Annual Quality Assurance Report (AQAR)
2017 – 2018

Submitted to

National Assessment and Accreditation Council (NAAC)

By

SRIMATH SIVAGNANA BALAYA SWAMIGAL TAMIL, ARTS & SCIENCE COLLEGE

No 4, SANNATHI STREET, MAILAM -604 304,
TINDIVANAM-T.K, VILLUPURAM-Dist, TAMIL NADU
(Affiliated to Thiruvalluvar University, Vellore)

(Accredited by NAAC with 'B' Grade)

TABLE OF CONTENT

The Annual Quality Assurance Report (AQAR) of the IQAC
Part – A

1. Details of the Institution

1.1 Name of the Institution

> SRIMATH SIVAGNANA BALAYA SWAMIGAL TAMIL, ARTS & SCIENCE COLLEGE

1.2 Address Line 1

> No 4, SANNATHI STREET

Address Line 2

> MAILAM - POST

City/Town

> TINDIVANAM-T.K   VILLUPURAM-Dist

State

> TAMIL NADU

Pin Code

> 604304

Institution e-mail address

> ssbstc@yahoo.in

Contact Nos.

> 9443238365, 9443906003

Name of the Head of the Institution:

> Dr.S.VIJAYAKANTHI

Tel. No. with STD Code:

> 04147 - 241236,   04147 - 241224

Mobile:

> 9443238365

Name of the IQAC Co-ordinator:

> Dr.S.THIRUNAVUKKARASU

Mobile:

> 9443906003

IQAC e-mail address:

> ssbstc1938iqac@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

> TNCOGN 26323

1.4 **NAAC Executive Committee No. &Date:**
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no.is available in the right corner-bottom
    of your institution's Accreditation Certificate)

> EC(SC)/25/A&A/1.1 dated 9-6-2017

1.5Website address:

> www.mailamtamilartscollege.com

Web-link of the AQAR:

http://www.mailamtamilartscollege.com/resources/documents/
AQAR 1St Cycle 2017-18.docx

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.31	JUNE 9, 2017	From: June 9,2017 To: June 08,2022
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   27/06/2017

1.8 AQAR for the year *(for example 2010-11)*   2017-2018

1.9 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 1St Cycle   AQAR 2017-18 submitted to NAAC on (29/10/2018)
 ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 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 [ ]
  (eg. AICTE, BCI, MCI, PCI, NCI)

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 [ ]

1.11 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law [ ] PEI (PhysEdu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) [.]

1.12 Name of the Affiliating University *(for the Colleges)*   [Thiruvalluvar University]

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [ ]

University with Potential for Excellence [ ]   UGC-CPE [ ]

DST Star Scheme [ ]   UGC-CE [ ]   [ ]

UGC-Special Assistance Programme   DST-FIST [ ]

UGC-Innovative PG programmes [ ]   Any other (Specify) [ ]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers   [06]

2.2 No. of Administrative/Technical staff   [02]

2.3 No. of students   [02]

2.4 No. of Management representatives   [02]

2.5 No. of Alumni   [01]

2. 6 No. of any other stakeholder and
Community representatives   [01]

2.7 No. of Employers/ Industrialists   [00]

2.8 No. of other External Experts   [01]

2.9 Total No. of members   [15]

2.10 No. of IQAC meetings held   [04]

2.11 No. of meetings with various stakeholders: No.   `01`   Faculty `            `

Non-Teaching Staff Students `    `   Alumni `    `   Others   `Management`

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. `10`   International `01`   National `02`   State `---`   Institution Level `07`

(ii) Themes

1. International conference on "Panmuga Nokkil Katral Katpithal" organized by department of Tamil on 20th Mar 2018.
2. SELFIE'18(Search Engine Leads to Find Individual's Eclectic) – To develop, induce the creativity and technical skills of the students (national level technical symposium by computer science department).
3. National Level Conference by Commerce department "**Changing Global Economic Scenario in Commerce – Opportunities and Challenges**" on 03.03.18.
4. Institutional level one day user awareness workshop on "**How to Access E-Resources**" – conducted by college library on 24.03.2018. To create awareness among the student about N-list, NDLI and e – PG pathshala.
5. Institutional level special seminar on "**Literacy Criticism** "6th October 2017.
6. Institutional level special seminar about "**Cloud Computing**"on10th august 2017 conducted by computer science and applications.
7. Institutional level special seminar about "**Digital Image Processing**" on 26/09/2017 conducted by computer science and applications.
8. Institutional level seminar"**SEBI (Securities and Exchange Board of India)**" 28th August 2017 conducted by department of commerce.
9. Institutional level seminar on "**Commerce Education in India Relevance in Life and Curriculum**" conducted by department of commerce.
10. Institutional level special seminar about "Ilakiamum Inavaravialum"on 16th October 2017 conducted by department of Tamil.

