campus visit
- Language awareness through English Language Lab
- Course awareness
- Clubs,Forums,Placement awareness
- Talentia Programme
- Entry Behaviour Test

Different strategies are adopted by the institution to help the students to overcome the impediment of communication in English. A special program **Fly over transition course (spoken English)** and **An Advance Communicative Competence** is offered to all the UG and PG first year students respectively, which is handled by a team of teachers drawn from all the departments. A separate book with a separate syllabus with five units is offered and a collaboration of outdoor and indoor classes are conducted.

Entry Behavior Test

Entry Point Test is conducted to assess the students' competency and intelligence level before the commencement of the regular teaching programme. They are categorized into **challenged learners or novice** and **advanced learners** and special attention is paved on them.

Remedial Coaching

After the analysis of **entry point test** for each course, **remedial coaching** is provided, and the following measures are taken for the challengers and advanced learners:

Challenged Learners

- Peer Learning.
- Counselling - to improve their academic performance and to redress their personal grievances.
- Simplifying the concept, and repeated teaching bilingually.
- Question banks are provided.

Advanced Learners

- Encouraging them to participate in Add-on courses and Peer teaching.
- Motivate them to participate and present papers in **Seminars, Workshops, Intra and Inter-collegiate competitions.**
- Encourage them to take the government competitive examinations.

At the end of the remedial programme **Exit Point Test** is conducted. The steady increase in the pass percentage, observed from the **Entry Test to Exit Test** is the desired outcome of the academic progress of the institution.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 21.25

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.06

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any other document submitted by the Institution to a Government agency giving this information	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Prototype in teaching

A fair effort is taken by the institution to move away from the teacher- centric lecture method to learner - centric alternative pedagogy. The student- centric learning focuses on **participative, experimental and problem solving method of learning.**

Interaction between students and teachers in the classroom is mandatory and apart from this other

learning methods and experiences are provided by Sermathai Vasan College. The learning process is carried out through **laboratory work, tutorial, group activities, creative assignments, case studies, group discussions, seminars, field work, guest lectures and survey methods**. Mind mapping, role plays, problem- solving exercise, referral work are done through **language media lab**. Visit to other institutes, sharing of learning experiences are multifarious attributes of learning strategies.

STUDENT - CENTRIC COMPONENTS OF LEARNING ACTIVITIES

Participatory learning activities

Apart from lead lectures given by faculty members, learning is made student centric which contributes self- management and knowledge development at **personal and inter personal** levels. Project work, seminars, case studies, and mind mapping are the attributes of participatory learning in individualized activities of personal learning.

Group activities in participatory learning includes peer teaching, team teaching, tutorials, group discussion, model making, organizing exhibitions, participating in academic competitions, interactive public lectures by eminent resource persons, brain storming, role play, field survey, academic debates and corporate learning are the components of interpersonal learning.

Inter collegiate and inter departmental academic programmes encourage **participatory learning** to bring the competitive edge to the academic endeavour of the students.

Experimental Learning

Learning is also made student centric by the following experimental learning activities.

- Giving Demonstration in the practical classes by the teachers
- Undertaking various project work
- Model display
- Short film making
- Resume designing by the students
- Arranging Industrial visit to gain practical and technical knowledge
- Job training undertaken by the students

Learning through Problem Solving Method

The problem solving method mandates to find a solution to a possible problem. It is applied in all the programs with five attributes in the institution. By problem solving method the students are first made aware of the problems.Determination to what can be done to solve the problem is the next attribute. Implementing the problem with fidelity is the next stage. The final step is the evaluating progress that rechecks how the executed plan works. By doing so, the strategies used to overcome the problems are exposed to the learners differ according to the departments.

Keeping all the above said characters in mind, **Life Skill Forum**, **Entrepreneur Cell**, **Centre for women studies** and **Counselling Cell** provides qualitative knowledge and skills to make learning a constructive one both in curricular aspect and in real life situation.

Availability of supporting network for teaching - learning

College Library and departmental libraries with student friendly resources, access through INFLIBNET, e- journals, magazines, educational CDs, text books, reference books, question banks, Computer lab, smart class room with LAN and Wi-Fi network connectivity, Language Lab/Media Lab, Notice board, Display board and White Board are the supporting networks available for student-centric teaching and learning.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 106.25

2.3.2.1 Number of teachers using ICT

Response: 85

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 20

2.3.3.1 Number of mentors

Response: 85

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	[View Document](#)
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

Refurbishing strategies for faculties

Faculty enrich themselves in teaching, by attending **Faculty Development Programme** to refresh them. A separate faculty orientation programme is organized by the institution for the fresh recruits in the beginning of the academic year by the IQAC. Seminars, Workshops and Conference are also arranged for faculty to enrich their knowledge in **curriculum development, teaching-learning methods, examination emendation etc.**

Technology for teaching

In order to provide an effective learning experience, faculty members are encouraged to use **modern teaching gadgets** as computers, audio-visuals, multi-media, ICT, internet etc. **Smart classrooms provide a new way of teaching**. The faculty is constantly galvanized and inspired to harmonize innovative approaches in the classroom.

Blended Teaching – Learning strategies

The educational system functions with the students as the core and henceforth the faculty adopts teaching – learning methods suitable for them. The following teaching and learning practices ensure students' participation, interaction and involvement and also link learning with real life situation:-

- Interactive method and project based learning.
- ICT enabled teaching method.
- Online assignments to the students i.e. E-assignments.
- E-content preparation by the faculty members.
- Using Multimedia learning materials and educational CDs in teaching and learning.
- Setting up of English language laboratory to improve communication skills and practical knowledge.
- Industrial visits to bridge the gap between theory and practice.
- Preparation of models, posters and paper clippings.
- Project work for UG and PG courses to motivate research among the students.
- Conducting and participating in seminars and workshops.
- Organizing guest lectures by experts from outside for the students.
- Organising Group discussion and debates to increase their innovative and critical thinking.

Creativity and Renovation in Teaching - learning

The institution conducts **expo's** related to their study in the name of **Edu – Expo.** The students' exhibit their models and present them in the expo. Students display a variety of talents in preparing the exhibits and presentations which improve their creativity. **Ethnic food carnival** is conducted and students prepare various ethnic food items. By this our students have proved that they can play a better role as a chef too. The Department of Fashion Technology conducts exhibition cum sale every year. They display various types of **dress materials stitched by their own. Glass painting, quilling, emboss painting, pot painting, wallet making etc** prepared by the students mark the creativity of the students. The students are

encouraged and supported to prepare and present papers in the inter and intra collegiate conferences by the faculty. They also participate in the inter-collegiate competitions and win awards. Enthusiastic participation of the students in competitions like quiz, verse writing, paper presentation, role play, model preparation etc. boost up their creativity. Contribution by the students to the **College magazine and Department magazines** promote their creative and innovative thinking. **Binocular** which is placed in the college premises are also used by the students for studying and watching birds which are available throughout the year in the surrounding green belt. **Silambum, Martial arts** are also taught to the students to empower them.

File Description	Document
Any additional information	[View Document]

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document]
List of the faculty members authenticated by the Head of HEI	[View Document]
Any additional information	[View Document]

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 2.7

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	4	1	2	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 6.4

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.23

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The institution is affiliated to Madurai Kamaraj University and it maintains authenticity of university rules and regulations in the conduct of **formative and summative examinations**. The **Evaluation process** is one of the core components in the institution. Since, the students require formative and summative assessments to complete a program, formative evaluation is on the basis of class tests, internal tests, assignment, quiz, seminars and practicals. The evaluation, tests the cognitive skills of the students.

CIA (Formative Assessment) Evaluation Pattern

The evaluation plan for Continuous Internal Assessment (CIA) as prescribed by the Madurai Kamaraj University is followed, fixing 25 marks for theory papers and 40 marks for practical papers. The portions for CIA tests and model examination are divided into unit wise. The first CIA test has one and half units. The second and third CIA has two units and the Model exam has all the five units. Model exam is conducted in the same pattern of university exam question paper. Model exam is also mandatory for the students to train up and build confidence to take up the university examination. Formative assessment component for theory papers comprises of internal test, assignments, quiz test and seminars. The formative assessment component for laboratory (Practical sessions) comprises of accuracy in practicals, record work, viva voce, experiment design skill, neatness and display.

CIA Marks Allotment

The following are the distribution of marks for the continuous internal assessment of UG and PG theory and practical courses.

S.No.	For Theory – UG&PG courses	Distribution of Marks
1	Tests (Two best out of 3 tests)	15
2	Quiz /Seminar	5

3	Assignment	5		
	Total Marks	**25**		
	For Practical – UG & PG courses			
1	Tests (Two best out of 3 tests)	25		
2	Record	10		
3	Viva-voce	5		
	Total Marks	**40**		

Evaluation Reforms

1. Remedial classes are conducted to the novice. Refurbishing of poor scorers is done through repeated test, evaluating the papers and informing parents about the performance of the students. Unit wise test, announced quiz test, open book test, oral test and home assignments are conducted to the students to improve their learning skills.
2. Seminar marks may be awarded on the basis of planning skill, presentation skill, reference skill, communication skill, language skill, interaction skill, audibility skill, response skill, documentary skill etc.
3. Assessment of reading and listening skills through quiz and open book test.
4. Assessment of interview skills by conducting mock interviews.
5. Technological skills are assessed through e- assignments.
6. Issuing of summative mark statement for UG and PG courses is done at the time of Parents – teacher meet, to endorse the students' progress transparently to the parents.
7. Mentor- Mentee system is also used to keep track of the students' academic performance and attendance records.
8. Consolidated formative assessment marks of the students are also sent to the parents through SMS.
9. The students availing leave on confinement, medical grounds and for genuine reasons are given a privilege of repeating the formative test.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Exam Rigor and Mechanism of Formative Assessment

Since the evaluation process marks the culmination of examination system, the college meticulously administers examination system with care and concern.

On directions from **CDC, The Controller of Examination Cell** prepares a broad test schedule for each formative cycle and send it to the individual department where time table is drawn course wise. The exam schedule is earmarked in the action plan prior to the commencement of the program in the college calendar. Definite standardized formative examination schedule is formulated and followed as per the guidelines of the Examination cell. Formative examination question paper along with the time table is maintained and monitored in the **Controller of Examination cell.**

Transparency in the formative assessment process

It is mandatory that every student should appear for all the formative examinations and it is informed to the students well in advance. Formative exam is conducted for 15 marks for every program. The students should appear for three formative tests for theory courses. In addition to the formative test , quiz test is also conducted and assignments topic is also assigned to improve the academic performance of the students. Cumulative record is maintained for each student by which the academic progress is evaluated during the courses of her study. Seminar classes, assignments and group discussions along with formative tests are the evaluation mechanism adopted to measure the achievements of the PG students. It promotes Individual and Interactive learning of the students. Assessment of practical is done by student's experiments completion in time, observation and record maintenance and their performance in model practical examination.

Continuous Internal Assessment of the students is done by valuing the papers and maintaining marks both in hard and soft copy, which will be sent to the **COE cell and CDC.** Valued scripts are given to the students for scrutiny and grievance with regard to valuation will be settled on the spot itself. It enhances the transparency and accountability to the internal assessment process.

Robust Impact of Students in terms of Frequency and Variety

1. Continuous learning is made possible on regular basics of formative assessment test.
2. Regularity of the attendance of the students is much improved.
3. Maintenance of record writing, technical skill and observation power increases rapidly in the learning skill of the students through continuous assessment of the laboratory assessment courses.
4. E-Seminars, project work, open book test, close test, random testing, cluster testing, partition testing, live demonstrations on continuous practice works on the improvement of presentation skill, report writing skill, practical skill and creative skill and above all the team work and human dynamics lead to group learning of the students.

