

**Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC)  
and Submission of Annual Quality Assurance Report (AQAR)  
in Accredited Institutions  
(Revised in October 2013)**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
**An Autonomous Institution of the University Grants Commission**

**P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India**

## **NAAC**

### **VISION**

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

### **MISSION**

To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;

- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;
- To encourage self-evaluation, accountability, autonomy and innovations in higher education;
- To undertake quality-related research studies, consultancy and training programmes, and
- To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

### **Value Framework**

To promote the following core values among the HEIs of the country:

Contributing to National Development

Fostering Global Competencies among Students

Inculcating a Value System among Students

Promoting the Use of Technology

Quest for Excellence

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

The primary aim of IQAC is

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions

Some of the functions expected of the IQAC are:

Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

### **Benefits**

IQAC will facilitate / contribute

Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

### **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers

4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects.

She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

### **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.



The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

### **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

### 1. Details of the Institution

1.1 Name of the Institution	SHRIMATI INDIRA GANDHI COLLEGE
1.2 Address Line 1	POST BOX NO.369
Address Line 2	CHATRAM BUS STAND,
City/Town	TIRUCHIRAPPALLI-2
State	TAMIL NADU
Pin Code	620 002
Institution e-mail address	sigctr@gmail.com
Contact Nos.	0431-2702797, 0431-2701453
Name of the Head of the Institution:	Dr.S.Vidhyalakshmi
Tel. No. with STD Code:	0431-2702797, 0431-2701453
Mobile:	9487516089
Name of the IQAC Co-ordinator:	Ms. N. Vijayalakshmi
Mobile:	9443301721
IQAC e-mail address:	nvijimca@gmail.com
1.3 NAAC Track ID (For ex. MHCOGN 18879)	TNCOGN10712
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/16/RAR/142 May 1, 2015
1.5 Website address:	www.sigc.edu
Web-link of the AQAR: For ex. <a href="http://www.ladykeanecollege.edu.in/AQAR2012-13.doc">http://www.ladykeanecollege.edu.in/AQAR2012-13.doc</a>	<a href="http://www.sigc.edu/sigc-downloads-aqar.php">http://www.sigc.edu/sigc-downloads-aqar.php</a>
1.6 Accreditation Details	

	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
	1	1st Cycle	B+	75-80	2004	5 years	
	2	2nd Cycle	A	3.11	2009	5 years	
	3	3rd Cycle	A	3.25	2015	5 years	
1.7 Date of Establishment of IQAC : DD/MM/YYYY					25/06/2004		
1.8 AQAR for the year (for example 2010-11)					2015-2016		
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))					Year of AQAR		Date of Submission
					2013-14		19.11.2014(Online)
					2014-15		24.09.2015(Online)
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 (eg. AICTE, BCI, MCI, PCI, NCI)					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 ✓		
1.11 Type of Faculty/Programme					Arts ✓ Science ✓ Commerce ✓ Law PEI (Phys Edu) TEI (Edu) Engineering Health Science Management ✓ Others (Specify) -		

1.12 Name of the Affiliating University (for the Colleges)	Bharathidasan University, Trichy
1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc	No
Autonomy by State/Central Govt. / University	No
University with Potential for Excellence	UGC-CPE/CE/COP UGC/Innovative PG programmes UGC-Special Assistance Programme DST Star Scheme/FIST Any other (Specify)
2. IQAC Composition and Activities	
2.1 No. of Teachers	28
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	12
2.4 No. of Management representatives	2
2.5 No. of Alumni	0
2. 6 No. of any other stakeholder and community representatives	3
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	3
2.9 Total No. of members	49
2.10 No. of IQAC meetings held	20
2.11 No. of meetings with various stakeholders:	Faculty / Non-Teaching Staff Students / Alumni / Others : 4
2.12 Has IQAC received any funding from UGC during the year? If yes mention the amount.	Yes No ✓
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	Total Nos. : 0 International : 0 National : 0 State : 0 Institution Level : 0
(ii) Themes	-

