

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**THASSIM BEEVI ABDUL KADER COLLEGE FOR
WOMEN**

PEARL MATRICULATION HR SEC SCHOOL ROAD KILAKARAI RAMNAD

DISTRICT

623517

www.thassim.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Thassim Beevi Abdul Kader College for Women (autonomous), Kilakarai, a pioneering institution committed to the cause of Women's Education and Empowerment through Excellence in Teaching, Learning, Research, Stakeholder Relations and Environment Concerns, was founded by Alhaj. Dr. B. S. Abdul Rahman in 1988. The College thus opened its portals initiating women's access to higher education in Kilakarai and history stands to testify how this contributed to the social and educational upliftment of women. This institution is much preferred for its best quality in teaching, infrastructure and discipline by the stakeholders in and around Ramanathapuram District. This, thirty years old minority institution provides education aimed at the integral formation of intellectually creative, emotionally mature, morally responsible, spiritually enlightened and socially committed women who will reposition themselves as responsible citizens to transform the society. The College is well set to march ahead and will continue to bear the torch of enlightenment for the women through academic excellence in Higher Education.

Vision

Achieving Candidly Eminent Distinction in the Realm of Women's Higher Education through TRUST - 'Teaching, Research, Uprightness, Service and Transformation'.

Mission

Making the Nation Proud by Striving to Achieve Quality Higher Education for the Women an Affordable Reality through 'Steadfast Involvement, Gracious Munificence, Articulated Thoughts and Accelerating Resoluteness Generating Enviably Tomorrow (SIGMA TARGET).

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

STRENGTHS	
A pioneer self-financing College in empowering rural women	Nuanced co- and extra-curricular engagements
Benign Autonomous College in this region	Offering community services
Continuously updated curriculum	Positive support of the management
Dedicated faculty Members	Quality improvement through feedback
Exemplary efforts to build entrepreneurial attitude	Range of talent building exercises
Facilities on-par with the best in the class	Student-centric learning
Great Ambience to learn	Techno-savvy and Talent-exhibit opportunities
Highly motivated management	Underpinning that Quality Quest never ceases.
ICT-enabled pedagogy	Values and Virtues are Vitals -

Just and Affordable fee-structure	Well-disciplined campus for conducive learning
Keeness to keep abreast of developments	'Xenial' to the core with mentoring
Lab and Library resourceful	Yearn to Excel in our actions
MoUs to synergize our offering	Zealously committed to our Motto, Vision, Mission, Objectives and Quality Policy

Institutional Weakness

WEAKNESSES	EXTENUATING WEAKNESSES
Lack of mobility for higher education and employment due to poor educational background of the parents	Slowly the significance of 'women with career' is getting acceptance. The College gives orientation to the parents and e
Less motivation from the parents and the society as most of the students are first generation learners	A long way has been traversed since inception of the Coll From Hostility to Indifference to Muted Acceptance is the thus far.
Poor intake for Post Graduate and Research programs	The 'mind set of 'after marriage bye to studies' – a hard being cracked.
Few doctorates amongst the staff members	This is the spillover effect; total attitudinal change is needed.
Limited collaboration with industry and less scope for consultancy services	We address this weakness by placing stress on science, entr business and research thrust in our programs
Limited campus interviews	Yes, career thrust on women-hood in addition to 'home th addressed.

Institutional Opportunity

OPPORTUNITIES	
Ample opportunities for the staff and the students as to co- and extra-curricular activities	Supportive eco-system for pursuing online courses, e MHRD's MOOCs to supplement conventional learning n
Abundant platform and Intense support for students to build their latent talents	Promotion of research culture among faculty and stud MoUs
Leveraging the Social Media for societal, particularly Alumnae networking propping shoots of growth	Empowerment, Enrichment and Enlightenment of wo educationally backward and logistically less enviable are

Institutional Challenge

CHALLENGES/ THREATS	EXTENUATING CHALLENGES/ THREATS
Lack of communication skills of the students from rural area	A candid system of recuperative exercises to address the language skill gap and march upward swiftly
Logistic deficiencies in attracting companies for campus placements	Efforts through Alumnae Network and City based Institutions in the stable of the Board of Management
Lack of motivation in students to face competitive examinations	Schematic orientation, dissemination and training to equip the learners with career Aptitude, Skill & Attitude
Reluctance of parents in sending their children for higher education and jobs	Orientation to the parents to tune their mindset to accept career-hood as part of life for their children

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The updated curricula, academic flexibility, feedback and quality enhancement measures undertaken by the College are unique. The vision, mission and objectives of the College are integrated into the curricula to ensure realization of enshrined learning outcomes. Innovation in curricula and restructuring of the courses are a constant and continual process. UGC guideposts, Parent University's norms and Tamil Nadu State Council for Higher Education's requirements are accommodated in the curricula. The curricula based on CBCS comprising Core, Elective, Skill Based and Non-Major Courses ensure employability skills. The Project Work incorporated into the UG and PG curricula help sowing seeds of enquiry and research in the students' minds. The Value Education and Community Social Service curricula components promote responsibility of students towards the Community/Nation. The curricula have been revised during the academic years 2012-13, 2013-14, 2015-16 and 2016-17 with the incorporation of latest concepts. The number of programmes offered is on the rise with 14 UG, 7 PG, 5 M.Phil and 3 Ph.D programmes now afloat. Add-on courses such as Certificate/ Diploma programmes pave way for obtaining of additional opportunities enhancing employability skills of the learners. The College has a longstanding practice of result analysis and feedback mechanism. The commendable views received from the students/teachers and alumnae/industrial experts through Feedback are incorporated into the curricula. Institutional openness to feedback, in fact is one of the reasons for continued success in bringing innovative in curricula.

Teaching-learning and Evaluation

The College ensures transparency and equity in the admission of students. Single window system is followed in the admission process. Faculty prepare teaching plan for proper execution and it is scrutinized by the Heads of the Departments. Orientation programme and Bridge Course are offered to the freshers. Lecture method is complemented by other methods of experiential learning such as internships, trainings, field trips and industrial visits. Smart classrooms, e-learning resources, open access resources and interactive learning adopted by the teachers enhance the learning process. Feedback mechanism for monitoring and evaluating teaching-learning process is in place. Efforts are taken right from the beginning to identify the slow learners and remedial learning is provided. Advanced learners are given further fillip. The College has a mentoring system. Teachers act as mentors and track their academic and other activities with their general behaviour and emotional wellbeing. Professional counseling is offered to those who need help. Academic Calendar is prepared and distributed to the students in the beginning of the Academic Year which includes schedules of CIA, ESE and annual action plan of the College, helping the students plan and prepare for tests and exams effectively. CIA component includes tests, assignments, attendance, seminar and quiz. Students are evaluated by both internal and external assessments with speedy and transparent processes. Results are published within 15 days from the last day of the exam. Central valuation is followed for both UG and PG Programmes. Double valuation is followed for final year UG and PG students.

Research, Innovations and Extension

The College always promotes research as its integral part of the Curricula. M.Phil Programmes in Mathematics and English introduced during 2017-18. The College has approved Ph.D research guides for Computer Science, Home Science and Commerce. Staff members have published 70 papers in the last 5 years in ISBN/ISSN journals and proceedings. The College also edits and publishes an inter-disciplinary journal. Faculty members

are encouraged with incentives to enhance their publication and participate in National/International conferences/seminars. Students of PG and M.Phil also participate in National/International seminars/conferences and present papers. The College follows the policy of extending its expertise for the benefit of the society through consultancy services. Various outreach programmes of the NSS units, YRC and RRC sensitize the students on Institutional Social Responsibility. Marks and grades are given in Part-V Extension Activities in the Curricula to inculcate social responsibility in the minds of students. Students visit the villages nearby giving awareness to the downtrodden /less-educated villagers on civic sense, personal hygiene, consumer rights, food adulteration, etc. These fruitful visits not only credit the students with academic credits but also instill a sense of social responsibility in them. The Departments of English and Home Science have Institutional / Industrial/ Professional Linkages for Internships, On the Job Training and Project Works and so on.

Infrastructure and Learning Resources

The College ensures adequate availability of physical infrastructure and learning resources to promote a good teaching-learning environment. Each department is housed with all the basic amenities and separate activity room with smart board for ICT teaching.

The College has spacious classrooms with ICT gadgets and well equipped laboratories as needed. Finely maintained seminar/ conference halls add to our learning facilities. Commerce Lab, Math Lab, Food Processing Lab/Incubation Centre, Personal Counseling Centre (Psychology) Research Lab (Computer Science) added during 2012-17 reflect our continued commitment to upscale infrastructure. To inculcate sport-skills in students, Courts of different sports are well-maintained along with a well-equipped gymnasium. DTP centre with photocopying facility and Canteen exists to help the students. A Masjid for the staff and students to perform their customary prayers exists at the centre of the College.

As per the recommendation of the previous NAAC peer team visit, the institution has constructed a separate building for the General library named after late President Bharat Ratna Dr. A. P. J. Abdul Kalam. The current computing infrastructure of the College consists of about 440 computers. The computer-student ratio of the College is maintained at 1:5. In addition to this, we are adding a leased line connection with 50 mbps capacity to increase our internet speed. ICT facilities are available to all the teachers and students on the campus. The maintenance department is headed by the Maintenance Engineer and a team of technicians/workers. Equipment and furniture are regularly purchased according to the need every year.

Student Support and Progression

The student support and academic mentoring activities occupy a pride of place in the College which aims at the holistic development of students. The teacher-ward system provides mentoring and guidance to all students. Each student is taken care of by the tutor concerned in all departments. Guidance on academic, emotional and general matters is given by the teachers to mould the character and personality of the students. In addition to Government Scholarships, students receive Management Scholarships and financial assistance from other sources. The Placement, Career Guidance and Counseling Centre prepares students for various competitive examinations and arranges for the campus interviews. A full time placement officer is appointed to look after the placement and Career Guidance activities since 2017-18. Capability enhancement and development schemes such as Remedial Coaching, Soft Skills Programme, Test of English for International Communication (TOEIC), and Quantitative Aptitude Exercises are provided for improving the scholastic skills of the students.

Grievance appeal, Anti Ragging and other welfare committees of our College are functioning effectively. The College has an active Student Council which functions under the counsel of two faculty members. The College ensures the participation of students in all the cultural and sports activities. The institution maintains an excellent track record in academics, co-curricular activities, sports and games at various levels. The College has Alumnae Association, having chapters at Chennai, Dubai and Malaysia. The Annual Alumnae meet is conducted regularly. Alumnae contribute significantly to the financial and non-financial wellness of the institution.

Governance, Leadership and Management

The management believes in a democratic pattern of administration. The Governing Body and Management give full freedom to the Principal and Staff for the effective functioning of the College. The Perspective Plan for development prepared by the authorities, which includes short-medium-long-term plans for the comprehensive growth of the Institution steers us rightly on all major developmental sinews. The longitudinal road-map helps our progress along our motto, vision, mission, objectives and quality policy. Management encourages the staff to upgrade their academic standards and quality conducting several programmes every year for faculty empowerment and enlightenment. Faculty members are encouraged to attend professional development programmes such as Refresher Courses, Orientation Programmes, Training Workshops and Symposiums. The College motivates the faculty members to attend seminars, conferences and workshops at all levels by defraying expenses such as registration fee/travel besides on duty and incentives. Accounts of the College are audited by the auditors of the Seethakathi Trust. External audit has been conducted annually. The institution has effective welfare measures for teaching and non-teaching staff. The College has a vibrant Internal Quality Assurance Cell (IQAC) which plays a crucial role in promoting and sustaining a culture of excellence on campus through quality assurance and enhancement strategies. It designs, implements, monitors and evaluates quality improvement initiatives. ISO internal and external audit is conducted every year. The quality initiatives of IQAC include feedback collection from stakeholders and analysis, submission of AQAR and participation in AISHE and NIRF every year.

