

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

**AQAR for the year**

2016-17

#### 1. Details of the Institution

**1.1 Name of the Institution**

MADURAI SIVAKASI NADARS PIONEER  
MEENAKSHI WOMEN'S COLLEGE

**1.2 Address Line 1**

POOVANTHI

**City/Town**

SIVAGANGAI

**State**

TAMILNADU

**Pin Code**

630 611

**Institution e-mail address**

principalmsnpioneer@gmail.com

**Contact Nos.**

98432 59191

**Name of the Head of the Institution:**

Mrs. C. RAMALAKSHMI

**Tel. No. with STD Code:**

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**Mobile:**

95855 59191

**Name of the IQAC Co-ordinator:**

Mrs. P. KARTHIGAISELVI

Mobile:

94863 64429

IQAC e-mail address:

iqacmsnpioneer@gmail.com

1.3 NAAC Track ID

TNCOGN23498

1.4 NAAC Executive Committee No. & Date

EC (SC)/11/A&A/54.1 & 19.01.2016

1.5 Website address:

www.msnpioneermeenakshicollege.org

Web-link of the AQAR:

[msnpioneermeenakshicollege.org/files/2017/05/aqar16-17.pdf](http://msnpioneermeenakshicollege.org/files/2017/05/aqar16-17.pdf)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.64	2016	2021
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

11/01/2016

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ - \_\_\_\_\_ (DD/MM/YYYY)  
ii. AQAR \_\_\_\_\_ - \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ - \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ - \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University

State  Central  Deemed  Private

Affiliated College

Yes  No

**Constituent College** Yes  No

**Autonomous college of UGC** Yes  No

**Regulatory Agency approved Institution** Yes  No

**Type of Institution** Co-education  Men  Women   
 Urban  Rural  Tribal

**Financial Status** Grant-in-aid  UGC 2(f)  UGC 12B   
 Grant-in-aid + Self Financing  Totally Self-financing

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)   
 TEI (Edu)  Engineering  Health Science  Management   
 Others (Specify)

### 1.11 Name of the Affiliating University (*for the Colleges*)

ALAGAPPA UNIVERSITY,  
KARAIKUDI

### 1.12 Special status conferred by Central/ State Government--

#### UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input text"="" type="text" value="----"/>	UGC-CE	<input type="text" value="----"/>		
DST Star Scheme	<input text"="" type="text" value="----"/>				
UGC-Special Assistance Programme	<input type="text" value="----"/>	Any other	<input text"="" type="text" value="----"/>		
UGC-COP Programmes	<input 115="" 307="" 916="" 935"="" data-label="Page-Footer" type="text" value="---&lt;/input&gt;&lt;/td&gt; &lt;td&gt;&lt;/td&gt; &lt;td&gt;&lt;/td&gt; &lt;/tr&gt; &lt;/table&gt; &lt;/div&gt; &lt;div data-bbox="/> <p>Submission of AQAR</p>				

## 2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

### 2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by  
the IQAC

Total Nos.  International  National  State  Institution Level

## **(ii) Themes**

### **I. Faculty Development Programmes:**

- 1. 3 days faculty development programme on “Characteristics of an Effective Teacher” was conducted from 13.06.2016 to 15.06.2016. 74 faculty members participated.**
- 2. Training Programme on “MS Word and MS Excel” was conducted on 06.07.2016. 10 faculty members participated.**
- 3. Faculty Development Programme on “Training the Trainers – To Groom the students with objectives” was conducted on 09.08.2016. 24 faculty members participated.**
- 4. A workshop on “Class Room Management Strategies” was conducted on 03.11.2016. 62 faculty members participated.**
- 5. Training Programme on “Time Management and Effective Record Management” was conducted on 23.11.2016. 10 non teaching staff members participated.**
- 6. A Quality Circle on “Multi Cultural Perspectives for Today’s Class Room” was conducted on 21.03.2017. 21 faculty members participated.**

### **II. Student Development Programme:**

- 1. One day Orientation Programme on “Personality Development – Healthy Body and Healthy Mind” was organised for the final year students on 16.06.2016.**
- 2. One day Orientation Programme on “Personality Development – Performance Character and Moral Character” was organised for II year students on 17.06.2016.**
- 3. An orientation programme on “Know Your College” was organised for I year students on 23.06.2016**
- 4. A workshop on “Communication Skills” was conducted for I year students on 28.06.2016.**
- 5. An orientation Programme on “College Success: Values & Ethics” was conducted for I year students on 02.12.2016.**

## **2.14 Significant Activities and contributions made by IQAC**

- 1. Strengthening the quality of academics**
- 2. Monitoring and evaluating the performance of the teaching, learning activities**
- 3. Motivating teachers to complete Ph.D.,**
- 4. Guiding teachers and PG students to qualify NET / SET**
- 5. Motivating students and staff for research**
- 6. Guiding students and staff for social awareness**
- 7. Performing academic audit**
- 8. Examination Reform**
- 9. Documentation of various programmes and activities of the college**

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Outcome Achieved
1. Strengthening the quality of academics.	<ul style="list-style-type: none"> <li>• For all the courses of all programmes lesson plans were prepared and classes were conducted to complete the syllabus within the stipulated time frame.</li> <li>• For each department, one class was declared as a model class for which learner centric method was applied.</li> <li>• Remedial course was conducted for the top scorers of all departments who were weak in English which resulted in better achievement in English.</li> <li>• 27 certificate courses have been conducted.</li> </ul>
2. Monitoring and evaluating the performance of the teaching, learning activities.	<ul style="list-style-type: none"> <li>• Programme based quality circles were conducted to evaluate the depth of knowledge in the course content.</li> <li>• Feedback for each subject was collected and analysed and necessary action was taken.</li> <li>• Institutionalised software created by a staff of the college is installed to collect online feedback.</li> <li>• Frequent Parent Teachers Meetings were conducted.</li> </ul>
3. Motivating teachers to complete Ph.D.,	<ul style="list-style-type: none"> <li>• 2 staff members completed Ph.D., during 2016 – 2017.</li> <li>• 9 staff members are pursuing Ph.D.,</li> <li>• 1 staff completed Pre – ViVa for Ph.D.,</li> <li>• IQAC is monitoring the status of the staff pursuing Ph.D., through Research Committee at specific time intervals.</li> </ul>
4. Guiding teachers and PG students to qualify NET / SET	<ul style="list-style-type: none"> <li>• Special coaching and interactive sessions were arranged for PG students and staff.</li> <li>• Staff and PG students were motivated to apply for the qualifying examination and their performance was monitored.</li> </ul>
5. Motivating students and staff for research	<ul style="list-style-type: none"> <li>• International / National / State level Seminars / Conferences / Workshops</li> </ul>