As a result, the robust impact of these frequency and variety adopted in this institution, the students attain University ranks and better grades in the summative examination. University rank holders who bring

laurels to the mother institution are honoured by the institution by endowing them with motivational tributes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

Redressal Mechanism for Formative Assessment

The evaluation of formative test paper is transparent. The answer scripts are valued with in the stated period and distributed to the students. Students are asked to sign the answer papers as a part of acknowledgement of the marks they scored and if they have any discrepancy in the marks assigned, they can approach the faculty concerned for clarification. Their genuine grievances are immediately redressed in consultation with the Head of the Department. The student's performance in formative test is individually counselled and discussed with the students. A student can seek clarification regarding her formative assessment mark with the concerned staff .Corrective measures are suggested and suggestions are given for improvement. 55% of attendance is mandatory for a student to appear for examination. Lack of attendance if any is intimated to the parents through SMS and in parents' teacher meeting. A student can avail leave on confinement and if a student lacks attendance in this accordance, the university mandates the students to repeat the semester. If a student avails leave on confinement she can take internal test after her confinement leave. Medical leave can be availed by a student and she can repeat the formative test with the prior permission from the HOD and Principal by submitting necessary medical certificate.

Redressal Mechanism for Summative Examination.

After the summative examination results are published, the students can apply for revaluation if needed. Grievance cell acts as a PRO between the university and the institution. They refer the discrepancy of the students at the time of receiving mark statements, hall tickets, and exam schedule et al. Change of name, initials, change of subject code, photos of the students in the mark statement is also redressed through the grievance cell. Results withheld and degree certificates not received are also brought to the knowledge of the COE through the Principal of the institution through the Head of the Departments. On receiving of the mark statement issued by the university, discrepancy if any noticed can be brought immediately to the notice of the Principal through the HOD. The principal can take it to the notice of the Controller of the Examination of the university immediately. The out of syllabus questions in the summative examination are intimated to the COE immediately. The PG students are motivated to complete and submit their project within the stipulated time to the university at the end of the course.

The institution has redressed the grievances of the examination in a transparent, time bounded and

efficient gimmicks.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The farsighted approach of the college is evident in the way it plans the teaching, learning and evaluation schedules well in advance.

Academic Calendar

In the beginning of every academic year, the institution calendar is framed by the Principal in consultation with the Head of Departments of the college. The college academic calendar acts as a minimized schedule of the college activities. Reopening date, working days, approved government holidays and the specified dates scheduled for CIA tests and model examination and the last working day along with the other major academic events are indicated in the college calendar for the smooth conduct of the Teaching – Learning process. The college calendar comprising of chronological order of the plan is published in the college handbook every year and a copy of it is issued to all the faculty members and students. The college handbook comprises the vision, mission and goals of the college, code of conduct for the students to be followed in the premises ,library, hostel separately for the boarders and days scholars.The attendance and leave procedures, motto of the college is listed.

Besides this, all the departments at the beginning of every academic year prepare the **Action – plan** of the department, showing the detailed schedule of activities such as field and industrial visits, job training programmes, inter – collegiate meet and association meetings, seminars and workshops. Lesson Planner for the delivery of the curriculum both weekly and monthly preparation and submission date and valuation and submission of internal test dates are also incorporated in the action plan which is prepared on the basis of the college academic calendar. Weekly planner depicts the organized, completion of the syllabus within the week. Monthly planner (i.e) Lesson planner enumerates the syllabus to be covered, teaching method and method of assessment etc. Based on the action plan of the academic calendar, NME, Part I and Part II remedial class schedule is schemed.

Schedule for CIA

The academic calendar of the institution specifies the date of commencement of three internal examinations and the model examination. The individual time table for internal examination and model examination are submitted to the examination cell and **CDC** on the basis of the examination schedule given by them and the same is displayed in the notice board. Evaluation of the internal test papers and date of submission of marks as well as the consolidated formative assessment marks are planned in advance by the **COE.** All the above said are submitted to the **COE** cell both in hard and soft copy. Institution strictly

adheres to these dates. Apart from this, each department prepares an action plan for conducting quiz test, assignments, seminars and internal practicals for lab session.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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 on website and communicated to teachers and students

Response:

The college has clearly stated the program outcomes, program specific outcomes and course outcomes and also displayed in the college website. The outcome of students learning states the expected knowledge, skills, attitudes, competencies and proficiency at the institution of higher education.

Program Outcomes

- Motivating the learners towards higher education.
- Providing inter-disciplinary knowledge through non-major elective courses.
- Developing research culture by incorporating projects both practical and technical skills in the curriculum.
- Giving practical exposure by providing opportunities for industrial visit.
- Offering fundamental computer knowledge.
- Moulding their employability skill through job-oriented courses.
- Enhancing soft skills besides aptitude and intellectual skills.
- Creating environmental awareness through environmental studies.
- Moulding them into good citizens of the nation through Value Education.

Program specific outcomes

- Identify key relationships between important variables by analyzing the cause-and-effect relationship in the issues of business and public policy.
- Developing the ability to solve the real time problems through computer coding and applications.
- Understanding of the basic forms of poetry and development of the comprehensive ability of students.
- Ability to read a text closely and to articulate the value of clozed reading in the study of literature and rhetoric.
- Acquaint with range of issues related to Indian History that span distinct eras.
- Develop problem solving ability using mathematical tools and demonstrate the fundamental basic concepts and techniques in calculus.
- Develop basic skills to perform experiments by understanding the concepts from existing theories

of Basic physics

Course outcome

* Evaluate socio-political-economic environmental business problems using analytical and creative, and integrative abilities.
* Develop the skill of applying concepts and techniques used in Commerce.
* Serve as Web Designer with latest web development technologies.
* Serve as Programmer or Software Engineer with sound knowledge of practical and theoretical concepts for developing software's.
* Interpret the literary works by critical analysis and strengthen their language capacity.
* Compare literary works of the great philosophers using their logic and literary capacity.
* Evaluate the basic themes, concepts, chronology and the Scope of Indian History.
* Acquire wider knowledge in mathematical theories which enable them to share with the future generations.
* Demonstrate a rigorous understanding of the core theories & principles of physics, which include mechanics, electromagnetism, thermodynamics, & quantum mechanics.

Method of communicating the PO, PSO and CO to the staff and students

The program outcomes and program specific outcomes are clearly made known to the students at the orientation programme. The faculty members are made aware of these goals through general staff meeting organized at the beginning of the academic year. The program outcomes, program specific outcomes and course outcomes are displayed in the college website which acts as an effective media for disseminating the learning outcomes to the stakeholders. Learning outcomes are also made aware to the students by counselling and guidance by the faculty, alumni and the industry professionals who are invited as a guest lecturers to interact with the students.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The students learning outcomes are monitored and ensured through class tests, formative tests, model examinations and success rate of the summative examinations. Timely completion of syllabus and the evaluation of formative test within the stated period and distribution of marks to the students within the time are also used to evaluate the attainment of course outcomes. The following components are also considered for analyzing the program specific outcomes.

1. Adequacy of students who have progressed to higher studies.
2. Adequacy of students who have been recruited in various companies as IT professionals and Audit assistant.
3. Students recruited in the government jobs by clearing the competitive exam conducted by TNPSC and Banks.
4. Students who have been working in the teaching field both in schools and colleges to inherit their talents and knowledge to the next generations.
5. Adequacy of the students who have engaged in the research activities i.e. pursuing M.Phil. and in the literature field.
6. Students who have been shinning as an Entrepreneur in the competitive business world.

Success rate for each course is analyzed in all departments. When the pass percentage is less than 75%, the Principal and the Head of the Department discuss the remedial steps to be taken. The slow learners are identified and motivated to clear their arrear subjects and perform well in the forthcoming examination. The performance of the students is monitored through class tests, internal tests and model examinations. Cumulative record is maintained for each student to monitor the academic achievement. Department meetings are conducted regularly and frequently to monitor the progress of the students. The performance of the students in various co-curricular activities during the course of study is regularly monitored by the faculty members of the department. Result analysis is done by the faculty of the department to find out the pass percentage and the same is submitted to the Examination cell, CDC and the Principal. From this the progress of the departments are evaluated by the principal. Students who got university ranks and individual ranks in the subject are intimated to the students and the parents by displaying the names list of the rank holders in the board kept at the college lobby. **The level of attainment of program outcomes and program specific outcomes and course outcomes are identified from the result analysis done by the department for all the subjects and it is also analyzed by the number of students who got university ranks in their summative examination.**

Laurels of University Exam

Our institution has reaped a rich harvest of rank holders in the University Exam.

Total Ranks Secured (5 Years)

Year	UG		Total	PG		Total		
	First Ranks	Other Ranks		First Ranks	Other Ranks			
2012	2	14	16	-	2	2		
2013	-	4	4	1	1	2		
2014	-	8	8	1	1	2		
2015	1	1	2	1	-	1		
2016	-	4	4	-	-	-		

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 89.3

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 2386

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 2672

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.45

File Description	Document
Database of all currently enrolled students	[View Document](#)
Any additional information	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge

Response:

BIRD WATCH CENTRE

Bird Watching is one of the most outstanding outdoor activities in existence. The birders travel the globe at the drop of a hat to see a species never seen . In a casual weekend , hobbyist watching birds in the neighborhood, at a backyard, or at nearby Green Belt is enchanting. One such Bird Watch Centre exists near the institution.

Location of Bird Watch Centre: (Lakshmi Thangam)

The Institutions **Bird Watch Centre** is at the rear end of the entrance and on the way to Anjukudi. By doing bird watching we get into nature keep in touch with the Mystery and awe of the natural world. Entering the Bird Watch Centre, one can feel the fresh air, witness wild flowers, Shrubs, Vines, Trees, Butterflies, and Critters that share bird's environment which enable you to appreciate, how all living parts fit into the whole scheme of things. Tracking seasonal movements of the birds, the annual cycle, the mysteries of the spring, migration can be identified through this Bird Watch Centre. Birds are harbingers of spring and fall and subtly mark the passage of time. A good pair of binoculars available in the institution helps to identify the topography of the bird. Various parts of the body of the bird, feather traits, communication of the birds, body postures, feather groups, a variety of birds are identified by the Bird Watch Centre.

A Medley of Birds:

Birds as Chickadees, Dowry, Crane, Peacock, Cuckoo, Pigeon, Dove, Black Kite, Ashy crowned sparrow Lark, Blue Rock Pigeon, Brown Shrike, Baya Weaver, Black Vulture, Black Headed Ibis, Mynah, Button Quail, Cattle egret, Robin, Blyth's Reed Warbler, Cock, Crow, Curlew, Chough, Coot, Eagle, Duck, Drongo, White Heron, Night Hawk, Great egret, Humming bird, Indian Little Grebe are available in the Bird Watch Centre. **Mr. N. Ravindran ,co-coordinator ,"Iragugal"** acts as an external Guide in the Centre.

ACTIVITIES:

Researchers from the Wildlife Institute of India DerhraDun are invited to promote research studies on birds. A seminar on "Birds of Journey" and "Bird man of India" was conducted to promote sagacious studies on the characters and behaviors of the birds.

PERCEPTIONS:

By visiting the Centre, it is evident not to disturb the birds. Flying Birds, singing birds, Life Birds, Flightless Birds, rare varieties of birds migrate. Amazing behaviors as anting, Pecking at their image in a car mirror or a window, preening activities, courtship displays, aggressive displays, hurt-wing displays, sound, color, shape, size place of sighting, behavior cues, migration time of year, migration time, of day, breeding birds and the birds and the environment we share and we depend are observed by visiting the bird watching Centre. On Observation flying birds present special challenges to the birders. Distinctive hoots, cols and Screeches of various Owls and nightjars, the grunts, Snarls and thumping of Nocturnal mammals

show the advantages of the species in and around the Centre.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 8

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	0	2	0	1

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during the last 5 years	[View Document]
Any additional information	[View Document]

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	[View Document]

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
42	16	11	5	8

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.72

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
30	9	5	7	8

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The planning and organization of the extension and outreach program are done at the institutional level, department level and at different club levels. These activities have positively impact a student's emotional, intellectual, social and interpersonal development. By working together with other individual, students learn to negotiate, communicate and manage to lead others. These programs sensitize the student volunteers on the social issues and challenges of the less privileged sections of society. Working outside the classroom with diverse groups of individuals allows the students to gain more self confidence, autonomy, appreciation of others difference and similarities.

Programs related to sensitizing the students for social issues:

The student's participation in extension activities in neighboring community is a concise role of the institution in campus community services and well being of the neighborhood. Awareness programs on Consumer Rights, AIDS control, Global warming, Environmental degradation, Health and Hygiene are performed in many villages.