Institutional Values and Best Practices

The College is sensitive to climate and environmental issues and has taken a number of measures to make the campus eco-friendly. The thrust in the post accreditation period was on green initiatives such as plantation of saplings, installation of rainwater harvesting system, promotion of the use of eco-friendly products, banning the use of plastics, use of LED bulbs and usage of bio-gas plant on the campus. The solid waste is segregated into bio-gradable, non bio-gradable waste and treated properly. Computer systems are purchased under buy-back scheme which reduces e-waste considerably. The College also distributes the old PCs to needy students free of cost. NSS units and the Departments conduct activities to promote human values, national integration and communal harmony. The institution celebrates national festivals and observes the birth and death anniversaries of national personalities. The differently abled friendliness environment measures include wheelchair, ramp, scribe for exam etc. Constant efforts are taken towards the inculcation of human values and professional ethics in students, faculty and society. Code of conduct exists for students, staff and administration. The College aims at developing the core values such as academic excellence, research aptitude, bio-diversity and social responsibility.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN
Address	Pearl Matriculation Hr Sec School Road Kilakarai Ramnad District
City	Kilakarai
State	Tamil Nadu
Pin	623517
Website	www.thassim.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S Sumayaa	04567-241933	9442617047	04567-243355	principal@thassim.in
Associate Professor	K Buvaneswari	04567-241934	9486819655	-	tbakcnaac2016@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	Religious
Linguistic	
Any Other	

Establishment Details	
Date of Establishment, Prior to the Grant of 'Autonomy'	29-07-1988
Date of grant of 'Autonomy' to the College by UGC	17-01-2005

University to which the college is affiliated		
State	University name	Document
Tamil Nadu	Alagappa University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	07-11-1991	View Document
12B of UGC	07-11-1991	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
AICTE	View Document	30-03-2017	12	

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	Pearl Matriculation Hr Sec School Road Kilakarai Ramnad District	Rural	11.19	3257

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,English	36	H.S.C	English	180	151
UG	BA,Arabic	36	H.S.C	English	60	9
UG	BCom,Commerce	36	H.S.C	English	60	52
UG	BCom,Commerce	36	H.S.C	English	68	68
UG	BSc,Home Science	36	H.S.C	English	40	31
UG	BSc,Home Science	36	H.S.C	English	35	8
UG	BSc,Home Science	36	H.S.C	English	52	50
UG	BSc,Mathematics	36	H.S.C	English	144	138
UG	BSc,Computer Science	36	H.S.C	English	40	39
UG	BSc,Computer Science	36	H.S.C	English	48	47
UG	BSc,Microbiology	36	H.S.C	English	52	48
UG	BSc,Chemistry	36	H.S.C	English	52	45
UG	BSc,Psychology	36	H.S.C	English	40	19
UG	BBA,Business Administration	36	H.S.C	English	60	20
PG	MA,English	24	UG	English	36	14
PG	MCom,Commerce	24	UG	English	36	2
PG	MSc,Home Science	24	UG	English	25	0

PG	MSc,Mathematics	24	UG	English	25	17
PG	MCA,Computer Science	36	UG	English	30	8
PG	MSc,Computer Science	24	UG	English	25	2
PG	MSc,Microbiology	24	UG	English	25	7
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	PG	English	6	0
Doctoral (Ph.D)	PhD or DPhil,Home Science	36	PG	English	12	0
Doctoral (Ph.D)	PhD or DPhil,Computer Science	36	PG	English	8	0
Pre Doctoral (M.Phil)	MPhil,English	12	PG	English	3	3
Pre Doctoral (M.Phil)	MPhil,Commerce	12	PG	English	7	1
Pre Doctoral (M.Phil)	MPhil,Home Science	12	PG	English	4	0
Pre Doctoral (M.Phil)	MPhil,Mathematics	12	PG	English	4	4
Pre Doctoral (M.Phil)	MPhil,Computer Science	12	PG	English	5	4

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	1				7				103			
Recruited	0	1	0	1	0	7	0	7	103	0	0	103
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				60
Recruited	12	48	0	60
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				13
Recruited	3	10	0	13
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	7	0	0	2	0	10
M.Phil.	0	0	0	0	0	0	0	36	0	36
PG	0	0	0	0	0	0	0	25	0	25

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	5	0	5
M.Phil.	0	0	0	0	0	0	0	16	0	16
PG	0	0	0	0	0	0	0	19	0	19

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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		Total
	0	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
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	343	0	0	0	343
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	458	0	0	0	458
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	12	0	0	0	12
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	725	0	0	0	725
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	50	0	0	0	50
	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	28	50	49	34
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	667	775	665	590
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	4	6	5	3
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		699	831	719	627

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Arabic	View Document
Business Administration	View Document
Chemistry	View Document
Commerce	View Document
Computer Science	View Document
English	View Document
Home Science	View Document
Mathematics	View Document
Microbiology	View Document
Psychology	View Document

3. Extended Profile

3.1 Program

Number of programs offered year-wise for last five years

2016-17	2015-16	2014-15	2013-14	2012-13
27	26	25	25	23

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

Response : 29

How many self-financed Programs does the institution offer

Response : 29

Number of new programmes introduced during the last five years, if any

Response : 6

Number of UG programmes offered by the College, which are not covered under the Autonomous status of UGC

Response : 0

Number of PG programmes offered by the College, which are not covered under Autonomous status of UGC

Response : 0

Whether the College is offering professional programme

Response : Yes

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2032	1990	1832	1756	1832

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

2016-17	2015-16	2014-15	2013-14	2012-13
635	561	624	571	602

Total number of outgoing / final year students**Response : 2993****Number of students appeared in the examination conducted by the Institution, year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1970	1898	1775	1686	1722

Number of revaluation applications year-wise during the last 5 years

2016-17	2015-16	2014-15	2013-14	2012-13
70	106	31	118	1

3.3 Teachers**Number of courses in all programs year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
917	925	839	878	766

Number of courses offered by the institution across all programs during the last five years**Response : 932****Number of full time teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
108	105	106	84	101

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

Response : 309

Number of teachers recognized as guides during the last five years

Response : 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
108	105	106	84	101

Total number of publications during the last 5 years, which are included in online databases such as SCOPUS, web of science or PubMed/ Indian Citation Index

Response : 2

3.4 Institution

Number of eligible applications received for admissions to all the programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
726	861	746	643	756

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
513	550	527	494	479

Total number of classrooms and seminar halls

Response : 51

Total number of computers in the campus for academic purpose

Response : 440

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

2016-17	2015-16	2014-15	2013-14	2012-13
502.54	485.77	397.73	389.73	420.83

Annual lighting power requirement (in KWH)

Response : 80640

Annual power requirement of the institution (in KWH)

Response : 444612

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution

Response:

The college ensures that the curricula developed caters to the needs of the society and has relevance to the regional as well as national developmental requirements. The curricula are so designed to give ample scope for employability, entrepreneurship development, and development of other skills such as leadership qualities, and technical competencies. The curricula is developed with the incorporation of practical oriented and skills based subjects to compete in the global market.

The vision of the College is to attain higher academic status, thereby help in producing professionally skilled personalities with leadership qualities. The curricula are designed in such a ways to uplift the socially and economically backward rural womenfolk with a stress on knowledge, skills and attitude. Women Empowerment is achieved by offering value - knowledge based education. NSS and Community Social Service offered as Part V to pave way to address the social need. The main focus is to involve the students in extension activities, to provide them hands on experience in uplifting the community and to bring positive social changes. NSS Units create awareness to public on Voting Rights, Consumer Rights and Prime Minister's Welfare Schemes such as Swatchh Bharat and Make in India.

Majority of the students are first generation learners from rural areas. To strengthen their English language skills and Computer Literacy, Bridge Course is conducted in the beginning of the first semester for all the students. Spoken English is made mandatory for the First Year UG students. Departments, through one way or the other, offer courses on computer and technical skills. General interest courses on Environmental Studies, Human Rights, Value Education and Women Studies are offered under Part IV in UG programme.

Through workshops and seminars, students are exposed to environmental, ethical, social, regional, national and global issues. Students are encouraged to choose projects addressing environmental developmental requirements of the local community and the society at large.

Hindi is offered as Part I in UG programme. A course on Tally imparts knowledge on accounting using computers. Students get to know and experience the heritage of India through the paper "Tourism" offered by the Department of Tamil. Part IV of the curriculum is comprised of skills based subjects to meet out the demands of the present era. In order to get practical exposure, taking up projects in both UG and PG level is made compulsory. Training, internship, field visit, and projects are included in the curriculum to promote practical knowledge and ICT skills. To widen the scope of employability, the college offers various career oriented programmes which strengthen the student employability skills for better job. The curriculum is updated annually to keep pace with the present needs and to contribute towards the employability of students. Students are given full liberty to obtain quality education made available everywhere by taking up online courses offered through Government of India's funded projects such as

MOOCs, e-PGpathshala, NPTEL and Swayam. Professional skills developed through the pursuit of career and IT oriented courses contribute towards Nation building.

File Description	Document
Any additional information	View Document

1.1.2 Percentage of programs where syllabus revision was carried out during the last five years

Response: 89.66

1.1.2.1 How many programs were revised out of total number of programs offered during the last five years

Response: 26

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years	View Document

1.1.3 Average percentage of courses having focus on Employability/ Entrepreneurship/ Skill development during the last five years

Response: 58.58

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
524	525	502	502	475

File Description	Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Average percentage of courses having focus on employability/ entrepreneurship	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:** 35.41

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

Response: 330

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 10.34

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

Response: 3

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	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:**

To enrich the curricula, the College offers General Interest Courses under Part IV which are relevant to Gender, Environment, Human Values and Professional Ethics

Course on Human Rights

- Helps to get basic knowledge and understanding on human rights
- Makes the students to explore, discuss, challenge and form their own opinion and values
- Enables the learners to exercise their rights and to uphold the rights of others
- Empowers the students to tackle prejudice and improve relationship
- Helps to know that protective laws are made for the betterment of weaker sections of the society

Course on Women Studies

- Promotes and disseminates knowledge about women's role in society and the economy which affect women's lives and status
- Assimilates analytical understanding of the significance of gender relations
- Helps to critically evaluate practices, beliefs and standards about gender that shape the women to face challenges in their lives

Course on Environmental Studies

- Imparts knowledge on structure and function of eco-system, natural resources and awareness on environmental pollutions
- Gives knowledge, values, skills and wisdom needed to face the environmental challenges on local and global level
- Develops awareness and sensitivity on various environmental issues
- Motivates students for active participation in environmental Sustainability, Diversity and Preservation
- Develops skills for identification and development of solutions for environmental problems
- Regenerates the environmental and extinctive species
- Explores the importance of Flora and Fauna in creating a balance of human life

Course on Value Education

- Value Education develops curiosity, interests, attitudes, values and capacity to think and judge about oneself
- Emphasizes holistic education with high personal, moral and academic standards
- Develops kindness, honesty, truthfulness, generosity, tolerance and respect for the culture of other groups
- Moulds character and increases faith and nobility
- Promotes Social, Cultural, Linguistic and Religious amity

File Description	Document
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	View Document
Any additional information	View Document

1.3.2 Number of value-added courses imparting transferable and life skills offered during the last five years**Response:** 13

1.3.2.1 How many new value-added courses are added within the last 5 years

Response: 13

File Description	Document
List of value added courses	View Document
Brochure or any other document relating to value added courses	View Document

1.3.3 Average percentage of students enrolled in the courses under 1.3.2 above

Response: 25.28

1.3.3.1 Number of students enrolled in value-added courses imparting transferable and life skills offered year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
654	468	404	481	389

File Description	Document
List of students enrolled	View Document

1.3.4 Percentage of students undertaking field projects / internships

Response: 21.95

1.3.4.1 Number of students undertaking field projects or internships

Response: 446

File Description	Document
List of programs and number of students undertaking field projects / internships	View Document

1.4 Feedback System

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

A. Any 4 of above

B. Any 3 of above

C. Any 2 of above

D. Any 1 of above**Response:** A. Any 4 of above

File Description	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:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	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: 0.13

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
5	5	2	1	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Demand Ratio(Average of last five years)

Response: 0.73

2.1.2.1 Number of seats available year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1025	1099	1054	988	958

File Description

Document

Demand Ratio (Average of Last five years)

[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: 100

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
513	550	527	494	479

File Description	Document
Average percentage of seats filled against seats reserved	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:

As majority of the students are from different backgrounds, the institution adopts the following methods to enable the students cope with the programme to which they are enrolled.