2.14 Significant Activities and contributions made by IQAC

- Bridge course should compulsorily conduct for the fresher students by inviting experts from various departments and motivate the student for their futures

- Students Research Forum, which encourages research activities among students, was actively engaged in releasing Students' Magazines, organising seminars, invited talks and poster presentations in their respective departments under the guidelines provided by IQAC.

- Students were motivated to join in Certificate Courses conducted by the concern department. Department of commerce conducted Tally Course for the students and they were benefited.

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	Achievements
• Publications by faculty and students to be increased • Participation by faculty and studentsin International/National level Seminars Workshops/Symposia to be increased • Faculty should serve as resource person in their respective fields.	Involvement of Participation in conference and releasing publications is increased. Students are motivated to participate in Seminars/Symposia at various colleges. Faculty are acted as resource person and the number should increase.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes √   No ☐

Management √   Syndicate ☐   Any other body IQAC

Provide the details of the action taken

> • Visitor's book maintained in IQAC.
> • Details of faculty members availed ON DUTY is documented.
> • MOUs are documented and made available online.

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	01	01	02	
M.Phil	02		02	
PG	03		03	
UG	05		04	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		01		01
Others				
Total	11	02	11	01
Interdisciplinary	11	02	11	01
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni ☑   Parents ☑   Employers ☑   Students ☑
   (On all aspects)

Mode of feedback: Online ☐   Manual ☑   Co-operating schools (for PEI) ☑

*Please provide an analysis of the feedback in the Annexure

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

Yes, Revision carried out at University level

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	05	01	-	01

Total No. of Self Finance faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	30	-	-	-

2.2 No. of permanent faculty with Ph.D.   05   No. of Self Finance faculty with Ph.D   07

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
06	-	-	-	-	-	-	-	06	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   -   -   01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	22	-
Presented papers	-	25	-
Resource Persons	-	-	02

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

- Communicative English is made compulsory and involves continuous internal assessment
- Foundation courses have been made as the core aspects of the college that take care of the holistic development of the students
- ICT-enabled teaching learning process is being followed Student-centred teaching strategies like role-plays, pair work, group work are being employed

2.7 Total No. of actual teaching days during this academic year   198

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

- Centralized valuation is carried out by external examiners
- Huffling of papers for valuation (between Shift – I & II) with dummy numbers
- Answer scripts were made available to students for revaluation.
- Introduced Online Process of applying for all semester examinations.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

01	---	--	01

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   UG | 93.44 | PG | 92.44 |

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Year	Total no. of students appeared	Division				
			Distinction (%)	I (%)	II(%)	III (%)	Pass (%)
B.Sc (Computer Science)	I	47	12.76	10.63	17.03	-	40.42
	II	53	34	20.8	5.7	-	60.5
	III	36	17	58.3	17	-	92.3
B.C.A (Computer Application)	I	52	11.53	40.38	13.46	1.92	67.30
	II	47	14.89	51.06	10.63	2.12	78.72
	III	40	-	32.5	40.0	7.5	80
B.A English	I	57	-	10.52	45.6	1	57.12
	II	59	-	11.86	38.9	-	50.76
	III	48	-	18.7	56.2	-	74.9
B.COM	I	66	1.52	50	12.12	-	63.64
	II	64	7.81	42.19	14.06	-	64.06
	III	51	29.41	64.71	-	-	94.12
B.LIT	I	62	34	59	05	02	100
	II	60	-	43	48	06	97
	III	62	3	67	27	-	97
MA	I	08		100	-	-	100
	II	05	20	80			100
M.SC	I	05	60	-	-	-	60
	II	14	78.57	14.28	-	-	92.85
M.Com	I	01	100	-	-	-	100
	II	13	15.38	76.92	-	-	92.31

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

CQC (Class Quality Circle) helps the students to support and monitor each other and class and provides feedback to the IQAC in monitoring the performance of the students. [Class wise]

IQAC members made an informal visit to the departments and suggested quality measurement on Teaching and Learning Process.

