



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN**

ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN,  
CHINNAKALAYAMPUTHUR, PALANI

624615

[www.apacwomen.ac.in](http://www.apacwomen.ac.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

**Intelligence plus Character – that is the Goal of True Education - Martin Luther King, Jr.**

Arulmigu Palaniandavar Arts College for Women (Autonomous), Palani, the first women's College in Dindigul District had been established in 1970 under the aegis of the Hindu Religious and Charitable Endowment Board of Government of Tamilnadu. The College is located in Chinnakalayamputhur, about 7 kms from Palani, on the Palani-Coimbatore National Highway, spread over about 37 acres.

The College has the vision of empowering women through value-based education, with special concern for the economically disadvantaged and the first generation learners. The mission of the College is actualized in the institutional goals, administrative policies, academic programmes, co-curricular and extra-curricular activities, staff enrichment initiatives and student support systems. Innovation, student-centred modes of teaching and learning, extensive use of technological aids and research-based activities enrich the intellectual life on the campus.

The Institution has been recognized by UGC under 2f in 1988, and 12B in 1988. It was affiliated to the Madurai Kamaraj University, Madurai till 2004 and is presently affiliated to Mother Teresa Women's University, Kodaikanal. The proof of its adherence to standard lies in the milestone achievement of having bloomed well with 15 UG, 7 PG, 4 M.Phil., and 2 Ph.D., Research Centers.

The National Assessment and Accreditation Council (NAAC) awarded the institution with the B++ grade in 2002 and an 'A' grade with CGPA 3.14 in 2011. The College was granted with Autonomous Status by UGC in 2004.

### **Vision**

**VISION :** Enlightenment and Empowerment of Rural Women.

### **Mission**

**MISSION :**

- To imbibe Research activity and collaborative programs with our local communities.
- High quality teaching, providing learning environment with practical exposure.
- Encouragement of a questioning spirit and self-Reliance.
- Strong and support education for the student's employability

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

- The faculties of History and Tamil have been upgraded as research centres with Ph.D programmes.
- Infrastructure facilities are extended with additional classrooms and with well equipped auditorium.
- Strong library with 37323 books and 45 journals and magazines, 153 academic CDs
- UGC sponsored remedial classes for competitive examinations are conducted by inviting eminent persons.
- Teaching learning processes are enriched with the use of ICT devices.
- Group project is introduced as one of the Skill Based Courses for all UG programmes to inculcate research culture among the students.
- Student seminars and state level intercollegiate competitions are organized to enhance student's participation. Ad-Hoc committees are formed to organize the above said programmes and students are given responsibilities.
- The State Government scholarships and concessions are made available to the students.
- Adequate infrastructural facilities for sports and games are provided to promote the spirit and enthusiasm of the students. The performance of Kabbadi team of our College is excellent.
- Participatory decision making process is ensured by forming student representatives committee. Members of the committee forward suggestions and finalize decision after the discussions of alternatives within their pursuits.
- Society Oriented Services rendered through extension activities are commendable.
- Yoga practices, Common prayer, Diploma courses on "Yoga for Human Excellence" are the value added practices of the institution.
- The publications of research papers in reputed journals with high impact factor and the participation of the faculty members in seminar or conferences are recognizable.

### **Institutional Weakness**

- Student aspiration for higher education is poor.
- The institution has to promote industrial linkages.
- Low level of language competency in english poses difficulty in learning process.
- The number of field visits can be increased.
- The number of certificate and diploma courses offered by the College are to be increased.
- Extra credit courses or value added courses are not given much focus.

### **Institutional Opportunity**

- Technology upgradation in admission process and in administration can be done.
- Introduction of Ad-on courses.
- Creation of Academic linkages
- Conduction of online test.

### **Institutional Challenge**

- Students hail from rural and from economically poor background. It poses difficulty in continuing their education.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The curriculum is designed in such a way to ensure quality education to rural women students of Palani region. The Institution hopes to empower the rural women and thereby help them to move up the ladder of success and social order. The curriculum is designed keeping in view the local, regional, national as well as the global needs. The feedback, collected from the stakeholders gives essential impetus in designing and updating the curriculum, with the expert advice of the Members of the Board of Studies and the Academic Council. The curriculum ensures necessary life skills, job opportunities and courage to face the challenges in life. The remedial coaching and Certificate Course on Human Rights Education, under the financial aid of UGC XII plan are a real boon to the students to enrich their knowledge. The Diploma Course on Yoga for Human Excellence and Skill-based Course on Entrepreneurship Development, Value-added courses, Earn-while-you Learn programmes make the students self-reliant. The Co-curricular and Extra-curricular activities help in character-building and holistic development of the learners. The CBCS has been implemented from 2008 for all UG and PG programmes. The Institution integrates self-financing programmes, along with the aided programmes in all its academic activities. The Faculty clearly specifies the aims and learning outcomes of the programmes that are helpful in facilitating the identification of specific outcomes of various courses. Thus the Institution lays a strong foundation for inclusive education, that unifies academic excellence, communication skills, employability skills, moral integration, and other such life-oriented skills.

### Teaching-learning and Evaluation

Teaching, Learning and Evaluation are the yardsticks for assuring excellence, quality and accountability of any institution of exuberant standard. The College ensures transparency in admission process, following the roster system of the Government of Tamil Nadu. The admission of students is based on the regulations and reservations, such as for sports candidates, physically challenged candidates and the wards of ex-service men. The faculty pays special attention in driving home the value of education and play a catalytic role in fitting the students into the main stream of globalization. Much importance is given for the ICT enabled teaching. Effective e-learning is facilitated in the campus with well-built library, network system and wi-fi facility. The slow learners are counselled with special attention to improve their performance by making use of the remedial coaching, offered to them by the faculty. Well-structured courses and allocation of courses, are done in advance. A course file containing information of academic calendar, teaching plan, pedagogy, work diary and lesson plan, question pattern is well conceived and bought in adoption. As an institution with 14 years of successful autonomy, the college has evolved an overall evaluation pattern with a proportion of 60 / 40 in (2013 – 16) and 25 / 75 (2018 – 19) in the formative and summative stages for all courses. The office of the Controller of Examinations is automated. The Institution has all seasoned in-built mechanisms and adapt to global patterns in achieving the goals of academic autonomy in teaching, learning and evaluation.

### Research, Innovations and Extension

To promote the research culture, the institution has taken the initiatives to develop the research facility at par with the premier institutions in the country. It works with certain ideals like making projects and

dissertations a part of the curriculum in the UG and PG programmes and facilitating the participation of the faculty and students in research activities by providing resources. It adheres strictly to the regulations framed by the Mother Teresa Women's University, Kodaikanal in conducting the M.Phil and Ph.D., programmes.

The milestones reached by the institution so far are –

- Recognition of Department of Tamil and History as Ph.D., Research Centers
- Introduction of M.Phil., in Departments of English and Commerce.
- 20 teachers recognized as Research Guides by the Parent University.
- 15 major as well as minor projects with the total amount of Rs.48,75,000/-.
- 85 seminars, conferences, workshops and training courses at national and international level .
- 31 faculty being conferred Ph.D., Degree.
- 150 research articles published in the refereed journals with impact factor ranging from 0.1 to 4.
- 20 awards secured by the faculty and students for their scholarship, remarkable rendering of service and creative competency.
- 5 newly created linkages for doing research and getting on-the-job training
- 3 Memorandum of Understanding with 3 productive entrepreneurs.

The institution is pro-active to carry out 75 extension as well as out-reach programmes through NSS, NCC, YRC and Women's Cell.

The institution is in formative and emerging stage as far as consultancy is concerned.

### **Infrastructure and Learning Resources**

The Policy of the Institution is to rise and augment the infrastructure facilities for reaching academic excellence. The management considers building the state-of-art infra-structure facilities as one among the significant concerns of the institution. The Institution is blessed with sufficient class rooms, seminar halls, general library, language and science laboratories, auditorium, fully furnished hostels, playground, parking area and sanitary facilities. To meet the demands of required infrastructure, funds sanctioned by the Management and UGC are utilised.

The well stacked library is instrumental in facilitating divergent thinking in the teaching-learning process. The library, automated with launched software like OPAC and INFLIBNET, is user-friendly. The laboratories are used extensively for teaching, learning and research. The Controller of Examinations section has been functioning in a separate wing with all facilities.

The auditorium and the seminar halls are useful for the conduct of cultural programmes and celebrations of the college. Every department is updated with latest equipments like OHP, LCD, Slide Projector, Audio-Visual aids and Computers. Museums, set in the department of Zoology and History preserve the animal species and objects of historical importance respectively.

The spacious playground, sports equipments and recently built Multi-Station Gym play a pivotal role in promoting the Sports enthusiasts to take up intensive practice. The 3 hostel buildings with all basic facilities could accommodate about 450 students. The college entrance, administrative block and the hostels are under the CCTV surveillance.

### **Student Support and Progression**

The Institution holds the pride of being the best in the Dindigul region, as it is highly sought after by the rural women students, coming from the schools run by the government, in and around Palani. They possess a different social background and economic level. The Institution considers them as the main target group to be prompted. The faculty has an impetus to assure the development of such students from the grass root level to the global level. Efforts are taken at all level. To mention a few –

- Guidance is given to the economically backward students to avail the government scholarships. The college office shoulders the responsibility of getting them sanctioned in time, so that the students could meet the academic financial needs in time.
- To promote leadership qualities and inter-personnel skills, active participation of the students in various curricular, co-curricular and extra-curricular activities is encouraged through various Associations, Cells, Forums and Clubs.
- The orientation program for the freshers enables them to have a smooth transition from school education to higher education.
- Special coaching classes for competitive examinations and soft skill training programmes are conducted.
- Oft-repeated medical check-up is done to the students to keep up their health.
- A special course on Yoga practices and Meditation is given to the freshers.
- The institution has an alumni association, the important segment of the institution.

### **Governance, Leadership and Management**

The institution functions with the motto “Emphasis Wisdom” to make rural women students become positively empowered and self-reliant with high core values. It has well- defined perspective-based plans and its deployment for enriching learning resources, research culture and excellence in extra-curricular activities. To comply with the perspective plan, the management and the Principal ensure sustainable model by implementation of quality policy and plans. The quality policy includes the institutional processes, management process and quality objectives and the effective utilization of the financial resources to make the education cost effective. The organogram of this institution is a well-defined structure, mentioning the roles and responsibilities. The Management is readily available for taking fast decisions related to self appraisal and welfare measures for both the teaching and the non-teaching staff, infrastructure development, equipments and other academic needs. The received funds of the institution are optimally utilized. The institution conducts internal and external financial audits regularly. The progress of the institution is reviewed on regular basis for the effective implementation of quality policy and plans. The Institution has a strong faith in participative management, in carrying out the financial and academic functioning, as well as curricular, co-curricular and extra-curricular activities and ensures its sustainable growth. The Internal Quality Assurance Cell, established

in 2004, carries out the major activities, related to the academic endeavours, especially in the field of research. The feedback, collected from the stakeholders for the improvement of quality and achieving academic excellence is taken seriously and necessary steps are taken immediately.

### **Institutional Values and Best Practices**

The institution functions with the goals of empowering women students with knowledge, better comprehension, life-oriented skills and self-confidence along with quality education.

- The coverage of the campus, under the CCTV surveillance ensures the safety of the women.
- A separate wash room, ramp, wheel chair, scribe are the exclusive facilities provided to the physically-challenged students.
- To acquire serene learning atmosphere, tree plantation is done often and the institution nurtures the greenery in the campus with motherly care.
- The sanitary napkins are destroyed in the combustion method.
- By saving energy, one could contribute the best service to the nation and so the institution is particular in using LED bulbs in the campus.
- To create social consciousness and sensitization, the faculty and the students are involved in awareness rallies, first aid camps, voluntary service to the temple-related activities and thus they contribute to the local community.
- To promote human values and communal harmony among the students, Ganthi Jayanthi, Teachers Day, Youth Awakening Day and other such national and regional celebrations are carried out.
- The Institution adds its own laurel by conducting Common Prayer in the morning, wherein students put their heart and soul together and pray for the welfare of all.
- The whole community of the college adheres to the 'Swachh Bharat' scheme and keeps the environment clean.
- The 'DEAR' (Drop Everything And Read) programme enriches the reading and learning ability of the students.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN
Address	Arulmigu Palaniandavar Arts College for Women, Chinnakalayamputhur, Palani
City	Palani
State	Tamil Nadu
Pin	624615
Website	<a href="http://www.apacwomen.ac.in">www.apacwomen.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	N.puvaneswari	04545-255711	9842111125	04545-255611	apacwprincipal@gmail.com
IQAC / CIQA coordinator	S.mallika	04545-255128	9677828601	04545-247765	apacnaac17@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of Establishment, Prior to the Grant of	11-08-1970



'Autonomy'				
Date of grant of 'Autonomy' to the College by UGC		11-10-2004		
<b>University to which the college is affiliated</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Tamil Nadu	Mother Teresa Women's University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	11-11-1988	<a href="#">View Document</a>		
12B of UGC	11-11-1988	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Recognitions</b>	
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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Arulmigu Palaniandavar Arts College for Women, Chinnakalayamputhur, Palani	Rural	37	8361.274

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Tamil	36	HSC	Tamil	60	60
UG	BA,English	36	HSC	English	60	60
UG	BA,Economics	36	HSC	English	60	60
UG	BA,History	36	HSC	Tamil	60	60
UG	BCom,Commerce	36	HSC	English	72	72
UG	BSc,Physics	36	HSC	English	38	37
UG	BSc,Chemistry	36	HSC	English	38	38
UG	BSc,Mathematics	36	HSC	English	38	38
UG	BSc,Botany	36	HSC	English	38	37
UG	BSc,Zoology	36	HSC	English	38	38
UG	BSc,Computer Science Sf	36	HSC	English	38	32
UG	BCA,Computer Applications Sf	36	HSC	English	38	34
UG	BCom,Commerce With Computer Applications Sf	36	HSC	English	72	70
UG	BA,Tamil Sf	36	HSC	Tamil	60	60
UG	BA,English Sf	36	HSC	English	60	60
PG	MA,Tamil	24	UG	Tamil	24	24

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PG	MA,History	24	UG	English	24	15
PG	MSc,Zoology	24	UG	English	24	18
PG	MCom,Commerce With Computer Applications Sf	24	UG	English	24	23
PG	MA,English Sf	24	UG	English	24	24
PG	MSc,Computer Science And Information Technology Sf	24	UG	English	24	12
PG	MSc,Mathematics Sf	24	UG	English	24	0
Doctoral (Ph.D)	PhD or DPhil,Tamil Sf	24	PG	Tamil	56	0
Doctoral (Ph.D)	PhD or DPhil,History Sf	24	PG	English	16	0
Pre Doctoral (M.Phil)	MPhil,Tamil Sf	12	PG	Tamil	8	8
Pre Doctoral (M.Phil)	MPhil,English Sf	12	PG	English	2	2
Pre Doctoral (M.Phil)	MPhil,History Sf	12	PG	English	7	7
Pre Doctoral (M.Phil)	MPhil,Commerce Sf	12	PG	English	7	7