The college offers English as medium of instruction. All the first year students undergo a Bridge Intensive Course in English for 30 hours immediately after their admission to the college. At the beginning, a diagnostic test is conducted to assess the level of their language skills in the beginning and accordingly, Based on it, the students are classified into different groups and Bridge Intensive Course is conducted. Different syllabi are followed for slow, intermediate and advanced learners. At the end of the course, achievement test is conducted to assess their level of their improvement. Based on their performance in the achievement test, students are categorized for Spoken English and Part - II courses. In Part - II English students are categorised for General and Functional English. Advanced learners come under General English and slow learners in Functional English with different syllabi. It enhances the confidence of students for improving their language skills and academic performance.

Apart from Bridge Intensive Course, an orientation programme is organized before the commencement of the programme to assess the skills of students. During the first week, the course teachers orient the students on the syllabus content Programme Outcomes, Course Outcomes and objectives. We have a streamlined mechanism for continuous monitoring and evaluation of the students.

The institution has a system to monitor and assess the academic progress of students through Continuous Internal Assessment. The course teacher maintains a record of tests and assignments submitted by the students. The teachers also monitor the progress of each student continuously and offers remedial coaching for the improvement of their academic performance. Capacity Building measures extended for slow learners are:

- Remedial classes thrice a week
- Special Coaching in addition to remedial classes for the needy
- Additional reading material in compressed form prepared and distributed
- Help from peers and peer group
- Bilingual explanations and discussions outside the class
- Personal, academic and social counselling

- Revision of topics
- Home assignments are given and evaluated
- Special tests are conducted
- Students are involved in the project called SYTO (Speak Your Thought Out) and SFS (Start From the Scratch) to improve their language skills and confidence level

Advanced Learners are identified by the course teachers from their active participation, involvement, performance in the classroom/laboratory activities and the marks scored in the CIA tests. Capacity Enhancement measures provided for advanced learners are to:

- study advanced text materials and take up add-on courses
- earn extra credits through self-study courses
- act as Student-Teachers to handle Bridge Course and Spoken English classes
- take up leadership positions in the college and act as peer group leaders
- attend the coaching given for competitive exams and leadership
- take part in various skills development programmes
- participate and present papers in seminars and conferences conducted in other colleges
- promote self learning through MOOCs

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 18.81

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.34

2.2.3.1 Number of differently abled students on rolls

Response: 7

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	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:

The learning process is made Student-Centric for their holistic development and knowledge enhancement and the entire system is geared towards this objective. The institution adopts the following Student-Centric methods.

Experiential Learning done through:

Experiential Learning:

- ICT mode of teaching for active classroom participation
- Online learning through Spoken Tutorials for the courses offered in the syllabus
- Mandatory library hour to improve reference skills and knowledge level
- Learning through practical classes
- Incorporating audio visual materials using multimedia elements, and supplementing textbooks with digital text, movies and pictorial material, Google Applications, Microsoft Power Point, e-PGpathshala and so on
- Opportunity to enroll for value added courses
- Synthesizing theory and practice through field-based study, project works and case studies
- Open book tests to train the students to think analytically and critically
- Visit to industrial houses and educational tours help the students getting practical exposure and it is cultivating an entrepreneurial temperament among the students
- Projects/Internships help science students test out hypotheses learnt in classrooms
- PG students of the Institution stay in a village for a week as part of their Village Placement Programme (VPP) and learn about the rural realities which may help them to match the theories learnt in classrooms and libraries. In addition to VPP, each department undertakes curriculum-based outreach activities such as teaching Mathematics, Computer Science and English in nearby schools in villages. The curriculum offered is also inculcates entrepreneurial skills

Participative Learning:

- Dialogic approach in teaching and collaborative learning
- Provision of e-resources through DELNET and INFLIBNET to promote the habit of self-learning
- Learning through programming classes, group-discussions, debates, paper presentation, seminars, lectures and quiz competitions
- Option to choose Electives and Interdisciplinary courses
- Opportunity to participate in competitions like model making, brainstorming, role play, organizing exhibitions and participating in curricular and co-curricular competitions
- Opportunity to participate in NSS/CSS
- Opportunity to opt Extra Credit papers

Problem Solving Methods of Learning:

- Independent learning in peer groups to do assignments and solve problems
- Discussions on NET/SET and Competitive Examination questions

- Verbal and non-verbal reasoning
- Discussions on research paper and journals for subject updates
- Case Study analysis

File Description	Document
Any 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: 97.22

2.3.2.1 Number of teachers using ICT

Response: 105

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

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

Response: 18.81

2.3.3.1 Number of mentors

Response: 108

File Description	Document
Year wise list of number of students, full time teachers and mentor/mentee ratio	View Document
Any additional information	View Document

2.3.4 Preparation and adherence to Academic Calendar and Teaching plans by the institution

Response:

At the end of every academic year, the staff council meeting comprising of the Heads of the Departments, Deans and Controller of Exams is convened and the academic plan for the next academic year is evolved. The academic calendar is prepared by the calendar committee. The calendar is printed with the schedule of

90 working days for each semester with day order system of six days with five hours per day. The calendar specifies the schedule for CIA Test and indicates the date of commencement of the End Semester Examinations. The academic calendar also mentions the important days to be celebrated and observed.

Staff meeting is conducted in each department to prepare the work plan for the respective semester in which subject-wise and teacher-wise workload is allotted. Logbook is the detailed guiding document for all the faculty. Teaching plan is prepared by the faculty members for their respective subjects by keeping the Academic Calendar as a guide in the beginning of every semester. Each teacher prepares a subject-wise teaching plan indicating the topics and the hours required for the completion of it. Teachers have to complete the portion before the commencement of CIA Test. It is an integral part of teaching and evaluation. The execution of the teaching plan is regularly recorded in the log book by the faculty. At the end of every month, it is submitted to the respective Heads of the Departments for monitoring of the implementation of the teaching plan.

The e- Academic Calendar is also made available on the college website <http://thassim.in/academics/calendar/>

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

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

Response: 7.97

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
11	8	8	8	5

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 6.49

2.4.3.1 Total experience of full-time teachers

Response: 701

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	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: 3.97

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	1	1	1

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

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

Response: 1.93

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
3	4	2	1	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

<p>2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years</p> <p>Response: 25.2</p>											
<p>2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>34</td> <td>24</td> <td>35</td> <td>24</td> </tr> </tbody> </table>		2016-17	2015-16	2014-15	2013-14	2012-13	9	34	24	35	24
2016-17	2015-16	2014-15	2013-14	2012-13							
9	34	24	35	24							
File Description	Document										
List of programs and date of last semester and date of declaration of result	View Document										

<p>2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years</p> <p>Response: 0</p>											
<p>2.5.2.1 Number of complaints/grievances about evaluation year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2016-17	2015-16	2014-15	2013-14	2012-13	0	0	0	0	0
2016-17	2015-16	2014-15	2013-14	2012-13							
0	0	0	0	0							
File Description	Document										
Number of complaints and total number of students appeared year wise	View Document										

2.5.3 Average percentage of applications for revaluation leading to change in marks during the last five years**Response:** 26.45

2.5.3.1 Number of applications for revaluation leading to change in marks year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	36	17	26	0

File Description	Document
Year wise number of applications, students and revaluation cases	View Document
Any additional information	View Document

2.5.4 Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system**Response:****Examination Procedures**

Dummy number system is followed from 2012 to ensure impartiality

In 2012, the answer script was introduced as a booklet which inculcate the habit of writing exams precisely

From 2013 onwards, the reforms are

- Automation of the examination process initiated which makes the task smooth and fast
- Publishing exam timetable, rules and results in website
- Online transfer of money for question paper setting for the examiners
- Since 2014, Hall Ticket is being printed in different colors to distinguish between UG, PG, COP and private candidates and with details such as course code, date, and time of examination. Watermarking the exam's month & year prevents the students from using the hall tickets of the previous semesters
- Since 2014, Online Certificate Verification facility is made available to save time
- Since 2015, Question Paper and booklet are printed in color upon need
- 20% of Question Papers is obtained as soft copy from Question Paper setters
- Since 2016, Results Analysis done and uploaded in the college website
- Changes in the CIA and ESE mark split up are done with the approval of the Academic Council

Processes integrating IT

- Since 2013, C@mpIT software is introduced for automation and centralization. There is a separate login Id for each faculty and the roles are appropriately mapped in order to make entry from anywhere.
- Branch course allocation, register number generation and allocation, student course allocation, class time table, faculty course allocation and mark split up etc., are done in the CampIT section. Automated student promotion is also done after the completion of every semester
- Course teachers enter daily attendance and CIA marks using the software. HODs approve all the courses electronically after verification. The software also got the provision for entering the End Semester Examination marks
- During the ESE, attendance is marked by the COE office upon receiving the absentees register number from the Chief Superintendents. Dummy numbers are generated by the c@mpIT leaving the absentees

Continuous Internal Assessment System

- From 2012 to 2016, three internal tests were conducted covering 1.5 units each. Out of three internals, the best two internal marks were considered and the average of which was included in the CIA.
- Since 2016, five CIA tests are conducted covering one unit each. This makes the students learn all the units of the course without omitting any. Marks obtained in all the five tests are taken for calculating the CIA marks. This indirectly prevents students getting absented for tests
- In addition to the Written Test, Assignment, Seminar, Quiz, Class Participation and Attendance are the components included in CIA

2.5.5 Status of automation of Examination division along with approved Examination Manual

A. 100% automation of entire division & implementation of Examination Management System (EMS)

B. Only student registration, Hall ticket issue & Result Processing

C. Only student registration and result processing

D. Only result processing

Response: B. Only student registration, Hall ticket issue & Result Processing

File Description	Document
Current manual of examination automation system and Annual reports of examination including the present status of automation	View Document
Current Manual of examination automation system	View Document
Any additional information	View Document
Annual reports of examination including the present status of automation	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:

Students are oriented on the Programme Outcomes and Course Outcomes through the orientation programme organized at the beginning of every semester. Part -I/Part - II/Core/ Allied/ Elective/Skill Based Elective/Non-Major Elective/General Interest Course/Extra Credit Courses are oriented by the staff concerned during the common orientation. Subject orientation is given by the course teachers about the course outcomes during their course hours. POs, PSOs and COs are displayed in the website too. Students are encouraged to visit the college website. A copy of syllabus is given to the students during the course orientation.

Heads of the Departments conduct orientation for the faculty at the beginning of every semester. Faculty members are oriented on various academic agenda that includes dissemination of programme outcomes and program specific outcomes.

File Description	Document
COs for all courses (exemplars from Glossary)	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 system follows CIA and ESE evaluation methods to measure the attainment of the programme outcomes, Programme Specific Outcomes and Course Outcomes. At the beginning of every academic year, students are provided with the college calendar which is furnished with the evaluation methods of all the programmes. The college calendar contains the evaluation methods of the programme. Three CIA tests

are conducted on the date specified in the calendar.

In 2012 – 2013, the CIA and ESE evaluation ratio for UG and PG was 25:75. From 2013 to 2016, the evaluation ratio was 40:60 for UG and 50:50 for PG.

From 2016 onwards, five internal tests are being conducted for all courses, to make the students to study all the unit and it enhances their performance in both internal and End Semester Examinations. The pass percentage also increased with high scores gradually.

Besides, course teacher conduct group discussion, class test, home test, quiz, assignment and seminar to make the learning easier for the students. Test papers are evaluated and the students are made known their shortcomings to improve their performance. Finally, the End Semester Examinations conducted reflect the attainment of outcome of the courses.

Feedback from alumnae, teachers and students are collected and revisions in curricula are made. This helps to attain PO, PSO and CO in an effective and measurable way.

The system insists the faculty ensuring that the objectives are realized through the testing pattern in bringing the learners compatible in the job market by including case study, problem solving and objective type questions. The college also insists the same to the Question Paper setters to have this objective, PO, PSO and CO in mind while setting the questions paper.