2.13Initiativesundertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
UGC –HRDC Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	02

2.14Details 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	04	-	-	08
Technical Staff	-	-	-	-

Criterion – III
3. Research, Consultancy and Extension

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

- Publications by faculty and students to be increased.
- Research Club has been imitated and advised to conduct forum weekly.
- Number of Research Scholars to be increased for supervisors in Department of Tamil.
- Conference/ Workshops/ Seminars/ Symposium to be organized international / National level by the faculty and students to promote research area.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	56	-
Non-Peer Review Journals	-	-	-
e-Journals	02	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range | 0.5 – 5.00 | Average | 0.5 | h-index | - | Nos. in SCOPUS | - |

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

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 *(other than compulsory by the University)*				
Any other(Specify)	Jan 2018 – Dec 2018	UGC JRF	Rs.1,50,000 (up to June 2018)	Rs.74,194
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. $\boxed{02}$ Chapters in Edited Books $\boxed{02}$

ii) Without ISBN No. $\boxed{\text{---}}$

3.8 No. of University Departments receiving funds from

UGC-SAP $\boxed{--}$ CAS $\boxed{--}$ DST-FIST $\boxed{--}$

DPE $\boxed{--}$ DBT Scheme/funds $\boxed{--}$

3.9 For colleges Autonomy $\boxed{--}$ CPE $\boxed{--}$ DBT Star Scheme $\boxed{--}$

INSPIRE $\boxed{--}$ CE $\boxed{--}$ Any Other (specify) $\boxed{--}$

3.10 Revenue generated through consultancy $\boxed{-}$

3.11 No. of conferences /seminars and workshop/Symposium Organized by the Institution

Level	International	National	State	University	College
Number	01	02	-	-	08
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{04}$

3.13 No. of collaborations International $\boxed{-}$ National $\boxed{-}$ Any other $\boxed{01}$

3.14 No. of linkages created during this year $\boxed{-}$

3.15 Total budget for research for current year in lakhs :

From funding agency $\boxed{-}$ From Management of University/College $\boxed{-}$

Total $\boxed{-}$

3.16 No. of patents received this year

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

Total	International	National	State	University	Dist	College
02	-	02	-	-	-	-

s3.18 No. of faculty from the Institution who are Ph.D.Guides and students registered under them

02

13

3.19 No. of Ph.D. awarded by faculty from the Institution   02

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

JRF 04   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events: University level -   State level -

National level   International level -

College Level 94

3.22 No. of students participated in NCC events:

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:

University level -   State level -

National level -   International level -

3.25 No. of Extension activities organized

University forum   College forum 02

NCC   NSS 01   Any other 02

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

- Blood Donation camp held on 05.09.2018.

- Yoga 21.06.2017(YRC) Chandrasekar & Ramkumar Tindivanam ISHA yoga.

- Dengue Awareness Programme held on 04.08.2017. Chief Speaker Dr.Thenmozhi, Government Hospital, Mailam made a speech.

- Tally Classes for commerce students conducted and students benefited,

- IAS Awareness Programme held on 28.07.2017, Chief Speaker was Mr.KasiViswanathan Rt TNPSC President.

- Worm Awareness Programme held on 30.09.2017

- International Women's Day Celebration.

- World Photography day was celebrated as an internal event by department of computer science and Applications with the programme title "DREAM FRAME 2017" on 17.08.2017

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

- ✓ New parking lot for both two and four wheelers.
- ✓ Renovation of students and Faculty rest room.
- ✓ Renovation of Guest rooms.
- ✓ Renovation of Canteen building.
- ✓ New classrooms area in both First and Second floor.
- ✓ New Computers and Xerox Machine accessories were added.
- ✓ Computer lab extension.
- ✓ Library extension.
- ✓ Biological Garden newly added and constructed.

4.2 Computerization of administration and library

- The administrative offices of the college accounts office, Principal office, computer lab are fully computerized.
- College Library also automated with Digital Lib and D-Space software and OPAC technology.
- E-books have been collected from various resource centers and made available to the department of the college through D – space software.
- The Library provides open access to the faculty members and the students.
- At the beginning of every academic year an orientation programme is organized by the Librarian to the new entrance to explain the service and facilities available in the library procedure of access the resources.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16552	563463	366	89868	16918	653331
Reference Books	1303		30			
e-Books	500		4650		5150	
Journals	39		Renewal	27208		27208
Magazines	10		Renewal	19124	10	19124
e-Journals	Inflibnet N-List	11475	Renewal	5900		
Digital Database						
CD & Video	109		50		159	
Others (specify)						
Institution Membership (IIL)	Villupuram District Library Membership	500	Renewal	550		
Online Tamil Library Membership	Chennai Library Membership	100	Renewal	118		

4.4Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	83	72	83	-	-	02	03	06
Added	-	-	-	-	-	-	-	-
Total	83	72	83	-	-	02	03	06

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

Computer labs are well equipped for the revised syllabus of Thiruvalluvar University.