NSS, YRC, RRC:

Our Institution has **4 NSS units (88, 89, 90, 91)** that comprises of 400 students from various programs and it is established with a rudimentary objective of providing a dais for the interested students to partake in social work. Activities are prescribed by the University and the NSS program officers undertake additional activities after consultation with the Principal. Finance is partially provided by the University and by the college.

The NSS students not only experience the difficulties of living among the rural communities but also help the needy and downtrodden. Planting of trees, road cleaning, cleaning of Vaigai river bed, teaching the under-privileged children and aged, creating awareness on menaces against children, women, diseases, helping differently-abled children, first aid, Blood donation, disaster management, road safety are the activities jointly carried out by the NSS, YRC and RRC wings. NSS Unit organizes many traditional and cultural ceremonies every year, where the staff and students contributed gifts to the needy with philanthropic motive.

Seven Days Residential Camp is organized every year in our neighboring adopted Villages like Solunkuruni, Panaiyur, Samanatham, Sinthamani, and Pokkuvarathu Nagar. The purpose of the camp is to inculcate various values such as social, cultural, moral, educational and ethical.

Impact of Extension and Outreach Programs:

- The extension and outreach activities inculcate teamwork, volunteering, leadership, sincerity, simplicity, sharing, selflessness, sacrifice, care for humanity and society.
- They learn to organize programs that facilitate to bring out the hidden and inborn talents of students.
- Healthy bond and an inclusive approach towards the community is developed among the students and with the society.

The following table lists out the extension and outreach programs of various departments in the institution:

Swacch Bharat Abhiyan	**Dengue Awareness program**	
Environmental Awareness	**Consumer awareness program**	
Entrepreneurship development program	**Awareness of village cleaning**	
Women Empowerment	**Human rights education**	
Blood donation camp	**Awareness of literacy mission**	
Awareness to Cyber Crime Prevention	**Awareness of rural hygiene**	
Rural household survey	**AIDS awareness program**	
Yoga training & physical fitness	**Tree plantation program**	
Communal harmony program	**Note Book Distribution**	

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 8

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	1	1	1

File Description	Document
Number of awards for extension activities in last 5 years	
e-copy of the award letters	
Any additional information	

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 556

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
121	124	124	99	88

File Description	Document
Reports of the event organized	
Number of extension and outreach programs conducted with industry,community etc for the last five years	
Any additional information	

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 55.01

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
983	782	848	895	1073

File Description	Document
Report of the event	
Average percentage of students participating in extension activities with Govt. or NGO etc.	
Any additional information	

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 30

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	8	1	6	4

File Description	Document
Number of Collaborative activities for research, faculty etc.	
Copies of collaboration	
Any additional information	

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 17

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
4	5	3	3	2

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document](#)
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution provides adequate infrastructural facilities which include classrooms, laboratories, staff rooms and play ground to support the teaching - learning process. The governing body ensures and adopts an effective policy to create and enhance infrastructure and other resources for the development of the college at various levels. The ongoing process to upgrade the facilities in infrastructure is an effective process of pedagogy. The college is planning for the establishment of an auditorium, ladies fitness gym.

The Main block named as "A" comprises of Secretary Cabin, Principal cabin, Examination cell and Office room. New Building "B" block, SVN building "C" block and New Building "D" block (PG block) are situated with adequate facilities. All the blocks are mounded with iron grills to ensure safety and security.

Infrastructure Facilities for Curriculum:

- The college functions from 9.30am to 3.55pm. Diploma courses are conducted after working hours of the college.
- The Head of the department coordinates and submits their infrastructure requirements for the forthcoming year prior to the academic year to the Principal.
- Replacing of outdated furniture, obsolete system and server are done regularly in every academic year.
- Every department is spacious, luminous, well equipped and fully furnished.
- Comfortable sitting and writing benches are available in the classroom.
- Smart classrooms, Language laboratory, Computer laboratory and Physics Laboratory are available to impart practical training and knowledge in the curriculum.
- **Binocular and telescope** are also available in the Physics laboratory.
- A separate library building is a two storey structure with 19,745 books is a digitalized one with **Reprography and E-resource** facility.
- Every department is blessed with a department library with direct open access system in close proximity add a golden leaf in the cap.
- Examination, Counseling cell and IQAC are also available with the necessary updated facilities as xerox, systems etc.,

Infrastructure Facilities for Co-Curricular activities as:

- Conference Hall, Ladies Fitness Gym ,Open Auditorium, NSS and NCC room, Health Centre, Public Address system, Typewriting Room and DFT Laboratory.
- A Residential hall in the college is in the same campus as the academic building of the college ensures the students that they are not far away from any academic facilities.

Facilities provided in the hostel:

- Cot for each student. Dining Hall that can accommodate all the boarders.
- The hostel students can access in the Browsing Centre, which is within the campus, till 5.00 P.M.
- Hostel has facilities like Generator, LED TV, Reliance Smart Card System, 11 fire extinguisher and 24 hours water supply.
- Purified drinking water facilities(RO plant).
- In case of emergency, doctor's aid, medical facilities and transportation are also provided to the students.

Specialized Facilities:

- Medicinal herbal garden with medicinal quality plants are maintained by the institution.
- Ramps and rails are provided to assist differently abled learners in the new block.
- Washrooms are available in every floor and hygiene is maintained with utmost care everywhere.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

SPORTS:

- A spacious, enlarged playground for students is available in the premises.
- 200m track with 6 lanes and various courts are available to conduct sports events.
- Sports equipments for athletics, badminton, ball badminton, volleyball, throw ball, chess, carrom, cricket are available.
- To motivate and make the students participate in sports and games, the institution has organized various indoor and outdoor events.
- Boxing kit is available.
- Annual sports meet is organized every year and student's active participation in martial arts as yoga, silambam, karate (Taekwondo), pyramid is a spectacular achievement of the college.
- A throw ball match and ball badminton match is also conducted for the staff in the eve of sports day.Intramural sport is also conducted every year.
- National integration dance is performed every year during the sports day, to commemorate the integration spirit.
- Ball dance expresses the physical language in a complex style. It enriches the physical beauty of the performers.Zumba dance is also performed on the day of sports.Ladies fitness Gym enhances the importance of the fitness of body and mind.
- To promote the importance of fitness among the students and faculty, gym is established.
- Exercise balls for dummies are available. The ball provides numerous benefits that ranges from rehabilitating back, hip and knee injuries, and by delivering a powerful workout to improve core

stability, posture and muscle balance.

- Cycling, an aerobic activity, promotes purifying of blood, regulates heartbeat and makes lungs to function properly. Fitness of mind and body improves.
- The Barbells or heavy weights are two standard lifts in modern weight lifting. The lifting movement is performed using this barbells shape of the chest muscles.

CULTURAL ACTIVITIES:

- The attribute of cultural activities groom the students in the **"Art of living and working together".**
- It implies the Chinese proverb, "**Teach me, and I will forget, Show me, and I might remember. Involve me, and I will never forget**".
- The aesthetic development like character building, spiritual and moral values, physical growth creativity are backed up by curricular activities.It also professes coordination, adjustment and speech fluency, extempore and debating skills among students.
- Art, music and drama are conducted during college day function which offers a huge plethora of options that a student can choose from. These options improves motor skills , problem solving skills, self confidence, concentration, moral sense , self expressions, reading abilities, creativity etc., by classical, folk, thappattam, oyillattam, karagam, kavadi.

YOGA:

- **Yoga is not a religion;it is a way of living that aims towards a healthy mind in a healthy body.**
- It promotes a balanced development of physical, mental and spiritual being.
- Daily yoga classes are conducted to the students of the institution to remove negative blocks and toxins from the body.
- To increase self awareness and enhance personal power, to reduce stress and tension in the physical body and to improve nervous system, separate yoga practical classes are conducted to the students to make them a better aspirant. The institution bestows the student with yoga and meditation to control body and mind.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 27.45

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 50.35

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
30	40	95	50	65

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

LIBRARY

- Our VPRG library has textbooks, journals, magazines, periodicals and other materials for reference. It is an added golden leaf in the institution.
- The working hours of our college library from 9.30 a.m to 5.00 p.m.
- It has a collection of manuscripts, publications and e-resources.
- The general library possesses about 19,745 books, 1,35,000 e-books and 6000 e-journals.
- **INFLIBNET** facility for accessing e-journals.
- The reading room is well furnished to accommodate students and provides conducive environment for study.
- Students are provided with library tokens by which UG students can borrow three books and PG

students can borrow six books.

* Security of resources is ensured through a system of checking at the exit point for all resources borrowed by the users.
* 8 computers with the latest configuration are made available in the library for ready access to e-resources and to enhance ICT learning resources.
* **Reprographic** facilities are made available at nominal cost to all the students and for the faculty members.
* To motivate the students and faculty members, our college awards best library user on the college day function.
* **Braille materials and Braille software** are installed for the benefit of visually impaired students.
* Book exhibition is conducted every year to enrich the knowledge of students.
* Effective budget allocation is made inorder to strengthen the library collections.

Name of the ILMS Software	SWAN SOFT (Free Ware)	
Nature of Automation (Fully or Partially)	Partially Automated	
Version	Version – 6 – 5 – 9 (32 Bit)	

File Description	**Document**
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

DETAILS OF RARE BOOKS AND MANUSCRIPTS

Name of the Book	**Name of the Publishers**	**Name of the Author**	**No. of Copies**	**Year of**
Operating Systems	PHI Learning Private Ltd	Albert S.Woodhull	1	2013
Digital Principles and Application	Tata Mc.Graw.Hill	Donald P.Leach	1	2011
Operating Systems	Pearson	Paul J.Deitel	1	2009
Computer Science and Application	Damika Publishing Company	Sanjay Singhal	1	2016
JAVA 6 Programming	Dream Tech Press	Kogene Solutions Inc	1	2015

The Complete (ISP2.0) Reference	Tata Mc.Graw.Hill	Phill Hanna	1	2013
Data Mining Technique	University Press	Drum K.Pujari	1	2014
The Complete Reference(Linux)	Tata Mc.Graw.Hill	Richard Peterson	1	2015
The Complete Reference(C++)	Tata Mc.Graw.Hill	Herbert Schildt	1	2016
Flash CS4 In Simple Steps	Dream Tech Press	Kogene Solutions Inc	1	2011
Database Systems	Pearson Education	C.J.Date	1	2012
Java Script Programming	SPD	Jason Hunter	1	2014
Database Systems Using Oracle	PHI Learning Private Ltd	Sartaj Sahni	1	2013
Fundamentals of Data Structures	GB	Sartaj Sahni	1	2015
Linux Complete	BPB	Grant Taylor	1	2016
Fundamentals of DS in C++	UP	Denial Mehta	1	2014
The Complete Reference Java 2	Tata Mc.Graw.Hill	Herbert Schildt	1	2013
Data Compression Book	BPB	Mark Nelson	1	2011
ASP.NET	Johnson Wiley	Glenn Johnson	1	2011
Computer Architecture and Organization	Tata Mc.Graw.Hill	John D.Hayes	1	2013
Data Communication Computer Network & Open Systems	Pearson Education	Fred Halsall	1	2015
Web Technologies	Tata Mc.Graw.Hill	Atul Kahati	1	2016
Principles of Management	Tata Mc.Graw.Hill	Kumkum Mukerjee	1	2011
Britannica Ready Reference	Encyclopedia Britannica Publishers		10	1991

Encyclopedia	(India) Pt. Ltd.,			
The New Encyclopaedia Britannica	The University of Chicago	A-ak Bayes	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Baycu Ceanothus	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Ceara Deluc	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Delusion Frenssen	1	1991
The New Encyclopaedia Britanica	The University of Chicago	Freon Holderlin	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Holderness Krasnoje	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Krasnokamsk Menadra	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Menage Ottawa	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Otter Rethimnon	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Reli Solovets	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Solovyov Truck	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Trudeau Zywiec	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Accounting Architecture	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Arctic Biosphere	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Birds Chemical	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Chicago Death	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Decorative Edison	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Education Evolution	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Excretion Geometry	1	1991