	<p>were organised by various faculty.</p> <ul style="list-style-type: none"> <li>• Guest Lectures leading to research methodology was organised for staff and PG students.</li> </ul>
6. Guiding students and staff for social awareness	<ul style="list-style-type: none"> <li>• Students were encouraged to enhance their social responsibility by performing society based survey and analyse their survey under the guidance of staff by appreciating their academic learning through community experience. After analysis with the help of experts, consultancy service was provided and the survey study reports were submitted to IQAC.</li> </ul>
7. Performing academic audit	<ul style="list-style-type: none"> <li>• Self evaluation report was prepared and corrected soft copy was handed over to the departments by the staff members in April 2017.</li> <li>• API Score sheets were prepared by concerned H.O.D's and were handed over to IQAC by May 2017.</li> </ul>
8. Examination Reform	<ul style="list-style-type: none"> <li>• Centralised Internal Continuous Assessment was conducted by Internal Examination Committee.</li> <li>• For each course 4 set of question papers were prepared by the concerned course teacher and handed over to IQAC.</li> </ul>
9. Documentation of various programmes and activities of the college.	<ul style="list-style-type: none"> <li>• The data centre of the IQAC maintains all the reports of activities of all departments, cells, clubs and committees.</li> </ul>

*\* Academic Calendar of the year is attached as Annexure I*

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management                       Syndicate                       any other body

**Provide the details of the action taken**

Approved by the committee.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1		1	
M.Phil.,	--	1	1	
PG	5		5	
UG	9		9	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	27		27	27
Others				
<b>Total</b>	<b>42</b>	<b>1</b>	<b>43</b>	

Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	--
Annual	--

##### 1.3 Feedback from stakeholders\*

(On all aspects)

Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools

\* An analysis of the feedback is provided in Annexure II



**1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.**

The syllabi were changed in 2014-2015 and would be reviewed in 2017- 2018, as per the guidelines of Alagappa University, Karaikudi.

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

Nil.

## Criterion – II

### 2. Teaching, Learning and Evaluation

**2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
74	74	--	--	--

**2.2 No. of permanent faculty with Ph.D.**

5

**2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year**

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
20	-	-	-	-	-	4	-	24	-

**2.4 No. of Guest and Visiting faculty and Temporary faculty**

3

**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	31	45	39
Presented papers	78	70	12
Resource Persons	-	-	27

**2.6 Innovative processes adopted by the institution in Teaching and Learning:**

- Learners' centric teaching methods like case study method, group discussion, guest lectures, power point presentation, quiz test, assignment, peer learning, practical sessions, problem solving methods and model making were adopted.
- Availability of tutorial study materials and question banks.
- Formation of self study groups.
- Online certification programme for skill development.
- ICT in learning: Smart class rooms and internet connectivity to all departments.
- E-Content creation: Each department prepared E-Content modules based on the courses taught.

**2.7 Total No. of actual teaching days during this academic year** 196

**2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)** NA

**2.9 No. of faculty members involved in curriculum Restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop** 3

**2.10 Average percentage of attendance of students** 90.23

**2.11 Course/Programme wise distribution of pass percentage:**

Title of the Programme	Total no. of students appeared	Division in %				
		Distinction	I	II	III	Pass
B.A., Tamil	36	5.56	77.78	-	-	83.34
B.A., English	59	-	44.07	42.37	1.69	88.13
B.Sc., Mathematics	81	61.73	29.63	4.93	-	96.29
B.Sc., Computer Science	41	17.07	65.85	2.44	-	85.36
B.Sc., Information Technology	42	30.95	50	-	-	80.95
B.C.A.,	40	37.5	52.5	-	-	90
B.Sc., Software	30	13.33	66.67	-	-	80
B.Com.,	20	5	70	10	-	85
B.Com (CA),	76	-	65.79	28.95	-	94.74
M.Sc., Mathematics	15	47	53	-	-	100
M.Sc., (CS & IT)	14	35.71	64.29	-	-	100
M.Com (CA),	5	-	100	-	-	100
M.A(Tamil)	5	60	40	-	-	100
M.A(English)	6	-	83.33	16.67	-	100

**2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:**

**Contribution to Teaching & Learning processes:**

- Encouraging the faculty to follow innovative and students' centric teaching method.
- Motivating the heads of the departments to organise faculty development programme and encourage staff to attend orientation and refresher courses.

- Triggering the faculty to attend seminar/conference/workshop inside and outside the institution.

### Monitoring the Teaching & Learning processes:

- Analysis of students feedback
- Staff lesson plan diary.
- Analysis of staff participation in extracurricular activities.

### Evaluation of Teaching & Learning processes:

- Organising quality circles to evaluate the in depth knowledge in the subject.
- Evaluating the weightages given to internal assessment.
- Analyzing students' performance in theory and practical examination through students score.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-----
UGC – Faculty Improvement Programme	-----
HRD programmes	-----
Orientation programmes	1
Faculty exchange programme	-----
Staff training conducted by the university	3
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	26
Others	132

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8		3	
Technical Staff	2			

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Motivation for research publications in National/International journals.
- Motivation for submitting minor research project proposal.
- Access to research journals through subscription to INFLIBNET.
- Circulating the communication and intimations received from UGC and other research funding agencies among the faculty.
- Motivating the departments to organise seminars/conferences.
- Progress on research work of the faculty who have registered for Ph.D., is monitored regularly.
- Ph.D., Guide ship is encouraged.

#### 3.2 Details regarding major projects: NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects: NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	114	--	1
Non-Peer Review Journals	--	--	--
E-Journals	5	--	--
Conference proceedings	--	15	--

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

**3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: NA**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects ( <i>other than compulsory by the University</i> )				
Any other(Specify)				
<b>Total</b>				

**3.7 No. of books published** i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

**3.8 No. of University Departments receiving funds from**

UGC-SAP  CAS  DST-FIST

DPE  DBT Scheme/funds

**3.9 For colleges** Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any other (specify)

**3.10 Revenue generated through consultancy**

**3.11 No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number	2	2	2	-	-
Sponsoring agencies	Management	Management	Management	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year: NA

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year: NA

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level  State level  National level  International level

**3.22 No. of students participated in NCC events: NA**

University level  State level  National level  International level

**3.23 No. of Awards won in NSS:**

University level  State level  National level  International level

**3.24 No. of Awards won in NCC: NA**

University level  State level  National level  International level

**3.25 No. of Extension activities organized**

University forum  College forum   
NCC  NSS  Any other

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

**Participation in Extension Activities:**

- ECO club Coordinator and 3 volunteers attended the seminar on “Water Management in a Climate Risked World-New Challenges” conducted by DHAN Foundation, Madurai.
- ECO club members presented 2 papers in the national conference on “Agriculture in the New Millennium- Nutritious Seeds for a Sustainable Future” conducted by Fatima College, Madurai.
- Coordinator of Citizen Consumer Club presented the paper in the National Conference on Consumer Protection “NCCP-2017 conducted by Kamadhenu Arts and Science College, Sathyamangalam.
- 35 NSS volunteers participated in the Rally on “World TB Day- 2017” conducted by TB Section of Sivagangai District at Sivagangai Aranmanai Vasal to Sivagangai Medical College.