2.6.3 Average pass percentage of Students

Response: 88.72

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

Response: 2517

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

Response: 2837

File Description	Document
List of programs and number of students passed and appeared in the final year examination	View Document
Link for annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.85

File Description	Document
Database of all currently enrolled students	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution has a well defined policy for promotion of research and the same is uploaded on the institutional website

Response: Yes

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
Any additional information	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year)

Response: 0.3

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1.5

File Description	Document
Minutes of the relevant bodies of the Institution	View Document
List of teachers receiving grant and details of grant received	View Document
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View Document

3.1.3 Number of teachers awarded international fellowship for advanced studies/ research during the last five years

Response: 0

3.1.3.1 The number of teachers awarded international fellowship for advanced studies / research 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 teachers and their international fellowship details	View Document

3.1.4 Institution has the following facilities

1. Central Instrumentation Centre
2. Animal House/Green House / Museum
3. Central Fabrication facility
4. Media laboratory/Business Lab/Studios
5. Research / Statistical Databases

A. Any four facilities exist

B. Three of the facilities exist

C. Two of the facilities exist

D. One of the facilities exist

Response: B. Three of the facilities exist

File Description	Document
Link to videos and photographs geotagged	View Document

3.2 Resource Mobilization for Research

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

Response: 22.43

3.2.1.1 Total Grants for research projects sponsored by the government/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
0.1	0	0	0	22.33

File Description	Document
List of project and grant details	View Document
Any additional information	View Document

3.2.2 Number of research centres recognised by University and National/ International Bodies

Response: 3

3.2.2.1 Number of research centres recognised by University and National/ International Bodies

Response: 3

File Description	Document
Names of research centres	View Document
Any additional information	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 2.78

3.2.3.1 Number of teachers recognised as research guides

Response: 3

File Description	Document
Details of teachers recognized as research guide	View Document
Any additional information	View Document

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

Response: 0.05

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

Response: 3

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

Response:

Yes, the "TBAK - Incubation, Training and Innovation Centre" creates and transfers knowledge with the objective of providing training to the Rural Youth Entrepreneurs and Self-Help Groups. The centre is used as a production unit to offer employment opportunities for the people of the region through proper training. The centre was started with the following objectives:

- involving students of Food processing to acquire skills in processing & marketing techniques
- imparting training to learn the state-of-art-techniques for business promotion
- empowering women of self help groups of our region to practice the scientific way of production , packing and marketing their own food products
- allowing micro, small and medium scale enterprises to utilise the lab facilities to produce their products with Memoranda of Understanding with the institution

The TBAK Incubation, Training and Innovation Cente has entered Memoranda of Understanding with:

- 1.Muthu Enterprises, Chennai for packing palm sugar products since 2014
- 2.Samyukth Agro Foods and Products, Kilakarai for the usage of machineries for preparing masala products since 2015-16
- 3.Prakriti Food Products, Kilakarai to prepare palm sugar using palm sugar extractor machine since 2016-17

The Food Processing and Quality Control Laboratory cum incubation centre, was established in the year 2013 funded by the Department of Agricultural Marketing and Agri Business under the aegis of Central Scheme of National Mission of Food Processing (NMFP) with the financial assistance of Rs.75 lakhs for the infrastructure development. This incubation centre imparts skills oriented knowledge on food processing, food preservation and value added food product development. Functions of the incubation centre include:

- producing top-grade graduates
- rendering testing and consultancy services to the neighbouring industries and agencies
- creating an eco-system conducive for the growth of start-ups within the campus and teachers as intrapreneurs.

- nurturing entrepreneurship in people who have a passion to run businesses
- making entrepreneurially-driven communication initiatives for supporting the sustainability of indigenous enterprises
- utilizing the centre for product development and packaging by the students of Home Science Department
- arranging Workshops and Training Programmes for Self-Help Group members on Product Development, Packaging and Labelling
- producing millet biscuits, popcorn so on as refreshments for college functions and hostel mess
- offering facilities for the users include networking, mentoring, business support services and branding

File Description	Document
Any additional information	View Document

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

Response: 2

3.3.2.1 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
2	0	0	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3.3 Number of awards for innovation won by institution/ teachers/ research scholars/students during the last five years

Response: 3

3.3.3.1 Total number of awards for innovation won by institution/teachers/research scholars/students year-wise during the last five years

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

File Description	Document
List of innovation and award details	View Document
e- copies of award letters	View Document

3.3.4 Number of start-ups incubated on campus during the last five years

Response: 2

3.3.4.1 Total number of start-ups incubated on campus year-wise during the last five years

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

File Description	Document
List of startups details like name of startup, nature, year of commencement etc	View Document
e- sanction order of the Institution for the start ups on campus	View Document

3.4 Research Publications and Awards

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

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: Yes

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

3.4.3 Number of Patents published/awarded during the last five years

Response: 2

3.4.3.1 Total number of Patents published/awarded year-wise during the last five years

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

File Description	Document
List of patents and year it was awarded	View Document
Any additional information	View Document

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

Response: 1

3.4.4.1 How many Ph.Ds are awarded within last 5 years

Response: 3

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
URL to the research page on HEI web site	View Document

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

Response: 0.06

3.4.5.1 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
3	1	0	1	1

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

3.4.6 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: 0.53

3.4.6.1 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
6	10	20	3	14

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

3.4.7 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Response: 2.14

3.4.7.1 Total number of citations received by publications in the last 5 years, which are included in online databases such as SCOPUS, web of science or PubMed/ Indian Citation Index

Response: 4

File Description	Document
BiblioMetrics of the publications during the last five years	View Document

3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response: 2.5

3.4.8.1 Number of citations received by individual research publications in the last 5 years

3.4.8.2 Number of publications receiving proportionately maximum number of citation in the last five years

Response: 2

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View Document

3.5 Consultancy**3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual****Response: Yes**

File Description	Document
Soft copy of the Consultancy Policy	View Document
Minutes of the Governing Council/ Syndicate/Board of Management related to Consultancy policy	View Document
URL of the consultancy policy document	View Document

3.5.2 Revenue generated from consultancy during the last five years**Response: 0.15**

3.5.2.1 Total amount generated from consultancy year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.15	0	0	0	0

File Description	Document
List of consultants and revenue generated by them	View Document
Any additional information	View Document

3.5.3 Revenue generated from corporate training by the institution during the last five years

Response: 10.01

3.5.3.1 Total amount generated from corporate training by the institution year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	1.22	5.24	2.35	1.20

File Description	Document
List of teacher consultants and revenue generated by them	View Document
Audited statements of account indicating the revenue generated through training	View Document
Any additional information	View Document

3.6 Extension Activities

3.6.1 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 objectives of the extension activities of the college are to supplement theoretical knowledge with field experience and sensitise the students to the realities of the society, thereby inculcating a sense of social responsibility and justice. Participation in these activities make the students to become empathetic human and help them to come out of their comfort zone to know the other side of life.

Extension has been included under Part V of the curriculum with two credits in the UG programme. The Village Placement Programme is included as an extra credit course for the PG programme which enables the students to experience the rural realities of life. Through these activities, the college is attempting to make a difference in the lives of marginalised communities and contributing towards creating a better society.

Extension activities of our college are carried out in the nearby schools, children's home and hospitals by various department of the college. During these activities by various departments, students impart knowledge on Easy Way of Multiplication, Basic Algebraic Formulas, Cursive Writing, Simple Grammar, Basic Computer Knowledge, etc., for the school children. Department of Home Science observes Breast Feeding Week and Nutrition Week in the first week of August and September respectively to create awareness on Breast feeding, Malnutrition, Health and Fitness, Food Safety, Cancer Awareness, Anaemia, etc. Department of English and Computer Science have adopted Al-Mumin Seethakathi Children's Home at Chakkarakottai, Ramnad and visit the home once in a week to support the children in their academic, cocurricular, personal and spiritual growth.

NSS, RRC and YRC units of the college are functioning actively and have developed a well-knit network with the neighbourhood through community development programmes. They give awareness on Plastic free environment, Road Safety, Clean India, Anticorruption, Vaccination, AIDs, Voting, Rain Water Harvesting, Hygienic Practices, Tree Plantation, Yoga and Physical Exercises and many other areas.

Students are encouraged to involve in extension activities by awarding them with certificates and the best performer award every year. Students are sensitized to help the society by organizing orientation programme on “Volunteering” every year. The outreach programmes by the departments and quality circles have enhanced environmental consciousness, civic responsibilities, commitment, secular outlook and so on among the students as well as the community. The extension activities help the students develop their communication skills, leadership qualities, interpersonal relationship and team spirit. Dedication and involvement in various extension and extracurricular activities greatly help the students in boosting up their level of confidence and courage to mould their personality in order to serve the society and to shape their own life. This indeed shapes their academic learning experience too to excel in their chosen field of study. The major outcomes of these activities are developing the spirit of service, learning the skill of crisis management and gaining knowledge on real time exposure on socio-economic issues of rural areas of our country.

File Description	Document
Any additional information	View Document
link for additional information	View Document

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

Response: 9

3.6.2.1 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
7	0	0	1	1

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

3.6.3 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:** 108

3.6.3.1 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
19	32	30	13	14

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

3.6.4 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: 83.74

3.6.4.1 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
2024	1707	1822	1029	1379

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

3.7 Collaboration

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange per year

Response: 0

3.7.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange 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**

Number of Collaborative activities for research, faculty etc.

[View Document](#)**3.7.2 Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years****Response: 31**

3.7.2.1 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
9	5	5	6	6

File Description**Document**

e-copies of linkage related Document

[View Document](#)

Details of linkages with institutions/industries for internship

[View Document](#)**3.7.3 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: 7**

3.7.3.1 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
3	1	0	0	3

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

NAAC

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 College campus is spread over an area of 11.19 acres of land. It has adequate physical facilities and infrastructure for the academic programmes, administrative functions, co-curricular and extra-curricular activities.

The college has a separate administrative building and the following academic infrastructure

Administrative Infrastructure

- Administrative Building
- Reprography centre

Academic Infrastructure

- 12 departments with well-furnished class rooms
- Science laboratories
- Language laboratory
- Media centre
- 12 Smart class rooms

Cocurricular Infrastructure

- Central library with internet facilities
- E-Library
- Two well-furnished seminar halls

Other

- Sick Room
- ALOHA, student counselling centre

All the departments have well-furnished class rooms, staff rooms, department library and laboratories as follows:

Department	Laboratory
English	Media Centre
	Communication Lab
Commerce	Commerce Lab
Home Science	Basic Training Kitchen

	Restaurant
	Food Processing and Quality Control Lab
	Textiles Lab
	Nutrition & Health Counselling Centre
Mathematics	Math Lab
Computer Science	UG Lab
	PG Lab
	MCA Lab
	Electronics Lab
	Research Lab
	Service Room
Microbiology	Microbiology Lab
Chemistry	Chemistry Lab
Psychology	Personal Counselling Centre – ALOHA (Zone of Comfort)
Science Departments	Bioinstrumentation Lab

Computers with high configuration have been provided to all the departments to facilitate computer aided teaching and to maintain the departmental data. The labs and server room are furnished with air-condition facility and UPS to ensure uninterrupted access to the data and service. Labs are provisioned with necessary backup storage solutions

2 well-equipped seminar halls are available for organizing seminars and conducting departmental association activities. Dr. B S Abdur Rahman Auditorium is used for conducting academic events of the college.

Dr APJ Abdul Kalam Central Library is an exclusive three storeyed building with a total plinth area of 7,347 sq ft and is housed with a wide collection of the latest books, periodicals, back volumes and CDs, which is expanded and updated every year. Library is made available from 8:00 a.m. to 8.30 p.m. on all the working days and from 8.00 am to 1.00 pm during Saturdays. The library has membership in British Council Library, American Information Resource Centre, DELNET and INFLIBNET. Library is automated with AUTOLIB software and has set up the OPAC (Online Public Access Catalogue) system which ensures easy and effective search of books available in the library for both students and staff. The operation of the Library is done through Bar Coding system. The second floor of the library is dedicated to the e- library with 70 computers to access e-resources.

The institution has 50 Mbps BSNL Broadband Line as standby which is available for browsing facilities through internet.

Health Clinic of the Department of Home Science provides healthcare support to the students and staff. ALOHA (Zone of Comfort), student counselling centre run by the Department of Psychology, caters to the psychological needs of the students and to enhance the learning process.

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:

The sports infrastructure of the college play a vital role in maintaining the physical, mental and emotional fitness of students. The college has a spacious ground for outdoor games. The sports facilities of the college are given in the following table.