Britannica				
The New Encyclopaedia Britannica	The University of Chicago	Geomorphic Immunity	1	1991
The New Encyclopaedia Britannica	The University of Chicago	India Ireland	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Islam Life	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Light Metabolism	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Metaphysics Norway	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Number Prague	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Pre-Columbian Sacred	1	1991
The New Encyclopaedia Britannica	The University of Chicago	San Francisco Southern	1	1991
The New Encyclopaedia Britannica	The University of Chicago	Spain Union	1	1991
The New Encyclopaedia Britannica	The University of Chicago	United Zoroastrianism	1	1991
Statistical Methods for Practice and Research	Sage	Ajay S.Gaur	1	1991
Millman's Integrated Electronics	Mc Graw Hill Publication	Tacob Millman	1	2017
Electronic Communication Systems	Mc Graw Hill Publication	George Kennedy Bernard,	1	2017
Classical Mechanics	Parakathi Prakashan	Gupta Kumar Sharma	1	2017
Matrices and Tensors in Physics	New Age International	A.W. Joshi	1	2017
Electromagnetic Waves and Radiating Systems	Asoks K.Ghosh	Edward C.Jordon, Kaith G.Balmaic	1	2006

Manuscript

Name of the Manuscript	Name of the Publishers	Name of the Author	No. of Copies	Year of

Yoga		Dr.G.Gousalya	1	2011

File Description	Document
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

    1. e-journals
    2. e-ShodhSindhu
    3. Shodhganga Membership
    4. e-books
    5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.32

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.66	1.06	0.87	1.202	1.79

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.34

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 95

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT FACILITIES INCLUDING WIFI

- The college has a policy of allowing the learners and faculty to use IT infrastructure only for academic and administrative purposes.
- Accessing social network and unauthorized networks sites are blocked. Network security is done by installing firewall.
- 230 computers in total are available for both UG and PG students with Intel 3 processor configuration

- The campus is a WIFI enabled campus with technological updates on 01/12/2017 and 10 mbps broad band connection with internet facility in all the laboratories.
- LAN facilities are available in entire laboratory.
- Browsing facility for academic purpose can be availed by the students between 9.45 – 3.55 pm in college premises.

- Total students computer ratio is **2:1 – For UG** and **1:1 – For PG.**

- For office automation, separate software is installed to carry out administrative work of the office.
- 5 Smart classrooms to enrich the teaching learning process are installed.
- Computer hardware and software are updated regularly.
- Media lab promotes communication skill, listening skill with 29 desktop computers with internet connection and wireless Bluetooth and a mike.
- Effective measures are imparted to ensure cognitive learning skills through workshops, seminars, conference and faculty development programme to the staff and students to cope- up with recent technologies.
- Students update themselves technically by preparing PPT for seminars and E-learning methods.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 7.39

File Description	Document
Student - Computer ratio	[View Document](#)
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)
Any additional information	[View Document](#)
Link to photographs	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 32.79

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
43.78	35.41	34.51	28.46	24.35

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)
Any additional information	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Established systems and procedures by the management

The policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning is framed by the management and also to enhance infrastructure parallel to expanding curricular and extra-curricular areas. The management committee formulates this policy and revamps it according to the emerging trends and needs. Whenever there is a need for infrastructure augmentation, systematic efforts are made periodically by the management of the college to keep in pace with new, supplementary and replacement demands.

The infrastructural development policies of our college are framed according to:

- The needs of the students.
- Their strength in different courses.
- The ever expanding curricular and extracurricular areas.

The college has a regular practice of maintaining, repairing and renovating the buildings, equipments, appliances, computing and networking facilities, LCD projectors, smart classroom, digital library, reprographic machines, water purifiers and CCTV cameras on a regular basis.

The college ensures optimum allocation and utilization of available financial resources to procure equipments, construct and maintenance of buildings, look into repairs, cleanliness and security. All possible measures are taken to repair, maintain and upgrade the campus.

CAMPUS

- Certification of building stability license, Fire safety license, Inspection of electrical work renewal of transport license and sanitary license are obtained and renewed every year.
- Tube lights are replaced by LED.
- The college has adequate exnora staff for cleaning and special care is taken to clean the entire campus for the past 15 years.
- During the weekends and holidays, the campus is utilized for conducting central and state competitive TNPSC, VAO, Group I,II examinations etc.

Classrooms

- Incandescent Classrooms are perpetuated with cleanliness.

Laboratory

- E- Disposal is mandatory and is properly disposed.
- Lab assistants supervise and maintain the equipments of the laboratories.
- Stock verification and stock register is kept in existence at the end of every academic year.
- Students under the supervision of staff and laboratory assistants are instructed to handle the apparatus/equipments with care. Students who damage any apparatus will be asked to replace it or pay the cost.

Library

- Students are provided with library tokens by which UG students can borrow three books and PG students can borrow six books.
- Students are strictly forbidden from sublending library books and library tokens. In case of any loss of a book, the same will be asked to replace or cost of the book will be collected.
- The worn out rare books garnered from the general library and department libraries are given for binding annually.
- As the campus is bio-friendly, neem leaves wrapped in clothes are used to preserve the books from insects.

Sports

- Playground is properly utilized to conduct sports events.
- Playground is well maintained and weeds are removed periodically with the help of the gardeners.
- Damaged goods are replaced regularly.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 23.92

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
421	315	343	429	485

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 5.66

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
36	27	27	219	164

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

    1. **For competitive examinations**
    2. **Career counselling**
    3. **Soft skill development**
    4. **Remedial coaching**
    5. **Language lab**
    6. **Bridge courses**
    7. **Yoga and meditation**
    8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 30.36

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
501	497	502	518	506

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 15.59

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
242	241	288	251	274

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 3.59

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
21	20	01	26	18

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 28.17

5.2.2.1 Number of outgoing students progressing to higher education

Response: 129

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	2	1	2

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	2	1	2

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)
Any additional information	[View Document](#)

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) during the last five years.

Response: 8

5.3.1.1 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-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Realizing the fact that the student community is an important stakeholder in higher education, due representation is given to them in all academic and administrative bodies so that the decision making process becomes democratic in our institution. An active student council by name **Boutique** and various committees with student's representatives are functioning in our institution. Some of their activities are highlighted here.

The Student council (Union) under the name Boutique is framed under the guidance of the Principal and Head of the Departments. **The Students Union comprises of Chairman, Vice-Chairman, Secretary, Joint-Secretary, Hostel Representative, Entertainment Representative, Bus Representative, Environment Representative and Discipline Representative.** The board of management establishes, maintains decorum, code, motto of all round activities of the students union.

The college promotes various activities through department associations, general clubs and forums. On the whole, the institution has 12 Department associations and they are, **Tamil Muthtamil Mandram, Sphinx - English Literary Association, Busi Eclat- BBA Association, Spoorthy Commerce Association, Arena of Commerce CA Association, Eureka Physics Association, Apex Maths Association, G-Net Association, Tech-Mine Association, Golden Era & DFT Association**. Every association conducts varied programmes as intercollegiate meet and Nationa/International Level Seminar/Conference. The department association office bearers and the concern department class representatives render their support in organizing the program.

There exists 16 clubs in our institution and the names are, **Yoga Club, Consumer Club, Rotaract Club, Art & Craft Club, Readers & Writers Club, Human Rights Club, Speaker's Club, Theatre arts Club, Women's Cell, Painter's Club, Health & Hygiene Club, Catering club, Humour Club, Gardening Club, Placement & Career Guidance Cell.** Every club has student representatives as presidents, vice –presidents, secretaries and joint secretaries for the meticulous activities of program in the clubs. Students record an active part by involving themselves in socially responsible wings as **NSS, NCC, YRC,** and **RRC**. Sportive cooperation are due records in the vibrant participation of the students in Fine arts, Sports and Youth Welfare programs. Special camps conducted under the leadership of cadets and representatives of NCC and NSS marks the colourful festivity and the leadership quality of the students.

The class representatives play a vital role by stepping into the shoes of the teachers in monitoring co-students, and in extending their cooperation in preparing models to display in Edu- Expo. The student union office bearers and class representatives together help in organising the Pongal and Pooja Celebration in a harmonious way. Etiquettes of fine arts and sports meet are followed by the class representatives enhancing the motto of the college.

A tenacious student hostel committee maintains discipline and organizes various activities related to hostel.

Thus our college students union Boutique provides an opportunity for students to engage in a structured partnership with the faculty and with that of the management in all the operations of the college. The establishment of a student council gives students an ample opportunity to make themselves apart of the statutory body to organise and to channelize the student's community in the right path of success.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 19.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	22	20	20	17

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

"Giving is the greatest act of grace"

A college's recognition, celebration, of passout students' achievements benefits its current students. The alumni being an important stakeholder take an active part in various development activities of the college by extending curricular, co-curricular, financial, career and welfare supports to our students. The alumni association of our college was launched in 1997, making every passout student a member of the association by donating Rs 100/- as life membership fee. The contribution report for the past five years (2012 - 2017) is updated.

From the year 2012 - 2015 the alumni association **(VARNAM)** meeting was conducted along with the Convocation, so all the students who receive their degrees will attend the meet. For the last two years

the meetings was conducted on a separate date. Every year alumna of our college is invited as Chief Guests. The membership fee is used for various development activities of our college.

The following is the number of students enrolled and the funds raised from them:-

YEAR	TOTAL NO.OF STUDENTS ENROLLED	SUBCRIPTION AMOUNT	AMOUNT GENERATED THROUGH DONATION
2012-2013	472	47200	40,000
2013-2014	565	56500	-----
2014-2015	434	43400	25,000
2015-2016	642	64200	7000
2016-2017	489	48900	75,000
	TOTAL	Rs **2,60,200/-**	Rs **1,47,000**

Indeed a college alumni presence serves to benefit the existing pupils, allowing them to aspire to the success of former students. This is often done tangibly, through the presentation of endowments and in form of non financial means like moral assistance of giving counselling on career guidance, job assistance, placement, fridge, speaker attached amplifier, printer, DVD player and books etc.

Alumnae of our college help to sustain the institution through donations and volunteerism. The alumni of our college who work in the same as faculty have taken the responsibility of collecting funds from other alumna's. The amount generated, are used to help needy students as alumni scholarships. Another part of the amount is incurred for arranging meetings and for other miscellaneous needs.

These endowments boost up the students' morale to work hard to become a rank holder and topper. The Alumni of our College even after their Graduation are in touch with their department staff members and some are invited to the mother institution as chief guests.

Students, who are on the, on took of placement and job will be given prior intimation. Thus our College alumnae maintain a good rapport with our institution. The prime motive of the association is to foster a spirit of loyalty and to promote the general welfare of the organisation. Sometimes, large donations allow our managements with newer technology, better facilities, and a nicer campus - which in turn keeps our college competitive and appealing. The alumni association allow students not only to look back and reflect on the past but also to look forward to become a part of the institution. Thus our alumnae acts as a good ambassador of our college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 3 Lakhs - 4 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

VISION:

To inspire and empower, all round development of young rural women, uplifting their social, moral, ethical status, fostering globally competent quality based education through creativity, innovation and discipline.

MISSION:

- To extend the academic and other educational facilities to the students of lower strata of the society.
- To enhance the competency of the young women to meet the challenges of the society.
- To identify and channelize the potentialities of the young women towards social development.

The institution is located in the sylvan atmosphere of Madurai with traditional and conservative concepts providing quality and need based holistic education to young women. The board of Management, the foremost hierarchy of the college comprises of general Secretary, Correspondent, President and Treasurer, are committed, to enrich the pragmatic approach, meticulous planning that leads a phenomenal growth and development. All the decisions and policies of the management are supported by the **Principal, Vice-Principal, CDC, COE, IQAC, and Head of the Departments**.

The Principal acts as an academic and administrative leader of the college, to plan the activities of the college with the constant support of Office Superintendents, Non Teaching staff and different Committees of the institution. The Management board meets at regular intervals to govern and organize academic, non - academic and other official matters to present their recommendations and reports to the Principal. Through regular staff council meeting, the activities are passed and reviewed by the Principal. The Head of the Departments convey the proceedings of the Staff Council Meeting to the faculty in department meetings. Reports of the review meetings are sent to the management. During the academic council meeting (General Staff Meeting), conscious effort is made by the Principal to emphasis the organizational culture and the need for quality sustenance.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

Empowered departments take in depth decisions on all academic matters with deliberations. It provides a platform for all faculty members to articulate their views. All the activities of the institution like fresher party, invited lectures, seminars, exhibitions, Edu – Expo's, drama and inter-collegiate competitions, etc., are carried out by the faculty with the guidance of the management. All the faculty members are encouraged in organizing a lead. Management aims at making the right knowledge available to students and faculty. It is a mode of learning as well. DUE G-Factor to knowledge creation, creation of in-house magazine, publication in Journals of international reputation is spurt by the decentralized management.