**Programmes organised through Extension Activities:**

- ECO Club organised a guest lecture on “Organic Plant Cultivation and Mushroom Cultivation”.



- **Citizen Consumer Club organized a guest lecture on “Basic Problems Faced by the Consumers and their Rights”.**
- **NSS special camp was organised at Poovanthi. Many Awareness programmes, Rally and Veterinary Camp were conducted. Volunteers cleaned the village, Primary Health Centre and Temple, removed the things which cause dengue fever and gave cultural programmes to the villagers.**
- **Students from various departments took survey about “Waste land Management, Illuminating the women, Social Awareness of Women’s Health and Hygiene, Pollution Free Village, Environmental Issues – a special survey on Water Pollution, Awareness of Food Labelling and Purchasing of Pre-Packaged Food Products among consumers and Employability and socio Economic Condition” in the villages Sakkanthi, Kilathari, Padamathur, Sakkudi, Kataiyampatti, Mela Poovanthi and Thoothai.**
- **Energy Conservation Day was organised.**

#### **Awards / Prizes Received:**

- **Student members of Citizen Consumer Club participated in various competitions conducted by District Supply and Consumer Protection Office at Sivagangai and won many prizes.**
- **NSS Programme Officers attended the “Blood Donation Day” organized by “Velammal Medical College & Velammal Hospital. They received the shield as an appreciation for blood donation camp conducted in the previous year.**

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12.33 acres	-	-	12.33 acres
Class rooms	41	-	-	41
Laboratories	5	1	Management	6
Seminar Halls	3	-	-	3
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	227	31	Management	258
Value of the equipment purchased during the year (Rs. in Lakhs)	31.17	8.57	Management	39.75
Others (Rs. in Lakhs)	72.39	24.49	Management	96.88

#### 4.2 Computerization of administration and library

Most of the administrative operations like admission, students information system, dropout analysis, internal mark processing, attendance processing have been automated using 'Flair Software'. Fees collection, bill printing, pay roll processing, preparation of salary statement have also been automated. Tally ERP is used to maintain the college accounts. Library automation system takes care of bar coding, bibilio metric search, access and reporting.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3777	8,32,810	894	8,74,591	4671	17,07,401
Reference Books	7521	14,54,414	1218	7,99,875	8739	22,54,289
e-Books	441	27600	164	5830	605	33430
Journals	19	31,210	10	35,800	29	67,010
e-Journals	---	---	46	---	46	---
Digital Database	---	---	---	---	---	---
CD & Video	1054	4485	57	1465	1111	5950
Others (specify)						
E-Resource by Staff	294	2400	164	---	458	2400
E-Resource by PG Student	250	1250	162	370	412	1620
E-Resource from Journal	173	760	141	-	314	760
Magazine	34	23,369	3	9256	37	32,625

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	192	152	46	-	-	7	14	19
Added	4	-	4	-	-	4	-	-
Total	196	152	50	-	-	11	14	19

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

- 2 staff members attended 5 days Faculty Development Programme on “Java Fundamentals and Programming” at Sri Vidhya Engineering College, Virudhunagar.
- 2 staff members attended the Faculty Development Programme on “Software Safety and Security” conducted by Thiagarajar College of Engineering, Madurai.
- 2 staff members attended 5 days Faculty Development Programme on “Grid and Cloud Computing” at KLN college of Information Technology, Pottapalayam.
- 2 staff members attended 4 Days Faculty Development Programme on “Data Science and Big Data Analysis” at Lady Doak College, Madurai.
- 2 staff members attended 2 Days Faculty Development Programme on “C# & ADO.NET” at Velammal College of Engineering and Technology, Madurai.
- 2 staff members attended 5 days Faculty Development Programme on “Horton Networks HDP Developer” conducted by KLN College of Engineering, Pottapalayam.
- State level workshop on “Tools & Techniques for Semantic & Image Analysis” and National Seminar on “Cyber Security” were organised.

- Special lectures on “PHP and MySQL, Internet of Things & it’s applications, Introduction to Data Mining - A Database Perspective, Biometric Authentication and its Application and Green Technology” were organised.
- 100% computer literacy to all students through certificate courses, allied courses and library literacy programme on digital library.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	1.84
ii) Campus Infrastructure and facilities	12.07
iii) Equipments	1.18
iv) Others	44.71
<b>Total:</b>	<b>59.80</b>

## **Criterion – V**

### **Student Support and Progression**

#### **5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

The IQAC of the college established many Cells, Clubs and Committees to enhance awareness about student support services.

- The administrative office of the college takes care about scholarship, college transport facility, residential facilities, fee concession and university examination procedures.
- New entrants are given orientation on various student support services on the fresher's day by the Principal and the Head of the Departments.
- The class teacher and the tutors of the ward system provide information about various services and guide them to avail the services in time.
- Career Guidance and Placement Cell disseminate all the information and provide services related to career and placement.
- Grievance Redressal Cell identifies the possibility to redress the students' grievances.
- Student Council members and student members of all committee and cells provide information to their peers on the various support services.

#### **5.2 Efforts made by the institution for tracking the progression**

- Class teachers and tutors of the ward system keep track of the performance of the students both in academic and extracurricular and monitor the progress.
- The academic performance of the students is analysed every semester in the department staff meeting and in the staff council.
- Departments provide input on number of students progressing to higher studies and numbers of students placed after graduation after conducting alumni meet on graduation day every year.
- All the clubs, cells and committees coordinators provide details about the progression in their activities during the year.
- Feed back on teaching, learning, administration and infrastructure is obtained from students twice a year to analyse and rectify the shortcomings.

- Self evaluation report is prepared by the staff members and API scores are calculated by the respective H.O.D's.
- The data centre of the IQAC maintains the profile of the students which exhibit the performance scale of the individual student.
- The detail provided by departments, cells, clubs and committees are analysed by the IQAC to study the progression and prioritise the best practices of the institution.

**5.3 (a) Total Number of students**

UG	PG	Ph. D.	Others
1502	128	2	2

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

1
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**(c) No. of international students**

1
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Men	No	%	Women	No	%
				1632	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
15	87	-	1518	1	1621	13	104	-	1514	1	1632

**Demand ratio 1:1.425**

**Dropout % 0.023**

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

- Coaching programme on NET / SET was conducted to PG students.
- 154 students attended the 'CAT Model Exam' conducted by T.I.M.E institute.
- An awareness programme on "Competitive Examinations" was organized.

- Placement Cell organized the orientation on “Banking Examination”.
- A self study group was formed with 130 students for the preparation of TNPSC Group – IV exams. Various study materials were circulated among the students and they made preparation.
- 25 final year students attended the ‘MAT Model Entrance Exam’ conducted by T.I.M.E institute
- IAS Academy of the college trained 30 students of the college.
- A guest lecture on “Preparation for Civil Service Exams” was organised.
- Special lecture on “CA Foundation Course” was organised.
- 10 students appeared for the “Associate Company Secretary (ACS) Foundation Course” exam and one student has cleared the exam successfully and entered into “ACS Intermediate Course”.