S. No	Particulars	Length X Width	Year of Establishment	User rate
1	Kabadi play area	12m x 8m	1994	3.8
2	Shot put space	1.067m + 19.079 x 8m	1989	0.63
3	Javelin area	60 + 4 m x 20 m with a radius of 28.96 degree layout	1994	0.63
4	High jump with a landing mat	5m x 3m x 1m and 4 m to 4.04 m cross bar	1994	0.63
5	Running track	84.39 m x 36.8 m radius for 100 mtrs, 200 mtrs and 4 x 100 mtrs relay	1989	1.9
6	KhoKho	36 m x 18 m	1995	3.8
7	Volley Ball court	18 m x 9 m	1997	5.08
8	Throw Ball court	6.10 m x 18.30 m	1997	1.9
9	Badminton court	13.4 m x 6.10 m	1998	1.9
10	Ring Ball	2.2 m X 5.5 m	1998	1.2
11	Chess	As per board	1998	1.2
12	Carom	As per board	1998	0.63
13	Table Tennis	2.74 m x 1.52 m	2013	0.63

Students are encouraged to take sports and games as their extracurricular activities. They are divided into six houses and team spirit is inculcated among them by conducting various sports activities. Besides, the physical directors, special coaches are invited to give apposite training and due guidance to fine-tune the players. This helps students to develop interest in sports, learn new techniques, and know the rules and regulations of the games. Indoor games like Carrom and Chess are also available. The college has sufficient equipment for all sports events. Yoga classes are conducted by a part time yoga instructor for the

hostel students and it helps in controlling an individual's mind, body and soul. It helps to transcend the self and attain enlightenment. Gymnasium helps to maintain physical fitness of the body. The college offers financial assistance and sponsorship for sports students to participate outside.

A Quality Circle for extracurricular activities functions to promote cultural and fine arts activities. "December Delight," the cultural festival of the college, which is conducted by the extracurricular cell provides a platform for students to exhibit a wide variety of artistic and hidden talents recognized through intra collegiate competitions. Information on inter-collegiate competitions and fests are displayed on the college notice board and students are encouraged to participate.

Besides, competitions are also conducted in the departments to bring the hidden talent of the students, providing ample opportunities to develop enthusiasm and participatory spirit in co-curricular events among the students.

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: 23.53

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Any additional information	View Document

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

Response: 39.33

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
417.75	284.3	56.6	75.7	89.75

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:

Integrated Library Management System (ILMS) of the college is AutoLib software version 6.0 for providing services on the campus Intranet. It was introduced in the year 2011. Description of the main modules of the software follows:

AutoLib, the in-house software is used for regular activities of the library such as Database Management OPAC (On-line Public Access Catalogue), Circulation Management, Report Management, System Administration, Acquisition Control System (book ordering), Serial Control System (journals), Article Indexing and Online-Stock Verification

A. STANDARD MODULES

Database Management – Cataloguing

This module allows to create, update/edit and maintain the databases of (i)Books, Book- Bank, Thesises, Proceedings, Standards, Conference Proceedings- Reports, Patents, etc. (ii) Journal- Issues, Articles, Bound Volumes (iii) Non-book materials/ CD, AV tapes, Microfilm, News paper clippings (iv) Members, Departments, Courses, Groups (v) E-Books - Digital Content (vi) Authority List - Authors, Publishers, etc

Search (Online Public Access Catalogue)

This module is designed to search all the above databases using important fields and print in any desired format/order. This module has: i. Simple Search to search the database using important fields such as Accession Number, Call Number, Author, Title, Edition, etc .ii. Advanced Query Builder to search the database by selecting the desired field(s),criteria for search, Boolean Operators(AND, OR, NOT) and sorting order from a list of fields and printing in various formats. iii. Restricted Search – to search letter by letter

Circulation Management – Transaction

This module is designed for all types of counter transactions such as Issue / Renewal/ Return / Recall / Reservation / Reservation Cancel / Reminders / Overdue receipt /No-due certificate / Overdue reports / Statistics / Reports for all counter transactions

Report Management

This module is designed to generate and print a large number of reports such as List of books by author, title, unique titles publisher, supplier, call number, subject, dept., accession number, date, book type and list of journals/publishers/suppliers/members, etc. It also allows to print accession register, catalogues, amount spent by type of documents/depts/subjects and bibliographic reports.

System Administration

This module allows to

- Create new user log-in, password and grant rights to access various modules
- Create group master – to set due date, allowed cards for different documents for different groups of users globally
- Set overdue charge at various stages/holiday
- Maintain budget master
- Back-up, export and import of data
- Update database globally using various fields
- Generate charts

B. ADVANCED MODULES

These modules are designed to automate various activities involved in book ordering & processing. Acquisition Control System (Book Ordering), Serial Control System -(Journals), Article Indexing, Question Banks, Online Stock Verification, Student Gate Entry Register are the advanced modules

C. WEB MODULES

Web Counter Reports module is designed to generate many counter transactions reports such as issue/return of books

E-Resources Linking module allows to link various e-resources on the web

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

Response:

In modern world of information explosion, an effective library and information service is a basic necessity. The library of the college constitutes a Central Library and Department Libraries. Dr. A.P.J.

Abdul Kalam Central Library has emerged as a Knowledge Resource Centre catering to the information needs of the Staff, Research Scholars and Students. It is located at the centre of the campus occupying the carpet area of 7,347 sq.ft. It functions from 8.00 am to 9.00 pm in all working days and 8.00 am to 4.30 pm during Saturdays. The main objective of the Central Library is to provide information, access to print and e-resources to support the scholarly needs of both staff and student community. The Central Library holds

- 70 Computers in the e-library
- 26,897 Volumes of books
- 84 National Journals
- 46 International Journals
- 78 Magazines
- 5 Tamil Dailies
- 4 English Dailies
- Other resources such as Back Volumes, Question Banks and CDs

The Library also has institutional memberships with other reputed libraries like

- INFLIBNET
- DELNET
- American Resource Centre
- British Council Library
- National Digital Library

AutoLib, an in-house software which is used for regular activities such as Database Management, Circulation Management, Report Management, System Administration, Online-Stock Verification, etc. .

In addition, the library has a collection of 193 rare books and the list is given as additional information.

File Description	Document
Any additional information	View 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

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

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

Response: 5.91

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
8.58	7.14	2.26	3.88	7.69

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

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

4.2.6 Percentage per day usage of library by teachers and students

Response: 27.43

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

Response: 587

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:

The current computing infrastructure of the College consists of 440. Computer-student ratio of the college is maintained as 1:5. The College has networks with high configuration servers to allow fast transmission of data. This infrastructure is complemented by LCD projectors, printers, computer networking devices, scanners and interactive teaching boards etc.

The entire campus is LAN connected. All the labs and departments have separate uplink racks with UPS connectivity. The college has BSNL Broadband internet connection with 16 Mbps capacity. The administrative block of the campus is wifi enabled. Campus is equipped with the following softwares and packages such as:

Department	Software / Packages
English	Audacity
Commerce	Tally, SPSS
Home Science	Garuda
Mathematics	Latex, Lindo-Lingo
Computer Science	Visual Studio, Visual Basic, Oracle – mySQL Turbo, C, C++, Net beans, Java & DE 8, Antivirus Flash, Photoshop & Windows Movie Maker
Other Information	
In-house software	C@mp IT
Antivirus	McAfee CCleaner
Operating system used under Microsoft License	Windows XP Windows 7

Hardware Support	
Computers with internet connectivity	440
Servers	4
LCD Projectors	12

The office of the Controller of Examinations office and the administrative office are automated with C@mpIT software for faster data entry and storage. to carry out the work speedily. The College has a well-designed and updated website in order to disseminate information on time. All the information regarding curriculum, faculty data, symposiums, events, achievements etc are being hosted on the website periodically. To enhance efficiency, transparency and environment consciousness, the college has made the attendance and internal assessment processes, publication of results and payment of fee.

Institution takes up initiative to avail the opportunities to make use of latest available technology for Teaching, Learning and Research. The College constantly upgrades its IT facility every semester to enable the students cope the demand of the tech. era. In general, computing and internet facilities are available to all the teachers and students on the campus. The college has employed a full time engineer for maintenance and support of the ICT infrastructure.

File Description	Document
Any additional information	View Document

4.3.2 Student - Computer ratio

Response: 4.62

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

?50 MBPS

35 MBPS - 50 MBPS

20 MBPS - 35 MBPS

5 MBPS - 20 MBPS

Response: ?50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

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

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	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:** 55.19

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
247.71	318.86	237.74	187.78	223.31

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:**

The college has well-defined and structured system of procedures for maintaining all the physical and academic facilities. Various initiatives have been taken to develop the physical ambience. The Management of the college takes care of the maintenance of all the buildings including class rooms, laboratories and hostels, with the help of engineer, supervisors, electricians, plumbers, carpenters, gardeners, scavengers and sweepers.

- A Maintenance Engineer and an Electrical Supervisor are employed separately and are responsible

for the maintenance and upkeep of the infrastructure facilities.

- The Institute has entered into AMCs with professional agencies for the maintenance of specialised equipments
- Licensed softwares are installed in the laboratories and operating systems are upgraded periodically
- Pest control measures are taken once in six months to preserve the books in the library and once in three months in the hostel kitchen
- A Computer engineer is appointed to maintain all the computers on the campus together with the help of the lab assistants of the laboratories
- Two Housekeepers are employed to monitor all housekeeping maintenance of the college and hostel kitchen
- Annual stock verification on books, laboratory apparatuses, sports equipments, furniture, machines and ICT equipments are done by the teaching faculty before the college closes for the summer vacation
- Certifications such as fire safety license, sanitary license, buildings stability license are obtained as per the government norms and renewed periodically within the time frame.
- Inspection of electrical work and renewal of transport licenses are carried out systematically
- Necessary registers for login entry and complaints are maintained in laboratories to keep track of proper utilization and maintenance of laboratories of the institution

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: 23.97

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
288	401	456	541	546

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: 6.05

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
108	89	82	79	210

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. Guidance 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

7 or more of the above

Any 6 of the above

Any 5 of the above

Any 4 of the above

Response: 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

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

Response: 75.22

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
852	1926	1827	1017	1461

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: 4.46

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
145	86	105	61	30

File Description	Document
Details of of students benefited by Vocational Education and Training (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

5.2 Student Progression

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

Response: 2.93

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
18	26	8	29	5

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

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

Response: 17.32

5.2.2.1 Number of outgoing students progressing to higher education

Response: 110

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	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: 24.67

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
1916	0	0	1	1

5.2.3.2 Number of students appearing 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
1921	9	16	9	8

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

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: 2

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
2	0	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:

Constitution of Student Council

The College has a Student Council. Students shouldering responsibilities are identified by the departments and nominated for the selection of Student Council. Staff Council, which constitutes the Principal, Deans of Academic affairs, Controller of Examinations, Heads of the Departments assess the nominees for attributes like leadership qualities, service mindedness, communication and interpersonal skills, etc., and select them based on their performance. President, Vice President, Secretary, Joint secretary and Secretary for the various committees are selected for the Student Council. The tenure of the office bearers is one full academic year. A faculty member acts as Student Council advisor. The Principal and faculty members guide the Student Council for the smooth functioning of various events and activities. Meetings of the student representatives are conducted periodically to receive feedback on teaching-learning, hostel facilities, support services etc.