**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				20				50			
Recruited	0	0	0	0	0	20	0	20	1	31	0	32
Yet to Recruit	0				0				18			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				37
Recruited	11	1	0	12
Yet to Recruit				25
Sanctioned by the Management/Society or Other Authorized Bodies				28
Recruited	5	23	0	28
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	14	0	0	19	0	33
M.Phil.	0	0	0	0	5	0	1	12	0	18
PG	0	0	0	0	1	0	0	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	6	0	9
M.Phil.	0	0	0	0	0	0	0	31	0	31
PG	0	0	0	0	0	0	0	6	0	6
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	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
UG	Male	0	0	0	0	0
	Female	2188	0	0	0	2188
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	212	0	0	0	212
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	24	0	0	0	24
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	241	253	247	267
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	21	12	16	1
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	621	681	670	584
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	10	5	5	2
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		893	951	938	854

## **2.3 EVALUATIVE REPORT OF THE DEPARTMENTS**



<b>Department Name</b>	<b>Upload Report</b>
Botany	<a href="#">View Document</a>
Chemistry	<a href="#">View Document</a>
Commerce	<a href="#">View Document</a>
Commerce Sf	<a href="#">View Document</a>
Commerce With Computer Applications Sf	<a href="#">View Document</a>
Computer Applications Sf	<a href="#">View Document</a>
Computer Science And Information Technology Sf	<a href="#">View Document</a>
Computer Science Sf	<a href="#">View Document</a>
Economics	<a href="#">View Document</a>
English	<a href="#">View Document</a>
English Sf	<a href="#">View Document</a>
History	<a href="#">View Document</a>
History Sf	<a href="#">View Document</a>
Mathematics	<a href="#">View Document</a>
Mathematics Sf	<a href="#">View Document</a>
Physics	<a href="#">View Document</a>
Tamil	<a href="#">View Document</a>
Tamil Sf	<a href="#">View Document</a>
Zoology	<a href="#">View Document</a>

## Extended Profile

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### 1 Program

#### 1.1

**Number of programs offered year-wise for last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
28	28	26	26	26

#### 1.2

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

**Response: 134**

#### 1.3

**How many self-financed Programs does the institution offer**

**Response: 15**

#### 1.4

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

**Response: 3**

#### 1.5

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

**Response: 0**

#### 1.6

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

**Response: 0**

#### 1.7

**Whether the College is offering professional programme**

**Response: No**

## 2 Students

### 2.1

**Number of students year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
2406	2469	2482	2286	2128

### 2.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
842	805	838	711	688

### 2.3

**Total number of outgoing / final year students**

**Response: 3738**

### 2.4

**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
4801	4790	4619	4385	4397

### 2.5

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

2016-17	2015-16	2014-15	2013-14	2012-13
9	15	02	32	54

## 3 Teachers

### 3.1

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

2016-17	2015-16	2014-15	2013-14	2012-13
665	595	609	614	614

**3.2****Number of courses offered by the institution across all programs during the last five years****Response: 3097****3.3****Number of full time teachers year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
69	72	80	68	76

**3.4****Number of full time teachers worked in the institution during the last 5 years****Response: 365****3.5****Number of teachers recognized as guides during the last five years****Response: 13****3.6****Number of sanctioned posts year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
85	87	89	89	94

**3.7****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: 90**

## 4 Institution

### 4.1

**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
7056	7004	6734	6631	6432

### 4.2

**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
915	915	915	915	915

### 4.3

**Total number of classrooms and seminar halls**

**Response: 71**

### 4.4

**Total number of computers in the campus for academic purpose**

**Response: 166**

### 4.5

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

2016-17	2015-16	2014-15	2013-14	2012-13
135.64726	96.15868	199.51002	363.19072	79.14562

### 4.6

**Annual lighting power requirement (in KWH)**

**Response: 42512.8**

### 4.7

**Annual power requirement of the institution (in KWH)**

**Response: 92337**

## 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 Curriculum design is an important task for enhancing the quality of the College.

The Curriculum in tune with the first two goals **Women Education** and **Women Empowerment** are framed Core Courses, Allied Courses, Inter- disciplinary Courses, Non – Major Electives, Extra Credit Courses, Skill based Courses Career Guidance, Entrepreneurship Development and Environmental studies are offered.

To attain the third objective - **Self Reliance**, the students are provided with **Value Added Courses Personality Development, Earn while you learn programmes and Yoga and Meditation.**

To achieve the fourth goal **Model Citizens** we offer Value Education and Gandhian Principles. All the extracurricular like NSS, NCC, YRC, RRC and NIS are provided to mould the students as good citizens.

- The entire department has ongoing interaction with themselves in framing and updating the Curriculum.
- While framing syllabus the constructive feedbacks provided by stakeholders in tune with the local, national and global trends, to meet the professional and personal needs of the students and to achieve fulfillment of core values are considered.
- Each Board consists of Head of the Department as Chair Person Faculties as members, two Subject Experts, a Representative from Parent University and an Alumni.
- The prepared Syllabus is reviewed by the Board.
- The Board ensure the quality and relevance of the program offered. Then the Curriculum is placed in the Academic Council meeting for final approval.
- Research projects are made mandatory for students at Under Graduate and Post graduate level.
- The Collegefor achieving the goals and objectives alsoorganized innovative programs like Orientation, Seminars, Conferences, Special Lectures, Workshops, Inter Collegiate Students Seminars, Skill development, Dear program , Educational tours, field works and internships that are beneficial to students.
- The Faculty members are encouraged to participate in FDP, Orientation, Refresher Courses and training programmes to update their knowledge.
- Extension Activities is included in the Curriculum. Programs likeWomen Empowerment, Human Rights, protection of Environment, Dengue Awareness, Health Awareness, Green and Clean India and Special coaching classes for Government Primary and Secondary Schools are provided to women and Children at Paraipatti Village.

- UGC XII plan Remedial Coaching classes and Special classes are conducted for slow learners.
- The learning resources available in our Library with INFILIBNET facilities and Language Lab are useful for enriching the knowledge of the students.
- The CBCS has been introduced in our College from 2006-2007 onwards to offer new job oriented courses.
- On the Development of Curriculum, faculties specify clearly the aims and the learning outcomes of the program.
- This will facilitate the identification of specific outcomes for various courses in the program.
- The learning outcomes are continuously assessed through unit tests, Internal tests, Seminars and assignment which include knowledge and understanding of the subject, cognitive skills, core, professional skills, personal attitude and generic skills.

The curriculum programs that we design and implement at all levels seek to develop in the students knowledge without frontiers, the understanding without prejudice and professional competencies without lacunae.

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

**Response:** 83.58

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

Response: 112

File Description	Document
Minutes of relevant Academic Council/BOS meeting	<a href="#">View Document</a>
Details of program syllabus revision in last 5 years	<a href="#">View Document</a>

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

**Response:** 29.33

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
177	181	156	194	199



<b>File Description</b>	<b>Document</b>
Program/ Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Average percentage of courses having focus on employability/ entrepreneurship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 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: 5.97**

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

Response: 185

<b>File Description</b>	<b>Document</b>
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.2.2

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

**Response: 78.57**

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

Response: 22

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 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:**

#### **Gender Equality**

- One of the vision of our College is Women Empowerment and for that the department of History, Economics and English have introduced Core Courses focussing on Gender equality, Women rights and Women Liberation.
- The Department of History and Tamil have undertaken many Projects, Dissertations, organised, Seminars, Conferences and Publication of Books on Women.
- The Women Cell of our College create awareness on rights, health and privileges of women by celebrating International Women's Day on March 8th.

#### **Environment Sustainability**

- As per UGC Guidelines the Course on Environmental Studies is made as compulsory at UG level to create awareness on Environmental issues and Conservation strategies.
- A core course Environmental Economics is included in U.G Economics with the objective of making the students understand the importance of conservation, reducing pollution and preservation of resources for sustainable development.
- The Department of Botany offers courses on Habitat Ecology and Biodiversity Conservation and Management deal with Environmental issues and Remote Sensing.
- The PG Department of Zoology has introduced a core course on Environmental Biology and Biodiversity for Under Graduate and Post Graduate students. It also offers Environmental related course such as Sericulture, Vermiculture, Ornamental Fish Culture with main aim to focus on endangered species, biodiversity conservation.
- 
- The college contributes the following activities for protecting environment.
- Tree plantation camp is conducted both in the adopted village and in the College campus.
- Rain Water Harvesting facility is available .
- Under **Swacha Bharat Abhiyan**(Clean India) Campus cleaning is undertaken on every Wednesday.
- The use of plastic bags are banned.
- All the students are trained to make our College green and clean.

### Human Values and Professional Ethics

- Our Parent University has signed MOU for all the affiliated colleges with Maharishi's Yoga Center.
- In order to inculcate Human values and Professional Ethics among the students Value Education is provided as compulsory course for all the first year UG Students.
- It is taught as practical and theory practical courses. Practical classes are conducted with the help of Vedhadri Maharishi's Vazhga Vazhamudan volunteers of Palani.
- International Yoga Day is celebrated in our College by NSS and NCC.
- To ensure moral and ethical values Daily Commemorative Prayer is conducted in our College. It includes Prayer song, News, Thirukural, Thought for the Day and Quiz questions, It is the unique feature of our College.
- Personality Development programmes such as Special Lectures, Workshops, Seminars are conducted regularly to foster leadership qualities among the students.
- The course Human Values and Ethics is provided to all the students by the PG and Research Department of History under UGC Sponsored Certificate Course on Human Rights Education.
- In this era of globalisation these Courses strengthen humanitarian virtues and make students to live in harmony with their fellow beings.

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	<a href="#">View Document</a>

### 1.3.2

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

**Response:** 14

#### 1.3.2.1 Number of value-added courses are added within the last five years

**Response:** 14

File Description	Document
List of value added courses	<a href="#">View Document</a>
Brochure or any other document relating to value added courses	<a href="#">View Document</a>

**1.3.3****Average percentage of students enrolled in the courses under 1.3.2 above****Response:** 16.38

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
132	1284	198	180	182

**File Description****Document**

List of students enrolled

[View Document](#)**1.3.4****Percentage of students undertaking field projects / internships****Response:** 35.2

1.3.4.1 Number of students undertaking field projects or internships

Response: 847

**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****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	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

#### 1.4.2

**Feedback processes of the institution may be classified as follows:**

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

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## 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:** 0.02

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

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

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2

**Demand Ratio(Average of last five years)**

**Response:** 6.99

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
959	979	989	956	964

#### File Description

#### Document

Demand Ratio (Average of Last five years)

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.3

**Average percentage of seats filled against seats reserved for various categories as per applicable**

**reservation policy during the last five years****Response:** 96.07

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
868	888	883	874	882

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:**

After admission, the teachers of each department analyses the profile of each student to identify slow and advance learners. They measure new students varied knowledge levels during initial lectures, class oral/written tests and then design simplified vernacular tutorial sessions to slow learners and challenging learning methods to advanced learners.

**For slow learners**

Remedial courses for students from disadvantaged section of the society and slow learners are organized.

- Special counseling is given to students, who are likely to dropout, and are thus retained to complete the programme.
- Most of our students come from economically weaker sections of society and vernacular medium hence we provide them with remedial courses and gap bridging courses.
- We conduct test that help us in judging the caliber in accordance with which we conduct extra classes for the weak students.
- Adopting Bilingual teaching to encourage their caliber counseling ,special tutorial classes and motivating programs are arranged for them.
- Revision of topics, tests, special teaching aids ,providing easy learning manuals and mentoring to

boost their academic confidence.

- The institution creates unique plans for differentlyabledstudents to make them free from isolated living and the institution aims at theirpersonal development, learning skills for life and gaining qualifications.

### For advanced learners

- The meritorious advanced learnersare enlisted and provided required facilities for quenching their educational thirst by sending them for various Workshops, Seminars for paper presentation, Competitions / Group discussion.
- Various guest lectures areorganized to make them aware about the competitive examinations such asUPSC, TNPSC Group exams , opportunities to undergo trainingprograms like IAS/NET/SET to acquire parallel knowledge .
- Such students are identified in regular performance and provided books, internet facilities and personal guidance.
- We give extra practiceand more challenging tasks to brighter students.
- Reading lists are provided to supplement their subject knowledge.
- The gifted learners are encouraged towards self learning of more references to achieve higher levels of academic dexterity.
- Peer learning is encouraged by the departments.
- The advanced learners are selected for Peer teaching (mentor), to teach the first year students and other weak students.
- Stipend and merit scholarships are given to meritorious students from economically weaker section of the society
- To create awareness about the social issues. Inter Departmental, Inter Collegiate and National level academic programs which provide opportunities for academic presentation also gives room for challenging the high achievers.
- We encourage meritorious students to organizesociety orientedawareness programslike Swatch Bharat ,Dengue eradication, AIDS, Girl child protection,and special UGC grantsfor women andinsistthem to give talk onenvironmental protection, celebration of global/national days etc.
- Offering leadership positions in academic clubs, various college activities are recent trendsintroduced to recognize their merit. Ensuring their writing skills , they are asked to write articles in college magazinestudents corner.
- Encouraging their achievements with awards and rewards.

The advanced learners are encouraged to achieve university ranks and placements.

File Description	Document
Any additional information	<a href="#">View Document</a>
link for additional information	<a href="#">View Document</a>



**2.2.2****Student - Full time teacher ratio****Response:** 34.87

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2.3****Percentage of differently abled students (Divyangjan) on rolls****Response:** 0.25**2.2.3.1 Number of differently abled students on rolls****Response:** 6

<b>File Description</b>	<b>Document</b>
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>

**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 Institution as a whole and faculty members in each department are making a well-intended and concerted effort to move away from the teacher-centric lecture method to the learner-centric alternative pedagogy. Paradigm shift is the significant change in the objectives of the course outline from Course Objectives to Specific Learning Outcomes for all courses. Creative facilitation of the Teaching-Learning process is done through participatory Learning Activities like Project Work, Seminars, documentary film making, creative assignments, extension activities, survey methods and Case studies. Except for lead lectures given by faculty members, learning is made student centric activities that contribute to self-management, knowledge development and skill formation at a personal and Interpersonal level activities. Group activities in Participatory learning include Peer teaching, Tutorials, Group discussion, Model making, Organising exhibitions, Participating in Academic competitions, Interactive public lectures by eminent resource persons, Brainstorming, Role play, problem solving exercises, Field survey/industrial

visits and Academic Debates. Intercollegiate and Interdepartmental academic programmes encourage the same in addition to bringing a competitive edge to the academic endeavour of the students. The use of Language laboratories, mind mapping, visits to Archaeological museums, temples, national parks, science centres gave real experiential Learning over factual concepts. Electives and inter departmental(NME) courses brought a competitive edge to the academic endeavour of the students.