No. of students beneficiaries

1702

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

- The institution has Students Counselling Forum. Students can meet anyone of the 14 trained counsellors any time.
- The career guidance cell provide services in the area of orienting and creating awareness about options regarding higher education, placement opportunities for both UG and PG students.

No. of students benefited

1231

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	132	33	5

## 5.8 Details of gender sensitization programmes

- Women Empowerment Cell organized a special talk show on “Students Social Responsibility”.
- Group discussions on “Women Empowerment in India and Status of the women in past and present time” were organised.
- Coordinator of the Women Cell presented a paper in the National Conference on “Resilience, Resistance and Identity of the Women in a Changing World” conducted by S.V.N. College, Madurai.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	249	8,86,331
Financial support from government	94	3,62,438
Financial support from other sources	5	5,700
Number of students who received International/ National recognitions	1	34,000



**5.11 Student organised / initiatives**

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

**5.12 No. of social initiatives undertaken by the students**

**5.13 Major grievances of students (if any) redressed: -Nil-**

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### Vision:

- Our quest is to empower women with self reliance and poise (by promoting multidimensional competence equipped with necessary levels of knowledge & life skills) without caste, creed & religion.
- To impart higher education to the downtrodden and economically backward rural women by promoting excellence and academic competency.

##### Mission:

- To strengthen the moral fiber of the institution with holistic development based on love, justice, equality and peace.
- To empower the Indian women with a higher academic status, leadership qualities and service mindedness to gain a pride of place in Indian society as well as in the world.
- To promote excellence and academic competence among students.

#### 6.2 Does the Institution has a management Information System

- The college follows a system of participative management by which information flow and decision making processes are systemised and channelised. The suggestions given by the management committee is implemented by various administrative offices under the guidance of the Principal.
- The head of the departments ensure the smooth functioning of the activities of the departments as a team with other members of the department.
- Regular meetings of the staff council are held to discuss and decide the academic and administrative matters.
- Interaction with stake holders comprising of faculty, students, parents and alumni are regularly organised.
- Institutionalised software is used for administration which includes student management, staff management, library management and accounts management.

- The IT support team developed software for student online feedback and also upgrade college website.
- The data centre of the IQAC prepares and maintains the annual documents including staff profile, students profile, department activity reports, cell, committee and club activity reports, self appraisals and feedback analysis.

### **6.3 Quality improvement strategies adopted by the institution for each of the following:**

#### **6.3.1 Curriculum Development**

2 faculty members represent the college in the Board of Studies of the affiliating university. The principal of the colleges, affiliated to Alagappa University are invited for discussion before the Board of Studies meeting. These members

- Carry recommendations from other faculty members, students, alumni and other stake holders.
- Recommend new and emerging areas of study in the respective syllabi during the forthcoming revision.
- Recommend to update existing syllabi as per requirement.
- Recommend introduction of new programmes of study in the college.

The college has constituted a Board of Studies by inviting experts from other institutions. Syllabus for 24 certificate courses were framed and approved by the Board of Studies during 2014 -2015. All UG students attend one of these 24 certificate courses. The revision of the syllabus will be during 2017 – 2018.

#### **6.3.2 Teaching and Learning**

- Model class mechanism is introduced for all departments.
- Bridge course with entry and exit level test.
- Smart class rooms and language lab facility.
- Vacation project scheme.
- Students are encouraged to present and publish research papers.
- Teachers are sent for faculty development programmes and workshops.

- **Seminars / Conferences / Symposium / Workshops are organised periodically in different departments.**
- **Registration fees for paper presentation in the conferences / seminars reimbursed to the faculty members by the management.**
- **Field visit / industrial visit are arranged.**
- **Remedial teaching, adoption of top scorers, adoption of slow learners, peer learning, team teaching, inter disciplinary teaching, self learning are the best practices regularly followed by the college.**
- **Well stacked library and e - library to provide all necessary reading materials.**
- **Quality circles for teachers.**

### **6.3.3 Examination and Evaluation**

- **Centralised Internal Continuous Assessment was conducted by Internal Examination Committee.**
- **For each course, 4 sets of question papers were prepared by the concerned course teacher and handed over to IQAC.**
- **Model examinations are conducted like university examinations by following university pattern of question paper.**
- **Provision for improvement of internal marks is available by writing additional test.**

### **6.3.4 Research and Development**

- **1 book has been authored by a faculty member.**
- **160 research papers have been presented by the faculty members.**
- **144 research papers have been published in international and national journals, ISBN certified books and seminar proceedings by the faculty members.**
- **75 research papers have been presented by the students.**
- **33 research papers have been published in international journals and ISBN certified books by the students.**

- 2 faculty members have been awarded doctoral degree.
- An International Bi Annual Multi Disciplinary Journal entitled “MASIVJ” is being published.
- 14 staff members are editorial board members in international journals.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### Library:

- No. of books in the library: 13,410
- No. of books purchased during the year 2016 – 2017: 283
- No. of E – Resources: 561
- No. of E- Resources in the year 2016 -2017: 326
- Library automation has been enabled with the help of Flair Software.
- Library is equipped with INFLIB NET and NPTEL.

#### ICT:

- There are 2 ICT enabled class rooms and 1 language lab facility.
- In addition to the 10 mbps leased line internet connectivity through NMEICT an additional 500 kbps internet facility has been added through a private internet provider.
- Educational Software licensing for Microsoft is renewed for 50 users.
- Licensed Anti Virus package for 25 users has been purchased.
- 21 CCTV Cameras are added to the CCTV facility for vigilance.
- Panasonic DP MB 536, a high speed digital multi function laser A4/A3/ FS Copier has been purchased for IQAC.

### 6.3.6 Human Resource Management

- At the end of each academic year, the management committee reviews the existing human resource and identifies personnel for various teaching, non teaching and supportive positions.

- Orientation, training and capacity building programmes are periodically organised and staff are deputed for such programmes organised by other institutions.
- For various committees constituted by the college, efficient faculty members are nominated as coordinators along with junior members as members, to groom them for leadership role.

### **6.3.7 Faculty and Staff Recruitment**

Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligible criteria are called for an interview – cum – trial teaching session. The selection panel consists of the Secretary, Members of management, Principal, Head of the concerned department, a senior member of the faculty and an external subject expert. Any temporary vacancy or vacancies arising in between are immediately filled up by following the above said procedure.

### **6.3.8 Industry Interaction / Collaboration**

- Industry experts are invited to interact with the aspiring students.
- In collaboration with Women Entrepreneurs (WE) and SHARP Forum of the Chamber of Commerce, Madurai, Entrepreneurial Development programmes and soft skill development programmes were organised.
- In collaboration with WE, field visit and case study programme was organised.
- 9 aspiring students underwent internship with various organisations.