Objectives

- To develop a positive attitude and promote harmonious relationship among students
- To inculcate team spirit to accomplish assigned tasks
- To perk up the student - faculty relationship
- To improve the students' general welfare and morale
- To build a sense of self-respect and strengthen personal responsibility
- To recognize students' potential and encourage them to produce active and honest citizens

Activities

- Organizes Student Council Inauguration and Valediction
- Conducts the Common Assembly everyday
- Celebrates functions such as Teachers' Day, International Women's Day and other important National days such as Independence Day and Republic Day
- Coordinates in Annual Day, Sports Day and Graduation Day celebrations
- Promotes leadership qualities through workshops and orientations to all class representatives and council members
- Plans and organizes various student activities such as meetings, competitions etc.
- Arranges *Ifthar* get-together to instill communal harmony
- Conducts intramural matches and tournaments, NSS camps, Blood Donation camps and awareness camps
- Performs numerous co-curricular and cultural activities to bring out student potentials

Role in Academic and Administrative Bodies

The student representatives serve in almost all academic and administrative bodies of the college such as IQAC, Academic Council, Board of Studies, College Union and its affiliating Committees, such as Youth Welfare Fora, Placement and Career Guidance, Women Empowerment Cell, YRC, Entrepreneurial Cell, Eco Club, Extra Curricular Committee, NSS, and Sports. Their responsibilities include the following:

- Posts the requests, ideas and complaints received from the students to the administration to find solutions
- Maintains punctuality and discipline in the college
- Serves as volunteers in intercollegiate competitions, conferences, workshops, seminars, sports events, career fairs, etc.,
- Acts as event managers and plans meticulously and organizes various programmes, meetings and

forums

- Acts as Master of Ceremony in all the functions of the college
- Serve as liaison officers of the college administration on student related issues
- Suggests measures for the welfare of the students
- Acts as office bearers in department associations and conduct inter and intra-mural competitions

File Description	Document
Any additional information	View Document

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

Response: 8.2

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
8	10	10	5	8

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	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:

The college has a registered Alumnae Association since 2002. The elected governing body is responsible for the functioning of the Association for consecutive three years. The association has a chapter at Chennai and International Alumnae chapters in Dubai and Malaysia. Students, once they complete their studies, are enrolled as life members of the association. They are informed of the various activities and developments of the college. The Alumnae, in India and abroad, play a significant role in the growth and development of the college. The college seeks their suggestion for the betterment of the institution. The feedback collected from the alumnae is analyzed and appropriate measures are taken

The objectives of the Alumnae Association are to:

- promote a sustained sense of belonging to the Alma Mater
- encourage, foster and promote close relations among the alumnae
- provide a forum for the Alumnae for exchange of ideas on academic, cultural and social issues

Contributions and activities of Alumnae Association

Alumnae Association organizes Annual Alumnae Meet on the 30th of December every year. Alumnae Newsletter is released by the association in the Annual Meet. A renowned alumna is identified and recognized with the Prestigious Renowned Alumna Award for her commendable contribution and outstanding performance in the chosen field.

Alumnae who are officials, professionals, entrepreneurs, teachers, etc. are invited as resource persons for the seminars and workshops organized by various departments. They interact with the current students and share their expertise during their visits to the college. Illustrious alumnae are invited as chief guests during college functions or celebrations. Meritorious alumnae are given representation in the Board of Studies of all the departments. Suggestions, views, and opinions are incorporated in the syllabi revision and curriculum development wherever required. They assist in arranging campus interviews, placements and industrial training/visits and play a key role in grooming students. They provide valuable inputs for curriculum design and offer voice through feedback in upgrading and maintaining high standards of education through interaction. Few alumnae render their service to the Alma mater as advisors of the Extension Wing of the college. Alumnae Association offers monetary support to college on certain occasions like *Ifthar* get-to-gether. Affluent alumnae contribute books to the college library and department libraries. Alumnae Association jointly with Student Council, organize Teachers' day and *Ifthar* get-to-gether on campus. Alumnae association contributes mementoes to all the faculty of the college during Teachers day celebrations every year

The Student Service Centre of the college was established by the Alumnae Association to make Photocopy and DTP facilities at a nominal cost for the students. Throw ball match is organized between staff and alumnae of the college during sports day celebrations to maintain the bond of the college with them. Alumnae are also invited to arrange stalls in the college bazaar organized on the campus to motivate the young budding entrepreneurs.

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)

? 15 Lakhs

10Lakhs - 15 Lakhs

5 Lakhs - 10 Lakhs

2 Lakhs - 5 Lakhs

Response: ? 15 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: 22

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
5	2	5	6	4

File Description	Document
Report of the event	View Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	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: Achieving Candidly Eminent Distinction in the Realm of Women's Higher Education through TRUST - 'Teaching, Research, Uprightness, Service and Transformation'.

Mission: Making the Nation Proud by Striving to Achieve Quality Higher Education for the Women an Affordable Reality through 'Steadfast Involvement, Gracious Munificence, Articulated Thoughts and Accelerating Resoluteness Generating Enviably Tomorrow (SIGMA TARGET).

The Management is the highest decision making authority followed by the Governing Body with the Principal as apex authority of the college. The Governance of the College is driven by the spirit of decentralized administration ensuring smooth and effective functioning. The key decisions related to the academic affairs are taken by the Principal in consultation with Staff Council. The Heads of the Departments discuss and decide the progress and grievances of the students in consultation with the staff members of the department.

The College follows participative management by constituting committees for administrative and academic development. Faculty members take part in the Governing Body, Academic Council, Board of Studies and other Committees and offer their suggestions for the growth of the institution. The principal encourages the innovative ideas and considers them in decision making process. Policy decisions are by and large, taken in the Governing Body, Academic Council and Staff Council Meetings. IQAC of the college ensures quality initiatives by monitoring and coordinating all the activities of the college.

TEN YEAR PERSPECTIVE/STRATEGIC PLAN (2017-18 to 2026-27)

Criterion	Period	Plan
I	2017-18 - 2021-22	<ul style="list-style-type: none"> • Launching 3 UG/2 PG/1 Research Programs • Increased co-opting of MOOCs learning platform @ 1 course per program
	2022-23 - 2026-27.	<ul style="list-style-type: none"> • Launching 1 UG/2 PG/3 Research Programs • Establishing on-site Entrepreneurship Kiosks • Further Increased co-opting of MOOCs platform @ 2 courses/per program
II	2017-18 - 2021-22	<ul style="list-style-type: none"> • 25% of our teachers with Ph.D qualification. • 25% of knowledge infusion through online
	2022-23 -	<ul style="list-style-type: none"> • 50% of our teachers with Ph.D qualification.

	2026-27	<ul style="list-style-type: none"> • Faculty Aptitude Capacity Enhancement (FACE) through Industry-Institution Partnership
III	2017-18 - 2021-22	<ul style="list-style-type: none"> • Building Research culture through discipline-wise Research Advisory Committee • Programs on Research Aptitude Capacity Enhancement (RACE), Nobel Prize Talks, etc.
	2022-23 - 2026-27.	<ul style="list-style-type: none"> • Enabling teachers to win Research Fellowships/Awards • Intellectual Property Rights culture to get a special focus
	2017-18 - 2021-22	<ul style="list-style-type: none"> • Progressive Enhancement of Built and Laboratory Infrastructure • Furthering e-Learning infrastructure through tie-up, subscriptions to data bases, etc.
IV	2022-23 - 2026-27	<ul style="list-style-type: none"> • Enriched Research/Project culture through DST/DBT/ICSSR/UGC and other schemes
	2017-18 - 2026-27	<ul style="list-style-type: none"> • Annually Five Ph.D Research scholars to get a monthly subsistence scholarship tenable for 3 years. • Developing communication skills through online English courses • Facilitating short duration Student/Faculty exchange with Universities
V	2017-18 - 2026-27	<ul style="list-style-type: none"> • Enhanced Alumni Role with Infrastructure contribution • Strategic Knowledge Yield Precipitation Exercises (SKYPE) through leveraging Peer Group, ICT, etc • Promoting the College to aspire for the status of College with Potential for Excellence
VII	2017-18 - 2021-22	<ul style="list-style-type: none"> • College as Model Institution in the region with Environmental, Social, Technological, Economic and Entrepreneurial Maxim (ESTEEM) • Moving towards 100% Paperless Office and Flora-Fauna-Façade
	2022-23 - 2026-27.	<ul style="list-style-type: none"> • Marine Resource Preservation, Solar Energy and Green Excellence Campus.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The HODs are allowed to plan, organize and execute academic and co-academic activities for the departments with inputs from the principal and faculty members. Decentralized Governance with well defined interrelationships is practised in the institution. Autonomy is given to all the Departments. Heads of the Departments to design and distribute the teaching assignments. The Heads of the Department in addition to curricular requirements also conceive and execute student empowerment programme. They enjoy autonomy in equipping their laboratory, library and other facilities as per general guidelines provided by the college administration. HODs are allowed to organize various faculty and student empowerment programmes. Select faculty members are inducted into statutory bodies and other committees of the college. The decentralized functioning mechanism empowers the departments and each faculty with flexibility in academic administration and decisions. At the same time, there are sufficient checks and balances built into the system to monitor that these decisions are taken carefully. Their decisions are also subject to review by higher authorities and committees whenever need arises.

Case Study:

The Extension Wing of the Department of English and Computer Science organized an orientation on “Volunteering” on 10.08.2016 for the students enrolled as Student-Teachers. The Resource Person of the programme was Dr. S. Zahira Banu, Assistant Professor of English, Meenakshi Govt. College for Women, Madurai, an alumna of the college. 60 student-teachers and 40 Al-Mumin Home children and 5 children of the blue collar workers participated in the orientation. Volunteering enhances students’ social skills, personal skills, and sense of civic responsibility that may not be learnt in a classroom environment. So this programme on Volunteering got arranged to build self-confidence in students and make them learn new things by experiencing different environments and situations. Decision for conducting this programme was taken instantly. This has been cited as a case study for decentralized participative management as complete freedom given to the coordinators of the programme to organize this meeting.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

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

Response:

An Example of Activity Successfully Implemented based on the Strategic Plan

‘Management Scholarship and ‘Freeship’ for the Deserving’

Among the many well conceived Strategic Plan Initiatives of the College, the institution of **Management Scholarships** is an impactful initiative. Kilakarai region with once flourishing sea port due to its robust pearl trade or *Muthu Salabam* and a gateway to major cities in Tamilnadu until early 20th century, lost its significance strangely after advent of land transport. The region with neither agriculture nor industry endowed to compensate the loss of sea trade slipped out economically with per capita income for 50% of the families below National average. The immediate fallout of economic infirmity is bye to girl education.

In that milieu was the College got established here three decades ago to give a fillip to women's continued education post secondary education. Subsidized door-step education was needed the most so that the dream of Higher Education for many of girl students realized

Continued Inherited Munificence - Management Scholarships: Realizing the importance of Women's Education, TBAK College, with its commitment to 'Empower Women through Higher Education' extended possible help including institution of scholarship for the girl students to become graduates with employable skills. The generous Management Trust of the College, known for its continued inherited munificence [*Sethum Koduththaan Seethakathi* i.e., **Philanthropy by the departed Soul from Grave**], provided **Management Scholarships** to students who are in dire need to continue studies.

Largesse: The **Management Scholarships** have become a gateway to enter the portals of Higher Education for the past two decades and the **success stories** of our graduates through management scholarships have created greater impact in the society around. A total amount of Rs. 36,89,600/- was provided by the Management and philanthropists to 568 students as scholarship during 5 years from 2012-13 to 2016-17. Government scholarships continue. The management plans doubling the scholarship soon. In all, all these years the College has supported 2635 girl students through various private and Management Scholarships.

Freeships – Another Opportunity: High achievers in the qualifying '+2' Examinations with poor economic background avail the 'freeships'. Six seats under 'freeships' for every UG Program and 5 seats for PG Program have been approved for 2018-19 admissions. This strategy is sure to help us in empowering more girl students, economically deprived-academically bright status, to pursue their education.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	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:

The major administrative body entrusted with the governance of the college is the Governing Body under autonomy. All the policy decisions are taken by governing body which constitutes members as per the guidelines given by UGC for autonomous colleges. It has representation from the state government, UGC, University, management, senior faculty and the principal as ex officio member. The principal is the highest authority in the college. Two vice principals are appointed for administration and academics. The office, purchase, finance and grievance redressal are taken care of by administrative vice principal. All the academic affairs are looked after by academic vice principal.

Academic resolutions are taken by the Academic Council which, again, has adequate representation as per the guidelines given by UGC for autonomous colleges. Boards of Studies meet as required, and frame the syllabi. The exam cell is controlled by controller of examinations.

Decision making is decentralized at different levels. Staff council meetings and staff meetings are convened by the Principal every month. Departmental heads conduct meetings for the members of the staff of the department and take into account their suggestions for the progress of the department. The IQAC act as a monitoring mechanism for the quality circles and it ensures quality in the functioning of college.

The Organogram depicting the college functions is attached as additional information

File Description	Document
Link for Additional Information	View Document
Link to Organogram of the Institution webpage	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

All 5 of the above

Any 4 of the above

Any 3 of the above

Any 2 of the above

Response: All 5 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

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

Response:

Various statutory bodies/ quality circles/committees of the college function effectively in achieving institutional objectives. Meetings of these bodies are held periodically and this is evident through the minutes of the meeting. The subsequent efforts taken show the effectiveness in achieving the plans. Activity that got implemented successfully based on the decision taken in the governing body meeting is creation of 'Management Welfare Fund for Faculty'.