### **Interactive Learning**

Each department has smart class room, computer, language laboratory with internet facilities, LCD projector and seminar hall to develop interactive skills. Students are updated on the recent developments in the relevant subjects by making them to refer to the library and media sources. Opportunities are given to the students for interaction with teachers as well as among themselves through seminar, power point presentations/project work and case studies. Field visit, excursion, study tour are conducted for the interactive learning.

### **Collaborative Learning**

The assignments and projects are given both individually and collectively which contribute to their collaborative learning potential. Peer teaching, group discussions, model making, organising exhibitions, participating in academic competitions, interactive public lectures by eminent persons, quiz, newspaper designing, academic club activities, intercollegiate and inter departmental academic programmes come under collaborative learning. Students promote the lab to land concept in some of their extension activities thereby developing self management of knowledge and skill formation. ICT-enabled teaching in the form of using computerised e-course modules together with assessment exercises are some of the new trends in teaching. Soft skill training, personality development and motivational lectures organized by the institute for overall individual growth.

### **Independent Learning**

The teachers and students are able to go online and access information of INFLIBNET and other digital resources whenever required which in turn help the students to refer more information independently. Students have liberty to choose their topics for project works and seminar presentation. Feedback from teachers on the seminar presentations, assignments and projects provide a platform for individual learning. The institution takes special efforts to instil and nurture creativity and scientific temper among the learners through organising exhibition for school children. Student centric learning methods focus on excellence, employability and community consciousness.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### **2.3.2**

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

**Response:** 134.78

### 2.3.2.1 Number of teachers using ICT

Response: 93

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3

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

**Response:** 25.87

### 2.3.3.1 Number of mentors

Response: 93

File Description	Document
Year wise list of number of students, full time teachers and mentor/mentee ratio	<a href="#">View Document</a>

### 2.3.4

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

**Response:**

The college has a detailed academic calendar which is distributed to the student at the commencement of every academic session. It gives information about the working days, time table, the rules& regulations of evaluation system, details of academic scholarships and the general code of conduct in the library. The planning and evaluation committee of the College prepares calendar and teaching schedule according to the academic plan of the college incorporating the various programmes of each department. Heads of department conduct meetings with their colleagues to discuss the time table and course units to be allotted before the term ends so that teachers have adequate time to plan their teaching and prepare teaching materials to be given to the students. In case of science subjects practical manuals are prepared by the teachers to facilitate the learning process and this enables them to devote more time for acquiring skills. Curriculum is program of studies (Curricular, Co-Curricular and Extracurricular) and guidance. The stages of curriculum development consist of Planning, Preparing, Designing Development, Implementation, Evaluation, Review &Improvement. The first stage of framing syllabus involves plan of teaching. The teaching plans consist of the following criteria. To specifies the objectives in observable terms. Levels of Out comes ? Programs outcomes: Pos are statements that describe what students graduating from any of the educational programs should be able do. ? Programs specific outcomes: PSOs

are statements that describe what the graduates of a specific educational programs should be able do. ? Course objectives are statements that describe what students should be able to do at the end of a course. They can be 6±2 for course with 2to4 credits and 8±2 for course with 5to 6 credits. ? An outcome of educational programs is what the students should be able to do at the end a of the programs/courses/intuitional units. Our institution is an autonomous college, the planning of COs, POs and PSOs are indented and documented by Heads of the Department of each programs in consultation with faculty members in the concerned department as per the guidelines given by Choice Based Credit System Syllabus. The planning board of the college consists of a member secretary, Dean academic and a few senior faculties. This board decides total units of a course /reference materials / teaching aids/credits for UG/PG/M.Phil courses. The BOS consists of an university nominee from Mother Teresa Women's University, Kodaikanal, a subject expert for each programs, HODs, Faculty members, an alumni and an Industrialist. The syllabus of each department is approved in BOS Meeting and then reviewed, endorsed in academic council meeting with necessary suggestions and alterations, research bodies The teaching plans includes the preparation of timetable, distribution of workload among faculties and the syllabus to be covered in each semester .The evaluation system consists of continuous internal assessment and the end semester examinations. The syllabus is improved /revised /reconstructed in every three years for UG & two Years for PG based on recent trends in each programs.

## 2.4 Teacher Profile and Quality

### 2.4.1

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

**Response:** 82.22

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

### 2.4.2

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

**Response:** 37.59

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
34	33	25	24	20

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

**2.4.3****Teaching experience per full time teacher in number of years****Response:** 5.36

## 2.4.3.1 Total experience of full-time teachers

Response: 370

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

**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:** 34.25

## 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
5	1	1	13	5

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

**2.4.5****Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0

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

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

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)

**2.5 Evaluation Process and Reforms****2.5.1**

**Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years**

**Response:** 21.6

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

2016-17	2015-16	2014-15	2013-14	2012-13
28	13	30	25	12

**File Description****Document**

List of programs and date of last semester and date of declaration of result

[View Document](#)

**2.5.2**

**Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years**

**Response:** 0.65

2.5.2.1 Number of complaints/grievances about evaluation year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	20	11	38	63

<b>File Description</b>	<b>Document</b>
Number of complaints and total number of students appeared year wise	<a href="#">View Document</a>

### 2.5.3

#### **Average percentage of applications for revaluation leading to change in marks during the last five years**

**Response:** 60.2

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
5	8	1	20	43

<b>File Description</b>	<b>Document</b>
Year wise number of applications, students and revaluation cases	<a href="#">View Document</a>

### 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:**

The institution sticks on to the choice-based credit system in awarding the Grade to the students. The learning progress of the students is periodically assessed through two major components namely Continuous Internal Assessment (CIA) and End-semester Examinations. Prior knowledge is given the students about the working mechanism of these components and the reforms, if any, through the hand book, given to them at the beginning of the academic year.

The Examination Committee, comprising the Principal, the Heads of the Departments, the Controller of Examinations and the Deputy Controller of Examinations put their heads together to design innovative evaluating techniques for the betterment existing system. With the opportunity thrown to the students to appear for three Internal tests at equal interval of working days, the teacher facilitates a good score for them, by choosing the best two out of their three performances. The total marks of 25 is split as – 15 for Internal tests, 5 for Assignment preparation and 5 for Seminar performance The foremost laudable streak

of this evaluative mechanism is having centralized the Conduction of internal tests with the Common Time-table, under the perfect administration of the Controller of Examinations section. The faculty follows a direct and transparent method in assessing, calculating, registering and intimating the students about their score. Enough time gap is given to the students to post their grievances, towards their score and immediate measures are taken to redress them. Only after arriving at the point of complacency and correctness, the registered mark statement is submitted to the Examination section, after getting it duly signed by the Head of the institution. The institution is particular in facilitating the participation of the students in Co-curricular and extra-curricular activities and at such occasions during the examination period, they are offered an exclusive chance to appear for the examination, with the newly set question paper.

With the need-based Blue print, consisting of four sections, a full-fledged question pattern for 75 marks has been prepared and brought in adoption since April 2016. It is a quotable examination reform, which has brought fruitful academic result. This pattern aids to test the knowledge, understanding and application level of the students. In the pattern, the first section, comprising 10 objective type questions promote the students to meet the competitive examinations in future with enough competence, whereas the other sections, comprising descriptive and elaborate answers strengthen their subject knowledge. The faculty is given full autonomy to frame the need-based question pattern. To quote an example, the Department of English, which has been offering the Skill-based courses as 'English for Competitive Examinations' and 'English for Placement' for written examination purpose, has made a better modification, by introducing courses like 'Communicative English' and 'Advanced English' for Oral examination.

The passing minimum in each course has been revised as 40 per cent since June 2013. And the passing minimum in CIA has been repealed, so that the all students will be given the right to appeared for the End-semester examinations.

The whole evaluation process is familiarized with the students in the orientation programme right after their admission. The scheduled Time-table for both Internal and External examinations are informed to the students well in advance. The examination schedule has been circulated through the departments as well as publicly announced in the common prayer gathering in the morning. The recent noteworthy reform, which has been done in November 2012, is printing the examination schedule in the Hall tickets themselves, to drive home the information accurately. In addition, the photograph of the individual student is printed in her hall ticket itself. As each one comes with her Identity card, scrutinizing the admission of the student to the examination is easier and correct. No malpractices are encouraged in the examination center, as the faculty monitor the whole process of examination incessantly.

The Examination section reserves the rights to its own self in deciding the question paper setter and maintaining confidentiality. It maintains a panel of examiners, from whom the question papers are solicited. The practical examinations for the Under Graduate students are conducted by the external examiners. The centralized answer script assessment system, by involving the external as well as the internal examiners, is carried out in just and impartial manner. The examiners are supplied with the rules for strict adherence as well as the scheme of valuation. The chief examiner scrutinizes the values scripts and thus avoids discrepancies.

The examination section is prompt enough to publish the examination results, within twenty four days, after the completion of the End-semester examinations. Before publication, the result particulars are submitted to the passing board, in which a Parent University Nominee is present and got approved. The



freedom to apply for revaluation is fully activated. The term 'Re-appear' is in usage to mean 'failed', to avoid the psychological stress of the students. The students could reappear for any examination only in the even semester. An exclusive opportunity is given to the final year students of all courses to reappear for supplementary examinations, ten days after the publication of results. The practice of conversion of marks into Letter grade, with the CGPA calculations is done as per the instructions of the Parent university. With the consent of the university, the mark statements are given to the students every semester. There never occurs a delay in delivering the Consolidated mark statement, Provisional Certificate and the Degree Certificate.

The ICT enabled system, adopted by the Examination section enables the smooth conduction of examinations. An exclusive examination form is prepared for each individual student, with the details of the Course and the Course Code. The hall tickets carry the details of the individual, the name and code of the courses as well as the time schedule. The candidates' course-wise data, Examination hall arrangement, Marking attendance, Mark entry statement of results and Printing forms of any sort are systematically done with the aid of computers. The on-line result tracking system has been introduced since November 2017.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.5

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

**Response:** D. Only result processing

File Description	Document
Current manual of examination automation system and Annual reports of examination including the present status of automation	<a href="#">View Document</a>
Current Manual of examination automation system	<a href="#">View Document</a>
Annual reports of examination including the present status of automation	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

**Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

The objectives and the expected outcome are made to the students by the teachers before the start of the course. During the admission of the students to the course, an informal introduction to the course and its utility purpose is explained to them. At the beginning of the programme itself, the students get into the syllabus prescribed, with the help of the teacher. The well structures syllabus for each list of text books, reference books and materials related to the courses are explained in detail. This helps the students to organize their perceptions or views on the course before the learning process starts. The value of the course is inculcated in the minds of the students.

Each course has been designed with meticulous attention and there exists integrity in the arrangement of the courses. The faculty is conscious of the evolution of the major subject, taken for study, through the spread of courses in the semesters. The teacher orients the students to the learning process by introducing the title of the course, the marks and the credits allotted to it. She invokes an interest among the students by an informal way of introduction.

Before the starting of the teaching-learning process, an elaborate note on the reason for the inception of the course in the syllabus is done. The teacher motivates the students to do the background study of the programme by reading the recommended books. The college library offers an easy accession to reference books needed.

While designing the syllabus, the faculty asserts the availability of the text books, prescribed for the particular programme. The college takes initiatives to distribute some of the text books to the students.

Each course comprises well-knit five units, with the number of hours to be spent in teaching and evaluation. The teacher follows the time schedule in driving home the teaching material to the students. If necessary, study materials are prepared by the faculty and circulated to the students. By doing so, even the mediocre are able to be in a comfort zone, while learning. The teacher understands that the first difficulty faced by the students, who have their schooling in their regional language, is in understanding the technical terms of the subject. To avoid this problem, arising during the learning process, the teacher makes the terms localized and thus erases out the feeling of anxiety from the minds of the students.

A neatly planned question pattern is given to the students, so that the weightage of the units can be analyzed and the learning can be done accordingly. The teacher also offers academic counseling to them to become better mark scorers. They are well informed about the evaluation system, which comprises centralized internal assessment, assignments, seminars and end-semester examinations. The students have a better knowledge about their academic responsibilities for each course. She is able to tune herself to the course, she has chosen out of her interest.

The program objectives, course objectives and expected outcomes are available in the college website.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6.2

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

**Response:**

The objectives of the programme and the course of all the disciplines are well knit, with the comprehensive view of promoting the students' learning process at three levels: knowledge, understanding and application. The programme objectives are designed by the faculties, depending on the nature of the programme. Strengthening the subject knowledge and creating awareness on social responsibilities, ethics and environment is the common objective. The programme outcome can well be defined by the increasing number of graduates of this institution, becoming professional women. The suggestions collected from the stakeholders, the Alumni and the subject experts regarding the curriculum design serve as the main tool to assess the quality of the programme.

The course objectives are designed with due importance to the course outcome of the previous syllabus. The syllabus elucidates the expected learning outcome of the course. New courses are introduced at every time of framing the syllabus, in such a way that they cater to the needs of the day. The academic performance of the students is evaluated directly through Continuous internal assessment, Assignments, Seminars, End semester examinations, Project work and Viva- voce examinations.

The skill-based courses are designed mainly to promote the occupational skill of the students. Most of the departments have been offering courses, based on the modules meant for the Competitive examinations. These courses are offered as the Non-major Elective courses. The skill and the involvement of the students in such courses are assessed through written and oral tests. The Specific courses like 'Soft Skills', 'Women and Economy', 'Human Rights' and 'Home Chemistry' enable the students to understand their potentiality and promote themselves as professional women.

Comprehending the necessity to synchronize the student community with the society around, the Extension activities and the Out-reach programmes are carried out as part of the curriculum. The weightage given to such society-oriented services by the institution is explicit, by noting that that one credit is given to the students for completing the work.

The institution is particular in creating a sense of morality and discipline in the minds of students. Value education is incorporated in the curriculum as a segment of it. The freshers undergo Yoga training, both practically and theoretically. The individual performance of Yoga and the written performance in the End-semester examination are assessed.

Special courses like 'Environmental Studies' and 'Entrepreneurship' are offered at the UG level to create eco-consciousness in the students and promote the economical standard of the learners.

Other than teaching, learning and evaluating the academic performance of the students, the faculty gives much importance in creating an academic ambience. They execute innovative techniques like participatory learning, group discussion, project report presentation, interactive sessions, group discussion etc. Thus, the institution expects a holistic development.

Initiatives have been taken to introduce Outcome-based Approach in framing the syllabus. As restructuring of syllabus for the PG & M.Phil., programmes in 2018 and for the UG programme in 2019 is to be done, the College Academic Council has made a policy to bring the approach in adoption.