Case study

The management elucidates decentralized and participative role in the celebration of the **"Fine Arts"** every year to the students. By celebrating so, the institution **"has reached the unreached"** by the jublication of the festivity. Fine arts competitions are celebrated in the month of December every year. It is the culmination of crowning potentials of the students to light.

AGENDUM OF FINE ARTS:

Objective of Fine Arts:

- It is a rostrum to bring to light the inherent talents of students through various contests.
- Every year a main theme is framed for all the competitions and 36 array of programs under that framed theme effectuate the multicolored talents of the students.
- **"Unity in variety"** is commemorated by this celebration of all the departments.

Grooming of inherent talents of the students:

The fine arts propagate and proliferate the following attributes among the students.

(a) Leadership:

It envisages the leadership quality and organizing capacity of the students.

(b) Entrusting responsibilities:

The students with potentials come out with flying colors by participating in various programs conducted in fine arts competition. Taking up various responsibilities, the students ensures their unique traits to rise to crescendo of Fine Arts competitions.

Inviting of External Experts:

- Wizards, artists, connoisseurs, known to the management are invited to the institution to perform the role of an adjudicator to arbitrate the patent skills of the students who participate in fine arts competitions.
- Biased judicial statements find no place in the judgment sheet of fine arts competitions.
- Unique and distinctive inherent talents of the student participants are glorified by the participative management.
- Top notch departments who won the shields are under laudation by the unbiased management.

Evaluation process of Fine Arts:

- Judges statements are final.
- No place for biased judgments.
- Decorum and etiquette of the institution is maintained
- The **winner** and the **runner** of the competition are honored with winner shield and runner shield.
- The department's vanquisher that lifts the winner and runner shield deemed it an honor to keep the shield in their concern department till next fine arts day celebration.

Thus the above mentioned patent attributes authenticates participative decentralized management. The management is decentralized in its governance, leadership and administration affording academic and administrative autonomy in all the activities of the college.

File Description	Document
Any additional information	<u>View Document</u>
Link for Additional Information	<u>View Document</u>

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Over the past 24 years the college has shown tremendous growth. If this is to be sustained, strategies must be formulated, communicated and implemented effectively. Only then is the institution **"Built to Last"**. Both perspective and strategic plan documents are available in the institution.

The following perspective plans are projected after a series of discussions on the basis of analysis, assessment and estimates. Keeping in mind, the short term, medium term and long term development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management.

Example:

Management promotes motivation in making high knowledge available to students and faculty by fostering effective, global competencies. Global competencies involve effective communication skills, leadership qualities, creativity, excelling in competitive examinations, Inter personal skills etc.

The following measures foster global competency of students:

Fostering Global Competency:

1. The prime motif of the institution in deploying strategic plan to foster global competency is by starting a new course or programme.
2. Keeping in mind the importance of competitive examination, the institution proposes to start B.A (History) programme.
3. As History contributes moral understanding and it is a terrain for moral contemplation as it provides an identity, studying History promotes good citizenship.
4. That's the culmination of the birth of B.A (History).

So keeping the above said in mind, the proposal was forwarded to the management by the Principal.

Tangible recommendations made to the management:

1. Continuous updating of the curriculum of the University in keeping with global standards ensured the starting of B.A (History).
2. Vibrant measures and suggestions are discussed quoting the demands and a challenge of the subject in staff council meeting is another feather in the cap of the institution.
3. Citing moral ethics, professional ethics and universal values to improve emotional quotient, to face demands and challenges of the competitive world a proposal that is to be made mandatory is envisaged.
4. A letter to University is forwarded compiling all the details behind the idea of starting B.A (History) by the institution is formulated and directed to the University.
5. The required curriculum resource for the programme is compiled well in advance by the institution along with the infrastructure.
6. The letters of content of the management along with staff particulars, stipulated time table, work load are all enclosed.
7. Visiting date of the commission from the university highlights the academic path of success of the institution.
8. Receiving of an approval is the blooming of bud for the programme.
9. The management shows due consideration in the promotion of the programme and to get approval for the program.

Thus the perspective plans based on the discussions, analysis and assessment, the development of perspective and strategic plan to start a new programme B.A (History) is done by the management.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Service Rules:

1. All the teaching and non – teaching faculty should sign the attendance register before 9.30 am.
2. If the teaching and non- teaching faculty are unable to sign the attendance register before 9.30am, they can avail **Late** for 10 minutes and should sign in the **Late Register** by registering the entry time, date and reason. Before availing prior permission and intimation must be given to the Principal.
3. **Two late** and **Two permission** is allowed for a month.
4. Teaching and non – teaching faculty can avail twelve days Casual Leave (CL) for one year. More than twelve days will be considered as Loss of Pay Leave (LOP).
5. Faculty availing leave should intimate before hand by submitting leave letter or should send a mail to college mail-id.
6. Permanent/Trainee Teaching and Non-Teaching faculty in case of resigning from service should submit **two months notice** before the date of resigning. Failure to do so should surrender their **two months salary**. The notice period before two months will not include semester holidays. Besides if the faculty happens to resign after receiving their leave salary, should surrender that leave salary plus two months salary.
7. Three days OD can be availed for as academic year for Paper Presentation to other colleges/University/Research Conference. This OD cannot be used for other personal remunerative works. One OD can be availed annually to attend Board of Studies/ as Resource person to other institution.
8. All the permanent teaching faculty can avail six days **On Duty Leave** for each semester to go for Madurai Kamaraj University paper valuation/non-semester valuation/ other college paper valuation/ Re-Valuation/ Diploma Course Valuation/ Work related Exams.
9. Teaching and Non-Teaching faculty should be present during the first and last working day of the semester. Failing to do so, salary will not be credited.
10. Medical Leave can be availed for four days, for permanent faculty who have not completed five years of service; Eight days medical leave can be availed for permanent faculty have completed five years of service. Faculty can accumulate the medical leave together and avail it for once in three years.

Recruitment Policies

Recruitment is done on the following basis:

- Prior to the recruitment advertisements in Journal and Medias are promoted.
- Due reference is made in Nadar Mahajan Sangam Journal.
- An Interview panel consisting of the Management, one subject expert from other institution, Principal and Head of the Department, interviews the candidate applied for the post.
- Selection of qualified faculty is purely based on the decision of the interview panel.
- After recruitment the institution arranges orientation and faculty development programme to the selected faculty.

Promotional Policies

Promotional Policies encourage and motivate involvement of the staff, effectively and efficiently in

curricular, co-curricular activities of the institution.

Promotional policies adopted by the Institution are achieved by:

- Felicitating of teachers on their various achievements.
- Timely promotion of faculty on seniority basis.
- Motivation of professional development of the faculty by ensuring freedom to present papers, attend workshops, seminars, symposia etc.,
- Entrusting responsibility with authority.
- Encourage Faculty members to pursue Ph.D.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

1.**Planning and Development**
2.**Administration**
3.**Finance and Accounts**
4.**Student Admission and Support**
5.**Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Governance of various committees and cells in the Institution

The organizational structure of the college has an effective decentralized committees for conducting meetings, taking decisions and implementing them in a highly effective way.

Mechanism adopted by the committees

- The committee initiates new plans, suggestions and recommendations to the Principal for implementation. One such committee is **Library Advisory Committee.**
- Library advisory committee is implemented under the headship of the Principal in the beginning of academic year 2015.
- Three staff members are deputed as the members of the committee.
- The plans, suggestions, feedback discussed by the committee with the Principal are fine-tuned and implemented.
- The committee met on 13.2.2015 and made the following suggestions to the Principal.
- The suggestion is indeed for a **spacious, illuminant and aerated library building.**
- The recommendation made by the committee is forwarded to the management by the Principal for the construction of new **library building and a conference hall.**
- The recommendation was taken into account by the management and the new digitalized library and a **new separate conference hall** to enhance knowledge is constructed.
- Another recommendation was made by the committee on the purchase of **numerous books and updated books**, allocation of library hours to all UG and PG students to established library usage and reading habit among the students on 4.7.2016.
- Immediate resolution was made by the management by allocating fund to increase the number of books, updated books etc.
- Yet another recommendation was forwarded on 13.7.2016 by the committee on **installation of e-journal and e-resources** in general library.
- As a result, **INFLIBNET and OPAC** software are installed in the general library.
- As per the recommendation of the committee to the Principal to allocate **library hours** to all UG and PG students on 4.7.2016 separate library hour is allocated.
- As a result the student users of library increased considerably.
- The frequent library **users are identified and motivated by rewards** as per the gospels of the library advisory committee.
- At regular intervals the library advisory committee has the habit of meeting the Principal suggesting library usage, utilization of funds, and purchase of books for all the departments and to make the students to review a book.
- On this recommendation made PG students reviewed books and that review is sent to the newspaper publications.
- On 18.9.2017 the committee made its appearance before the Principal to recommend purchasing of Braille books and Braille software.
- **Braille books and Braille software** are bought and installed in the library.

Thus the committee suggested the recommendations in the meetings held with the Principal and immediate

resolutions were implemented. The above said are the effectiveness of body that constitutes the implementations of the resolutions passed in the institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Realizing that the college can be a productive place only if the employees are satisfied, the management has taken several incentive measures in place for them besides a reasonably high salary package. These measures address the felt need of the college community and are a means of appreciating the contribution of the teaching and non – teaching faculty in practical ways. Taking in to consideration the fact that a majority of those employees at N.M.S.Sermathai Vasan College for women, women are managing multiple roles at home and work place and some of these are gender specific.

The Welfare measures for the Teaching and Non – Teaching staff available are listed below.:

TEACHING FACULTY	- Provident Fund facility. - Periodic revision of pay scales of the staff. - Sanction of Maternity leave with salary. 12 days of CL, per calendar year to staff. - Medical Leave can be availed and 8 days per year for the S - Pongal festival bonus and ingredients is provided to all the the institution. - Diwali Festival advance is provided every year to the needy and sweets are provided to all staff members. - Special leave for Research scholar. - Tour per year at free of cost is arranged to the staff by the n - No Residential Fee to Residential Supervisors. - Annual gift and Teacher's Day gift is provided by the mana motivation. - Gratuity amount provided to permanent staff who complete years of service. - OD for Paper Valuation and to act as an External Examiner - EL days salary for the worked days under 1/11 basis.
NON-TEACHING FACULTY	- Free bus service. - CL 12 days per year. - One day staff tour every year at the end of the academic yea - Medical Leave can be availed 8 days per year for the Senio

- Pongal festival bonus and ingredients is provided to all the
  the institution.
- Diwali Festival advance is provided every year to the needy
  and sweets are provided to all staff members.
- Earned leave salary is provided for 365 days under 1/11 bas
- Gratuity amount provided to permanent staff who complete
  years of service.
- Annual gift and Teacher's Day gift is provided by the mana
  motivation.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 2

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.6

6.3.3.1 Total number of professional development / administrative training programs organized by the

Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	5	0	1	1

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 2.67

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	1	1

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance Appraisal system for teaching Faculty

- Performance Appraisal system functions as a self-evaluating process of the staff members of the Institution.
- By this system institution seeks to access employees to develop their competency and performance.
- Self-Appraisal Reports from the concerned individual, makes them to have an overview of their own performance in the path of self-development.
- Every teaching faculty is provided with a self-performance Appraisal Proforma through the Head of the Department.
- Questions based on academic performance and achievements of the staff throughout the whole year are comprised in the form.
- After filling up necessary details, the individual faculty submits it to the Head of the Department.
- On through scrutiny of the submitted reports, the Head of the Departments, proffer their comments for the further development of the faculty and forwards it to the Principal.
- The Principal studies these reports and evaluates, assess the Proforma before she forwards them to Management.
- The Principal comments and signs the Proforma and sends it to the Management for further evaluations. The low achievers are counseled to excel well in profession.
- The proforma is signed by the Management and is countersigned by the Principal and suggestions are made for the development of the staff.