2.14 Significant Activities and contributions made by IQAC	
<ul style="list-style-type: none"> <li>● Recommendation for upgradation of Infrastructure</li> <li>● 6 Mbps Leased Line connection was upgraded to 20 Mbps capacity.</li> <li>● Appointment of 9 new faculty members based on requirement</li> <li>● Preparation of Plan of Action for the current year and allotment of faculty for various roles.</li> <li>● Regular monitoring of institutional activities &amp; collection of data for analysis</li> <li>● Analysis of number of students admitted to various programs, Analysis of Results &amp; Ranks, Analysis of Research &amp; Extension, Analysis of achievement of students and faculty members, Analysis of students placed through campus interviews.</li> <li>● Analysis of feedback from stakeholders’.</li> <li>● Organizing staff welfare programmes and faculty development programmes.</li> </ul>	
2.15 Plan of Action by IQAC/Outcome	<p>Academic calendar –</p> <p>Vide Annexure – I (a)</p> <p>Association Activities-</p> <p>Vide Annexure- I (b)</p>
<p>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 *</p> <p>Plan of Action</p> <ul style="list-style-type: none"> <li>★ To create linkages with research bodies organizations. GOs or NGOs for curriculum implementation &amp; delivery research, placement, students enrichment and extension.</li> <li>★ To motivate more staff members to qualify themselves with higher degrees and pass in UGC-NET/SLET examinations.</li> <li>★ Improving the total no. of faculty who publish and to motivate faculty to publish in quality journals.</li> <li>★ To increase no. of faculty pursuing Ph.D</li> <li>★ ICT literacy for society</li> <li>★ To improve Consultancy Services</li> <li>★ Conduct more FDP for faculty</li> <li>★ Staff participation in workshops/ seminars /conferences to be improved</li> <li>★ To tap funds for research from funding agencies</li> <li>★ Better use of computer communication &amp; other technologies for</li> </ul>	

improvement of various operations.

- ✳ To improve infrastructural facilities
- ✳ To provide fora for allowing students to publish their creative work like articles, pictures, posters, puzzles, software, Literary work etc.
- ✳ To improve the no. of placements
- ✳ To enhance the support for physically challenged students.
- ✳ More scholarships to be given to students from privileged sections.

Refer Page No.39 Answer to Question 7.2 for Action Taken Report.

\* 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 -	
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	5	-	-	-
PG	12	-	-	-
UG	17	-	-	-
PG Diploma	3	-	-	-
Advanced Diploma	-	-	-	-
Diploma	3	-	-	-
Certificate	2	-	-	-
Others	6	-	-	-
Total	48	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

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

Pattern	Number of programmes
Semester	43
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* (on all aspects)

Alumni ✓ Parents ✓ Employers ✓ Students ✓

Mode of feedback :

Online - Manual ✓ Co-operating schools (for PEI) -

\*Please provide an analysis of the feedback in the Annexure

**Vide Annexure - 2**

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

Nil

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
248	225	--	12	11

2.2 No. of permanent faculty with Ph.D.

28
----

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
9	0	0	0	0	0	0	0	9	0



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

35	0	0
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## 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level		National level		State level	
	Faculty	Events	Faculty	events	Faculty	events
Attended	9	5	11	7	11	7
Presented	30	8	48	16	-	
Resource Persons	-	-	-	-	18	18

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

- Conduct of competitions to improve folk arts like dance, music & drama, oratorical, essay writing skills, spelling words etc.
- Skill development for UG students through workshops conducted on "Applying Mehendi", "Garland Making", "Hair Dressing", "Bridal Makeup", "Saree Draping", "Apparel Enrichment"
- Experiential learning through contests like "Salad Preparation", "Foods using Traditional Cereals", "Kolam Contest" "fireless cooking", etc
- Yogasana for the students for concentration & improvement of memory.
- Management Role play
- Off Campus seminars and industrial cum field visits
- Application oriented learning through preparation of Exhibits.
- Spoken Sanskrit Course

- Firsthand knowledge through interaction with experts.
- Computer Based Tutorial to support for slow learners.
- Availability of tutorial study material and question banks on the college website.
- Budget Analysis by Panel discussion
- Student seminars
- Conduct of Quiz programmes by students for other students.
- Mega Garment made to showcase dress embellishment strategies to students and people.
- Installation of vermicomposting pit and herbal garden and entrepreneurship development through sale of production
- Cultivation of azolla in campus for sale
- Bringing awareness among students about entrepreneurial skills using various vocational training courses like typewriting, sewing, embroidery, jewellery making, dress embellishments etc.

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

202
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

15	0	0
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2.10 Average percentage of attendance of students

80%
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2.11 Course/Programme wise distribution of pass percentage:

**Vide Annexure - 3**

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

### Contribution to Teaching & Learning Process:

Motivating faculty to follow innovative and student centric teaching methods.