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

**2.6.3****Average pass percentage of Students****Response:** 96.66

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

Response: 3613

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

Response: 3738

<b>File Description</b>	<b>Document</b>
List of programs and number of students passed and appeared in the final year examination	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for annual report	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 3.56

<b>File Description</b>	<b>Document</b>
Database of all currently enrolled students	<a href="#">View Document</a>

## 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	<a href="#">View Document</a>
URL of Policy document on promotion of research uploaded on website	<a href="#">View Document</a>

#### 3.1.2

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

**Response:** 0

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	0

File Description	Document
List of teachers receiving grant and details of grant received	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 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	<a href="#">View Document</a>

### 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**

**Response:** B. Three of the facilities exist

File Description	Document
Link to videos and photographs geotagged	<a href="#">View Document</a>

## 3.2 Resource Mobilization for Research

### 3.2.1

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

**Response:** 4.15

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.80	0.40	0	0	2.95

File Description	Document
List of project and grant details	<a href="#">View Document</a>
e-copies of the grant award letters for research projects sponsored by non-government	<a href="#">View Document</a>

**3.2.2****Number of research centres recognised by University and National/ International Bodies****Response:** 2**3.2.2.1 Number of research centres recognised by University and National/ International Bodies**

Response: 2

File Description	Document
Names of research centres	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.2.3****Percentage of teachers recognised as research guides****Response:** 27.54**3.2.3.1 Number of teachers recognised as research guides**

Response: 19

File Description	Document
Details of teachers recognized as research guide	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.2.4****Number of research projects per teacher funded, by government and non-government agencies,**

**during the last five year**

**Response:** 30.33

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

Response: 2214

<b>File Description</b>	<b>Document</b>
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
link to funding agency website	<a href="#">View Document</a>

### 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:**

The institution believes traditionally that a good researcher can only be good knowledge provider. It takes much care to create research ambiance and research facilities available to the students and research scholars within the campus. The college has a research committee which promotes research activities. The English Language Laboratory, Central Instrumentation Laboratory, Green House, Mushroom Cultivation Centre, Azola Cultivation and Multi-station Gym have been developed for the benefit of the up-coming researchers. The faculty, owing to their research interest in emerging areas and wide contacts around the world have conducted 85 seminars, conferences, workshops, training courses at national and international level.

- The Department of Tamil conducts National and Inter-national seminars every academic year, based on a particular research area. With the start- up called 'Nokku' (Perspective), the faculty of Tamil conduct Inter-national seminar and publish the research articles presented in the seminar in the form of a book with ISBN.
- The Department of History goes ahead by its studious and consistent involvement in research and innovations. With the valuable guidance of Mr. Narayanamoorthi, the archeologist, the scholars of this institution are taken to the archeological spots in and around Palani. The scholars gain knowledge about the evolution of script and estampages of inscriptions. The new findings of the researchers of history are-
  - Being the first to decipher 39 new inscriptions at Kolumam.
  - Ground survey at Iravimangalam and excavating a Jain statue.
  - Finding sequential early paintings at a pre-historic cave at Andipatti.
  - Finding finger impression and paintings of pre-historic men at Kathirkamu hills.



- The Department of English widens the knowledge rate of the research scholars by introducing the new and emerging areas in literature as papers in the syllabus. The scholars do an intensive study of their respective research areas. Such research areas under coverage are African, Canadian, Subaltern, Continental, World, Postcolonial, African African-American, Canadian and Comparative Literature and English Language Teaching.
- The scholars of Department of Commerce do an analytical study of Human Resource Management, Entrepreneurship, Marketing and Finance.
- The Departments of Computer Science and Computer Applications are vibrant with their innovative and challenging research areas like .Net, Data-mining, Embedded System, Biometric Techniques and ATM Management System.
- The students of Economics do a detailed survey of the socio-economic condition of villages in and around Palani as well as a study of Brand Preference, Trends in Agricultural Productivity, Consumerism and utility of Post Office Schemes.
- Vermi technology, Sericulture, Aquaculture and Solid Waste Management, Analytical Chemistry, Consumer Chemistry and Environmental Chemistry, Oyster Mushroom Cultivation, Medicinal Plants in Siddha Medicine, Paper making, Organic Terrace Gardening, Statistical Analysis, Operational Research and Electronics are some of the major unexplored thrust areas in which the students of science carry out their project work innovatively.

Being motivated to become full-fledged research centers, the faculty and the students do the maximum to mobilize every resource for research and thus land in new and innovative research findings.

File Description	Document
link for additional information	<a href="#">View Document</a>

### 3.3.2

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

**Response:** 0

##### 3.3.2.1 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
0	0	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3.3

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

**Response:** 25

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
2	3	2	11	7

File Description	Document
List of innovation and award details	<a href="#">View Document</a>
e- copies of award letters	<a href="#">View Document</a>

### 3.3.4

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

**Response:** 4

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	0	0	0	3

File Description	Document
List of startups details like name of startup, nature, year of commencement etc	<a href="#">View Document</a>
e- sanction order of the Institution for the start ups on campus	<a href="#">View Document</a>
Contact details of the promoters for information	<a href="#">View Document</a>

### 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	<a href="#">View Document</a>

#### 3.4.2

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

**Response:** No

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>

#### 3.4.3

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

**Response:** 0

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
0	0	0	0	0

File Description	Document
List of patents and year it was awarded	<a href="#">View Document</a>

**3.4.4****Number of Ph.D.s awarded per teacher during the last five years****Response:** 0.31

## 3.4.4.1 How many Ph.Ds are registered within last 5 years

Response: 4

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.5****Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.77

## 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
7	5	4	11	29

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

**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:** 0.66

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
1	1	2	31	13

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4.7

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

**Response:** 0.83

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: 78

File Description	Document
BiblioMetrics of the publications during the last five years	<a href="#">View Document</a>

### 3.4.8

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

**Response:** 1

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

Response: 47

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

Response: 3

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View Document</a>

### 3.5 Consultancy

#### 3.5.1

**Institution has a policy on consultancy including revenue sharing between the institution and the individual**

**Response:** No

File Description	Document
URL of the consultancy policy document	<a href="#">View Document</a>

#### 3.5.2

**Revenue generated from consultancy during the last five years**

**Response:** 0

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	0	0	0	0

File Description	Document
List of consultants and revenue generated by them	<a href="#">View Document</a>

#### 3.5.3

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

**Response:** 0

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	0	0	0	0

File Description	Document
List of teacher consultants and revenue generated by them	<a href="#">View Document</a>

### 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:**

Arulmigu Palaniandavar Arts College for Women works with a broad educational mission: to develop the "whole student." It understands involvement of the students in extracurricular is a key tool in personal development. To promote this further, the students are inspired to involve themselves in extension activities and out-reach programmes an integral part of their collegiate experience. The primary goals of extension activities focus on the individual student level, the institutional level, and the broader community level.

The institution has adopted Paraipatti, a hamlet, nearly half a kilometer away from the campus. By working along with the villagers in promoting the latter at all levels, the students gain numerous experiences, which afford positive impact on their emotional, intellectual, social, and inter-personal development. The students engage in community service projects such as temple cleaning, tree plantation, tutoring the school students and educating the women in the area. By striving to educate them, the students could witness development not only among the target group but also in themselves. They get accustomed to social interaction in later life. In future, the experiences enable them to reduce social isolation between the wealthy and the needy. Their concern to the needs of the community is deepened. Ultimately, a strong desire is created in them to uplift the quality of the life of the community.

The National Service League, which comprises three units with nearly 150 students conducts camps in hamlets like Chithiraikulam, Velappanaickenpalayam etc. The 7 days camp includes tree plantation, Eye and Dental check-up, Economic Survey, Eradication of parthenium and polythene waste. Through such programmes, the students become aware of environmental and health concerns.

The institution makes it a policy to adhere to Swacch Bharath. The students along with the faculty and staff voluntarily involve themselves in campus cleaning every week. The participation of the 2000 students in rallies and human-chains to spread awareness on wide-spreading diseases and voting rights widens their mind and gives exposure to the outer world. They become volunteers to contribute to their community and, most important, critically reflect upon their service experiences.

The out-reach programmes of the institution are mostly carried out by the National Cadet Corps, National Service League, Youth Red Cross, Red Ribbon Club, Consumer Club and Women's Club. Some quotable services extended by the students are conducting Blood Donation Camps and creating

awareness on Eye Donation and Organ Donation. The Youth Red Cross of this institution has been selected as the best unit in Dindigul District. The Consumer Club introduces the students to the legal aspects of consumerism and thus in turn, they become the torch-bearers to the society around. The Women's Club takes efforts through lectures to sensitize the women-students and equip them to face the issues and challenges in future with courage.

By working together with other individuals, the students learn to negotiate, communicate, manage conflict, and lead others. Taking part in these out-of-the-classroom activities helps them to understand the importance of critical thinking skills, time management, and academic and intellectual competence.

### 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
2	0	1	1	5

#### **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:** 50

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
7	12	14	10	7

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 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:** 0.21

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
5	2	4	5	8

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.7 Collaboration

### 3.7.1

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

**Response: 5.8**

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
11	5	5	1	7

**File Description****Document**

Number of Collaborative activities for research, faculty etc.

[View Document](#)

Copies of collaboration

[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: 13**

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
1	1	1	1	9

**File Description****Document**

Details of linkages with institutions/industries for internship

[View Document](#)

Any additional information

[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: 6**

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
4	0	2	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## 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 policy of the Institution is to rise and augment infrastructural facilities to meet the growing needs in the teaching-learning process. Such an effort would bring the benefit of better value for funds, enhanced quality service and increasing efficiency. The college has adequate infrastructural facilities to run the academic and administrative programmes. The college campus spreads over 37 acres ( Built-up area: 8361.2736 Square Meters) of serene eco friendly academic ambience. New infrastructure is created and the existing ones are upgraded whenever necessary. Stable and proper maintenance of infrastructure has helped the optimal usage of existing facilities.

- The institution has 60 spacious, well- ventilated and adequately furnished classrooms. Each class is provided with fan, light, adequate seating facilities. The classrooms consist of a raised platform and the traditional blackboard for better teaching activity. The neem trees that peep through the windows spread the message of goodness to the students.
- There are 9 laboratories for doing experiments in science, 4 for analysis in computer science and 1 for English language learning activity. The equipments and articles in the laboratories are properly maintained and replaced at times of breakage. The students make optimum utilization of laboratories. The English Language Laboratory, established in 2006 by the grant from UGC, gives curriculum-based audio-visual treat to all students.
- The emergence of the self-financing courses on Computer Science and Computer Applications in the college shows the ever-rising demand for such courses. 1320 under-graduate students own a laptop, issued by the Government of Tamilnadu. In addition, the Department of Computer Science offers a Certificate Course in Computer Science to the freshers. With the partially Wi-Fi enabled campus, Internet Facility and Smart Class Rooms, the institution is able to provide the ICT enabled teaching.
- The Centralized Instrumentation Center, launched by the Departments of Science fulfills the project needs of the students and promotes the research aptitude of the scholars.
- Palani is an ancient city, with numerous Megalithic Sites, Cultural Remains, Historical Monuments and Archaeological Sites. The Department of History maintains an 'Archaeological Museum', keeping in mind the duty of preserving them. The Department of Zoology maintains a museum, where the specimens, models and fossils are preserved. The Department of Botany has created and maintains experimental sites for Mushroom and Azola Cultivation.
- The partially automated library is a torch-bearer to many learners and researchers of this institution. Internet, Wi-Fi and INFLIBNET facilities and Institutional Membership in National Digital Library are available. In addition, the Departments have created a library and a book bank of their own to lend books to the needy.

- The added advantages of the institution are exclusive wing for the Controller of Examinations Section, Auditorium with 2500 seating capacity, Open air Auditorium, Seminar Halls with high-tech audio system, CCTV surveillance, RO Water Purifier, Fire Extinguishers, Fiber Optics and three hostels to accommodate nearly 500 women students.

The institution has a great concern for the improvement of infrastructure as it is a catalyst for effective function.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.2

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

#### Response:

**Sports and games** are the index by which the prowess of the college is judged. The Physical Education Department plays a significant role in elevating the standard and achieving more in sports and games. The number of students coming to the field has been on the increase every year. The students who get enrolled on the basis of sports quota are passionate towards sports and games. They are regular for practice and have achieved excellence in the sports field.

The most important function of physical education is to provide the necessary physical environment which facilitates the all-round development of the individual and makes her a good citizen in the true sense of the phrase. The students of this institution are provided with all facilities and the encouragement to take part in physical education activities throughout the academic year.

The Department of **Physical Education** facilitates the activities of sports and games by its various functions:

- Enrolling the players in schools on sports quota basis as well as identifying the interested students in sports.
- Conducting Inter Collegiate Tournaments and Athletic Meets and celebrating Annual College Sports Day.
- Holding medical inspection during the rainy season.
- Providing Additional refreshments during coaching hours, Special diet and free accommodation, track suits, sports kit, spikes and uniforms to the players.
- Providing proper and intensive coaching facilities with the help of experienced coaches before participation in inter collegiate tournaments.
- Making the students participate in the Inter-collegiate, Taluk, District, State, National level, and other Open tournaments.

- Giving credit of attendance for the sports women while they are off for sports activities and conducting special Semester Examinations to them.
- Offering physical fitness programme for indoor and outdoor games for students during the off-season period.
- The Multi-Station Gym (10 stations), is open to students and staff members from 7.00 am to 9.00 am. and from 4.00 pm to 6.00 pm.

For keeping stress at bay and enabling the students to tolerate the potential stress associated with life, the college organizes yoga session once in a week. This practice results in harmony of body and spirit, increased attention span, improved memory power and focus, stress reduction, and emotional wellness of the students. The freshers of the college get practical training in **Yoga and Meditation**. The college owns a separate Meditation Hall in the hostel.

In the mechanical life cycle of a student, the cultural programmes show certain degree of fluctuations in the excitement levels of students. To avoid such monotony and also to hone the skills of the students, the college conducts **cultural celebrations** titled “Youth Fest” every year. Hundreds of students illuminate the stage by showcasing their special skills in various competitions. The departments conduct inter-collegiate competitions titled ‘Arete’, ‘Bigem’, ‘Talent Expo’ etc every year.

The students of this institution bring in the festive mood, during the National and Regional festive seasons by staging oriental programmes. This helps to sensitize all towards the wide spectrum of beliefs which co-exist harmoniously in India.

File Description	Document
Any additional information	<a href="#">View Document</a>
link for additional information	<a href="#">View Document</a>

### 4.1.3

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

**Response:** 15.49

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 11

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

**4.1.4**

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

**Response:** 100

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
135.64726	96.15868	199.51002	363.19072	79.14562

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

**4.2.1**

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

**Response:**

The college library works with the motto, 'Miles to go'.