### **6.3.9 Admission of Students**

- As per state government reservation policy, online and offline application forms are available for students.
- Special preferences are given for the first generation learners, minority communities as envisaged in align with the vision and mission of the college.
- The admission process and fees payment is fully automated.

## 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Duty leaves are given for faculty members for paper setting, paper assessment, seminars and workshops and to act as external examiners.</li> <li>• Duty leaves are given to faculty members for attending orientation and refresher programmes.</li> <li>• Maternity Leave.</li> <li>• Financial support for publishing research material.</li> <li>• Contributory Provident Fund</li> <li>• Employees State Insurance</li> <li>• Group Insurance scheme.</li> <li>• Fee concession to the wards of the staff.</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>• Maternity Leave.</li> <li>• Contributory Provident Fund</li> <li>• Employees State Insurance</li> <li>• Group Insurance scheme.</li> <li>• Fee concession to the wards of the staff.</li> <li>• Bonus for administrative and supportive staff.</li> <li>• Uniforms for supportive staff.</li> <li>• Refreshment during working hours for administrative staff.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Group Insurance scheme.</li> <li>• Management scholarship for deserving students.</li> <li>• Part time employment opportunity.</li> <li>• Fee concession for university players.</li> <li>• Students counselling Forum.</li> <li>• Students Grievance and Redressal Committee to redress the grievances of the students.</li> <li>• Remedial coaching for slow learners.</li> <li>• Career Guidance Cell to provide training for students to enhance their employability.</li> <li>• Gymnasium for physical fitness.</li> <li>• A health centre under the supervision of a permanent nurse.</li> </ul>

6.5 Total corpus fund generated

-Nil-

6.6 Whether annual financial audit has been done

Yes  No

### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	✓	IQAC
Administrative	--	--	✓	IQAC

### 6.8 Does the University/Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

### 6.9 What efforts are made by the University/Autonomous College for Examination Reforms?

NA

### 6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

### 6.11 Activities and support from the Alumni Association

- Alumni meet is held in the 1<sup>st</sup> Sunday of September every year.
- Valuable feed backs of alumni are incorporated in the regular activities.
- Alumni gave special lectures in their respective departments.

### 6.12 Activities and support from the Parent – Teacher Association

- Parent Teachers Meet is organised by all departments where, teachers will give feedback about their wards in their curricular, co - curricular and behavioural aspects.
- Valuable suggestions of the parents are considered in the regular activities.

### 6.13 Development programmes for support staff

- Support staffs were given special training to operate office automation software.
- A training programme on “Time Management and Effective Record Management” was organized for non teaching staff.



## **6.14 Initiatives taken by the institution to make the campus eco-friendly**

- **Tree plantation by VIP's and guests is promoted to create environmental awareness among the students.**
- **Steps have been taken to make the campus plastic free.**
- **Proper maintenance of RO water plant.**
- **Rain water harvesting structure has been created in all the buildings through which, the rain water goes into the collection pit to increase the level of ground water.**
- **An ECO garden is maintained in the campus.**
- **Vermi composing pit has been built to generate vermi compost with which organic vegetables and herbs are cultivated.**

## Criterion – VII

### 7. Innovations and Best Practices

**7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- Online students' feedback system for teaching, learning was introduced.
- Model class mechanism for learner centric teaching learning process.
- Data Centre to document the activities of departments, cells, clubs and committees.
- Institutionalised self appraisal of staff.
- Question bank with answers generated for Part – A questions.

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

**Action Taken Report:**

1. M. Phil., Tamil course has been introduced.
2. Centralised e- attendance, soft copy of staff and students profile, centralised data centre has been created.
3. One model class for each department has been introduced.
4. All academic programmes, council meetings, H.O.D's meetings, students council meetings were conducted as per plan.
5. Department association, club and cell activities held periodically.
6. Guest lectures were organised by all departments.
7. 27 certificate courses were organised.
8. 2 State level workshops, 2 National seminars and 2 International seminar / conference were conducted by the departments.
9. Outreach programmes were conducted by each department.
10. Team teaching, Inter Disciplinary teaching, Life Skill Training and peer learning were conducted.
11. 2 regular issues and 2 special issues of International Bi Annual Multi Disciplinary Journal 'MASIVJ' were published.

12. Reformation in the internal examination system has been implemented.
13. NSS units conducted different programmes like blood donation camp, campus cleaning, awareness rallies etc.,
14. Exhibition, Inter Collegiate Cultural Meet, Inter Group Fine Arts Meet, Muthtamizh Vizha, Pongal Day celebration, Sports Day, College Day, Graduation Day and Hostel Day were conducted.
15. The progress and completion of the activities are reviewed in the staff council meetings and college council meeting periodically.

### 7.3 Give two Best Practices of the institution

#### **BEST PRACTICE – 1:**

##### **Title of the Practice:**

**Student Support Services for Youth Empowerment**

##### **Goal:**

- To develop the ability in students to bring wholesome personality in them.
- To introduce insights into broader quality discourse.
- To promote the student's intellectual and moral development.
- To equip them to act for the betterment of the society.
- To empower the youth to face powerful social forces.

##### **The Context:**

The college is located in a rural area where most of the families are giving education to their daughters who are first generation learners. Most of the students of the institution are from conventional and traditional society, who is entering into the challenge of modern day life. Large numbers of students are from rural background and others are from semi urban and urban areas. They are from private schools, government schools and corporate schools; from English medium or Tamil medium of instruction; from well educated and uneducated family backgrounds. Under these circumstances the institution strives hard to impart curricular knowledge to them. Hence the time spent on development of Intellect, Emotion and Physique (IEP) of an individual in the normal course is very less. The teachers felt it difficult to identify the specific skills within the students. Hence the institution introduced many cells, clubs and committees to empower the students. The student's welfare committee members along with head of the departments discussed about the constraints in students empowerment

and came out with the project namely “Student Support Services for Youth Empowerment”.

**The Practice:**

After identifying the viability of the project, a team under the leadership of IQAC Coordinator comprising Head of the departments and one member from each department had several sittings of meetings to discuss about the need analysis, framework, resource requirement, methodology, constraints, expected impact and outcomes. In order to get optimum draft of student support services, several orientations and brainstorming session were organized for the team. Finally the team had a group discussion to share about the innovative thoughts of youth empowerment.

For each class, one staff who is allotted as class teacher was given significant responsibility. During the introduction classes, she identified and classified students into various groups. Under Intellect quality, students were classified as advanced learners, mediocre learners and slow learners. Under Emotional quality, various soft skills and fine arts skills were identified and classified. Under Physique quality, the sports and games skills of students were identified. Some of the students who were unable to identify their quality were counselled by the class teacher and their skills were identified and were introduced to them.