Training to the students relate to technology has been boosted up.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 98,365
ii) Campus Infrastructure and facilities	Rs.13,83,306
iii) Equipments	Rs. 4,06,205
Total:	Rs. 18,87,921

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- *Knowledge Sharing Circle (KSC)*, a peer monitoring system, which actively involves in class quality enhancing activities, has been formed in each class in the month of June 2016. The leaders and all students have been given orientation on the functioning of KSC. The KSC activities include monitoring of class cleanliness, class discipline, leave letter, language rule, class notice boards, one-to-one coaching of slow learners, collecting of old question papers and sharing with the class, group examinations preparation, NET/SLET/SET preparation, group study, class notes taking, participation in the Association activities, etc.
- The Library Advisory Committee and the needs of the Student Community by addressing issue related to library facilities and Services.
- Suggestion of Students and Faculty are accepted through Suggestion Box kept in the library and suggestion are discussed among IQAC with Library Advisory Committee

5.2 Efforts made by the institution for tracking the progression

Parents' meetings have been organized for all UG and PG students during the release of University results to emphasize the fact that parents and teachers should work together for the holistic formation of the students. Individual students along with their parents meet the class teacher and the HOD. They offer each other feedback and suggestions for the student's overall growth. Phone numbers of the staff and parents are exchanged to enable a continual contact between the staff and the parents for better follow up.

Special concentration for Slow runners are made and they are actively advised to practice with previous year University Question Papers.

5.3 (a) Total Number of students

827	50	13	24

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
299	33

Women

No	%
615	67

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
05	237	05	651	2	900	8	204	6	693	3	914

Demand ratio   Dropout %   **5.7**

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

- Tally Course

No. of students beneficiaries

47

5.5 No. of students qualified in these examinations

NET | 1 | SET/SLET | 1 | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

Career Guidance from SEBI to Student Conduct Young Entrepreneurial Development Programmed held on

No. of students benefitted

202

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	202	136	11

5.8 Details of gender sensitization programmes

National Women day celebration entitle on "**Safety for Girls and Gender Relationship'** programme held on 9th march 2018 Special Speech by Ramya Mercy Sub-Collector,Villupuram.

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

Other events State level | 2 | 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	14	46840
Financial support from government	303	1519896
Financial support from other sources	02	17600
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs   : State/ University level | | National level | 1 | International level | |

Exhibition: State/ University level | | National level | | International level | |

5.12 No. of social initiatives undertaken by the students | 1 |

5.13 Major grievances of students (if any) redressed:

S.NO	Grievances	Redressed:
1.	Wi-Fi facility is needed for Commerce students	Wi-Fi facility is Enabled

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
- This College is very unique to pursue the student to advance in frontiers of knowledge for betterment of human kind with purposeful life.

- To mould every Students to become responsible citizens and leaders for decision making and scholarly productivity.

- To provide quality education at higher level to the students of economically and socially deprived section of this area.

- To infuse knowledge with values shape character and promote the students to compete and meet the challenges of this competitive world

Mission
- Education is grounded in the quest of Intellectual freedom, Social justice, development of Critical and Creative thinking to transform the society to meet individual and societal needs with traditional values Faith, Charity and Scarifies to build a Society.

- To help the Society and the Nation for its development and achievement.

- To create discipline and dignity together with creative talent.

- To impart quality education and to enable the students to bring a desirable result in their development.

- To identify every piece of their talent and channelize to mould their holistic personality.

- To transform every students to do their best in all possible ways.