Employees diligently execute all activities of the college. They are able to create the value required to put the organization on the path to success. To recognize employees serving for a longer period in the organization, the management created a Management Welfare Fund and passed the resolution in the VIII Governing Body meeting in 2012.

The employee with 10 or more years of service receives the benefit of this fund. A joint fixed deposit account in the name of concerned faculty members and secretary with a deposit Rs.30,000 per annum, contributed by the management is created. The deposit can be utilized by the beneficiary for the following purposes during their service: marriage/higher education/ medical expenses of their family. 10 staff members are under this scheme.

File Description	Document
Any 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:

1. Faculty Members are provided with the following welfare measures

- Medical Expenses to Spouse, Children and Parents
- Educational Loan
- Festival Advance
- Bank Loan surety
- LIC linked Endowment Policy
- EPF & Gratuity Scheme
- Fee concession for children in the sister institutions
- Transport fee concession
- Management Welfare Fund

- Exclusive Vehicle for Heads of the Departments and Deans
- Mobile phone with prepaid call facility for HODs, Deans and Controller of Examinations
- Registration fee remitted to staff for attending various seminars/ conferences / workshops

2. Faculty health insurance scheme

3. Faculty members are allowed to do PhD under part time mode

4. Faculty members are permitted to avail study leave for doing Ph D with half pay

5. Faculty members are given leave with full pay once to perform Hajj/ Umrah (religious pilgrimage)

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: 9.92

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
12	4	4	16	12

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	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: 11

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
19	6	9	9	12

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: 30.02

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
50	33	28	17	26

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View 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 helps to identify the current capability of staff and the requirement to enhance their performance level in their career. Faculty appraisal system is meant to highlight areas where faculty members have encountered difficulties in the conduct of their duties and provide solutions to assure achievement of standards.

The objectives of carrying out appraisals are

- To identify the strengths and weaknesses of employees
- To provide a feedback to employees regarding their performance
- To review and retain the promotional and other training programmes

IQAC conducts

- Appraisal by Student on Course and Course teacher
- Heads of the Departments' Appraisal
- Self Appraisal

In course appraisal and course teacher appraisal, feedbacks are collected from all the students at the end of every academic year. Based on the students' feedback, faculty evaluation report is prepared for all the faculty members which helps identifying their strengths and weaknesses.

The faculty appraisal by HOD is based on a structured tool. Self-appraisal by faculty helps in identifying areas where they are successful and where they are in need of improvement.

In addition to the above appraisals, Quality Circle for Staff Development conducts training need requirement evaluation in all the departments. As part of this, faculty members specify in the skill matrix, their skill of subjects handled and the department heads consolidate the skill matrix to identify the training needs of their department. Based on the need, the Staff Development Committee Coordinator shall prepare a provisional annual training plan in consultation with the principal.

All non-teaching staff members are evaluated for their performance informally before revising the salary. College appraises the performance of the non-teaching staff on the basis of feedback obtained from the students and parents.

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:

The college has a professional and fool-proof system of auditing its accounts. Careful verification of the accounts and internal audit are done by the Accounts Manager and Accountant. The College accounting division prepares the final accounts for the financial year ending 31st March every year. The accounts are sent to the Trust Office to be regularly audited by Seethakathi Trust, Chennai. In addition, a registered Chartered Accountant from Ramnad is appointed by the Trust, audits the accounts of the PTA (Parent Teachers Association), NSS (National Service Scheme), the Alumnae Association and the UGC grant accounts. There is no need for the mechanism to settle audit objections as we have not encountered deviation in the External Audit.

File Description	Document
Any 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: 185

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
0	45	140	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

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

Response:

THE SOURCE OF FUND FOR THE COLLEGE

- a. Tuition fee
- b. Special fee
- c. Lab fee
- d. Development Fee
- e. Placement Training
- f. Transport

THE SOURCE OF FUND FOR THE HOSTEL

- a. Establishment fee

b. Room rent

c. Monthly Mess fee

- The Examination fee collected from students
- Financial assistance from philanthropists, donors, and well-wishers towards private scholarships
- The income from Canteen and Tuck-shop
- Certificate and Diploma programme fee

APPLICATION OF FUNDS

- Every recurring and non-recurring expenditure is incurred on the approval of Purchase Committee
- Recurring Expenditure is incurred on the following heads of accounts

a. Employees' salary, Remuneration, EPF Expenditure and Gratuity

b. Administrative Expenses, Advertisement expenses, Affiliation expenses, Meeting Expenses, Conveyance, Taxes, Printing & Stationery, etc.

- Hostel expenditure such as Electricity charges, Drinking water expenses, Mess expenses, etc.
- Transport Expenditure such as Diesel Expenses, Vehicle Maintenance, Insurance premium, RTO expenses, etc.
- Controller of Examinations Office expenses: Remuneration to examiners, question paper setters, result awarding committee remuneration and salary of COE staff.

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 IQAC, the catalyst for academic and administrative performance of the institution, initiates plans and supervises various activities that are necessary to improve the quality of education and maintains quality standards in teaching, learning and evaluation. The IQAC measures institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices by monitoring and enhancing the progress of all departments and quality circles of the college.

Following are the two examples of best practices institutionalized as a result of IQAC initiatives

Feedback Mechanism

A structured tool is employed to obtain feedback from stakeholders as a tool for quality assurance. IQAC of the college collects and analyzes student feedback every year. Feedback on teaching, learning, evaluation, infrastructure, student support services and campus environment are obtained from students during the completion of every academic year. Feedback is also collected from other stakeholders such as

teachers, alumnae and parents. The inputs from feedback are used for revising/enriching the curriculum and improving teaching, learning and governance effectiveness. The consolidated feedback is submitted to the principal for appropriate intervention who responds proactively to the feedback and takes immediate action to ensure quality in all the activities. This practice has resulted in the betterment of the curricular aspects, infrastructure facilities and student support services. Besides, feedback is obtained from students for all the events such as workshops, seminars, guest lectures etc., organised by the departments and quality circles, helping the departments/quality circles to identify the lacunae if any and appropriate interventions.

Grievance Redressal Mechanism

Grievance Redressal Mechanism is a part and parcel of the official machinery of any administration and it is important for the sustenance of the system itself. In fact, the grievance redress mechanism of the college helps in measuring its efficiency and effectiveness in indirectly by providing important feedback. Realizing the cardinal importance of the grievance redressal mechanism the college has a mechanism in place to solve the problems, issues and grievances. If the grievances of the students are timely solved, the students become satisfied with the working of the system and this satisfaction gives stability to the system. IQAC maintains three complaint boxes, namely 'plan' boxes, for students, staff and hostel in different colors green, white and yellow respectively. Complaints and suggestions from the students and staff are collected through these 'plan' boxes. The students can also express their problems without revealing their identity. These 'plan' boxes are opened in 15 days, grievances if any noted and actions taken to redress the same. Suggestions from students and staff are also taken into consideration for the effective functioning of the institution.

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:

Remedial Coaching:

Remedial Committee conducts remedial classes for the slow learners

Student Feedback:

The quality of teaching-learning process is assessed through quantitative and qualitative feedback collected on course teacher with various attributes like teachers approach towards the students, interest generated by the teacher towards the subject, communication skills, evaluation, regulative and punctuality aspects of each teacher from the students. Based on the feedback, performance gap of the faculty members are identified.

Teacher Quality Enhancement:

Leadership raining programme, orientation on communication skills are conducted for the faculty members and based on skills matrix analysis, skills gaps among teachers are identified and interventions initiatives executed by the Staff Development Committee for the all the staff members

Academic appraisal of faculty members initiated by the IQAC helps in reviewing teaching-learning process, student support, involvement, learning outcomes and the like. Inventory of initiative/best teaching practices in the classrooms is built by IQAC and practiced by faculty members:

- Slow and advanced learners are identified, *ab initio* and recuperative learning provided for slow learners and accelerative learning for advanced learners
- Faculty members are given orientation in enhancing their programme/course knowledge through gaps ascertained staff appraisal
- Peer group learning is emphasized because students have the tendency to heed from fellow students

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

Response: 5.4

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
6	10	3	1	7

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	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

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 4 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
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:

Post Accreditation Quality initiatives

Curricular Aspects

- New programmes introduced were BSc Psychology, BSc Food Processing & Quality Control, BSc Computer Science, BSc Textile & Interior Designing, BA Arabic, MSc Microbiology, M Phil in Mathematics and M Phil in English
- Curriculum Development Cell is formed

Teaching-Learning and Evaluation

- E-learning through NPTEL and Spoken Tutorials
- National/International Seminars/Conferences by departments
- Training programmes/ workshops on teaching-learning, e-learning, etc.
- Online Certificate Verification
- Competitive exam coaching for students
- Registration of staff and students in National Digital Library
- Soft skill classes by IL&FS Skills Development Corporation
- TOEIC (Test of English for International Communication) classes

Research, Innovations and Extension

- Research lab established in the Department of Computer Science
- 2 Major projects sanctioned with grants of Rs 11,11,800/- and Rs 9,34,500/- from UGC
- Invention of Palm Sugar Extractor with an expense of Rs. 4.7 Lakhs by the Department of Home Science
- One Minor Project with grants of Rs 1,80,000/- from UGC
- Three Workshops on Research Promotion
- Creation and service by separate extension wing by departments apart from the curricular component 'Community Social Service'
- 70 papers have been published by the faculty members in refereed journal and journals with impact factor

Infrastructure and Learning Resources

- Following infrastructure were added during the post accreditation period
- APJ Abdul Kalam Central Library in a separate block
- Upgradation of E-Library facilities
- Establishment of Food Processing Laboratory funded by the Department of Agricultural Marketing and Agri Business under the aegis of Central Scheme of National Mission of Food Processing (NNMP) with the financial assistance of Rs.75 lakhs
- Renovation and upgradation of Chemistry Laboratory and Microbiology Laboratory
- Construction of Masjid
- Additional hostel for Faculty
- Six Additional classrooms in Academic Block II
- Other Facilities added for college and hostel include Buses and Vans, Lab Equipment, Computers, LCD Projector, Generator, Furniture & Fittings, Air-conditioners, Water Cooler, Refrigerator, Water Purification Plant, Wet Grinders, etc.
- College Guest House
- Multipurpose auditorium with indoor games facilities (under construction)

Student Support and Progression

- Signed MoU with Entrepreneurship Development Institute(EDI), Chennai
- Bridge Intensive Course every year for the entrants
- College Bazaar arranged every year
- Industrial visits / field trips
- Placement Training programmes
- Student awards such as Class Topper Award, Library Award for Frequent Users
- Book Review Competition by the library
- Sanction of few funded student projects
- Students participation in Inter-collegiate, Inter University, State Level, National, International level sports/ yoga competitions
- II place in International Yoga Championship at Bangkok, Thailand by Ms. Kamatchi, B Sc IT

Governance, Leadership and Management

- Conduct of Academic & Administrative Audit
- Participation in NIRF & Swachhta Ranking
- Participation in All India Survey for Higher Education (AISHE)
- Conduct of One-Day National Seminar on teaching practices organized by IQAC and Sponsored by ICSSR, Southern Regional Centre, Hyderabad

Institutional Values and Best Practices

- Rapport with Parent University
- One-to-one teaching, Extension activity
- Planting saplings in all functions and activities

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: 10

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
1	3	3	2	1

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2 Institution shows gender sensitivity in providing facilities such as

a) Safety and Security

b) Counselling

c) Common Room

Response:

Safety and Security Measures:

- Single entry and single exit on campus
- Anti-Ragging Cell
- ID card checking
- Compulsory permission letters by parents/teachers to take students outside the campus
- Identity cards for the parents/ guardians of hostel students
- Students accompanied by faculty members for outside participation
- Availability of First aid boxes wherever needed
- Sickroom facility
- Fire extinguishers in various places on the campus
- Training for Students and staff to use the fire extinguisher
- 24/7 ambulance service
- CCTV camera in all vantage points
- Compulsory ID proof for all the drivers
- Gate register for blue collar workers
- Night time patrolling by the security

- Attendance taken in the bus
- Absentees intimated through SMS
- Daily attendance for hostel students
- Visitor Entry Note in the gate

Counselling

Students experience stress due to academic, social, family, and financial problems. We have a counselling center **ALOHA** (*The Zone of Comfort*) run by the Department of Psychology which is open for both students and staff to create a safe space to share their issues and get support without fear of judgment. There is a peer group which is responsible for identifying problems of the students, which facilitate the students to share their issues without hesitation to open up their need for counselling. We do have an external counselling adviser for our college who visits the college whenever called for. Besides, Quality Circle for counselling, meets regularly to identify the need and arrange counselling sessions. An alumna of the college Ms. Bajeela Azad, Life Coach and Hypnotist, gives counselling to the students online and offline.