After classifying students according to their academic performance, with the help of remedial classes and adoption scheme, the class teacher and course teachers trained them towards university top slots, advanced learners and mediocre learners. In this race, we have a limited number of students whose intelligence quotient towards academic is very less and we also find some of the students come for higher education as time pass. The class teacher and course teachers after identifying this send them to Entrepreneurial Development Cell or Physical Education Cell or Outreach Programming Cell according to their interest and their talents were encouraged.

For each class, as decided by the team, library hour is allotted on any of the required subject. During that library hour, the course teacher and the students of that class were permitted to break the silence of library and they were allowed to discuss in the library after referring various reference books in groups. This proposal facilitated the students in usage of library, usage of reference books and also provided in depth knowledge of what they learnt.

Women Empowerment cell, Eco club, Consumer club provide awareness to students about cross cutting issues such as gender, climate change, environmental education and human rights. Also they encouraged the interested students to participate and contribute to the cells and clubs that are concentrating in cross cutting issues.

Generally being an educational institution located in rural background with non creamy layer of students, our concentration in the normal course is mainly focused on curriculum. But through this student support services, with the help of the class teacher

and course teachers, we planned that in addition to regular curriculum we provide motivational, emotional and strategic support. This support is offered by the class teacher, course teachers, committee and club coordinators and peers. Through this system, we teach the youth to learn, how to act in the world around them, to explore, to express, to belong and to influence. The students are given opportunities to test ideas and behaviours and to experiment with different roles. They are made to learn the best through active participation and that learning occurs in all types of settings and situations.

Transformation from teacher centric approach to learner's centric approach resulted in the physical competence namely attitude, behaviour and knowledge. As the class was not a one way traffic, students developed social competence like responsiveness, flexibility, empathy, communication skills, Self Discipline, Assertiveness and ability to ask for support.

With the help of pre-class work and group activities, students developed cognitive competence namely good reasoning, planning skill, problem solving and ability to think abstractly, reflectively and flexibly.

With the help of tutor ward system and counseling system (Academic, Personal, Career and Psychosocial counseling), students were given vocational competence namely essence of purpose and belief in the future, educational aspiration and adequate preparation for work and family life.

With the help of life skill training programme, students developed in moral competence namely development of character, values and personal responsibilities. They also develop a desire to be ethical and to be involved in efforts that contribute to common good.

**Evidence of Success:**

- Increase in creative and innovative thoughts of students.
- Development in confidence on stage, communication skill, interpretation skill and logical skill.
- Increase in exhibiting talents by participating in extracurricular activities.
- Successful undertaking of projects.
- Incremental growth in scientific temper and research skills

**Problems Encountered and Resource Required:**

**Problems Encountered:**

- Time Management

- Co operation of the students
- Low self esteem.
- Hesitation to move from traditional approach to modern approach.
- Fear of excess work.
- Communication Skills

**Resource Required:**

- Library augmentation.
- Digital Library enhancement.
- Computer Aided Class rooms for each department.
- Creative and innovative thoughts of teachers.

**BEST PRACTICE – 2:**

**Title of the Practice:**

**Life Trimming Activities through outreach programmes.**

**Goal:**

- To develop a structured experiential learning.
- To identify the need of extended hands of youth to society.
- To realise classroom is a platform for social engagement.
- To become a learner about socially sensitive issues in the community.
- To facilitate practical learning by disciplinary and interdisciplinary encouragement to enhance social responsibilities.

**The Context:**

Life Trimming Activity through society engagement is still not a formal component of higher educational institution. Since both higher education and society play vital role in modernising the country's human resource, there is a need to inculcate a design 'Institute Social Partnership'. Being a higher educational institution located in a rural area catering to the women of the surrounding villages, it becomes the institutional social responsibility, to introduce the practice "Life Trimming Activities through outreach programmes".

**The Practice:**

After identifying the viability of the practice, a team under the leadership of

extension activity coordinator comprising head of the departments and the class teachers of the II year from each department, had several sittings of meetings, to discuss about the need analysis, frame work, resource requirement, methodology, constraints and expected outcome.

As a first step of the practice, the team discussed about the place where the outreach programme should be organised and about the theme of awareness. The student representative belonging to the selected village become the bridging factor between the institution and the society. The team of each department comprising of two teachers, student representative visit the selected village and meet the president of the village along with their team and discuss about the objective of the programme. At the end of the discussion, the required change in the programme as per the need of the village, the theme is finalised. Under the guidance of the class teacher, students prepare questionnaire for survey after pilot study. II year students were grouped into several teams for various activities to be held in the selected village. The activities include survey, rally, cultural programmes, street play, awareness to school students and discussion with self help groups. After the analysis of the data collected through survey, using the tools they learnt through curriculum, the necessary consultancy service is given to the people of selected village. The entire process starting from the discussion till the consultancy is recorded as a survey report and the findings and suggestions were given to the president of the village for further improvement. The document is maintained in the IQAC of the college.

**Evidence of Success:**

- The students and faculty, who go on outreach programmes, become highly responsible and reactive in social issues.
- The students are given exposure to the world outside.
- Beyond fulfilling the college objective, the students acquire self value, moral value, societal awareness, team spirit and leadership quality.

**Problems Encountered and Resource Required:**

**Problems Encountered:**

- Time Management
- Co operation from the people of selected village.
- Truth in the answers to the questionnaire.

**Resource Required:**

- Time Management for the faculty for diversified activities.
- Workshops and seminars have to be organised to create social responsibility.

#### **7.4 Contribution to environmental awareness / protection**

- **As directed by National Bio-Diversity Authority (NBA) all the cells and clubs of the institution conducted various competitions, awareness programmes, presentations, group discussions and quality circles on “Bio – Diversity”.**
- **The ECO Club of the college conducted and participated in many environmental awareness programmes and seminars beyond maintaining ECO garden.**
- **3 departments conducted survey in a selected society regarding environmental awareness and protection. Based on the analysis of the survey, consultancy service was also given.**

**7.5 Whether environmental audit was conducted?**



**7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)**

#### **STRENGTH:**

- **Well maintained campus with external facility and good infrastructure.**
- **Highly qualified faculty committed to students welfare.**
- **Support programmes for slow learners.**
- **Well equipped lab.**
- **24 X 7 internet facility and Wi Fi connection.**
- **Environmental friendly measures undertaken.**
- **Strong commitment to community and empowerment of women.**
- **Strong focus on high quality student centred teaching learning process.**
- **Positive and sustained approach towards research publications in peer reviewed journals with impact factor.**
- **Well maintained and safe residential facility for residential students.**
- **Strong inclusive value based education offered to students.**
- **Opportunities for students to develop and enhance their creative potential and individual talent.**



**WEAKNESS:**

- **Low placement rate.**
- **Less number of students clearing competitive examinations.**
- **Slow progress in identifying funding agencies for research project.**
- **Insufficient students' strength in some PG programmes.**
- **Fund generation through consultancy services.**
- **Yet to achieve collaborations.**

**OPPORTUNITY:**

- **Industry and institute collaboration.**
- **Promotion of Institutional Social Responsibility.**
- **Scope for inter disciplinary activities and research.**
- **Short term courses and value added courses.**
- **100% academic results.**
- **Opportunities to introduce new programmes to meet the demands of the society.**

**THREAT:**

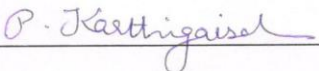
- **Increase in number of colleges in the nearby area.**
- **Finding steps to bridge the gap between academic skills and employability skills.**

**8. Plans of institution for next year**

- **To introduce new programmes.**
- **Publishing research papers in peer reviewed journals with high impact factor.**
- **Strengthening the infrastructure of the college.**
- **Development of sports infrastructure.**

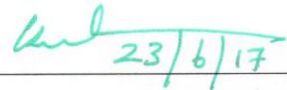
- Strengthening the placement service for the students.
- To enhance consultancy services.
- Organising IQAC based seminars.
- To update central library with new editions of books and journals.