- Both the Vision and Mission of the Institution is in tune with the objectives of the Higher Education policies of the nation.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- The Curriculum Prescribed by the Affiliating University is follow for all the Courses.
- The College doesn't formulate or develop its own curriculum.
- A few Teachers from College are the Members of the board of Studies. They Contributed to curriculum development
- Teachers are encouraged to be a part of academic committees
- Departments are encouraged to conduct bridge lectures for Academically weaker Students

6.3.2 Teaching and Learning

- Classrooms are provided with LCD projector
- Wi Fi connectivity is made available in all blocks
- Scheduling of individual Academic Calendar by every department before every Semester.
- Regular Monitoring and Evaluation the progress of the students through assignments and class Tests.
- Field Visit and lectures by Guest Speakers
- To enhance and enrich the Teaching-Learning Process Teachers adopt Several Strategies like use of ICT, presentation ,Visit discussions etc
- Department of English Conducting Play performance, making students to learn through acting.

6.3.3 Examination and Evaluation

- Three internal exams are conducted as per University pattern and Counselling done to the Slow learners
- Slow Learners' Support System (SLSS): The College also introduced the slow learners' support system, under the name, remedial teaching, which aims at improving the learning of the academically slow learners in the Campus. The system first identifies the slow learners then regular remedial teaching classes are organized by the faculty members

6.3.4 Research and Development

The IQAC and Research and Publication Committee are committed to ensure quality in the research activities of the college.**To Promote Research among the Students** - Research Forum: To encourage research-related activities among the students, the IQAC has initiated a forum to bring together students with an interest for research oriented activities.

- Regular research-related lectures and workshops are organised for the forum members.
- The members are sent to present papers in conferences and to participate in workshops organised by the college and other institutes.
- Regular research-related competitions are organised among the members to encourage research acumen.

To Promote Research among the Staff: With a view to promote research and publication among faculty members and research scholars, the college has made the following efforts:

- All the staff who had published their research papers in international and national journals have been individually recognised during the College Day celebrations.
- The college takes keen interest in facilitating eligible staff to get the guide ship for M.Phil. and Ph.D

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The quality improvement strategies for Library aim at constant improvement and development of library services through updating of technology and employment of latest systems in library sciences. For the same, Online Public Access Catalogue (OPAC) has been installed to provide the availability and location of books in the library.
- E –books, News clipping, previous year question papers, Institution Thesis, Dissertation available in D- space software.
- Library card has been enabled with bar code facility for the student and faculties.

6.3.6 Human Resource Management

Need based Training Programmes (Personality development, Capacity building, Career Guidance)and Welfare Scheme (Counselling, Scholarship, Procurement of Voter ID ,Pass book ,Pan Card)are provided through a person Oriented approach

6.3.7 Faculty and Staff Recruitment

Whenever Vacancies are necessary the recruitment is done on management role, the selection will be done by an interview with a panel of experts (Principal, HODs and concerned Subject Experts) it Evaluated and recruited.

6.3.8 Industry Interaction / Collaboration

Collaboration with Tally Institution, Edinbridge to organise value added courses.

Yes, industrial interaction done every year by all the departments .

Inter Library Loan facility is available with Villupuram District Library.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes			Management, Secretary, Principal
Administrative			yes	Management, Secretary, Principal

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?

- Communicative English is made compulsory and involves continuous internal assessment
- Foundation courses have been made as the core aspects of the college that take care of the holistic development of the students
- ICT-enabled teaching learning process is being followed Student-centred teaching strategies like role-plays, pair work, group work are being employed

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

The University provides all the necessary support to the college

6.11 Activities and support from the Alumni Association

- ✓ Alumni Meet are conducted every year
- ✓ Alumni's plays a vital role in organizing Guest Lecture, placements and others department functions in our college.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meetings help to communicate growth and the academic progress of their children as well as our institution. Keeping this goal in mind, we organized Parent-Teacher Meetings two times every semester.

6.13 Development programmes for support staff

- Communication Class
- Computer Literacy Programme
- Orientation and Training programmes are offered

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

- Well -maintained and environmental friendly campus
- Tree plantation to mark special occasions
- Herbal garden
- Plastic free Zone Campaign
- E-waste management

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.

- Publication of Research Journal
- Publication of News Bulletin
- Publication of Alumni Brochure
- Environmental Audit Of the College Campus
- Every Year Library User Orientation Programme Conducted For fresher's
- Library Gives Article Alert Service About New Arrivals of Journals to the Users through E-mail.
- Gender Audit of College , Felicitation of the employees for their achievements
- Earn and Learn Scheme for the needy and deserving Students
- The Best Reader Competition., Free Medical Camp
- The Admirable Crichton Movie was displayed for Third Year Students
- Literary Quiz Competition
- Literary Test Elco Competition
- Literary Drama Completion
- Group Discussion on Spot Topic
- Tableau Performance
- Technical Learning for Girls viz Jewellary Making
- Student Clubs
- Proficiency award to meritorious Students
- Remedial and Internship Teaching is offered to Slow Learners Students Requiring extra attention and Coaching
- Established Forum "Cyber Art Association"
- Conducted Photographic Event on Various Titles
    a) Summer rain
    b) Fresh Start
    c) Trees in Nature
    d) Confidence
    e) Tamil Sports
    f) Education
    g) Independence
    h) Tamil festival
    i) Adventure
    j) True Love
- Paper Presentation, Article Published
- Best Creative Drawing and Singing Competition

- Industrial Visit
- To develop The Technical Skill through Tally Coaching
- To develop Speaking Skill through Language Lab
- Celebrate Sivapragasar Swamigal Guru Poojai
- Founder day Celebration
- The Best Creative Poet ,Essay Writer Competition
- To develop creative Impact for the Students: Magazine Published in Every Month (Bala Siddhar) by the department of Tamil.
- Bridge Course
- Conducted Weekly Special Seminar by the Students to develop the Innovative Skills
- Sports Activities , To provide the best Teaching for the University Toppers
- Newspaper reading
- Swami Ji Motivate to all The first Years Students and Give the Dictionaries
- Students to Challenge real life problems ,how to decide the Solution of the Problem
- Institutional Linkages or Collaboration with many Companies from Various Industrial Sector for the Purpose of internship and Placement for the Students
- Special Prayer Song (Thirupavai)on the Month of January (Tamil Month- Markazhi)
- Quality in Teaching Learning and Evaluation Process
- Placement cell, To provide Career Path to all the Students Through Campus Placement drive and pre Placement Training by the Corporate
- Innovative Efforts on Student Control Activities through ID Card Issued with Barcode

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

> Performance Based Self Appraisal is collected from the Faculty Members very commonly

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-studyManuals)*

- Conducted National Conference by the department of Commerce on 3rd March 2018 with the Title of "Changing Global Economic Scenario In Commerce –Opportunities and Challenges"
- SEBI
- Commerce Education in india Relevance in Life and Curriculam
- TNPSC Coaching, Tally Coaching
- International Conference Conducted by department of Tamil on 20th March 2018 ,entitled with "Teaching and Learning in Various Aspects "(Panmuka Nokil Katralkatpithal)
- Special Seminar Conducted by department of Tamil
    1. On 31st January 2018 entitled with" Realistic Aspects in Literary Poems "
    2. on 16th October 2017 entitled with Literature and its Category{Ilakiamum inavarviyalum)
- Symposium Conducted by the Departments of Computer Science And Application on 16th February 2018 with the Title "SELFIE 2018" included The Following Topics
    a) Quiz   b)Debugging c)Paper Presentation d)Poster e)Short Film
    f) Adzap g)Cookery h)Vegetable Carving i)Mehandhi
- Literary criticism Conducted by department of English
- Library is conducted A One -day User Awareness Workshop on 24th march 2018 entitled with "How to Access to E-resources on N-LIST and e-PG Pathshala"

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Dengue Awareness Day conducted on 3rd August 2017
- De worming Awareness Day 10^{Th} august 2017
- Swachh Bharat Abhiyan Programme on 11th August 2017
- NSS Camp from 21st march 2018 to 27 march 2018

7.5 Whether environmental audit was conducted?   Yes [√]   No [ ]

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

- Plastic free Campus
- Green Campus
- Cleanliness Campus
- Pollution free Class rooms
- Planned To Establish Renewable Energy Resource viz Solar Energy
- Planned to build good and Attractive Arch

8. Plans of institution for next year

- Orientation Program for Heads of the Departments and all the faculty members.
- Department monthly report based on NAAC criterion.
- Orientation for Non Academic Associations.
- Uploading and sending AQAR of 2018-19.
- Applying for UGC sponsored conferences.
- Evaluation of the departments at the end of Odd Semesters.
- A Workshop to analyze NAAC Recommendations.
- Annual Newsletter.
- To construct a new Block for class rooms, faculty offices, seminar halls, etc.,
- New Construction of College Main Gates.
- To improve the infrastructure of the canteen.
- Readers Club has to be formed for Library Department.

Dr.S.THIRUNAVUKKARASU

Coordinator, IQAC

Dr.S.VIJAYAKANTHI

Signature of the Chairperson, IQAC

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