Performance Appraisal system for Non- teaching Faculty

- Non – Teaching staff are evaluated and appraised by the office superintendent.
- Separate appraisal proforma is distributed among the non – teaching faculty to assess their participation in office work.
- Questionnaire on the proforma comprises of the number of development programmes they attended, their participation in automation, abiding of rules and their code of conduct.
- They proforma is in turn submitted to Sangam Manager to access the appraisal and is brought to the knowledge of the Principal by the manager and office superintendent.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Nadar Mahajana Sangam Sermathai Vasan College run by Nadar Mahajana Sangam, is registered under the Societies Act (**Reg. No. 1918**). The Institution prepares the report of annual budget under two headings. i.e. **Income and Expenditure**. The income sources of the institution are from various fees, Endowment funds, Interest on bank deposits and miscellaneous other receipts. For expenditure there are different heads such as salary, University fees paid, electricity, printing, stationery, postage, telephone charges, advertisement, repairs, maintenance, consumable, Insurance, diesel, establishment, Alumni Expenditure and miscellaneous expenditure.

The internal and external audit are done by authorized charted accountants and finally submitted to the Income Tax every year. Every year audited accounts are submitted to the Society. There are no major audit objections as such.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 26.99

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
16.88	5.12	0.52	1.02	3.45

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Our college is a self-financing institution on the whole managed with the source of fee collected from students, donation from Philanthropers. All financial activities are governed by the Management.

Enhancement and revision of fee structure are planned and approved by the management every year that is brought to the notice of Head of the Departments before implementing. Thus the revised fee structure is collected.

Annual budget planning is done by the Principal and Management according to the source of fund, and requirements on equipments, maintenance, infrastructure, books purchase for general library and department library etc.,

Regarding purchase, the Principal and management gets quotations from supplier from two or more companies. A comparative statement is made before the purchase and the decision of management is final to get the equipment.

The payments are made by cheque or DD only. Payments are made only after receiving the goods. After receiving the product, a satisfactory report will be received from Head of the Departments regarding the condition of the product. Every bill is verified by the Clerk, Office Superintendent., Principal and Management before passing.

All accounts of the college are audited regularly every year and no major audit objection has been raised so far.

Management scholarship fund is distributed to the deserving students every year. The expenditure is done as per the budget under the supervision of the Principal and Secretary for effective and efficient utilization.

The above mentioned strategy is mobilized for funds and utilization of resources.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The main task of IQAC which is planning, monitoring and implementing the academic and administrative functions of the college meets quarterly. IQAC offers valuable suggestions and measures for continuous quality enhancement like motivating the faculty to pursue research, Fair distribution of responsibilities, documenting the various activities of the college, collecting the feedback responses from stakeholder. Documenting comments and suggestions and passing them on to the respective bodies.

Example : 1

TITLE : ORGANIZATIONAL ARRANGEMENTS IN INTERNAL QUALITY ASSURANCE CELL

THE GOAL:

The goal of the IQAC is to work on quality – oriented strategies and ensure their implementation to build an institution that will stand focused in the field of higher education.

THE CONTEXT:

The IQAC provides resource support (non-financial) to the teaching community and acts on feedbacks received from all the stakeholders. It designs, develops strategies and implements these to improve the overall quality of the classroom transactions.

THE PRACTICE:

The cell has introduced programs to ensure accountability with transparency in all teaching practices and assessment patterns. The cell interacts with the Student, Staff, Parents and Alumnae and receives feedback from these groups and from this feedback strategy is planned. It also initiates Faculty Development Program for the staff in maintaining the professional decorum of teaching.

THE EVIDENCE OF SUCCESS:

The initiatives of the cell bring transformation changes in teaching community, both emotionally and professionally and reflection are evident in the rise of results in the summative examinations .

THE PROBLEMS ENCOUNTERED:

Non sustenance of emotional maturity in the new faculty in the profession.

THE RESOURCES REQUIRED:

More infrastructure and financial support is needed to organize programs.

Example : 2

TITLE: TEACHING - LEARNING PROCESS THROUGH ICT TOOLS

THE GOAL:

To enable learners to access, extend, transform and share ideas and information in multi-modal communication styles.

THE CONTEXT:

Academic papers as well as institutional courses is taught to enhance cognitive skills. Apart from conventional lecture method radical changes in pedagogy of teaching take the shoes of ICT tools.

THE PRACTICE:

The teachers are requested to insist to use of slides, transparency sheets and power point presentation, e-resources, e-journals are various modes enhanced by the staff in teaching. The IQAC has conducted virtual training programs for the academic and non-academic staff is a golden cap. Due support is enabled to the above said Slideshow, LCD, Seminar Hall.

THE EVIDENCE OF SUCCESS:

Adaptation of updates emerging technology, both by students as well as the staff members. Now the teachers are using more than 30% of their entire teaching by audio-visual aids. A cheerful welcome note and change in promoting a success of IQAC.

THE PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

Training on using ICT teaching aid preparation are encountered. Monetary support of the management is needed for Education CD, hardware and software. Workshops and Seminars bring attitudinal changes in teachers.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC stimulates the academic as well as support and service forums to enhance and sustain a learner centric teaching ambience in the institution. The IQAC organizes conferences, conducts orientation programs, training programs, faculty on innovative teaching, learning methodologies and effective evaluation strategies in higher education. Classroom knowledge, practical knowledge, taking the form of real life setting through education excursions, field visits are exposed to the students. The IQAC synthesizes the inference of the collected data, executes and implements the current trends like E-Learning, Virtual Resources, Smart Classrooms, via Intranet Facilities in teaching learning and evaluation process.

Methodologies of operations towards a continuous review of the teaching and learning process involve:

1) Academic calendar and Teaching Plan

2) Syllabus Completion Report

3) Alumnae Feedback

4) Self-Appraisal Report

5) Students' Feedback

6) Review of Results

7) Mentor - Mentee System

IQAC used to conduct an evaluation survey every year among the students for onlook of the performance study of the staff. The feedback form to evaluate the institution has been designed to measure parameters such as the academic atmosphere of the institution, infrastructure, library facilities and extra-curricular activities.

Example :1

IQAC conducts a survey among students to evaluate the Institution, programs of study and performance of staff. Printed feedbacks with questions on academic atmosphere of the institution, infrastructure, library facilities and extra-curricular activities. Another evaluation parameter of IQAC relevance of the programs offered are learning value, applicability, covering of syllabi etc. The staff evaluation process is intended to measure parameters such as planning on the feedback of the students, preparation and time management, good command of the subject, classroom management and use of innovative teaching methods including technology tools, mentoring and guidance and laboratory interaction. On the feedback from the students, smart classrooms are available for the departments to enrich the knowledge of the students by using the recent technology.

Example : 2

As per the Action Plan of IQAC, Parent-Teachers Meet are conducted every year to discuss students' academic performance. The mark statements are issued to the students in the presence of parents. The Head of the Department along with the class incharges and mentor discuss the academic and non-academic performance of the wards to their parents and in general grievances have received from the parents. Feedback on the quality of teaching, fee structure, course availability, infrastructure, lab, transport facility, staff co-operation and the benefits provided to the wards are received from the parents. On the basis of their feedback, now two Post Graduate courses have been introduced in 2017 - 2018.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 3.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	9	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Response:

Preparation of IQAC Academic Calendar:

Annual academic calendar is prepared by the IQAC.

Design of Feedback forms:

The feedback forms are received from various stakeholders like Students Exit Questionnaire and Parent 's feedback are designed by the IQAC and collected every academic year.

Self-Appraisal Report from faculty members:

The self - appraisal report are filled by the faculty members once in a year. The Performance Based Appraisal System (PBAS) deals with the analysis of the self-appraisal submitted by the faculty members. The same is analyzed and relative scores are drawn. Areas of improvement are identified and discussed with the concerned faculty members.

Students' feedback on the courses and the evaluation of teachers:

The feedback forms are circulated to the respective departments at the beginning of the odd semester and at the end of the even semester.

Institutional Best practices:

IQAC collects the best practices followed by each department at the beginning of the academic year. All the best practices are compiled in the form of a file and shared among all the departments..

Preparation of Academic Calendar of events (UG and PG):

Each department submits the information for Student Handbook and Calendar of events for that academic year, which is circulated to the students at the beginning of the academic session. IQAC monitors the preparation of the academic calendar.

Facilitating process of documentation:

The overall documentation is effectively maintained by IQAC which helps in sharing of the information as and when required by the regulatory authorities.

Analysis of the feedback received from the stakeholders:

The feedback of the stakeholders is analyzed by the IQAC members and final analysis is made by the Chairperson (IQAC) who in turn submits it to the management for necessary follow up action.

Result Analysis:

The departments are required to carry out the analysis of the examination results announced at the end of each semester and submit the same to IQAC for needful action and documentation.

Formation of Cells:

The following are the cells formed with the initiatives of IQAC:

1) Examination cell

2) Centre for Women's studies

3) Entrepreneur development cell

4) Anti ragging cell

5) Gender cell

6) Placement cell

Regular meetings to discuss quality activities:

Meetings of the IQAC are conducted once in each semester and special meetings are arranged on need basis.

Collecting information through MIS (Projects / Publications/ Conferences/ Placements/ extracurricular activities):

The MIS is submitted by the departments. It is compiled under different sections by the IQAC.

Annual Internal Academic Audit:

The assessment of Internal audit is conducted once in a year during March and the observations is communicated by the academic audit committee.

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 9

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	0	2	2

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

Safety and Security:

1. To ensure safety and security of the students, all the government owned PRC buses from various venues ply inside the premises of the institution. College buses are also available for students who are in sports and NCC after working hours.
2. The institution pays a special attention considering the student's safety as sanctity, iron grills are mounded.
3. CCTV cameras are fixed at various points.
4. Fire extinguisher, Anti-ragging box, Suggestion box is kept to ensure utmost safety to all students in the institution.

Counseling:

1. **"Women are unique".** Every student is a miracle. A professional counselor Mrs.Anadhavalli is available in the college and she is one of the women committee members of the college Managing Board. She counsels and provides emotional support to the students.
2. Counseling is provided to students regarding gender related issues, emotional and mental stress.
3. The counseled matters of the students are maintained confidentially.

Common Room:

1. A separate common room acting as a sick room with the first aid kit with medicine is maintained in the college.
2. The institution acts as a home to the students by providing them vibrant safety and security and ensuring them gender equity in the institution.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 500.490

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 42.8

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 10.507828

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 24.551

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid Waste Management:

1. Twin colour coded bins (Green, Blue) are implemented to dispose off solid waste.
2. Food waste from hostel and canteen are sent to a piggery unit. Leaf litter is used as manure.
3. Paper waste management is done by using the waste paper in the canteen, and by selling it to the paper vendors.

Segregation of Plastic Wastes:

1. Permanent motto **Reduce, Reuse** focusing on eco concerns are instructed and adopted to and by the students to make them eco concerned.
2. The campus has a well manicured herbal garden.
3. Faculty members in the environmental awareness programmes stand a testimony for the institution's concern towards waste management.

E-Waste Management:

1. No major e-waste is generated. The minor ones are disposed off to the competent agencies. Non working computers, monitors and printers are discarded and scrapped on a systematic basis.

Liquid Waste:

1. The used up water by the boarders in the hostel is recycled by three stage process and 80% of recycled water is stored in the pond which is pumped into the garden.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater itself is generally clean, but it can pick up micro organisms, pollutants and debris when it hits the roof. Rainwater can actually be very high-quality water for human consumption**.** It's relatively pure and doesn't contain any chlorine or other chemicals, which are often used to sanitize city tap water. Usage of the water flow during the rainy season is yet another environment consciousness of the institution. Increasing the ground water level is the need of the hour to retain the soil moisture and to sustain the entire flora on the college campus. Recharge pits of rainwater harvesting systems are constructed by adhering to government norms.

Rain water is collected through proper channels and is diverted to the recharge pits. Our rain water harvesting recharge pits are constructed at 9 different venues in the campus. Two in new building, another two in Main building and in addition to these 4, 3 recharge pits are available in the hostel building and 2 more recharge pits are added in the SVN building. Effluent water from the Hostel building is channelized to the kitchen garden. Gushing rain water is collected & stored in the artesian basin (manifested structure of the rain water) so that the water level gets increased to meet the water requirements of the college campus. The college artesian basin (manifested structure) is located in the water flow area at the backyard of the campus.