Name: P. KARTHIGAISELVI



Signature of the Coordinator, IQAC

Name: C. RAMALAKSHMI



Signature of the Chairperson, IQAC

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**Abbreviations:**

<b>CAS</b>	-	<b>Career Advanced Scheme</b>
<b>CAT</b>	-	<b>Common Admission Test</b>
<b>CBCS</b>	-	<b>Choice Based Credit System</b>
<b>CE</b>	-	<b>Centre for Excellence</b>
<b>COP</b>	-	<b>Career Oriented Programme</b>
<b>CPE</b>	-	<b>College with Potential for Excellence</b>
<b>DPE</b>	-	<b>Department with Potential for Excellence</b>
<b>GATE</b>	-	<b>Graduate Aptitude Test</b>
<b>NET</b>	-	<b>National Eligibility Test</b>
<b>PEI</b>	-	<b>Physical Education Institution</b>
<b>SAP</b>	-	<b>Special Assistance Programme</b>
<b>SF</b>	-	<b>Self Financing</b>
<b>SLET</b>	-	<b>State Level Eligibility Test</b>
<b>TEI</b>	-	<b>Teacher Education Institution</b>
<b>UPE</b>	-	<b>University with Potential Excellence</b>
<b>UPSC</b>	-	<b>Union Public Service Commission</b>

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**Annexure I**  
**Calendar 2016 - 2017**

**JUNE 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Wed	
02	Thu	
03	Fri	
04	Sat	
05	Sun	Holiday
06	Mon	
07	Tue	
08	Wed	
09	Thu	
10	Fri	
11	Sat	
12	Sun	Holiday
13	Mon	
14	Tue	
15	Wed	
16	Thu	<b>COLLEGE REOPENS FOR ODD SEMESTER</b> Healthy Practices Committee Meeting
17	Fri	Staff Council Meeting
18	Sat	Staff Council Meeting
19	Sun	Holiday
20	Mon	Internal Examination Committee Meeting Anti Ragging Committee Meeting
21	Tue	Yoga Day Celebration Calendar & Timetable Committee Meeting
22	Wed	Hostel Meeting , Student's council Meeting
23	Thu	Parents meet for I year
24	Fri	Bus Committee Meeting
25	Sat	Holiday
26	Sun	Holiday
27	Mon	
28	Tue	Discipline Committee Meeting ED Cell Meeting
29	Wed	Extension Activity Committee Meeting
30	Thu	Students Counseling Forum Meeting

**JULY 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Fri	
02	Sat	Students' Grievance Redressal Committee Meeting ECO Club Meeting
03	Sun	Holiday
04	Mon	Magazine Committee Meeting
05	Tue	
06	Wed	
07	Thu	Ramzan - Holiday
08	Fri	Library Committee meeting
09	Sat	Holiday
10	Sun	Holiday
11	Mon	
12	Tue	
13	Wed	IQAC Meeting
14	Thu	<b>LAST DATE TO PAY FEES WITHOUT FINE</b>
15	Fri	Perunthalaivar Kamarajar's 114 <sup>th</sup> birthday celebration
16	Sat	
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	<b>I INTERNAL TEST</b> Staff Council Meeting
21	Thu	<b>I INTERNAL TEST</b>
22	Fri	<b>I INTERNAL TEST</b>
23	Sat	Holiday
24	Sun	Holiday
25	Mon	
26	Tue	
27	Wed	Dr. A.P.J. Abdulkalam's memorial day celebration Fine Arts Committee Meeting ICC Committee Meeting
28	Thu	<b>LAST DATE TO PAY FEES WITH FINE</b>
29	Fri	Rotary Club Installation
30	Sat	
31	Sun	Holiday

## AUGUST 2016

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Mon	
02	Tue	
03	Wed	
04	Thu	
05	Fri	
06	Sat	
07	Sun	Holiday
08	Mon	
09	Tue	
10	Wed	
11	Thu	
12	Fri	World Youth Day
13	Sat	
14	Sun	Holiday
15	Mon	Independence Day - Holiday
16	Tue	
17	Wed	
18	Thu	Staff Council Meeting Research Committee Meeting
19	Fri	Women Empowerment Cell Meeting
20	Sat	Holiday
21	Sun	Holiday
22	Mon	
23	Tue	Erudition Expo '16 at Sivagangai
24	Wed	
25	Thu	Krishna Jeyanthi - Holiday
26	Fri	
27	Sat	
28	Sun	Holiday
29	Mon	<b>II INTERNAL TEST</b>
30	Tue	<b>II INTERNAL TEST</b>
31	Wed	<b>II INTERNAL TEST</b> Staff Council Meeting

**SEPTEMBER 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Thu	
02	Fri	Erudition Expo '16 at Manamadurai
03	Sat	PTM for III Years
04	Sun	PIO Flock '16 -Holiday
05	Mon	Vinayakar Chaturthi - Holiday
06	Tue	Teacher's Day Celebration
07	Wed	
08	Thu	Muthamizh Vizha'16
09	Fri	Explorica '16
10	Sat	Eves Fest'16
11	Sun	Holiday
12	Mon	
13	Tue	Bakrid - Holiday
14	Wed	
15	Thu	Staff Council Meeting
16	Fri	
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	Holiday
25	Sun	Holiday
26	Mon	
27	Tue	
28	Wed	
29	Thu	Staff Council Meeting
30	Fri	

**OCTOBER 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Sat	
02	Sun	Gandhi Jeyanthi - Holiday
03	Mon	
04	Tue	
05	Wed	
06	Thu	<b>III INTERNAL TEST</b>
07	Fri	<b>III INTERNAL TEST</b>
08	Sat	<b>III INTERNAL TEST</b>
09	Sun	Holiday
10	Mon	AyuthaPooja - Holiday
11	Tue	Vijayadasami - Holiday
12	Wed	Moharam - Holiday
13	Thu	
14	Fri	
15	Sat	Dr. A.P.J .Abdul Kalam's 85 <sup>th</sup> birthday
16	Sun	Holiday
17	Mon	Magazine Committee Meeting
18	Tue	
19	Wed	
20	Thu	Students' Grievance Redressal Committee Meeting
21	Fri	Staff Council Meeting
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	Bus Committee Meeting
26	Wed	
27	Thu	Calendar & Timetable Committee Meeting
28	Fri	Vallabhbhai Patel Birth Anniversary <b>(LAST WORKING DAY FOR ODD SEMESTER)</b>
29	Sat	Deepavali - Holiday
30	Sun	Holiday
31	Mon	