Advice to head of departments to organize Faculty Development Programme, Orientation & Refresher Courses for faculty, motivating faculty to attend seminar/conference/workshop inside and outside the institution

### Monitoring Activities of IQAC:

Analysis of student feedback, staff work done diary, student work done register, submission of reports by student, student output in the forms of assignments, presentation, case studies, dissertation, etc.,

Analysis of staff participation in extra curricular activities

### Evaluating Teaching & Learning Process:

Weight age given to each portion of internal assessment marks awarded to students.

Analysis of students performance in theory & practical examinations (Internal Assessment and External Examination) through students scores in CIA & UE

Faculty output in terms of research publications, books, awards and result outcomes of courses handled during the present year.

## 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	2
HRD programmes	2
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	7
Others	5

## 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	35	-	3	-
Technical Staff	29	-	9	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Motivating faculty to apply for funds to carry out minor & major research project from funding agencies.
- Conduct of workshops to equip faculty with knowledge base for research
- Access to research journals & thesis through subscription to E-portals like EBSCO, JGATE, IEEE, DELNET, INFLIBNET and access to internet
- Providing incentives for research (Publication, Seed money for project, Research Guidance)
- Interaction with eminent researchers and scientists
- Conduct of Ph.D viva within the campus.

#### 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	113	13	-
Non-Peer Review Journals	24	08	-
e-Journals	-	-	-
Conference proceedings	23	38	-

### 3.5 Details on Impact factor of publications:

Range: 0.21 TO 7.22 Averages: 3.1754 h-indexes: - - Nos. in SCOPUS: - 5

### 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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	2015-2016	RGNIYD	2,00,000	Yes
Total	2015-2016	RGNIYD	2,00,000	Yes

### 3.7 No. of books published

i) With ISBN No.-1 Chapters in Edited Books: -

ii) Without ISBN No. - 1

### 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

One day blood test camp for fresh candidates Rs.7595/-

Sale of vermi compost prepared from our own establishment Rs.1900/-

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

Level	International	National	State	University	College
Number	2	3	-	-	-
Sponsoring agencies	-	-	-	-	-

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

23

### 3.13 No. of collaborations

International - National - Any other - 14

### 3.14 No. of linkages created during this year

7

### 3.15 Total budget for research for current year in lakhs:

From Funding agency - 3 lakhs  
From Management of University/College - 6 lakhs  
Total - 9 lakhs

3.16 No. of patents received this year

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

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution

Who are Ph. D. Guides 3

And students registered under them 10

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

3
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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	500	State level	500
National level	-	International level	-

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	2	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	-
NCC	-	NSS	26
Any other	-		

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility - 28



## 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	9.04 acres	-	--	-
Class rooms	112	-	-	-
Laboratories	10	-	-	-
Seminar Halls	2	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Many of the administrative operations like admission, students' information system, result analysis, dropout analysis, internal marks processing, attendance processing, exam scheduling, question paper printing, exam attendance sheet generation, room allotment and supervision scheduling, class timetable preparation and work load allotment and distribution, online submission of marks and attendance to university, have been automated using software prepared inhouse. Hostel fees collection and bill printing, account summarization, payroll processing and preparation of salary statement, income tax statement, etc. have also been automated. Biometric attendance system is followed for staff and students in hostel. Thus almost all activities have been computerised.

Separate accounting software is used to maintain the college accounts. Library automation system takes care of Library attendance, access, bibliometric search, barcoding, and reporting.

#### **Administrative Activities computerized during 2015 – 2016:**

Ultimate Software for printing Transfer Certificate for outgoing students (UG & PG)

Software Tools used:

Front End : Visual Basic 6.0

Back End : My SQL 2000

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4386	698881	60	26025	4446	724906
Reference Books	1918	299791	-	-	1918	299791
e-Books						
Journals			42	71765	42	71765
e-Journals			Inflibnet/delnet/IEEE/EBS CO, JGATE	766197		
Digital Database						
CD & Video						
Others (specify)			25	20299	25	20299

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	557+10	6	1Mbps Broad band 6 Mbps Leased lines	2	2	22 systems	9	13
Added			6 Mbps Leased Line was upgraded to 20 Mbps				-	***
Total							-	-

\*\*\* 1 cisco router, 2 switches, 20 windows home basic licenses + 36 Office licenses, 1 ubuntu linux server + 60 clients, linux mint OS in IT lab and M.B.A labs.

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

##### **Internet Access**

6 Mbps leased line has been upgraded to 20Mbps

##### **Training to teachers and students**

- Training in Yoga and Meditation to faculty for better health and concentration
- Training workshop to access E-portals (IEEE EXPLORE - ASPP) to faculty.
- Placement training given to 6652 students. 191 Students were recruited through campus placement drives during this year.

**Technology upgradation in governance** Ultimate Software redesign and revision

4.6 Amount spent on maintenance in lakhs :

Particulars	Amount in Rs.
Website Maintenance & AMC + Domain charges	32,800
Yearly payment towards leased line connection	4,21,659
Installation of Ubuntu Linux in Main Lab With O/S on Bootable 32GB Pendrive	63,000
20 Windows Home Basic 10 licenses + 36 MS Office Standard 2013 edition	2,95,000
5 LG refrigerators and 1 Voltas Deep Freezer	1,26,500
Cisco Router with installation charges	43,500
Purchase of 40 fans for hostel	74,550
D-Link 24 port 100/1000 1024 D Gigabyte switch(5no's)	32,550
20 Mbps Leased Line Bandwidth	7,12,405
<b>TOTAL</b>	<b>18,01,964</b>

## **Criterion – V**

### **5. Student Support and Progression**

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

Various services are rendered to the students in the name of Student Support Services

**Career Guidance and Placement Cell**

**Book Bank Scheme**

**Earn while you Learn**

**Entrepreneurship Development Cell**

**Grievance Redressal Cell**

**Student Counselling Centre.**

- Circular is sent by librarian about the Book Bank Scheme, & Earn While You Learn scheme.
- Fresh graduates are given orientation on various students support services on the fresher's Day by Principal and Vice Principals
- Class Tutors continue to remind their students about various services and help them to avail these services in time.
- IQAC collaborates with Career Guidance and Placement Cell in planning and carrying out various activities
- IQAC monitors grievance redressal, student counselling and EDC through the respective committees.
- IQAC ensures that these activities are carried out promptly.

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

- Placement cell provides report about student placement during campus drives and no. of students who attend career counselling and placement training programmes.
- Departments provide input on no. of student progressing to higher studies and no. of students placed after graduation after alumnae meet conducted on graduation Day every year.
- Libraries provide data on no. of students who availed Book Bank Scheme & Earn While you Learn facility every year.
- Entrepreneurship Development Cell provides details of entrepreneurship training programmes organized by them.

- Grievance Redressal Cell co-ordinator provides details of grievances redressed for entire year.
- Feedback on infrastructure facilities, sports, extra-curricular activities and teaching and learning is obtained from students twice a year. These are analyzed to rectify any shortcomings
- The details provided by all the above bodies is analysed by the IQAC to study desirable and undesirable trends in various operations. These are discussed during IQAC meets to further provide inputs to correct undesired deviations. Favourable trends are appreciated.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5774	1194	10	552

(b) No. of students outside the state

2

(c) No. of international students : NIL

Men	No	%	No	%	Women
	2	0.002			
			7528	99.998	

	This Year					Last Year				
	General	SC	ST	OBC	Total	General	SC	OBC	ST	Total
UG	64	191	3	1459	1717	76	167	1539	1	1783
PG	22	73	2	357	454	24	82	404	4	514
Dropout	UG – 8% PG-2%					UG & PG – 4%				
Demand Ratio	UG – 114% PG – 96%					UG & PG - 106%				

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

Yes . Career Guidance and Placement Cell conducted 22 coaching programme for Competitive Examinations. Details given in Supporting Document.

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

NET - 1 SET/SLET - GATE - CAT -  
IAS/IPS etc - State PSC - UPSC - Others -

### 5.6 Details of student counselling and career guidance

S.No	Date	Programme Details	No. of Participants
1	22.07.2015	Career Opportunities	388
2	23.07.2015	Development of Logical Reasoning	350
3	24.07.2015	Development of Numerical Ability – Problems on Age, Problems on numbers	315
4	25.07.2015	Development of Numerical Ability – Problem on Time & Distance	190
5	27.07.2015	Development of Soft Skills – Profiling Oneself for the Job Market	188
6	29.07.2015	Development of Numerical Ability – Discount, Profit & Loss	199
7	30.07.2015	Development of Numerical Ability – Calendar	205
8	19.08.2015	Development of Soft Skills – All times best interview Tips	176
9	20.08.2015	Development of Numerical Ability-Volume,Area & Surface Area	167
10	21.08.2015	Development of Numerical Ability – Problem on Trains	203
11	22.08.2015	Development of Numerical Ability – Problem on Time & work	230
12	25.08.2015	Development of Numerical Ability – Problems on Ratio & Proportion	250
13	26.08.2015	Development of Numerical Ability – Problems on HCF & LCM	156

S.No	Date	Programme Details	No. of Participants
14	27.08.2015	Development of Numerical Ability – Chine Rule	205
15	28.08.2015	Development of Soft Skills-Job Search Strategies & Tactics	210
16	29.08.2015	Development of Soft Skills-Commonly asked Interview Questions	225
17	31.08.2015	Development of Soft Skills - Resume Preparation	180
18	27.01.2016	Career Opportunities	350
19	29.01.2016	Development of Numerical Ability – Problem on Time & work	344
20	30.01.2016	Written Communication	248
21	01.2.2016	Development of Numerical Ability – Problem on Time & Distance	218
22	08.02.2016 To 11.02.2016	Career Opportunities in TCS- ALL TIME BEST INTERVIEW TIPS	73

Total No. of Students beneficiaries 6652

#### 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
6	1519	138	53

#### 5.8 Details of gender sensitization programmes

- An interactive session for the UG students on Contemporary Issues of Women on 09.01.2016

- Essay writing competition on Gender and Domestic Affairs on 04.02.2016
- Gender Fest 2016 by the department of women studies on the theme “Planet 50 – 50 by 2030” on 18.03.2016.

## 5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events					
State/ University level	100	National level	1	International level	-
No. of students participated in cultural events					
State/ University level	60	National level	-	International level	-

5.9.2 No. of medals /awards won by students in Sports, Games and other events					
Sports: State/ University level	2	National level	-	International level	-
Cultural: State/ University level	4	National level	-	International level	-

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	253	6,35,350
Financial support from government	789	61,63,600
Financial support from other sources	170	3,23,500
Number of students who received International/ National recognitions	-	-

## 5.11 Student organised / initiatives

Fairs: State/ University level - National level - International level -

Exhibitions: State/ University level 3 National level - International level -

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

4
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5.13 Major grievances of students (if any) redressed:

107 grievances totally resolved relating to absenteeism, academic performance, drop-outs, moral conduct & psychological problems. **Vide Annexure – 4**

## **Criterion – VI**

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision : To enable the students to acquire an integrated personality, endowed with Character, Culture, Compassion & Discipline.

Mission: To foster Higher education and the upliftment of Women in Society in general & the improvement of their Economic Status & Independence in particular

6.2 Does the Institution have a management Information System

Yes, Payroll, Income Tax, Accounts administration etc. have been computerized.

Particulars of students who apply to various programmes every year are entered into a database using custom built software. The software also provides features like consolidation of admission particulars programme-wise date-wise, community-wise, and produces required reports. These student records are integrated into another program module that takes care of attendance, internal assessment, and fees payment. One module is also available to issue TC after pass out.

Exam reappearance, internal assessment timetable and room allotment cum attendance, external assessment, preparation of consolidated internal mark statement, attendance statement and lack of attendance and result analysis are also computerized.

Separate information systems are maintained for storing research details like details of faculty who have completed/ pursuing Ph.D research publications M.Phil guidance particulars, Minor project details and funds provided for research and cash awards given to inculcate research culture.

Library management software is used for access of library resources, library attendance and bar coding books and other resource. Access to e-resource is enabled through internet access in the library. An application for government scholarships is done online through government web portals and distribution of scholarships is consolidated on computer systems.

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

#### 6.3.1 Curriculum Development

14 faculty members represent the college in the respective Board of Studies of the University in various disciplines. These members

- Carry recommendations from other faculty members, Students, alumni & other stakeholders,
- Include new & emerging areas of study in the respective syllabi during the forthcoming revision.
- Update existing syllabi as per requirements.
- Recommend introduction of new programmes of study in the college.

#### 6.3.2 Teaching and Learning

- FDP given to faculty & students on use of e-resources like IEEE.
- FDP given to faculty on new courses in curriculum.
- Permit faculty to attend training programmes in other institutions.
- Inculcate research culture through cash awards and appreciation.
- Preparation of new course materials and study materials & Question Bank for slow learners in selected courses which are posted on the college website.
- Remedial coaching given to slow learners
- Motivate students to prepare posters, models, charts, & exhibits for exhibitions and creative content for student magazines.
- Motivate students to participate in intercollegiate symposia, conferences, workshops and seminars, present and publish papers, attend training programmes.
- Use of books journals & internet for students' seminars.
- Upgradation of infrastructure-
- New router, cables & switches were purchased.
- Ordinary tubelights were replaced by LED lamps

#### 6.3.3 Examination and Evaluation

Mid-semester examination are conducted like university examinations by following university pattern for question paper, internal evaluation by faculty, allotting internal marks based on various parameters with due weight age.

Provision for improvement of internal marks by writing extra tests display of internal marks on notice board and sending results of mid-semester and end-semester exam to parents. University results are also communicated to parents.

#### 6.3.4 Research and Development

- Motivating faculty to publish in peer reviewed international journals with high impact factor or in indexed journals.
- Encouraging faculty to take part in international/national seminars/ conferences and to present papers in them.
- Inspiring faculty to publish books and aim for research awards.
- Encouraging and supporting faculty to tap funds from external agencies for minor /major research projects.
- Recommending project proposals to management for sanction of seed money.
- Instructing faculty to promote student research projects and to apply for funds for the same.
- Providing incentives for research guidance, completion of Ph.D and for research publications to promote research culture.
- Supporting research through subscription to journals and e-portals providing access e-journals.
- Motivating faculty to collaborate with other organizations for research.

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

**Refer section 4.6**

#### 6.3.6 Human Resource Management

- Training given to faculty to update themselves in new areas of study
- Faculty appointed to carryout various academic activities to enrich themselves and get practical training in related areas.
- Participation in national/international seminars/conferences, workshops, training programmes help in knowledge acquisition.
- Recruitment of well qualified faculty as & when needed.

### 6.3.7 Faculty and Staff recruitment

- Candidates who have cleared UGC-NET/SLET or completed Ph.D or who have atleast 5 years experience are only recruited.
- Retention of staff with Ph.D and NET/SET qualifications through special allowances.

### 6.3.8 Industry Interaction / Collaboration

- New collaborations with industries/ organizations/other institutes for projects work, internship, field works, case study, Rotary training, research
- Conduct of guest lectures, workshops & training programmes.
- New consultancy services offered to industry by our faculty.
- Linkage with university departments & external GOs for value-added training to students.

### 6.3.9 Admission of Students

	Total No.of Sanctioned Seats	Students Admitted	No.of Vacant Seats	OC	BC	MBC/ DNC	SC	ST
Total UG	2104	1717	387	64	932	527	191	3
Total PG	645	454	191	22	246	111	73	2
M.Phil	174	124	50	3	68	33	28	0
Total PG Diploma	120	33	87	3	21	7	2	0
Total diploma	180	175	5	11	86	66	11	1
Total Certificate	138	103	35	3	52	42	6	0
	3361	2606	755	106	1405	786	311	6

#### 6.4 Welfare schemes for

Teaching	Group Insurance Scheme	ESI	EPF
Non teaching	Group Insurance Scheme	ESI	EPF
Students	Group Insurance Scheme	--	--

#### 6.5 Total corpus fund generated -

#### 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	Yes	External experts	Yes	IQAC
Administrative	Yes	Raju & Co		

#### 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?

Not Applicable

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

Not Applicable

#### 6.11 Activities and support from the Alumni Association

- Alumni meets are conducted on Graduation Day every year.
- Alumni Details about outgone students are collected during these meets.



- This year two meets were conducted one on UG Graduation Day and one on PG Graduation Day.
- Special alumni meet was also conducted on 16th April 2016. 5 of our Alumni were given Outstanding Alumni awards for their achievements in their career. Some of the Alumni contributed a corpus for the development of the college. This was used to procure equipments for the college.

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

Parents Teacher Association meetings are conducted by each department at their convenience. During these meets, parents are informed about the performance of their wards in curricular, co-curricular and extra-curricular activities, regularity in attendance, general problems they face in academic & personal affairs and parents interact with concerned class tutors to hit upon a common solution for problems faced (if any). These meetings also help the college / department to collect feedback from parents on curriculum, infrastructure, Student support and teaching & learning methods.

#### 6.13 Development programmes for support staff

A Computer Training Programme on “Linux Administration ” for Staff and Programmers by Mr. S. Baskar, Marketing Co-ordinator, Linuxpert Systems, Chennai on 03.11.2015

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

- Many pits have been dug with the conception of harvesting the rain water that goes down the drain for increase the level of underground storage of water.
- A herbal garden is maintained in the campus.
- In addition, an incinerator was constructed to destroy sanitary pads without pollution.
- Vermicomposting pits have been built to continually generate vermicompost. This is used to fertilize our herbal gardens and kitchen gardens. The excess is also sold to students and staff of the college
- An azolla pit has been built to cultivate azolla which is used for preparation of food and for fertilizing gardens.

## 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.

- Construction of Vermicomposting pit to produce vermicompost continuously. The produced compost is distributed to staff and students at a subsidised price for use in their garden and fields.
- A large dress spanning 30 feet by 18 feet was constructed by the Department of Fashion technology to showcase the trend in the style of fashion. The garment was embellished with stones and embroidery.
- A azolla pit and mushroom cultivation unit were established to produce biofertilizers and mushrooms for domestic purposes
- Fireless cooking fair was celebrated with much gusto on World Vegetarian Day giving students an opportunity to showcase their creative talents
- Remodeling our website to provide wide publicity to activities of the college, provide information on the various committees and clubs of the college, and give an overview of the building, infrastructure, courses and programmes offered by the college.
- Download relevant learning materials and reports from website.

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

	Plan of Action	Achievements
1.	To create linkages with research bodies organizations. GOs or NGOs for curriculum implementation & delivery research, placement, students enrichment and extension.	6 new MOUs have been signed for student projects, consultancy, placement, training etc. GVN Hospital, Tiruchirappalli. Sri Hari Sri Coir Products Harrisons Malayalam Limited Women's Empowerment Trust Village Development Center, Mannachanallur Gandhigram Trust
2.	To motivate more staff members to qualify themselves with higher degrees	1 Staff member has passed in UGC-NET

	and pass in UGC-NET/SLET examinations.	Examinations during the year 2015-2016.  3 members have finished their Ph.D
3.	Improving the total no. of faculty who publish, to motivate faculty to publish in quality journals.	No. of publications by faculty during this year in  Peer Reviewed Journals: 126 (last year 80)  Non-Peer Reviewed Journals: 32 (last year 40)  Conference Proceedings: 61 (last year 42)
4.	To increase no. of faculty pursuing Ph.D	Already 52 faculty members are pursuing Ph.D. 2 more have registered in 2015-16.
5.	ICT for society	IT on Wheels- Computer Literacy for rural school children  <b>Digital Literacy Workshop</b> for 65 women with no computer literacy
6.	To improve Consultancy Services	Dr. T. Karpagam, Dept of Biochemistry is a consultant in Clinical Biochemistry for Saastha Institute of Medical Technology and Dr.Arunagiri Computer Diagnostics.  Ms. V. Bharathi, Dept. of Biochemistry is a consultant in Phytochemistry in Biological and Bioinformatics Research Centre, Trichy  Ms. K. Chitra Devi, Dept. of Microbiology, is a consultant in Medical Microbiology in Saastha Institute of Medical Laboratory Technology, Trichy.  Ms.P.Andal offers free consultancy service in the area of natural fibers like jute, banana fiber and silk dying & weaving techniques to the following industries.  Oasis Textiles, Karur Vijay Impex, Karur Anakaputhur Jute Weaver's Association, Chennai Sri Gunasundari Handlooms and Dyeing Factory Regular consultancy is practiced.



7.	Conduct more FDP for faculty	14 programmes were conducted (refer 6.3.2 of supporting document) Last year only 4 were conducted.
8.	Staff participation in workshops/ seminars /conferences to be improved	21 Faculty members participated & 41 presented papers. Totally 61 papers were presented in international and national conferences. We have improved since last year.
10	Better use of computer communication & other technologies for improvement of various operations.	<p>Use of Internet for collecting information from various departments.</p> <p>Study materials and question bank are posted on the website for students.</p> <p>All activities are posted on the website before they are conducted.</p> <p>E-learning initiatives through email, virtual learning environments and teacher blog's.</p> <p>Automation of administration using computers.</p>
11.	To improve infrastructural facilities	<p>General:</p> <p>Website Maintenance &amp; AMC + Domain charges</p> <p>Yearly payment towards leased line connection</p> <p>Installation of Ubuntu Linux in Main Lab with O/S on Bootable 32GB Pendrive</p> <p>20 Windows Home Basic 10 licenses + 36 MS Office Standard 2013 edition</p> <p>D-Link 24 port 100/1000 1024 D Gigabyte switch(5no's)</p> <p>20 Mbps Leased Line Bandwidth</p> <p>Alumni contributed equipment to the tune of Rs.80,000/- to the college.</p>
12.	To provide a fora for allowing students to publish their creative work like	The Fine Arts Association organized a Music competition for Freshers of the college on

	<p>articles, pictures, posters, puzzles, software, Literary work etc.</p>	<p>18.08.2015 to identify the hidden talents in them.</p> <p>The Fine Arts Association organized a Dance competition for Freshers of the college on 19.08.2015 to identify the hidden talents in them.</p> <p>Onam celebrations were organized on 22.08.2015 for all members of the college.</p> <p>The association conducted a youth conclave named Kalloori Salai – 6th Edition in association with Hello FM on 24.08.2015 at our campus. Around 10 colleges in around Trichy participated and won prizes in various competitions. Final rounds were conducted on 30.09.2015.</p> <p>Our college students enacted a drama on Mahabharatha named PANDAVI at the Rasika Ranjana Sabha, Trichy on 23.12.2015. It was appreciated very much by the leading dailies of the town. Participated students are : Snekha.R, Vinothini, Vaidehi.N(II M.com), SelvaKumari.S (II M.com),Suganya .A (II M.com),Sudharani(I M.com).</p> <p>In association with the Dept. of Biochemistry and NSS units of the college, a contest named “Medicinal Effects of Turmeric” was conducted for the students of the college on 11.01.2016.</p> <p>The Fine Arts Association conducted Training programme for journalists held for 3 days in Chennai from 04.02.2016 to 06.02.2016 by the “Kalki Group”.</p>
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		<p>The Fine Arts Association conducted 36th anniversary of mangaiyar malar on 27.02.2016.</p> <p>Suriyan FM conducted a dance competition on 06.03.2016.</p> <p>The Gender Club of the college conducted an Essay Competition on “Gender and Domestic Affairs for the III year U.G students.</p> <p>Students creative content was published in Departmental magazines and souvenirs.</p> <p>2 exhibitions and 1 training programme were conducted by students.</p>		
13.	To improve the no. of placements	191. Last year 102 students were placed.		
14.	To enhance the support for physically challenged students.	<p>Rs.2000/- provided per year by management.</p> <p>Free Books given under Book Bank Scheme.</p>		
15.	More scholarships to be given to students from privileged sections.		No. of Beneficiaries	Scholarship amount
		Government Scholarships	789	61,63,600
		Management Scholarships	253	6,35,350
		Amount sanctioned by Other Donors	170	3,23,500

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals) \*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

\* Semester wise Teacher plan & Appraisal VIDE ANNEXURE 5 (i)

\* Academic flexibility and value education VIDE ANNEXURE 5 (ii)

#### 7.4 Contribution to environmental awareness / protection

- Construction of Vermicomposting pit to produce vermicompost continuously. The produced compost is distributed to staff and students at a subsidised price for use in their garden and fields.
- A azolla pit and mushroom cultivation unit were established to produce biofertilizers and mushrooms for domestic purposes
- NSS volunteers organized a Tree Sapling planting awareness drive to create environmental awareness / protection and a human chain was also formed for the same cause

#### 7.5 Whether environmental audit was conducted?

Yes ✓

No

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

##### Strengths

- Good infrastructure & facilities.
- Strategic location of Institution.
- Excellent results and academic performance of students.
- Well qualified, dedicated faculty.

##### Weakness

- Yet to achieve research collaborations.
- Consultancy services need improvement
- Funds need to be tapped for major/minor projects.

##### Opportunities

- Large scope for inter-disciplinary research & activities.
- Training and placement in collaboration with industries  
Interdepartmental linkages to be strengthened.

##### Threats

- A small fall in student strength is due to competition among colleges
- Demand for core programmes out number demand for Computer – Based programmes.

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

- To improve the percentage of placements through campus drives.

- To work for more MOUs/LOCs with industries, organizations and research labs to improve the curriculum.
- To apply for research awards and tap more funds for research.
- To improve upon the college research journal by inviting publications from faculty and registering it.
- To improve consultancy services.
- To increase number of Placements.
- To rectify the fall in admission levels.
- Introduce more number of research programmes.

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

\*\*\*

### **Annexure - I**

#### **Abbreviations:**

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

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