Common Room

Not applicable

File Description	Document
Any additional information	View Document

7.1.3 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 renewable energy sources (in KWH)

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: 4.91

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

Response: 3960

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

The college strongly insists on reducing the generation of waste.

Solid Waste Management

Solid wastes are collected daily and segregated into bio and non-bio degradable waste for suitable disposal. They are dumped in two covered pits to decompose and used as manure. Bio-gas is produced from the segregated waste materials of the hostel and used as fuel in the kitchen

Liquid Waste Management

Waste water, after the bacterial diminishing process, disposed through a hose pipe to water the trees on the campus

E-waste Management

Electronic gadgets, as and when found obsolete, are disposed of through nominal buyback schemes and the old systems are sold to the needy students for a nominal cost

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

As the problem of water scarcity continues to become severe, water conservation has become the need of the day. The college is having a rain water harvesting system to

- arrest ground water depletion and increase ground water table
- conserve surface water runoff during monsoon

- reduce soil erosion
- inculcate a culture of water conservation

The college has open well storage system as a method of rain water harvesting. Rain water is collected from the roofs of the academic blocks and it is directly channeled to an open well of 2 & 9m depth and the terrace water of the hostel blocks are channeled and stored in an open well of 3x9m depth. The rain water reduces salt content of the well water. The water stored in the well is used for various water needs of the college.

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:

Bicycles, Public Transport & Pedestrian friendly roads

A few staff and students use public (pooled) transport and few students those are commuting from the nearby areas use bicycles as their mode of transport. Pedestrian friendly roads available for smooth passage of students around the college

Plastic Free Campus

To alleviate the ill effects of plastic, usage of plastic bags has been reduced and the college is marching towards a “Plastic Free Campus”

Paperless Office

Paper consumption has been reduced by the use of e-circulars, e-notes, e-prospectus, e-applications and reusing one-side printed papers. In all the departments, almost all communication done through emails, thus progressively working towards paperless office.

Green Landscaping with Trees and Plants

The college is having a beautiful green landscape cautiously planted 193 trees and 280 plants. Saplings are planted consciously to increase the green cover of the campus. In an effort to sustain the green environment, the college makes the Chief Guests gracing the programmes held in the campus to plant saplings during important occasions. Herbal garden and vegetable garden on the campus are maintained by the Department of Microbiology. The birdhouse in the college premises increases students’ interest towards the nature and to preserve the species which become extinct.

File Description	Document
Any 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: 2.68

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
11.79	10.87	8.50	15.89	11.01

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	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: B. At least 6 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: 20

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	2	11	3

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: 19

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	3	2	11	3

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

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff	
Response: Yes	
File Description	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: Yes	
File Description	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: Yes	
File Description	Document
Any additional information	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:** Yes

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:** 44

7.1.17.1 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 year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	12	13	6	4

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:****Festivals**

National festivals are celebrated to commemorate the great leaders and great historical events of national importance. National festivals connect citizens to important moments of a Nation's history. Such celebrations help to develop values such as national spirit, patriotism, secularism, honesty, truthfulness, love, compassion, equality, scientific temper and so on. in the students.

- The college organizes a series of activities on occasions such as **Independence Day** and **Republic Day**. Students pledge their allegiance to the flag and promise to carry their Nation to greater heights
- **Teachers' Day** is observed to pay regard to the National leader Bharat Ratna Sarvepalli Dr Radha Krishnan, the second President of India
- **National Science Day** is being celebrated every year to widely spread a message about the importance of science used in the daily life and increase the scientific temper in students
- **World Poetry Day** is celebrated by conducting poetry writing competitions to encourage the young learners to become creative writers

Birth / Death anniversaries of great Indian personalities

Competitions and lectures are arranged to commemorate the birth/death anniversaries of great Indian Personalities. These are celebrated/observed to make the younger generation know the legends of the yester years

- Various Competitions are conducted to commemorate birthdays or death anniversaries of great leaders such as **Mahatma Gandhi, Kamarajar** and **Mahakavi Bharathiyar**
- Youth Renaissance Day is observed to celebrate the memories of Former President Late **Dr APJ Abdul Kalam**, the son of our soil
- Department of Mathematics keeps the memory of the great mathematician **Dr Srinivasa Ramanujan** alive by observing the National Mathematics Day every year

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

Response:

The college has Governing body, Academic Council, Boards of Studies and Finance committee as the statutory bodies and maintains complete transparency in its financial, academic, administrative and auxiliary functions. All statutory bodies are constituted by nominating members as per the guidelines for Autonomous colleges by UGC

The finance Committee monitors the effective and efficient use of financial resources. The Committee finalizes matters relating to fee structure and the budget provisions of the college. Actual day-to-day financial transactions are verified by Accounts Officer. The external auditors audit the accounts of the college by the end of every financial year. The governing body meets at least once in six months to review and plan academic, administrative and developmental activities of the college. Academic Council meets once every year to approve the curriculum and take other academic decisions. Board of Studies meeting by various departments are convened by the Chairperson of the Board. The Boards enjoy a high degree of autonomy in designing, updating and reviewing the curricula in consultation with the external experts.

The staff council, which constitutes the Principal, Vice Principal, Deans of Academic affairs, Controller of Examinations, IQAC Coordinator and the Heads of all Departments, meets once in a month to discuss various academic, co-curricular and extra curricular activities. Faculty meetings are also held every month to discuss issues and make decisions. Suggestions by Heads of the Departments and staff

members are welcomed by the Principal. Every month, Department meetings are being held in all the Departments where internal issues within the Department are discussed and resolved. Meetings of the Administrative staff are convened by the Principal regularly for the smooth functioning of the office. There is also an active Student Council in the college and the student suggestions are taken into consideration through the council meetings and IQAC.

7.2 Best Practices

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

Response:

Best Practice - 1

Title of the Practice : Each One Teach One

Objectives are to:

- develop in college students the global concern in local context
- train the identified school students to develop their academic performance, Communication Skills and Computer Literacy

The Context

The college is productively engaged in campus-community relations by adopting Al-Mumin Boys' Home, Chakkarakkottai, Ramnathapuram District. This project was initiated in the year 2015-16 after meticulous analysis and understanding of the fundamental need of the children from the adopted home in order to enable them to transpire into a successful zone in the future.

The Practice

- Student-teachers visit the home once in a week and teach the children for five hours
- One student-teacher for each child has been allotted to monitor and help them closely.

Evidence of Success

As per the recommendation of the Extension Wing of the college and by witnessing the successful progression of the project, 13 students of the home who studied in Tamil medium school were transferred to the Matriculation School run by the college management.

Problems Encountered and Resources Required

Since the children are from rural background, it is a challenge to improve their academic performance, computer literacy and language learning.

Notes (Optional)

The college regularly pay attention to the upliftment of the students of Nadar Middle School from a nearby village named Mavilanthoppu and the children of the college Blue Collar Workers.

Best Practice - 2

Title of the Practice : Student EnRICHment and EmPOWERment

Objectives of the Practice are:

- provide quality education through self-effort in improving the students' communication skills, creativity and leadership qualities
- equip the students with the fundamental skills that are relevant to the society

The Context

Communication skills have become the defining element of the quality of education in the new social context of reality. Since the college is set up in a backward rural area, it is the responsibility of the college to pay attention to the communication revolution which is the influencing factor of the modern society.

The Practice

- SYTO (Speak Your Thought Out) was initiated in the year 2015.
- SFS (Start From Scratch) is an important new venture as an annexe of SYTO The project on Campus (Creative) Writers was started in the academic year 2016-17.
- Other projects such as Welcomishment, Deed Note, HOTT, Reading Club and English Speaking Corner

Evidence of Success

Students who had a “heavy-tongue” to talk English, now taking an attempt to speak in English

Problems Encountered and Resources Required

Since the college is set up in a rural background, most of the students are from the rural belt who are weak in English Communication skills.

We have prepared the document as per the institutional accreditation manual for autonomous colleges with the total word count given for Best Practices is 1150 each. Since the word limit in the text box in the format is only 500. We have attached the document of Best Practices prepared as per the NAAC format as additional document

File Description	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:

Upload description of the institution performance in one area distinctive to its vision priority and thrust.

The vision of our institution is to empower the minority community especially in their educational level to lead a quality life. Though its a minority institution, more inclusive in nature. The prominent distinctive feature of this college is that it serves as the key factor of the distinctiveness of this region's women empowerment. Being the only autonomous college under Alagappa University, Karaikudi, it serves and tends to distinguish its graduates from that of the other by updating intellectual abilities through framing, reviewing and modernizing the syllabi based on emerging trends.

The institution looks for a way to speed up their progress by providing quality education focusing on their empowerment. When they feel that they are motivated, they are more likely to engage in critical, evaluative and creative thinking. *Muballiga* Course (Religious Study) and *Thirukkural* are made compulsory for all the students to increase their resilience to become morally fit to lead a healthy life.

One of the main distinctive features of the institution is that its students are given full liberty to obtain quality education made available everywhere by taking up online courses offered through Government of India's funded projects such as Spoken Tutorial, NPTEL and Swayam. The skills obtained from these platforms help them to be sustained in the job market. This helps the students and faculty of the college aware of all means and ways to fetch education.

Students and Faculty are supported with incentives for conducting research in their own subject of study. It develops the skills of studious inquiry and examination and to experiment with practical application. There is a quality circle for research to facilitate research by inviting scholars in research to orient the staff and students on researching skills. It empowers the teacher and the taught to develop creative and systematic work that increase the knowledge of human, culture and society. Students are sent as interns who work in an organization in order to gain work experience and to satisfy the requirements of the employer with their outstanding performance.

In an era of technology, the ability of making quick and concrete decisions in students has improved according to the speed of the world in operating their life and career. The college puts in its quality time and profound effort by providing training in decision-making and leadership skills to help them to respond quickly to find new ways to meet the demands of the changing world.

The college provides a sense of autonomy to increase the confidence in students. They are more comfortable because the college helps them to develop their credence and help them to feel a sense of worth in themselves. Students of this institution create a good impression in the society that translates into their personal and career growth. They stand as the pride of the institution in and around the district with their extraordinary performance in the places they work.

File Description	Document
Any additional information	View Document

NAAC

5. CONCLUSION

Additional Information :

The commendable views received from the students/teachers and alumnae/industrial experts through Feedback are incorporated into the curricula. Institutional openness to feedback, in fact is one of the reasons for continued success in bringing innovative in curricula. Efforts are taken right from the beginning to identify the slow learners and remedial learning is provided. Advanced learners are given further fillip. The College always promotes research as its integral part of the Curricula. The College ensures adequate availability of physical infrastructure and learning resources to promote a good teaching-learning environment. Striving for the overall development of the students and fostering art and creativity for lifelong engagement have emerged as one of the best practices of the institution. The quality initiatives of IQAC include feedback collection from stakeholders and analysis, submission of AQAR and participation in AISHE and NIRF every year. The College aims at developing the core values such as academic excellence, research aptitude, bio-diversity and social responsibility.

Concluding Remarks :

This brief review of the activities of the institution in the past five years and current year brings the institution to limelight and proves its mettle as one of the best institutions in the region and its striving for marching ahead towards excellence- **knowledge with edge**. The College shall continue to spread its wings of knowledge to serve for the betterment and enlightenment of the economically and socially disadvantaged sections of the society, in tune with the vision and mission of the College. While retaining its unique characteristics as a College that provides good learning environment with discipline, it has responsibilities to focus on the areas such as promotion of interdisciplinary research, consultancy and International Collaborations in the near future. No doubt it will positively encounter its challenges, surmount roadblocks, if any, and progress victoriously in the path of glory and success. We do hope to reap richer harvest of laurels in the years to come.