## NOVEMBER 2016

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Tue	Vigilance Awareness Week
02	Wed	
03	Thu	
04	Fri	
05	Sat	
06	Sun	Holiday
07	Mon	
08	Tue	
09	Wed	
10	Thu	
11	Fri	
12	Sat	
13	Sun	Holiday
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	Constitution Day
27	Sun	Holiday
28	Mon	
29	Tue	
30	Wed	

**DECEMBER 2016**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Thu	<b>COLLEGE REOPENS FOR EVEN SEMESTER</b> Staff Council Meeting
02	Fri	
03	Sat	
04	Sun	Holiday
05	Mon	
06	Tue	
07	Wed	
08	Thu	
09	Fri	
10	Sat	
11	Sun	Holiday
12	Mon	Calendar & Timetable Committee Meeting
13	Tue	Miladi Nabi- Holiday
14	Wed	National Energy Conservation Day
15	Thu	
16	Fri	
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	Christmas - Holiday
26	Mon	
27	Tue	
28	Wed	
29	Thu	<b>LAST DATE TO PAY FEES WITHOUT FINE</b>
30	Fri	
31	Sat	Holiday

**JANUARY 2017**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Sun	New Year - Holiday
02	Mon	Road Safety Week
03	Tue	
04	Wed	
05	Thu	<b>I INTERNAL TEST</b>
06	Fri	<b>I INTERNAL TEST</b> Staff Council Meeting
07	Sat	<b>I INTERNAL TEST</b>
08	Sun	Holiday
09	Mon	
10	Tue	
11	Wed	
12	Thu	Swami Vivekananda birthday , HERENCIA-'17
13	Fri	Bhogi - Holiday
14	Sat	Pongal - Holiday
15	Sun	Holiday
16	Mon	Kaanum Pongal - Holiday
17	Tue	<b>LAST DATE TO PAY FEES WITH FINE- Holiday</b>
18	Wed	
19	Thu	Staff Council Meeting Holiday
20	Fri	Holiday
21	Sat	Holiday
22	Sun	Holiday
23	Mon	
24	Tue	National Girl Child Day
25	Wed	Internal Examination Committee Meeting
26	Thu	Republic Day - Holiday
27	Fri	IQAC Meeting
28	Sat	PTM for III Years
29	Sun	Holiday
30	Mon	Anti Leprosy Day
31	Tue	

**FEBRUARY 2017**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Wed	
02	Thu	
03	Fri	
04	Sat	World Cancer Day
05	Sun	Holiday
06	Mon	Staff Council Meeting
07	Tue	
08	Wed	
09	Thu	
10	Fri	
11	Sat	<b>II INTERNAL TEST</b>
12	Sun	Holiday
13	Mon	<b>II INTERNAL TEST</b>
14	Tue	
15	Wed	
16	Thu	<b>II INTERNAL TEST</b>
17	Fri	
18	Sat	<b>II INTERNAL TEST</b>
19	Sun	Holiday
20	Mon	
21	Tue	Student's council Meeting
22	Wed	
23	Thu	
24	Fri	
25	Sat	18 <sup>th</sup> Annual Sports Day
26	Sun	Holiday
27	Mon	
28	Tue	National Science Day

### MARCH 2017

Date	Day	Particulars
01	Wed	
02	Thu	18 <sup>th</sup> College Day Celebration
03	Fri	Holiday
04	Sat	13 <sup>th</sup> Graduation Day
05	Sun	Holiday
06	Mon	
07	Tue	
08	Wed	International Women's Day
09	Thu	Staff Council Meeting
10	Fri	PTM for I Years
11	Sat	Holiday
12	Sun	Holiday
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	Holiday
20	Mon	<b>III INTERNAL TEST</b>
21	Tue	International Day for Elimination of Racial Discrimination <b>III INTERNAL TEST</b>
22	Wed	World Water Day, <b>III INTERNAL TEST</b>
23	Thu	World Meteorological Day
24	Fri	
25	Sat	DENIZEN-17(Hostel Day)
26	Sun	Holiday
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	ECLAIRER – 17(Lighting Ceremony)

**APRIL 2017**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Sat	
02	Sun	Holiday
03	Mon	Bus Committee Meeting ,Hostel Meeting
04	Tue	Staff Council Meeting
05	Wed	
06	Thu	
07	Fri	<b>LAST WORKING DAY FOR EVEN SEMESTER</b>
08	Sat	
09	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	Tamil New Year, Good Friday - Holiday
15	Sat	
16	Sun	Holiday
17	Mon	Calendar & Timetable Committee Meeting
18	Tue	
19	Wed	
20	Thu	Staff Council Meeting
21	Fri	Magazine Committee Meeting
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	Students' Grievance Redressal Committee Meeting
28	Fri	
29	Sat	Admission Committee Meeting
30	Sun	

**MAY 2017**

<b>Date</b>	<b>Day</b>	<b>Particulars</b>
01	Mon	Labour's Day- Holiday
02	Tue	
03	Wed	
04	Thu	Library committee meeting
05	Fri	
06	Sat	
07	Sun	Holiday
08	Mon	
09	Tue	Admission Committee Meeting
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	Holiday
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Holiday
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	Holiday
29	Mon	
30	Tue	
31	Wed	

## ANNEXURE – II

- **Feedback on teaching is carried out by IQAC. The feedback is taken once in a semester for all UG and PG programmes conducted in the college.**
- **The various parameters on which teaching is assessed are: Communication skills, Quality of teaching, Academic Input, Subject Knowledge, Content and method of delivery, Resourcefulness, Readiness of teacher in accessibility and availability to the students in campus and department.**
- **Students are asked to grade teachers online on a scale of “Outstanding, Excellent, Good, Satisfactory, Not Satisfactory”. For this purpose, institutionalised software is created.**
- **A timetable for the execution of this programme is prepared by the IQAC. Circular is issued by the IQAC detailing out the procedure on “How and when to conduct the feedback”.**
- **The feedback received by the IQAC is then assessed and analysed using the software.**
- **The results are discussed with the Principal. The result is documented. Wherever improvement is needed, an interaction meeting is organized along with the teacher and head of the department. Efforts taken by teachers to enhance their quality of teaching are also appreciated.**
- **Analysis of feedback for the year 2016 -2017, revealed that some teachers have poor communication skills and unable to deliver systematically in the class. In some cases, it was felt that teacher should seek help from the seniors for better understanding of the concepts that are being taught. Suggestions and recommendations were given to the teachers in the interactive meeting.**