It gets sufficient water during rainy and off rainy season. This water is sufficient to meet the needs of the campus for the whole year and not even a drop of rain water goes out as waste.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**

- **Paperless office**
- **Green landscaping with trees and plants**

Response:

    "Nature Always Wears the Color of the Spirit" - Ralph Waldo Emerson.

- For improvement of physical ambience and sylvan atmosphere, special measures are initiated in the campus like planting of trees, naming them and maintaining them with utmost care, maintaining lush lawns etc.
- Green and clean campus is sustained by the gardeners and the exnora team.
- Periodical removal of weeds is done.
- Maintenance of herbal garden succors the sylvan atmosphere.

Promotion of Walking by the institution:

1. A handful of students come to college by walking from the nearby villages Anjukudi, Periyarnagar, Samanatham and other sub-urban areas nearby to the college.

Cycling:

1. Cycling is another hype fostered by the institution.
2. A few students use bicycle to reach the college in time and separate bicycle parking zone is available in the campus.

Public Transport:

1. Public transport is available in the college. Multitudinal PRC buses from multitudinous venues ply inside the college which is solitary creditable convenience in accordance with safety and security of the women students. Most of the student's population frequent the college employing public transport.

Plastic free campus:

    Use of disposable plastic tumblers in the canteen and departments is strictly prohibited and use of paper plates and cups are encouraged.

Paperless Office:

    Paperless office is engendered in the institution. All the communications are communicated by the e-governance. Starting from the hierarchy, The Principal, IQAC, NAAC, Curriculum Development Cell, Controller of Examination, all the departments have their own mail id to receive communication of all sorts. No written circulars, notices, pamphlets for communication is utilized inside the campus. E-governance surpasses paperless office.

Green landscaping with trees and plants:

1. A tranquil and sylvan campus is the campus of N.M.S. Sermathai Vasan College for women.
2. It is blessed with shady avenues, variety of trees, colorful flowering plants and well – laid out gardens, herbal garden and the scenic labyrinth that always inspires meditation.
3. Every student of the institution indulges herself in the promotion of an eco-friendly environment by watering the trees daily.
4. Eco friendly club initiates planting of the trees and growing of the medicinal plants
5. Every department cuddles green practice by planting or donating a sapling either on the birthday or death anniversary day and wedding day of their dear ones and near ones. Every tree inside the campus is groomed, trimmed, watered and manured properly by the students as well as by the gardener. A canopy of heath around the campus, outside the compound wall itself stands as a citadel to the institution.
6. Green audit is done to improve the environment.
7. Tags bearing botanical names are fixed on every tree to highlight environment consciousness among students and staff.
8. Awareness rallies and campaigns on environmental concerns modulated by the students under various wings NCC, NSS, Eco friendly club, and by the departments make a spiritual holistic meditative vibrant green practice to promote eco-friendly campus.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.13

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.54	1.36	1.55	0.96	0.37

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 8

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	1	1	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 4

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	1	1	1

File Description	Document
Report of the event	View Document
Details of initiatives taken to engage with local community during the last five years	View Document
Any additional information	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: No

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: No

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Any additional information	[View Document](#)
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

File Description	Document
Any additional information	[View Document](#)
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 87

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Year	Title of the programme/Activity	Duration (from-to)	
2012	Kamarajar Birthday celebration	11.07.2012	
2012	Ramanujan Birthday celebration	22.12.2012	
2013	" Newton's Day" celebration	21.01.2013	
2013	Ramanujan Birthday celebration	22.12.2013	
2014	Kamarajar Birth day celebration	22.07.2014	
2014	Ramanujan Birthday celebration	22.12.2014	
2015	Kamarajar Film show by NSS	15.07.2015	
2015	Dr.A.P.J.Abdulkallam birthday celebration Rally	15.10.2015	
2015	Ramanujan Birthday celebration	22.12.2015	
2016	Ramanujan Birthday celebration	22.12.2016	
2016	Kamarajar Birth day celebration	17.07.2016	
2016	Dr.A.P.J.Abdulkallam birthday celebration	15.10.2016	
2017	Thirukkural Peravai	2016-2017	
2017	Kamarajar Birthday celebration	01.08.2017	
2017	Dr. M.G.R. Centenary Celebration	30.06.2017	
2017	Dr.A.P.J.Abdulkallam Remembrance day	15.10.2017	

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

1. **Administrative functions**

The Principal nominates a committee to prepare college handbook that included the curricular highlights, departmental updates, leave particulars, vision, mission, rules and regulations of the college, course details, committees clubs, college prayer and the committee carries out the above mentioned activities.

As a part of administrative work, admission process is both open and public in the following ways,

(i) Advertisements in the dailies, banners, flexes kept at various points in and around the city.

(ii)Application forms can be sought both in person and by post from the office and from the sangam.

Service Rules pertain to staff and Non-teaching staff are made transparent and is uploaded in the website.

2. Academic functions

1. Mandatory students' attendance is made transparent to the parents through SMS from the office. Absentees of more than five days are informed to the parents.

2. The exam cell takes the responsibility of sending marks of the students to their parents. Remedial classes are conducted to the challenging students. IQAC and various department conduct seminars, conferences, orientation programmes to foster academic ambience in the college.

3. Separate code of conduct for principal, staff and students is also made transparent to everyone.

3. Financial functions

1. Financial audits are maintained properly in the office.

2. Internal and external audits are done to meet the financial needs of our institution. Endowment, funds and scholarship raised properly are allocated and utilized for the benefits of the students.

3. An initial amount is allocated to every department for the purchase of books, computer, stationeries, journals and toner.

4. Auxiliary functions

1. Various committees, cells and forums function in the college for the students support, progression, and innovation and for the innovative activities of the institution.

2. NSS and NCC wing actively carry out auxiliary functions in an effective manner.

NSS

- National Nutritious Food Week
- Women's Day Celebration
- World Ocean Day
- Environmental Protection Day
- Special Camps

NCC

- Pulse Polio Immunization Programme annual training camp
- Social awareness rally
- Drug Abuse and illicit trafficking
- Tree plantation
- Cancer and Aids awareness rally
- Rain water harvesting rally.
- Blood Donation Day
- Independence Day Celebration
- Republic Day Celebration

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Title of the practice:

Inter – Religious Prayer (General Assembly)

Objectives of the Practice:

- To inculcate spiritual values and virtues in the minds of the students.
- To develop holistic, spiritual and meditative values among students.
- To enhance human dynamics among the students along with religious Gospels.
- To update and enhance general knowledge.
- To promote and develop creativity, originality and inherent talents of the students.
- To develop leadership qualities.
- To postulate ways and means of the God to students.

The Context:

- Inter Religious prayer creates a platform to the students and Faculty members to meet and share valuable aspects of life that are worth to communicate significant matters to one generation to another. It creates a positive ethos, promoting value education in the minds of staff and the students.
- The very presence and participation of students and staff along with the Principal adds sanctity of the hour. The presence of the staff members along with the principal further elevates the spiritual reflection in the life of the students.
- The prayer time is quiet reflections of the auspicious deepest values and aspiration of the human spirit. It encourages the students to rectify the negative aspiration, wrong guidance thereby harmonizes them in the path of success along with the pursuit of God. The result is that the achievement of success and sustenance of the cohesive harmony in all walks of life of the students and the staff members.

The Practice:

Religious prayer is conducted on the 1st Monday of every month.

"God is Omni present"

The prayer committee makes arrangements for the Inter-religious prayer.

- **Prayer Song:**

An excellent choir group sings an omnipotent prayer song with utmost devotion to mark the culmination of the solemnity.

"A prayer of a righteous man is powerful and effective"

- **Reading verses from three holy books:**

Golden verses from the GITA, QURAN, and BIBLE are read in the assembly in mother tongue to root them in their nativity.

"Prayer should be the key of the day and lock of the night"

It enriches the meditative mood of the students providing a chance to them to know about the Holy Scriptures from all the Holy books. It provides a chance to the students to realize that the life on earth is temporary and realization of life abode.

- **Thought for the day:**

Thought for the day is delivered to the students by the faculty through the narration of stories or a proverb to suggest positive messages.

- **Principal's Address:**

The curiosity and enthusiasm of the students are kindled by the delivery of the Principal's address. Rules and regulation pertaining to disciplined way of living of the students are insisted in the Principal's address. It enlivens the bond between the students, staff and Principal. Principal delivers the code of conduct. Principal felicitates the winners of co-curricular, extracurricular activities, highlights social etiquette, payment of fee, examination date of formative and summative, code of conduct details of scholarship and vocation are all announced. Due motivation and rewarding of students is done who brings credit to the institution. This felicitation motivates the students to create competitive spirit among them. The sense of oneness, a bond of sisterhood, spiritual dynamics are propelled by the inter-religious prayer. The felicitations of the prize winners who bring laurels to the institution through curricular and co-curricular activities are honored.

- **Meditation:**

"Meditation is the nourishment of our nature."

A meditation of 5 minutes is admonished among students which enrich the mind to make it susceptible and receptive for the fourth coming activities of the day.

Evidence of success:

"Prayer brings victory"

It is a communication between God and man. The zenith of success justifies the level of participation of the students in the prayer. It enhances spirituality among students, public speaking skill and leadership qualities. The impact of the prayer has rectified and reduced the misbehaviors of the students in the campus. Learning skills and cognitive skills have been improved among the students and made them emotionally strong and physically fit. It has developed personality and empowered the students to face the life with equanimity. It has developed the all-round personality skills of the students and made them as multifarious personalities.

It has persuaded the students to be cheerful and to arrive at positive solutions and suggestions for their day to day real life problems. It has prepared the students to face the ground reality of life with confidence by promoting religions tolerance among them.

Problems encountered and resources required:

During rainy seasons students find it difficult to come out from their department buildings to attend inter religious prayer.

Best practice II :

Title of the Practice - 'Fly over Transition Course'

English is the most commonly spoken language around the world. It is the language that encompasses science, technology and business globally. By learning English, one can develop their communication skills and language competency, thereby building confidence and increasing awareness. Knowing and understanding the language will open doors to a world of opportunities, leading to better performance and career advancement. The institution's pride and unique, distinctive practice is **Fly over Transition Course** to First Year Students.

Objectives of the practice:

Fly Over Transition Course

- Enhances their abilities to read, write, speak and comprehend the English Language.
- Equip students to express emotions, exchange ideas through English Language.
- Helps to develop their LSRW.
- Builds academic vocabulary.
- Generates ideas from given situations in day to day life.
- To frame accurate sentences.
- Provides quality language learning to students of rural backgrounds.
- Purposes to communicate effectively and proficiently.
- Intensive English coaching to attain required standards is imparted.
- To perceive academic and professional competency.

The Context:

The course is offered to all the first year students. A separate standard curriculum is framed and followed for this course. The syllabus and course contents have been framed with the help of an expert. It helps the students to learn successfully satisfying the needs of the participants and challenges they face in learning Communicative English. Participants are placed at the appropriate level based on a proficiency test conducted at entry level. The students are categorized at various sections according to their score in proficiency test. A separate workbook is maintained and distributed to solve home tasks given to the students on the basis of the curriculum framed for this course. Practical classes are conducted to the learners to enhance their competency in phoneme and other elements of it using English language lab. Highly qualified professors with rich teaching experience handle classes for the **Fly Over Transition Course.**

The Practice:

- The **Fly Over Transition Course** offered by the institution provides quality language learning to the students from various backgrounds.
- The purpose of it is to communicate affluently by learning, organizing and stylizing in prose, writing practice and reading comprehension learning through phonics and phonemic awareness.

Letter writing, jumbled sentence arrangement, one-word substitute and parts of speech by intensive coaching in grammatical structures.