Since its inception in 1970, the college library has been flourishing high with 37323 books, 42 periodicals, 2500 reference books, 685 gifted books, 600 Back volumes, 144 Educational CD's, 402 Dissertations, 188 Projects and 108 Maps at present. The E-Resource available in the library is in huge amount with 1,35,000 E-Books and 6000 E-Journals. Library premises are accessed through prominent display, adequate signage, fire extinguisher.

The library working Hours is 9.00 am to 5 pm on all working days. The students are motivated to promote themselves by making the best use of the library. One such motivation is the 'DEAR' (Drop Everything and Read) Programme, conducted on every Wednesday in the morning. The freshers are oriented to become good readers. Library hours are allotted to the classes, so that they could utilize the time meaningfully. The activities of the library are monitored by the library committee, comprising the Principal, the members of the faculty and the student representatives. The committee has planned to form LIS Club. The average number of walk per day is 100 students. The average number of books circulated

per day is 25. The ratio of library books to students enrolled is 15:1.

The entire library is computerized for Web OPAC (Online Public Access Catalogue) facility, library catalogues, journals etc. There are 6 computers, one Printer and Scanner with internet connectivity for the public accession. It is a member of UGC INFLIBNET N-List and NDL. All the computers in the library are connected through LAN Facility. Open access system is followed to search documents. The academic community in the College can make use of e-resources provided by INFLINET which provides access to more than 3 lakhs e-journals and thousands of e-books. URL of websites and E-tutorials are provided to the users. The users of the library can have an easy accession to multiple databases through a single window of INFLIBNET website: apacwlibrarymoodlecloud.com. The library is partially automated with 'e-granthalaya' library management software. A database of the holdings of the library is prepared, which can be easily accessed using OPAC. Moreover, many of the faculty members hold the position of Reviewers for international journals. This enables easy and open accession to the journal contents of respective publications.

The section-wise signage is designed as Circulation Counter, Property Counter, Newspaper Section, Periodical Section, Reference Section, Previous Question paper Collection, Theses and Dissertations, Stock Room, Back Volumes and E-resource Center. Students can have accession to Reference and Rare books.

The Department of Library adopts various strategies to disseminate information and attract the attention of the students. The arrival of the new electronic resources is intimated through the Notice Board. To enrich the knowledge rate of the students, current events and affairs are displayed in the white board. Information deployment and notification is done by displaying the Notices on New arrivals, Posters, Circulars and Newspaper clippings on career opportunities.

File Description	Document
Any additional information	<a href="#">View Document</a>
link for additional information	<a href="#">View Document</a>

#### 4.2.2

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

##### Response:

The RARE BOOK SHELF of the institution houses rare books, old books, limited-edition books, books that don't look like books, bound volumes of magazines and newspapers, prints, photographs, and precious collection of maps. It is an acclaimed collection of unique items, constituting a resource of major importance to the institution and the scholarly world at large. All this and more is kept in the exclusive book rag of the library. The aim of this institution is to preserve and promote the use of these exceptional and distinctive materials for research, scholarship, and enjoyment. The Department of Library facilitates easy accession to this treasure house. The students engage in research, work on



individual or group projects and explore new ideas.

The range of the collection of the rare books by the Department of Library is noteworthy. These books provide a wide resource to the budding researchers of this institution. The students get easy accession to these books. The past writings, containing the ever-living thoughts of the writers offer a good experience to delve deep into the thoughts. and information of the past.

**To quote a few:**

- Matumdar. The Delhi Sultanate: Vol –III. Bharathiya Vidya Bhavan, Bombay, 1960
- . Kamba Ramayanam: Vol – I,II & III . UVS Nool Nilayam, 1962.
- The Collected Works of Gandhi. The Publication Division, Delhi. 1960.
- Dharma. All India Educational Directory, 1972.
  
- Glossary of the Madras Presidency. C.D. Maclean. Asian Educational Services, New Delhi, 1893.
  
- Glossary of the Madras Presidency. C.D. Maclean. Asian Educational Services, New Delhi. 1893.
  
- Indian Embroidery. Kamala Devi Chattopadhyay. Wiley Eastern, New Delhi, 1977
- The Odyssey World Atlas. Golden Press, New York, 1967
- Castes And Tribes of Southern India: Vol I to VII. E. Thurston & K.Rangachari. Cosmo

Publication, New Delhi, 1909

- Aaintham Ulaga Tamil Manadu- Karutharangu Aaivu Katturaigal. Ulga Tamil Aaraichi

Mandram. Kala Sasthira Publications, Chennai, 1981.

**A Wonderful Collection of Encyclopedias:**

- Annals of America: 1833 to 1840
- Harper Encyclopedia of the Modern World
- The Soviet Encyclopedia of Space Flight
- The New Popular Science: Encyclopedia of the Sciences
- The Reader's Encyclopedia of World Drama
- The Reader's Digest Great Encyclopedia Dictionary –I: A-L .Vol I to III
- International Encyclopedia of Indian Literature

**The Precious Wealth of Dictionaries:**

- Dictionary of National Biography Vol – I, Sen. S.P, Institute of Historical Studies , Calcutta, 1972.
- English Dictionary, Chennai Chithamparam University, Madras, 1965.
- The Oxford English Dictionary, William Little, Oxford Calendar Press, London, 1933
- Webster's New International Dictionary of The English Language – (Vol-1 To 3)
- Dictionary of National Biography, S.P.Sen, Ghoshat Eastern Printers.
- Seven Language Dictionary, David Schumaler, 1978.

**The rare treasure house of resources by the collection of periodicals, to name a few with the starting year of the collection -**

- Amuthasurabi, 2009
- Bhavan's Journal, 2009.
- Careers 360, 2009
- Current Science, 2010.
- Chemistry Spectrum, 2000.
- Facts for You, 2009..
- India Today, 2005.
- Chemistry Today, 2003.
- Down to Earth, 2009.
- Indian Journal ofMarketing, 2010
- Kisan World, 2012.
- Journal of Applied Zoological Research, 2004.
- Southern Economist, 2007.
- Tamil Computer, 2006

File Description	Document
link for additional information	<a href="#">View Document</a>

### 4.2.3

**Does the institution have the following**

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

**Response:** Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

### 4.2.4

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

**Response:** 1.63

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
0.82472	1.54865	1.96788	2.30256	1.51333

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5

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

**Response:** No

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

#### 4.2.6

**Percentage per day usage of library by teachers and students**

**Response:** 4.4

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

Response: 109

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1

**Institution frequently updates its IT facilities including Wi-Fi**

**Response:**

The institution makes a variety of IT resources available to its members. They include all computer networks, wired or wireless, computers, printers, mobile devices, storage, audio visual systems, and associated information services. The resources are availed for the purpose of research, teaching, learning, associated administration or other authorized use. Some such optimal uses are -

- The institution provides secure, network connections to all rooms on the main site, which enables members to access the service at various strategic areas within the College.
- There are well-equipped computer laboratories, with scanners and printers (Laser and Dot Matrix), and a number of public access points in convenient locations around the College. It provides computing facilities to help the students with their academic work.
- The institution ensures a consistent computing environment, by upgrading the IT facility available in the campus from 128 kpbs to 2mpbs version.
- All departments have computer facilities, with PCs, offering a range of general and specialist software, as well as printers and scanners.
- The Department of Computer Science and Computer Applications provides a Help Desk service to all College members. This includes help and advice on computing issues and a limited disaster recovery service to help users get data back if their own computers fail.
- To enable efficient dissemination of information and communication the Institutional website has been registered in the free domain and properly activated.
- The faculty and the students use Laptops, LCD Projectors, Over-head Projectors, Web tools and Online resources at times of academic need.
- Network Resource Centre is functioning in the College with 10 computers.
- Public Addressing system and Intercom facility are added advantages for easy dissemination of information.
- As the institution adheres to the Single Window Counseling System for admission from 2015-16, an exclusive software is launched by the computer experts to make the work easier and transparent.
- The server 'moodlecloud.com' speeds up the academic endeavours of the students of this institution, by providing E-content materials prepared by the faculty, Computer aided packages and introduction to Online Service Examinations.
- **e-pay roll System – Online:** Pay bill are prepared by the staff with the assistance of the software 'nic' and other bills clearance is done by 'Electronic Clearing System'.
- The application for scholarship by the students is done online through 'Tamilnadu E-district Scholarship System'.
- All the Income Tax related matters are dealt with easily and correctly by the launching of a software in the office.
- Library automation and data base is created in the college library by installing the software 'E-granthalaya'. LAN Facilities are made available in the library.

We assure the institution uses only the licensed software, with the computers, well-protected with K7 Anti-virus package. Information Technology needs to serve its users as best as possible and to take the role of an enabler, fostering innovation. So, our infrastructure is continuously upgraded. The institution is sure to invest in Information Technology still more in order to serve our students still better.

File Description	Document
Any additional information	<a href="#">View Document</a>

**4.3.2****Student - Computer ratio****Response:** 14.49

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

**4.3.3****Available bandwidth of internet connection in the Institution (Lease line )****Response:** <5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

**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	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

**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:** 100

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
135.64726	96.15868	199.51002	363.19072	79.14562

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 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:**

Feedback regarding infrastructural facilities is regularly obtained from the users on the campus, which is useful to bring about changes. The maintenance and services of laboratories, equipments and other facilities have been rendered through annual contracts and on need basis. A system is in place for maintenance and repairs of equipments and infrastructure on a routine basis.

The College has established systems for maintaining and utilizing physical, academic and support facilities. The maintenance and establishment of such facilities is met out from the given financial resources.

- The management is magnanimous enough to allocate special funds for constructing new buildings, purchasing equipments and furniture and maintaining laboratories and buildings.
- The fund received from UGC as Grant- Additional Assistance, Autonomous, Under Graduate Development, Plan Block Development, Development of Sports Infrastructure, Human Rights Education and SC,ST,MBC & Minorities Development are spent for Purchasing Furniture, Equipments and Sports Articles, Equipping Laboratories and Library, Conducting Certificate Course, Seminars, Conferences, Workshops, Extension activities, Field Work and Subscription of Journals and purchasing of books.
- The Special fee collected from the students is spent towards Repairing and Replacing Damaged Articles, Purchasing Sports Equipments and Furniture and Maintenance of Play Ground.
- The fee collected for the self-financing courses is used for Establishing new Laboratories, Conducting Special Lectures, Adding new facilities, Purchasing equipments and Grant of Salary to the teachers in the for Self Financing Wing.

The institution holds the pride of partaking in the Swachh Bharat Scheme and thus each individual is conscious of maintaining the cleanliness of the campus. It adopts suitable system to maintain its physical properties. The classrooms had been constructed with adequate ventilation, lighting and provision for use

of audio-visual aids. They are cleaned daily and works like black board painting, while washing, plastering, electrical installation and purchase of furniture are done regularly. The laboratories of the science departments are looked after by the lab-technicians and the lab-assistants. After the Annual Stock Verification, the damaged articles are replaced from the Contingency and Breakage amount collected from the students and quotations are invited for repairing of equipments.

- Annual Stock verification, arrangement of books by the student volunteers, binding the worn-out books, Replacing the lost books and refilling of fire extinguisher, renewal of INFLIBNET are done in the General Library regularly.
- The Sports arena is taken care of by the Games Marker and the Sub-staff, appointed by the college for this purpose. The Fitness Centre is serviced every year by the fitness club.
- The electricians and the Lab-technicians maintain the computers in the laboratories in good condition. In addition, hardware trouble shooting and installation of software are done by outsourcing. The institutional website is updated on a regular basis.
- The college canteen is run by the Co-operative store and the quality of food items and cleanliness is monitored by the faculty.

Above all, everyone in the college campus is conscious of the optimal use of the auditorium, conference hall, classrooms, laboratories, playgrounds and other infrastructural facilities.

## 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:** 55.19

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
1317	1380	1342	1116	1328

#### 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](#)

#### 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:** 0

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
0	0	0	0	0



File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>

### 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**

**Response:** 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 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:** 5.02

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
120	140	112	120	100

<b>File Description</b>	<b>Document</b>
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5**

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

**Response:** 0.32

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
38	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of of students benefited by Vocational Education and Training (VET)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.6**

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

**Response:** No

<b>File Description</b>	<b>Document</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1**

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

**Response:** 1.76

## 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
65	3	0	0	5

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.2.2

**Percentage of student progression to higher education (previous graduating batch)****Response:** 36.22

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 305

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>

## 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:** 9.53**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
13	7	13	35	25

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
152	112	212	246	200

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 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:** 463

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
72	79	31	88	193

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

#### 5.3.2

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

The institution has a student representatives committee. The head of the institution roles as the coordinator and all the class representatives are the members of this committee. The purpose of the committee is to allow them can hold various positions, providing experiences to handle responsibilities and working with others. The institution creates a platform for the active participation of the students in the various academic and administration bodies. This helps the students in developing leadership skills, rules, regulations and execution skill. Each class has a representative; she brings forward the views and suggestions of the entire class to the meeting and reports back to the class room regarding what was discussed at the meeting. The faculty members in the respective departments are held the positions as advisers. These advisers help them to know their roles and ensure that the student is in the right direction. The student representatives help to teachers to organize seminars, conferences, workshops and inter collegiate competitions and provide voluntary service. They role in part of various aspects such as to promote the interest of students among the college administration, academic activities, staff and parents, to discuss students on any issue of importance and to encourage other students to get involved in all the activities. They help to maintain the discipline within the college campus and solve problems to make the college a better place to learn. They participate in the planning of college events such as orientation for fresher, cultural activities, spiritual activities, celebration of independence day, republic day, college day, pongal day, teachers day, welcome party for freshers, farewell party for outgoing students, lighting day, sports day, women's day and awareness programmes such as rallies, camps and special lectures.

**5.3.3****Average number of sports and cultural activities / competitions organised at the institution level per year****Response:** 65.6

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
66	66	66	82	48

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 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:**

Yes, the institution has an Alumni Association (not registered) and it exists to strengthen the ties between alumni, the community with our institution. It provides a variety of benefits that helps alumni to maintain link with faculties and fellow graduates. The Alumni are great role models for current students and are often well placed to give practical support to students as they start their careers. They are the important part of the institution's advancement activities. They are contributing to the development of the institution in academic and financial aspects.

- Feedback on curriculum; giving suggestions for the revision of syllabus and to overcome the difficulties regarding syllabus.
- Valuable suggestions for the development of the institution in various aspects.
- Innovative ideas for introducing recent trend courses based on the employment opportunities.
- Feedback on classroom and campus experience and evaluation of the teaching staffs.
- Suggestions to improve the facilities provided to the students and betterment of respective departments.
- Innovative ideas for conducting seminars, conferences and workshops.
- Suggestions to improve the performance of slow learners by taking coaching classes and extra tests.
- Financial assistance is met out by creating endowment for awarding Academic proficiency prizes.
- Donation of books for Book Bank.
- Donation of materials (basic needs for the conduction of seminars conference and workshops and Department functions, welcome party)
- Donated materials are: Table cloth, Flask, Flower wash, Cup and Chaser, Tray and Clock.
- Board of studies includes one of the alumni as the member.
- Alumni helped in arranging the NSS extension activities during annual NSS camp.
- Co-operative to arrange Blood Donation camp in the college.
- Attended various functions in the colleges such as college day, sports day and convocation.
- Many alumni are employed as faculties and supporting staffs in the college.
- To organize and establish scholarship funds to help the needy and deserving student

### 5.4.2

**Alumni contribution during the last five years(INR in Lakhs)**

**Response:** <2 Lakhs

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3****Number of Alumni Association / Chapters meetings held during the last five years****Response: 1**

## 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
0	1	0	0	0

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

## 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:**

The vision of the institution focuses on offering sustainable learning and training to the women graduates, along with the life skills necessary to attain individual career success in the competitive world. It is centered on the objectives of the Institution - Women Education, Women Empowerment, Self Reliance and Making Model Citizens.

**VISION:**

Enlightenment and Empowerment of Rural Women Students.

**MISSION:**

- To imbibe research activity and conduct collaborative programs with the local communities.
- To offer high quality teaching and providing academic ambience with practical exposure.
- To encourage critical aptitude and make the students self-Reliant.
- To impart strong and supportive education to promote employable opportunities.

The institution has been functioning under Hindu Religious and Charitable Endowments, Government of Tamil Nadu. It is governed by Management, Governing body, Principal, Academic Council, Union Vice-President, Controller of Examinations and Student representatives.

The perspective plans are framed in accordance with the mission statement of the Institution. The Department of Tamil and History have been offered the status as Ph.D., Research Centers by the Parent University. The faculty of this institution is encouraged to pursue their research activities further, so that their up gradation will result in the research bent of mind of the students.

The students get high quality teaching from the efficient faculty and exposure at the global level through Information and Communication Technology. A positive learning environment is provided with the state-of-art laboratories and enriched library. To imbibe research culture among the students, group projects are introduced at the Under-graduation level. Seminars, Conferences and workshops at the National and Inter-national level have been organized, inviting the most resourceful personalities. To sensitize the women students of this institution, they are inspired to involve themselves in extension and out-reach programmes. The students are encouraged to participate in co-curricular and extra-curricular activities and they, in turn, have created invincible records in Kabaddi. The NCC cadets have added laurels to this institution by their participation in Thai Sainik camps and Republic Day Parade at Rajpath, New Delhi.

Empowering women students is the core point of the perspective plan and it is achieved by providing courses like 'Entrepreneurship Development', 'Computer Literacy', 'Communicative English', etc.



The coaching for the competitive examinations is given to the students free of cost, after the college hours. Programmes like 'Earn-while-you-learn' and the introduction of Meditation and Yoga practices make the students more self-reliant and empowered.

The faculty of this institution involve themselves in decision making in all areas. They shoulder the administrative and management tasks, as a part of their duties and responsibilities. Two of the experienced faculty members partake as management committee members in the administrative body of the college. The policies and decisions regarding administrative activities are taken by this committee. Designing the curriculum, framing the syllabus and adopting evaluative systems are carried out on the basis of the suggestions by the College Academic Council. The faculty is at freedom to conduct constructive activities of the various Forums, Cells, Clubs and Associations of this institution.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.1.2

### The institution practices decentralization and participative management

#### Response:

The institution practices decentralization and participative management in both academic and non-academic affairs. The Institution is administered by the Governing Body and the Principal, with the assistance of the College Academic Council. They monitor and ignite the best of every activity and affair of the institution. Otherwise, certain responsibilities and duties are decentralized and they are carried out by the teaching and the non-teaching staff, to whom the work is allocated. The statutory bodies are formulated as per the participative structures provided by the Government, UGC, AICTE and the affiliating University.

The Internal Quality Assurance Cell involves itself in the development and application of quality benchmarks/parameters for various academic and administrative activities of the institution. Of course, it is the change agent in the institution to ensure quality.

The institution makes it sure that every faculty takes active part in at least 2 or 3 committees of the College. The whole work force is divided and worked out by the various committees. As such, there are committees to administer

- Admission procedures
- Proper handling of funds
- 
- Maintaining morality and ethics in the campus
- Creating Anti-Ragging and friendly atmosphere
- Regulating the common prayer

- Steering the NAAC related works
- Being members of the Autonomous body and
- Suggesting constructive ideas to develop the amenities of the Hostel, Sports, NSS and Library.

In addition, the policy of participative management is well proved by the representation of students also through the Students Council. The regular meetings and collection of feedback from the different stakeholders is also an indication of the participative management.

### Case Study:

The Finance Committee of the college can be quoted as one of the examples for participative management. The Institution has certain monetary resource areas, from which the amount of money for various welfare schemes gets granted and accumulated in the college account. Certain resources are Autonomous Fund, Grant from UGC, Endowment Fund, Financial Aid from the Management, Corpus Fund in the Co-operative Store and the accrued amount of students' fees

- The Principal is the signing authority to receive the amount of any sort, meant for the college common cause.
- The Finance Committee, comprising the two senior faculty of the college peruses the purpose and budgetary plans of the amount received.
- The details of the amount and the purpose of its expenditure are discussed in the College Academic Council meeting.
- Suggestions are collected from the IQAC Coordinator, the Controller of Examinations, the Academic Dean, the Member Secretary and the Heads of the Departments.
- Distribution of the fund for the welfare of all the departments is the policy followed and the Heads of the Departments receive and do accurate and transparent use of it.
- The Superintendent of the college office looks after the affairs like the mode of sanctioning of the amount, its distribution and other related matters.
- Auditing is done on the expenditure details.

The Utility Certificate is prepared and sent to the concerned sanctioning authority by the Principal.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

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

**Response:**

The Institution comprehends a work well planned is half done. It has long-term objectives, like empowering the women students and making them deserving professionals. All the strategic plans are focused on the vision and the mission of the Institution.

The specific notable strategic plans are enhancing academic excellence, promoting participation of students in Sports, NCC, NSS, YRC etc. The College offers Certificate and Diploma courses in Yoga and Meditation, to reach the holistic development of the students. The major strategic plan, that is executed every year is enriching learning resources and developing the infrastructure facilities. Analyzing the increasing demand ratio for admission in certain courses, the Institution has worked out a neatly drawn plan of introducing Self-financing courses along with the main stream in the disciplines of Tamil, English and Commerce. As there is vertical as well as horizontal academic growth in the Department of Tamil and History, the Institution has taken efforts to aid them attain the Research Center status. To make the optimal use of innovative technologies in the classrooms, the Institution is marching towards creating online learning opportunities.

### **Sports as a Specimen for Plan and Deployment:**

The utmost appreciable strategic plan, executed by the Institution is paying individual and special attention to sports and games. In the present scenario, the world of sports has been occupying a unique place. With an aim of motivating the students to participate in sporting activities, the management has been extending the best of its service in developing it still further.

### **Execution of the Plan:**

- A Multi-station Gym is set specially to make the sports players physically fit.
- Free boarding and lodging is provided to the players, when there arises a necessity.
- Professional coaches are appointed to train the players at the time of matches.

### **The Deployment:**

The Kabaddi team of the College is really outshines the performance of students of other Institutions. Its success story is too long to quote. To mention a few milestones, achieved by the students

### **In Kabaddi:**

- State Level CM Trophy with 12 Lakhs cash prize
- I place in 64th Senior National Kabaddi Championship
- I place in South Zone Inter-University Tournament
- I place in South Zone Inter University Tournament conducted at Bharathiyar University, Coimbatore.
- 12,00,000/- cash prize in State Level Chief Minister's Trophy
- I place in Mother Teresa Women's University Inter-Collegiate Tournament.

### **In Athletics:**

- I place in Discus Throw and High Jump in the District Level Athletic meet.

**In Judo:**

Ms. U.S. Ulahammal Jeevitha has secured -

- the 3rd place in the J-57KG weight category in the XXV Youth & Junior State Judo Championship.
- Rs. 50,000/-. Cash award in the State-level Sports for Chief Minister's Trophy

**Placement through Sports:**

- Ms. S. Menaka - Sub-Inspector of Police in Nagerkovil.
- Ms. R. Yogalakshmi - Central Railways, Hyderabad.
- Ms. B. Rajeshwari - Sub-Inspector of Police, Periyanaickenpalayam, Coimbatore.
- T. Marieswari - Central Railways, Mumbai.

File Description	Document
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**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 Governing body of this Institution comprises the higher officials of the HR & CE as the management committee, University Nominee, the Principal and two experienced faculty of this Institution as the members of the committee. It is the highest administrative body and its monitors all the affairs of the College. Construction of buildings in the campus and recruiting personnel are the major works of the Governing body.

The College Academic Council consists of the Principal, the Academic Dean, the Member Secretary, the Controller of Examinations, the IQAC Coordinator and the Head of all the Departments. All the issues, challenges and constructive strategies to be adopted are discussed in the Council and decisions are taken and represented to the Governing body also. As it is a participatory management, the representation of any member of this Institution is taken into consideration at once and solution is arrived at.

The Internal Quality Assessment Cell initiates with the neatly sketched work plan and tries to work it out with the help of its members. The Academic Dean brings in the common structure of the syllabus, which has to be adopted by all the departments.

The Examination Committee comprises the Controller of Examinations, the Principal, the Deputy Controller and the Heads of the Departments. It decides the time schedule for the conduction of the Centralized Internal Assessment and the End-semester examination schedule and the Centralized Valuation system, after getting consent from the College Academic Council. The results of the examinations are published by this section only after getting the consent of the Passing Board, which comprises the Parent University Nominee, the Principal and the Heads of the Departments.

Each Department is given autonomy to plan and execute its programs like framing the syllabus for all the programmes and conducting programmes like seminars, conferences and workshops. While restructuring the syllabus, the Heads of the Departments are at freedom to design the courses according to the need of the day, invite the subject experts of other universities and Colleges and conduct the Board of Studies meeting. The framed syllabus is adopted only after getting approval from the Academic Council, represented by the Mother University.

The Admission committee comprises the ex-officio of this Institution, the Principal and the senior faculty, representing the various communities. It regulates the admission procedure, adhering to the norms of the State Government of Tamil Nadu. As far as the procedures of recruitment of faculty and staff, the service rules, and promotional policies are concerned, the Institution follows the Tamil Nadu Private College Regulation Act 1976.

The Grievance and Redressal Cell of this Institution has a well-defined mechanism to look after the affairs of the faculty, the staff and the students. In the staff meeting, various general as well as the individual's grievances are taken care of and remedy is arrived at. The Guidance and Counselling Cell of each department listens to all sorts of problems of the students and represents to the Grievance and Redressal Cell and the problems are resolved.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 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

**Response:** Any 1 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.2.4

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

##### **Response:**

The work force of the institution is divided and worked out by the various committees. As such, there are committees to administer and execute the various crucial works as discussed in the formal meetings and resolved. Some such bodies / cells / committees / clubs are -

- The Autonomous body to monitor the academic affairs
- Admission Committee to do the admission procedure, adhering to the regulations of the Government of Tamilnadu, in the allocation of seats, according to the quota basis.
- Finance Committee to monitor and offer suggestions in the proper handling of funds.
- The Examination Committee to resolve the examination affairs.
- The Discipline Committee to maintain morality and ethics in the campus.
- The Anti-ragging Committee to creating an Anti-Ragging and friendly atmosphere.
- The Prayer Committee to regulate the conduction of the common prayer in the morning.
- The Steering Committee to carry out the NAAC related works.
- The Advisory Committee to suggest constructive ideas to develop the amenities of the Hostel, Sports, NSS and Library.
- Arts & Science Associations to conduct co-curricular programmes.
- Youth Welfare Association, to conduct 'Youth Fest'.
- The Internal Quality Assurance Cell to promote measures for institutional functioning towards quality enhancement.

Certain cells and clubs, functioning in the college are -

- Anti-Ragging Cell
- Guidance and Counseling Cell
- Students Grievance Redressal Cell
- Entrepreneurship Development Cell
- Women's Cell
- Red Ribbon Club
- Consumer Club

- Eco Club
- Gandhian Study Circle

### Activity Implemented:

The Academic Council is the principal academic administrative body of the institution and is responsible for the maintenance of standards of the institution at all levels. The academic council executes the work of framing and revising the curriculum at certain time intervals. The Academic Council meeting, conducted once in a year has brought in tremendous positive results. The members of the Council are the Principal as the Chairman, three University Nominees from the Parent University, the Heads of the Departments, four council members from the institution, the Controller of Examination, the Dean, Member Secretary and experts from various fields (Doctor, Auditor, Lawyer, Bank Manager, Engineer).

To illustrate, the Academic Council meeting held in April 2016 stands witness to the best practice, implemented in the institution, based on the minutes recorded. The Council members gave a valuable advice to promote research activities and thus create a conducive research environment. Accordingly, the course titled 'Project Writing' has been inducted, instead of a Skill-based Course at the under-graduation level. The students (2016 – 2019) have been doing group projects, submitting their projects for assessment and attending Viva-Voce Examination also. The institution realizes the impact of this activity on the students, as many of them wish to flourish as researchers and pursue their higher education.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1

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

#### Response:

#### Welfare Measures for Teaching Staff:

The Institution adopts the best welfare measures for the teaching faculty. To list down a few –

- The female faculty could avail the Maternity leave for nine months. The individual is at freedom to avail any sort of leave, if necessary, provide the official conditions go correct. She could avail one- hour permission either in the morning or evening of College working hours. The local

holidays are given to faculty, if the occasion arises.

- The faculty is benefited by the timely grant of the Provident Fund, Surrender of Earned Leave, Increment, Health fund, Diwali advance, Pongal bonus, Co-operative thrift society and quick settlement of Pension, if retirement occurs.
- The faculty has an easy access to the resources of any sort available in the College campus, to carry out her research work. Dr. Kalaiyarasi, the Physical Education Directress has recently applied for a major project on 'Physical Fitness through Yoga, Karate and Aerobics', for which, she could utilize the human resource as well as the multi-station gym, available in the College campus.
- Some of the common facilities available to the faculty include canteen, College bus, parking area, two wheeler stand, tele-communication, WiFi facility, pure drinking water, multi station gym, Free Yoga practice, special government buses for women, medical special feeding time to new mothers and staff tour.
- The faculty is at freedom to attend the orientation and refresher courses, Faculty Development Programme and on duty facilities.
- The average workload of three hours per day is allocated, so that the faculty will have sufficient time for other activities like monitoring committee activities, checking of assessments, mentoring the students under their guidance, preparing teaching aids for classes, lectures using ICT, investing time in their own research and higher studies.
- The Institution motivates each department to conduct seminars special lectures, workshops and conferences, which provide a good exposure to the faculty and keep them updated. Each individual enjoys a healthy and hygienic work environment.

#### **Welfare Measures for Non-Teaching Staff:**

The Institution adopts certain welfare measures for the non-teaching faculty. To list down a few –

- The female staff could avail the Maternity leave for nine months. The individual is at freedom to avail any sort of leave, if necessary, provide the official conditions go correct. One could avail one-hour permission either in the morning or evening of College working hours. The local holidays are given to the staff, if the occasion arises.
- The worker is benefited by the timely grant of the Provident Fund, Surrender of Earned Leave, Increment, Health fund, Diwali advance, Pongal bonus, Co-operative thrift society and quick settlement of Pension, if retirement occurs.
- Some of the common facilities available to the staff include canteen, College bus, parking area, two wheeler stand, tele communication, Wifi facility, pure drinking water, multi station gym, free Yoga practice, medical special feeding time to new mothers and staff tour.

Special training in computer and basic communication in English is given.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>



**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: 0**

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
0	0	0	0	0

**File Description****Document**

Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years

[View Document](#)

**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: 0.8**

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
0	1	1	0	2

<b>File Description</b>	<b>Document</b>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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:** 11.16

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	8	8	9	13

<b>File Description</b>	<b>Document</b>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.5**

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

**Response:**

Performance appraisal is an unavoidable element of organizational life. There are many decisions in modern organizations that depend on performance appraisal. The system enables employees to be international in creating their individual developmental goals to help in their personal growth also. The Institution has performance appraisal system for both teaching and non-teaching staff members.

### **The Teaching staff:**

If the faculty in an Institution is resourceful and communicative, the quality of the academics is sustained. The appointment of teachers is done, strictly on the basis of the UGC regulations. So, the educational qualification of the teacher at the time of appointment is scrutinized and approved. The Institution encourages the teaching faculty to pursue their higher research activities, so that it will have a positive effect on the academic development of the students.

- The faculty is at liberty to attend the Orientation as well as the Refresher Courses, provided the compensation of teaching hours is done before or after the course gets completed.
- The faculty, who wishes to pursue their Ph.D., programme are allowed to do so, under the Faculty Development Programme.
- In addition, the faculty is motivated to develop themselves and share their expertise as resource persons in National and Inter-National level workshops, seminars and conferences and become a member of the Board of Studies.
- Collecting feedback from the students is the prime mechanism to appraise the performance of the teacher. The students are at freedom to write their constructive comments on the performance of the teacher and post it in the Suggestion Box. The Head of the Institution scrutinizes the report and takes action, as necessary.
- The quality of the teacher as a classroom performer is monitored by the Head of the Institution as well as the Head of the Department. If faulty teaching is done, the teacher is strictly advised to consider her role seriously.
- The Staff Performance Appraisal, collected from individual staff, by the Joint Director's office decides the increment and promotion matters.

### **The Non-teaching staff:**

The Institution pays much attention to the performance of the non-teaching staff, so that the official works should not suffer, out of inefficiency and procrastination.

- The allocation of the work to the individual is done correctly by the Head of the Institution. The years of service as well as the caliber of the individual is considered in doing so.
- The Superintendent monitors the timely completion of the work by the staff. In case of delay, he decides the alternative step to be taken to get the work completed correctly.
- Each staff is provided the necessary stationery, including systems and software. The staff undergoes training in Office Automation and Communication.
- The individual is at freedom to promote himself, by getting through the examination in Accountancy, conducted by the Government of Tamil Nadu, at intervals.

There is also performance appraisal system to promote non-teaching staff into Assistant Professor in the relevant discipline if he / she satisfies the selection requirements.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

#### **Institution conducts internal and external financial audits regularly**

##### **Response:**

The Institution conducts internal and external financial audits regularly on the UGC Fund, Autonomous Grants and the amount in the Self-financing courses. The Internal audit is done by Palani Devasthanam and the External audit is done by RJDC (Regional Joint Directorate of Collegiate Education), Madurai.

The financial statement of the Institution is sent to Regional Joint Directorate of Collegiate, Madurai and Account General Office, Chennai. This statement is reviewed by the auditors in the Institution's location.

The auditors audit UGC funds, its expenditures and utilization certificates.

The auditor also audits special accounts, examination accounts, hostel account, Self Finance account.

The ASS (Approved Staff Salary) account is also audited by the auditor.

The recent JDCE auditing is carried out in our Institution for the academic year 2010 – 11 to 2012 -13 from 26.12.2016 to 30.12.2016.

The auditing for Self finance is also done for the academic years 2012 – 13 to 2015 – 16 from May 2016 to June 2016 (25 days)

Since the Institution is Quasi Government in nature, it follows the rules and regulations of the government. The Academic Administrative Audit (AAA) is done internally by in-charges of various advisory committees.

### 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:** 0

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	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

### 6.4.3

#### **Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

##### **Response:**

The resource mobilization is the process of getting resource from the resource provider, using different mechanisms, to implement the organizations work for achieving the pre-determined organizational goals.

The Institution mobilizes funds from

- The Grant from UGC
- The Fixed Deposits
- The Management Fund
- The Endowment Fund
- Admission Fee paid by the students
- The Examination Fee paid by the students
- The Hostel Fee
- The Sale of Application Forms

Being an autonomous Institution, special grant is received from the University Grants Commission. The budget allocation is done after the discussion with the Finance Committee, which comprises the Principal and the senior faculty. The money is distributed to the departments to meet out the expenses towards buying books, teaching materials and computer based things. The utility certificate is sent to UGC, the funding agency.

The fixed deposit is maintained as Corpus fund and spent when the suitable occasion arrives. The Institution follows the government regulations regarding the collection of fees from the students. At the time of admission, certain amount of fees is collected from the students. As years pass on, it is spent for

the welfare scheme of the students.

Since its inception, the Institution has many well-wishers. The money contributed by them to this Institution is for awarding the top scorers in the End-semester examinations.

The management is magnanimous enough to provide funds for the maintenance of the infra-structure in the College campus and giving salary to the temporary staff and the faculty on hourly basis.

There are nearly 300 students in the College hostel, enjoying the greenery around and the nutritious food supplied to them. The hostel fees is collected on the basis of Dividing system.

The examination fee collected from students is meant for expenses like remuneration to the question setters, examination hall invigilators and the internal and the external examiners and for conducting Continuous Internal Assessment (CIA) and End-semester examination.

The Institution offers courses in the self-financing stream. The fees collected from the students in the self-financing programmes is spent mainly for giving salary to the faculty, conducting Board of Studies, arranging Special lectures, Organizing seminars and workshops and also for purchasing computers and computer laboratory maintenance. The fund is utilized for conducting Seminars, workshops, Inter-collegiate competitions, Intra-collegiate competitions and buying furniture for staff and students and buying books for reading purpose also.

The Institution makes it a policy to utilize the fund in the right sense of the term. It maintains transparency and accuracy in handling the funds.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 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 Internal Quality Assurance Cell of the Institution, established in the year 2004, works with an aim of realizing quality enhancement and sustenance. In the post-accreditation phase, the systems and parameters developed by IQAC play a significant role. Indeed these systems and parameters set by IQAC enhance the conscious, consistent and catalytic improvement in the performance of the Institution. The Cell assures quality through academic audit and internal audit every year. By way of collecting feedbacks from the students, the stakeholders and the alumni, annual performance assessment is done scientifically.

The Annual Quality Assurance Report is prepared and submitted to NAAC every year. To quote the two best practices, Institutionalized as a result of the initiatives of the Cell are as follows:

### **Best Practice – 1: Mechanism of Academic Audit**

The quality assured by the higher educational Institutions is liable to susceptibility unless it is assessed by an external body. The quality assurance of this Institution is done through various methods and one among them is the academic audit. The syllabus is framed on the basis of disseminating knowledge, improving understanding and developing the critical bent of mind. The five units in each course should fulfil these needs and give a fruitful outcome. The IQAC conducts academic audit every year. The questionnaire, comprising questions to assess the subject content, prescription of text books, recommendation of reference books, the question pattern and the performance of the students in the examinations. The assessing unit consists of the question paper setters, the examiners and the subject experts, who visit the Institution for a good cause. A consolidation of remarks is done by the IQAC and the suggestions and constructive ideas for improvising the syllabus is done as the follow-up.

### **Best Practice – 2: Students Representation System**

The student community is the real asset of an Institution and the progression of the student community is the real development of a nation. The Institution shows a motherly attitude to the women students and aims at their over-all development. The IQAC has made an arrangement of meeting the student representatives every month and collect their opinions and suggestions. The class representative knows the pulse of her mates and so, she is the right person to be the mouth piece to her class. The individual and the general problems are discussed freely by them with the Cell. If any grievances are detected, immediate redressal is done. The student representatives are given the autonomy to arrange the common functions and celebrations of the College, getting guide line from the faculty. In addition, they realize their responsibilities and duties, which increase their leadership quality, self confidence, decision making capability and personality development. Through effective representation, the students become partners in their education, allowing a more active involvement in and ownership of their learning.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## **6.5.2**

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

### **Response:**

The Institution has the prime objective of maintaining the standard of the education, offered to the women students, coming from the rural areas. Autonomy is given to the departments in framing the syllabus, with the advice sought from the subject experts. In spite of it, the Internal Quality Assurance

Cell of this Institution monitors the discharge of the subject to the students, by the faculty. Along with the Academic Dean, the Cell monitors the best outcome of the courses offered by all the departments. At intervals, the Cell meets the faculty and holds discussion on the academic progression. The Cell insists on regular attendance, No-ragging campus, creating voter awareness and inviting the subject experts at occasions like conduction of seminars, conferences and workshops.

The two important Institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are -

#### **Feedback Mechanism:**

Feedback on any programme is an abundant source of constructive suggestions. The IQAC of the Institution has a clear cut idea about the stakeholders as well as the society around. It understands its responsibility in collecting feedback from the students, their parents, subject experts, Alumni as well as the representatives of the society, who take active involvement in the affairs of the College. The quality of the academic programmes and the ever updated infra-structural facilities of the Institution are assessed with the feedback collected. The Cell sets different questionnaire to be filled in by the divergent groups and collects them at periodic intervals. It conducts Parent-Teacher meeting and Alumni meeting, holds discussion with them and collects their constructive criticism on the mechanism of the College. The consolidation is done by the IQAC on the basis of which, constructive strategies are adopted.

#### **Creating Resource for Research:**

Any Institution is said to be fully bloomed, only if due importance is given to the development of research. The IQAC has decided to make the resources for research available in the campus, for the welfare of the budding researchers. The Cell seeks the help of the Management for the above-said matter and gets financial assistance from it. By its effort, a new library block, with all facilities like availability of E-resources has been constructed. By encouraging the faculty, the MoUs have been signed by the departments and thus paves way for innovative project work and internship training. The Cell seeks opportunities for collaborative activities and achieves more. Considering the suggestions of the Cell, the management has extended monetary aid to create Vermiculture, Dengue Abolition Set-up, Mushroom cultivation, Azola cultivation and a Green House. With these research facilities, the students of the Under-graduation as well as those of the Post-graduation programmes conduct their project work. The Cell has a future plan to set an Animal House and a Herbal Garden, so that the students of Science will be benefitted.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### **6.5.3**

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



**Response:** 9.6

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
9	10	8	10	11

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**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**

**Response:** Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Annual reports of Institution	<a href="#">View Document</a>

**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:**

The Institution is filled with enthusiasm in welcoming the visit of the Peer team of the NAAC. It is a

rare opportunity to the Institution so that there arises a time to testify the advancement of it at all levels. The whole community of this Institution strives to implement all constructive suggestions and valid ideas. As per the recommendations given by the NAAC peer team in the second cycle of visit, the Institution has implemented quality enhancement initiatives in the academic and administrative domains.

- Under Part – IV of the curriculum, a course on ‘Entrepreneurship Development’ has been inducted in the syllabus for the Under Graduation students. The faculty of Commerce has prepared and published a book ‘Entrepreneurship Development’ and is prescribed as the course text. In addition, experts are invited to share their expertise and workshops are conducted on the subject, so that the students will get inspired to become entrepreneurs in future.
- To accommodate more number of readers in the library, a well-furnished Library Block has been constructed and the College library has started functioning there. Automation of the library is the major milestone reached by the Institution. There is a steady increase in the number of books, back volumes and the collection of rare books. Life time subscription is done to many of the periodicals. The recently launched INFLIBNET facility makes innumerable books, available to the readers. Accession to e-contents is made easy by the library.
- The Institution has been attaining vertical as well as horizontal academic growth, specially by imbibing the research culture. Special efforts are taken to get financial support for the research scholars. The faculty are encouraged to pursue their research programmes further. So, the number of Ph.D., holders has tremendously increased. It is noteworthy that more than 329 research articles of the faculty are published in the refereed journals.
- The administrative block of the College is automated. The preparation of the pay roll, the Income tax calculation and the distribution of government aided scholarships to the students are momentarily done by the launching of software. The staff of the office are trained in computer operation and communicative competency.
- To enable ICT supported learning, the departments are provided with LCD, OHP and Wi-Fi facility. The emergence of smart class rooms in the formative stage.
- To the students of the Under Graduation programmes, the Non-major courses are offered by all the departments. There is a wide variety of courses like ‘English for Practical Purposes’, ‘Home Economics’, ‘Information Technology’, ‘Stock Exchange’, ‘Sericulture’ etc.
- The Institution takes utmost care in the physical and mental health of the students. The physicians from the hospital, run by the Palani Devasthanam, attend the medical needs of the faculty and the students. General health check-up, availing the scheme of free supply of napkins to the women students and making use of the 108 Emergency Ambulance service at times of emergency are the best practices.

Thus, the Institution has realized the suggestions of the PEER team in the second cycle.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 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:** 18

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	5	3	6

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[View Document](#)

#### 7.1.2

**Institution shows gender sensitivity in providing facilities such as**

- a) **Safety and Security**
- b) **Counselling**
- c) **Common Room**

**Response:**

Gender sensitivity

Institution shows gender sensitivity in providing facilities such as:

**a) Safety and Security**

Special Ladies buses –2 provided by the Management.

Special Ladies buses –5 Provided by the Tamilnadu State Transport Corporation, Palani.

Full time Security in front of the gate.

Entry Register in the gate.

Installation of CCTV .

Responsible dedicated Warden in the hostel.

Teacher escorting during tours / field trips.

ID to parents/guardians – safety to hostellers  
Distribution of napkins and installation of incinerator

**b) Counseling**

Ward system is followed.  
Distribution of booklet for recording their personal details.  
Counseling and Guidance is given individually to each student.  
Personal problems are discussed with the concerned Staff members.  
Academic and personal counseling is given to the students to increase their mental ability and confidence level.  
Individual counseling is given to the students periodically by concerned department faculty members.  
Counseling record is maintained.  
Career Guidance class are conducted to the outgoing student of the under graduate level to create awareness about the future and job opportunities in their own field.  
After identifying the slow learners, remedial coaching and special coaching is given according to the Students’ level.  
The students are given guidance for the betterment of their studies and extracurricular activities. The student’ Academic Progress, illness and their absence to class are informed to their Parents.  
Students are also guided on co – curricular activities and health Practices.  
The Teacher analyses the Physical and mental health and background of their wads.  
The teacher assesses the academic improvement of their wards individually. children in bringing out their hidden talents.  
Wards are guided properly to avail got/private scholarship and loan scholarship and loan facilities.  
The Wards are also advised to attend competitive examinations and interview arranged by the different organizations there by making them self – reliant.  
Common Social problems are discussed in the counseling classes.

**C) Common room**

Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

**7.1.4****Percentage of annual lighting power requirements met through LED bulbs****Response:** 0.06**7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)**

Response: 26.2

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.5****Waste Management steps including:**

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

**Response:****Waste Management Steps:****Solid waste management**

- The solid wastes are collected and dumped into the solid waste management pits in the college and hostel
- Wastes are subjected to decomposition by the way of vermi-technology
- The anaerobic digestion adapted by complete covering by red soil.

**Liquid waste management**

- The waste water is used for gardening

**E-Waste management**

- Reuse of one side printouts

- Printer and cartridges are refilled
- UPS batteries are recharges / repaired / exchanges.
- Waste CD's used by students for activities like "Art from waste"
- Replacing the worn-out computers, printers and electronic instruments periodically.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6

#### Rain water harvesting structures and utilization in the campus

##### Response:

Rain water harvesting is the need of the hour to go for conservation of water. Now a day's rain water harvesting is gaining popularity and leads to ecoconservation of natural water. In our institution five rain water harvesting structures were constructed as per the guidelines of the Government. Five structures of round shape 3 ft diameter is constructed in the main building. One opposite to Chemistry laboratory, another one opposite to Botany lab, another in front of Office, Other in front of Physics and fifth opposite to Zoology lab. It is useful to recharge ground water. The rain water from the rooftops is diverted through the pipelines and collective pipelines are diverted into the pits. The water stored lead to revitalization of ground water. The rain water units prevent the surface run off, soil erosion and water logging.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 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:

- Students using Bicycles: 26
- Number of Students using Public transport : 1925
- Number of Staff using Public transport: 75

### Plastic free campus

- Usage of plastics is minimized inside the campus
- Students are instructed not to use polythene covers and should not throw them inside the campus.
- NSS students regularly monitor and clean the campus
- Each department clean the plastic materials regularly in their Department and in their surroundings
- Use and throw plastic materials are not used in College canteen

### Paperless office

#### Online activities of the Office:

- Preparation of the Paybills and Arrear bills
- Calculation of Surrender
- Pension details
- Deduction of Income Tax from the Salaries
- Scholarship details of the students
- EPF and ESI deductions for the Staff and NMR
- Official communications through e-mail

### Green landscaping

- Small area of green landscaping is developed and well maintained
- Trees with medicinal values were planted around the campus and maintained to attain carbon neutrality.
- Flowering plants and trees were watered regularly

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.8

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

**Response:** 0

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
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

**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)**

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**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
5	5	5	3	2



File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.11**

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

**Response:** 20

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
5	5	6	2	2

File Description	Document
Report of the event	<a href="#">View Document</a>
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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	<a href="#">View Document</a>

**7.1.13**

**Display of core values in the institution and on its website****Response:** No

<b>File Description</b>	<b>Document</b>
Provide URL of website that displays core values	<a href="#">View Document</a>

**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

<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15**

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

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16**

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

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**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:** 61

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
11	11	13	13	13

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.18

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

**Response:**

Celebrating national festivals brings togetherness between the students and provides opportunity to learn more about culture of our Nation. It also gives a learning experience towards the celebration and significance. It creates a participatory activity and ensuring respect to all religions. The festivals promote harmony and bridging regional barriers. It leads to community friendliness. Some of the important festivals such as Saraswathi Pooja, Vinayagar Chaturthi and Onam are celebrated regularly by our students, by way of special poojas and cultural activities. It is the one roof activity to the students, Gandhi Jeyanthi, Gandhi Martyr's Day birth anniversary of Ramanujar and Swami Vivekanandha, Youth awakening Day, Teacher's Day, National Science Day are celebrated regularly and the celebrations focused towards respecting our national personalities and their role played by them for betterment of the Nation. Blend of demonstrations, competitions, workshops, exhibitions and special lectures were conducted for our students, to motivate them towards the different principles of the great Indian personalities.

### 7.1.19

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

**Response:****Financial transparency:**

Financial transparency of the College is well maintained. Funds received from UGC were discussed in the financial committee and council meeting and the funds are allocated according to the category. Funds allocated by the Management are discussed by Commissioner (HR & CE), Secretary, Principal, Management Committee Members and Superintendent through finance committee meetings. Course fee structure details are given in College Hand book.

**Academic transparency:**

Curricular details are given in the College Hand book. Board of studies was conducted for all disciplines to analyze the Syllabus with University Nominee, Subject experts of different Universities, Alumni members, Head and Faculty members of the concerned Departments.

Academic council meeting was held to discuss the academic affairs and the discussions were given in the form resolutions. The members of academic council include Principal, Dean Member secretary, and academic council members University nominees. The framed syllabus designed in the respective board of studies is approved by the academic council.

**Passing board:**

Passing board is constituted by University nominee, Principal, Controller of Examinations, and Deputy Controller of Examinations and Heads of all Departments. After reviewing the Examination results it will be passed after the passing board meeting.

**Admission:**

Admission is carried out under the Headship of Admission Committee, which constitute Principal, Admission Committee Members and Heads of all Departments. Rules of admission are framed following Government rules(G.O(D) No.175,Dtd. 18.05.2016) and guidelines given by affiliated University. Single window system of admission is adopted, by which the parents and students are well informed through LCD projector about the status of admission.

**7.2 Best Practices****7.2.1**

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

**Response:**

**Title of the Practice: JOB ORIENTED PRACTICES**

**Objective**

- To educate the students about job opportunities in various fields
- To develop creative thinking for problem solving
- Towards hard input and perseverance
- To enrich mental ability

- To motivate self confidence
- To provide competitive coaching uniformly to all students
- Provide platform to different skill developments
- To promote necessary skills

### The Context

The institution is situated at educationally most backward area. Most of the parents are dailylabours and small vendors. Many of our students lack educational, social background and job oriented knowledge. College education is very rare to them. Hence it is our primary duty to impart them self sustainable,job oriented knowledge and inculcate self confidence and social awareness in them. Campus interviews were conducted. Dates of the competitive examinations, Higher Education selection examinations and application processing were well informed to the students by the counselors.

### The Practice:

- Department wise Career Awareness Programmes related to communicative skills, job opportunities and higher education were conducted.
- Every faculty members convey the importance of women education, higher education and job opportunities in their field and other related fields during guidance and counselling hours.
- Based on their background and area of interest, every student got best guidance from their counselor.
- Preparation methods and reference materials for the subject related competitive examinations were provided.
- Free coaching classes were conducted regularly after College hours, especially for final year students.
- Free and Special coaching classes were conducted with expertise in the particular field, such as IAS coaching by Mr.V.K.Samy, Associate Professor, IAS awareness Center, Madurai, (03.02.2014), Motivation Programme (11.02.2016) by Mr.Thangaganesan, State President, Tamilnadu Graduates Federation, Chennai and Mr.Peter Packiyaraj, Tamilnadu Graduates Federation, Chennai under remedial coaching.
- Campus interviews were conducted to achieve the objectives.

### Problems Encountered and Resources required

Number of students attending the classes has been reduced gradually due to their family and personal problems. Girls who got married frequently skip their regular classes and awareness programmes conducted. Higher education is a rare possibility to students of this locality.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 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:**

#### WOMEN EMPOWERMENT

Empowering women with the knowledge, skills and self-confidence is necessary to participate fully in the development process. It means making women aware of their rights and developing a confidence to claim them. To ensure the vision of our institution situated in a rural back ground, gives educational opportunity to meritorious students by strictly following the government rules. Most of the girls admitted are of poor economic background and first generation learners. Based on our vision, the following initiatives were taken,

? Soft skill development programmes were conducted to develop and to adapt themselves to the changing circumstances.

? Skill base courses, extra credit courses such as Women and Law, Nutrition and Dietetics, immunology, Health Chemistry, English for competitive exams, Practical banking, Medicinal botany, Consumerism and create awareness in various essential areas.

? UG projects, PG projects and Research projects mainly focused on Women empowerment.

? The yoga education is made compulsory and included in curriculum for I-year students as “Value education’ to impart knowledge about the development of physique and psyche.

? Seminar and Conferences to enhance women empowerment were conducted.

? Job oriented coaching classes with government aid is conducted to prepare the final year student towards various competitive exams such as IAS, NET,SLET, TET, TNPSC, BANK EXAMS, TRB., etc., were introduced to provide opportunity to the learners to move directly to employment sector. Students have the option of multiple exit after attaining a particular level of competency.

? DEAR (Drop Everything And Read) Programme conducted every Thursday for 30 minutes to make the students to read News papers, Magazines, etc, strictly other than study materials and text books.

? Everyday Common Prayer and Unique practice of our institution, in which the following will takes place.

- Daily news reading
- Thoughts
- Thirukkural with meaning
- Distribution of awards achieved by the students in various competitions in Inter and Intra collegiate competitions.
- Daily Quiz
- Common announcements
- Information about important days

? Encouraging the NCC students to attend All Indian Trekking Expedition, National Integration Camp, All Indian Thal Sainik Camp, Rock Climbing Training Camp, All Indian Leadership Camp, Republic Day Camp, NCC National Games Training Camp., etc., and Appreciating their Achievements and explaining its benefits induce more number of students to participate in such Camps.

? Continuous encouragement and motivation towards the sports events and achievements are following

- Winning State Level Kabbadi Open Tournament and received Rs 10 Lakhs Cash prize continuously for past Five years (2013-2017).
- Winning continuously for 11 years (2006-2017) - Mother Teresa Women's University Inter collegiate Kabaddi Tournament.
- Representing TAMILNADU TEAM in 59th, 61st Senior, 38th Junior and 25th Sub-Junior National Kabbadi Championship.
- Achieved III and II place in State Level Judo Championship
- Successful Participation in South Zone Inter University Ball Batminton.

Our Institution was awarded with "IAB Blind Empowerment Champions 2017 Silver Zone" for Voluntary contribution for the empowerment of visually challenged by Indian Association for Blind.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

Because location is everything, academic life in the campus of Arulmigu Palani Andavar Arts College for Women is exceptional and unforgettable. The milestones so far reached by this esteemed institution are –

- The first women institution to attain the Autonomous Status, among the affiliated colleges of Mother Teresa Women’s University, Kodaikanal.
- Though in rural set-up, the only institution, which ventures to mould women students as participants in Republic Day Parade and Thai Sainik Camps.
- The only institution, which enhances the quality of sports by owning the best Kabaddi team, which has bagged the Chief Minister’s Trophy and cash awards in lakhs, five times.
- An institution, with the best academicians, some of whom have undergone metamorphosis as Vice-Chancellors, Registrars, and Administrators in Public Service.
- The perennial increase in demand ratio stands witness to its scholastic nature.
- Starting from the year 1970, the Institution, with the abundant blessings of Lord Muruga marches in leaps and bounds towards the 50th year Golden Jubilee Celebrations.

At this juncture, the whole family of the Institution cherishes the words of Rabindranath Tagore,

‘Where the tireless striving stretches its arms towards perfection

.....

Into that Heaven of freedom, my Father, let my country awake.’

We assure and pledge, we will keep up the decorum of this institution, by meeting the pinnacle of excellence, as we stick on to the words of Robert Frost, noted by Jawaharlal Nehru in his diary,

‘...I have promises to keep

And miles to go before I sleep.’

### Concluding Remarks :

The institution functioning, under the Hindu Religious and Charitable Endowment Board, works with the noble aspiration of uplifting the moral and educational standards of the women of the rural area in and around Palani. Being affiliated to the Mother Teresa Women’s University, the Institution is conscious of retaining the nobility and morality of the Great Mother, by involving the students in society-oriented activities. The ethical and moral formation of the staff and the students is seamlessly woven into the fabric of campus life. The students are gifted with the academic set-up, in the midst of calm and undisturbed greenery, which, in real, makes them more composed and potential. Innovations in student-centred modes of teaching and learning, extensive use of technological aids and research based activities enrich the intellectual life in the campus. The college offers innovative and updated curricula, opportunities for holistic development and a highly disciplined and diversified environment for students to surpass in scholastic, non-scholastic and research pursuits. A healthy



rapport, maintained among the faculty, staff and the students is remarkable. The academic ambience, created in the campus aids the students to shine in the outer world as the best academicians, entrepreneurs, professional women and, at the most, nation-builders. While keeping pace with the changes in higher education at the national and global level, the institution still retains its local flavour and continues to offer value-based education with a special focus on the under privileged.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.4.3	<p>Teaching experience per full time teacher in number of years</p> <p>2.4.3.1. Total experience of full-time teachers            Answer before DVV Verification : 1071 years            Answer after DVV Verification: 370 years</p> <p>Remark : According to the proof given</p>																				
3.3.2	<p>Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry - Academia Innovative practices during the last five years</p> <p>3.3.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years            Answer before DVV Verification:</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>6</td> <td>20</td> <td>6</td> <td>19</td> <td>8</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</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> <p>Remark : No proof attached</p>	2016-17	2015-16	2014-15	2013-14	2012-13	6	20	6	19	8	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																	
6	20	6	19	8																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
0	0	0	0	0																	
3.4.2	<p>The institution provides incentives to teachers who receive state, national and international recognition/awards</p> <p>Answer before DVV Verification : Yes            Answer After DVV Verification: No            Remark : No proof provided</p>																				
4.2.5	<p>Availability of remote access to e-resources of the library</p> <p>Answer before DVV Verification : Yes            Answer After DVV Verification: No            Remark : Link is not working</p>																				
5.1.5	<p>Average percentage of students benefited by Vocational Education and Training (VET) during the last five years</p> <p>5.1.5.1. Number of students attending VET year-wise during the last five years            Answer before DVV Verification:</p>																				

2016-17	2015-16	2014-15	2013-14	2012-13
68	0	0	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
38	0	0	0	0

Remark : As per the revised proof.

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)

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
0.20	0.20	0.20	0.20	0.20

Answer After DVV Verification :

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

Remark : No proof attached

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

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : Link not working

## 2.Extended Profile Deviations

### Extended Profile Deviations

No Deviations