- Beginners practice writing sentences and phrases correctly, when paid attention to verb agreement, conjugation and sentence structure.
- Students have the opportunity to talk with their classmates and professors, discussing ways to decrease misunderstanding that comes from mispronunciation and word misuse.
- This course broadens students' vocabularies and increase their reading skills and abilities.
- Reading of current news and events from new papers and articles, and discussion of the same in class are done.
- The course develops students' rhetoric skills to create and support an argument based on facts.
- The fluency, oral grammar, pronunciation, and listening comprehension of the learners are developed through this course.
- Tutors assist the students by involving them in assignments, model making, and chart work to overcome individual problems by questioning the students about the lessons taught in the previous class.
- Explicit instruction is given in sound identification, material identification, matching, segmentation and blending of English words used in domestic life by associating with symbols, materials, in the outdoor classes.
- Appropriate sound-symbol association to reduce the risk of reading failure is enhanced through English language lab.
- On the whole this course concentrates on Reading/writing develop students' language skills in areas such as reading, writing, grammar, vocabulary skills.
- Instruction integrates these skills to improve written communication and reading comprehension, using a progressively challenging curriculum from beginning to advanced levels.
- A discussion is possible only if she is a part of a group. By group discussion students interact with the staff and the co learners presenting their ideas, information efficaciously enriching their random expression of ideas.

Evidence of Success:

- Students from the rural environment are encouraged to think on their own and develop, plan, organize and present their ideas coherently, drawing from experiences, knowledge from real life situation than being a dependent on text or teacher.
- Students, who completed their schooling in Tamil as a medium of instruction, are trained to integrate and use the four language skills i.e. Listening, Speaking, Reading, and Writing.
- Upgradation of syllabus every year ensures updated, enriched standard in the learning process of the First graduate students.
- The Fly Over Transition course empowers the students from rural areas to speak intelligibly using appropriate word stress, sentence stress, and intonation patterns when provided a topic. Using English language lab articulation of English words phonetically in a sentence is learned by the students.
- Gaining confidence to speak fluently in English is the motive of the learners.
- It provides opportunities for direct practice and stimulates fruitful discussion. Students start to speak English in a stress-free way.
- At the end of the course, students are exposed to vivo-voce to cross check their fluency, vocabulary and the cognitive skill of the fresh entrants.

Problems encountered and resources needed:

- Irregularity of attendance of students affects the coherence and continuity of the curriculum of Fly over transition course.
- Students from Tamil medium found it difficult to express their thoughts in English fluently.
- Direct Tamil equivalent for English words are used by the students.
- Tamil medium students trained in a tutorial way to learn parts of speech in schools are another hindrance.
- Lack of dictionary usage leads to non-redundancy of language.
- Rarely are students exposed to the slang words used by English speakers in every day conversation.
- Every day conversation of students is filled with slang words, so maintaining a conversation in English can be difficult for the students who don't understand what they mean.
- Furthermore, students find it difficult to pronounce certain words properly, as they are not exposed to phonetic sounds before.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

"Health is Wealth" this line vitalizes the fact of life. Fitness centre houses a variety of equipments aiming the physical fitness of the students. Various sports events as **Boxing and Weight lifting** are bestowed for students to robust and imprint their achievement in sports. To inculcate the above said the institution has a Fitness centre. Fitness centre is the institutions distinctive trait.

Vision:

To promote a healthy lifestyle of the individuals physically and emotionally.

Mission:

To provide an entertaining, educational, friendly, functional and innovative experience of uncompromising quality that meets the health and fitness needs of the individuals.

Importance of Fitness:

The college fitness centre functions in an effective way focusing on the physical fitness of the students. Through this centre, students are exposed to realize the principles of fitness such as high intensity interval training, aerobic exercise, controlling blood pressure, cancer prevention, inflammation, immune

system, cardiovascular disease prevention and weight control.

Students are provided with a variety of equipments in fitness centre as **Gym Ball, Cycling, Weightlifting and Bench Press** in order to maintain a relaxed state of mind, to maintain their most optimum weight, not to prone to cardiac and other health hazards.

Equipments of Fitness Centre :

- **Gym Ball -** The ball provides numerous benefits that range by rehabilitating, injuries through powerful workout, to improve core stability, posture and muscle balance.
- **Cycling -** Cycling, an aerobic activity is to work out mainly to improve heart beat, blood vessels and lungs. The increased body temperature by perspire and deeper breath improves one's overall fitness level.
- **Weightlifting and bench press -** There are two standard lifts in modern weightlifting. The Single Movement lift from floor to extended position and the two movements lift from floor to shoulder position and from shoulder to extended position. The bench press is virtually unparalleled in its ability to target the chest muscles with heavy loads.

Benefits of Equipments in Fitness Centre:

- Force proper spine alignment.
- Improve blood circulation and make energetic, joint mobility, posture, coordination.
- Increase cardiovascular fitness, muscle strength and flexibility.
- Decrease stress and body fat levels.

To improve physical fitness, institution has two more distinctive traits, an international sport Taekwondo, and a traditional martial art Silambam, as a self-defense to the women, concerning the safety and security of the women students in the current scenario.

Taekwondo:

Taekwondo inculcates the self-defense techniques among students. All I year hostel students involved themselves to know the importance of self-defense in real life situations. II and III year Students volunteer themselves in the practice, carryout by Channa.K.Nagaraj, taekwondo Master, for four days weekly. Students have won prizes at the National/International events also. Students are given practice to win many prizes in inter and Intra college competitions.

Silambam:

The institution offers an opportunity to motivate the traditional martial arts of our society by the practice of Silambam during the sports day celebration. Practice is rendered by the Silambam Master, Mr.A.Thamarai Selvan, once in a week. Every year a handful of Students volunteer themselves in the practice.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

"Unity in Service what we do for ourselves dies along with us

What we do for others Remains and is immortal".

- Service to society is service to God, service to God is service to students, is the predominant chanting, of every soul in the campus.
- **"The Road less travelled has served us well",** to take our own path and make our own history.
- **"If winter comes can spring be far behind?"** To make the winter of every needy student, the spring of those students becomes bright by **"Earn while you Learn Scheme". The Sprout- seed stall"** maintained by the students to earn money, is a gala of platform to deserving student, to accredit herself with other learners and to incur her educational expenses.
- A remarkable venture's reflection is **Driving practice** of Two Wheeler and Four Wheeler to make the students self-equipped and empowered women.
- **"Push harder than yesterday if you want a different tomorrow",** authenticates the institutions visit to the orphanage home and villages as an extension of helping hand.
- **Youth welfare**, a rostrum of student accomplishment, in bringing laurels to the institution at State level, District level, accolades inspirational team-work, momentum of celebration.
- **Department-wise magazine and College magazine** is a showcase of the inherent talents of the students.
- **"The best way to find yourself is to lose yourself in the service of others"** is the passionate grand slam in the miles stone of the institution.

Concluding Remarks :

Nadar Mahajana Sangan Sermathai Vasan College is distinct for its typical rural characteristics and orientation. It has a rich experience of working together, reflecting together, identifying its strengths and weaknesses. This journey of reflection on the foot prints, left in the past years, has given us insight to think through the path ahead to realize the goal of actualizing the potential of benchmarking ourselves with institutions of repute at the national level. A cautious effort has been taken to involve a broader heterogeneous group of faculty members including younger generation in the vistas of success, to ensure quality sustenance and enhancement to lead the college into the future.

The college dreams to aspire,

- To promote Resource Centre for advanced Research.
- To start programs in collaboration with foreign universities to make students more involved in learning.
- Establishment of museum on folk arts, planetarium, etc.
- Being a self finance college, much privilege is not bestowed for funded Research and Projects. So, to promote in-house projects to the students.
- To offer training courses in reflexology and social counseling.
- Starting e-content development cell.

Arranging regular on- campus placement for the students and so the institution functions, in the milestone of its path towards **Educational venture**.

"Do your little bit of good where you are;

It's those little bits of good put together that overwhelms the world"

- Desmond Tutu.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.2	Number of certificate/diploma program introduced during the last five years 1.1.2.1. **Number of certificate/diploma programs introduced year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>1</td><td>36</td><td>0</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>2</td><td>35</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : Minutes of meeting not provided
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 284 Answer after DVV Verification: 112
2.1.2	Average Enrollment percentage (Average of last five years) 2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>677</td><td>600</td><td>595</td><td>611</td><td>618</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>678</td><td>599</td><td>595</td><td>611</td><td>618</td></tr></table> 2.1.2.2. Number of sanctioned seats year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>912</td><td>984</td><td>979</td><td>979</td><td>944</td></tr></table>

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
912	984	979	979	944

Remark : The Annual reports or any supporting document in relevance to the metric is not provided

2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years 2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>677</td><td>600</td><td>595</td><td>611</td><td>618</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>144</td><td>145</td><td>122</td><td>130</td><td>122</td></tr></table>
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 86 Answer after DVV Verification: 85 Remark : No list of teachers, no link to the LMS provided. letter not sufficient
2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 86 Answer after DVV Verification: 85 Remark : None of the following supporting documents uploaded: a) Copy of circular pertaining the details of mentor and their allotted mentees. b) Approved Mentor list. c) Allotment order of mentor to mentee
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	2	3	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

Remark : irrelevant letter . no e-Copies of award letters

2.6.3	Average pass percentage of Students 2.6.3.1. Total number of final year students who passed the examination conducted by Institution. Answer before DVV Verification : 2387 Answer after DVV Verification: 2386 2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution Answer before DVV Verification : 2673 Answer after DVV Verification: 2672 Remark : support document not matching and irrelevant
3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years 3.2.2.1. Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
7	2	2	0	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
5	0	2	0	1

Remark : Irrelevant supporting document

3.4.3	Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years 3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-

wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
120	125	124	99	88

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
121	124	124	99	88

Remark : No Reports of the event organized or Copy of circular/brochure uploaded

3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
984	781	848	895	1073

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
983	782	848	895	1073

Remark : No Reports of the event organized or Copy of circular/brochure uploaded

3.5.2	Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
5	4	3	3	2

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13

4	5	3	3	2

Remark : supporting document not readable and not relevant

4.2.3	Does the institution have the following:
	
	    1. e-journals
	
	    2. e-ShodhSindhu
	
	    3. Shodhganga Membership
	
	    4. e-books
	
	    5. Databases
	
	    Answer before DVV Verification : A. Any 4 of the above
	    Answer After DVV Verification: D. Any 1 of the above
	Remark : corrected as per supporting document

4.3.4	Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)
	
	    Answer before DVV Verification : Yes
	    Answer After DVV Verification: No
	Remark : no supporting document nor geotagged photo uploaded

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year
	
	    5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years
	    Answer before DVV Verification:

6.2.3	Implementation of e-governance in areas of operation

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
21	21	20	20	17

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
20	22	20	20	17

Remark : no photos, Report of the event or Copy of circular/brochure uploaded

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	1. Planning and Development
	2. Administration
	3. Finance and Accounts
	4. Student Admission and Support
	5. Examination
	
	   Answer before DVV Verification : B. Any 4 of the above
	   Answer After DVV Verification: E. Any 1 of the above
	Remark : irrelevant letter.

6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year 6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years Answer before DVV Verification:
6.5.4	Quality assurance initiatives of the institution include:
7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution:

6.5.3

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
7	9	0	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
8	9	0	0	0

6.5.4

Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

   Answer before DVV Verification : C. Any 2 of the above
   Answer After DVV Verification: E. None of the above
Remark : no relevant support document. the same document repeated

7.1.9

Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift

    3. Ramp / Rails

    4. Braille Software/facilities

    5. Rest Rooms

    6. Scribes for examination

    7. Special skill development for differently abled students

    8. Any other similar facility (Specify)

    Answer before DVV Verification : A. 7 and more of the above

    Answer After DVV Verification: C. At least 4 of the above

Remark : corrected as per supporting document

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	1	2

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	1	1	2

Remark : irrelevant links

7.1.12	Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

    Answer before DVV Verification : Yes

    Answer After DVV Verification: No

Remark : The upload is college handbook. University code or any other relevant code isnotuploaded

7.1.13	Display of core values in the institution and on its website

    Answer before DVV Verification : Yes

    Answer After DVV Verification: No

Remark : irrrelevant links

7.1.15	The institution offers a course on Human Values and professional ethics

    Answer before DVV Verification : Yes

    Answer After DVV Verification: No

Remark : No Course content along with structure of the program uploaded

7.1.16	The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : Professional code prescribed by statutory body not upload
7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years Answer before DVV Verification : 67 Answer After DVV Verification :87

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations