

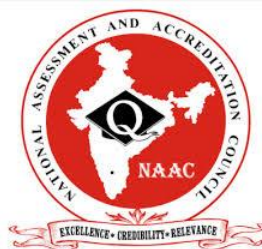
# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## ANNUAL QUALITY ASSURANCE REPORT

(For the Period 1<sup>st</sup>July 2015 to 30<sup>th</sup>June2016)



Submitted to



**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

By

**NANDHA ARTS AND SCIENCE COLLEGE**

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

## Part – A

AQAR for the year

2015-16

### **I. Details of the Institution**

1.1 Name of the Institution

**NANDHA ARTS AND SCIENCE COLLEGE**

1.2 Address Line 1

KOORAPALAYAM PIRIVU

Address Line 2

PICHANDAMPALAYAM POST

City/Town

ERODE

State

TAMIL NADU

Pin Code

638052

Institution e-mail address

nandhaarts@gmail.com

Contact Nos.

04294-222788

Name of the Head of the Institution:

Dr.R. KUPPUSAMY, PRINCIPAL

Tel. No. with STD Code:

04294-222788

Mobile:

09095710555

Name of the IQAC Co-ordinator:

Dr. R. KUPPUSAMY

Mobile:

09095710555

IQAC e-mail address:

iqacnandha@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN15218

OR

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)/01/A&A/034 dated 5-5-2014

1.5 Website address:

www.nandhaarts.com

Web-link of the AQAR:

[http:// www.nandhaarts.com/AQAR2015-16.doc](http://www.nandhaarts.com/AQAR2015-16.doc)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.61	2014	4 <sup>th</sup> May 2019

1.7 Date of Establishment of IQAC:DD/MM/YYYY

25/07/2012

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

***AQAR 2014-15 submitted to NAAC on 09.11.2017***

1.9 Institutional Status

University                      State     Central     Deemed     Private

Affiliated College              Yes     No

Constituent College            Yes     No

Autonomous college of UGC    Yes     No

Regulatory Agency approved Institution              Yes     No

(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

1.10 Type of Faculty/Programme

Arts     Science     Commerce     Law     PEI (Phys Edu)

TEI (Edu)     Engineering     Health Science     Management

Others (Specify)               

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

**Bharathiar University,  
Coimbatore, Tamil Nadu**

1.12 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

-

UGC-Innovative PG programmes

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	02+01
2.3 No. of students	11
2.4 No. of Management representatives	03
2.5 No. of Alumni	05
2. 6 No. of any other stakeholder and Community representatives	05
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	34
2.10 No. of IQAC meetings held	13

2.11 No. of meetings with various stakeholders:

<b>Students</b>	<b>Faculty</b>	<b>Non-Teaching</b>	<b>Alumni</b>	<b>Others</b>
2	13	3	3	6

2.12 Has IQAC received any funding from UGC during the year? **Yes**

If yes, mention the amount

**59,750**

2.13. Seminars and Conferences (only quality related)

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

Total No.  International  National  State  Institution Level

(ii) Themes

Teaching methodology  
Basic Counselling Skills and Mentoring for Newly-recruited Faculty

2.14 Significant Activities and contributions made by IQAC

1. The IQAC conducted a NAAC sponsored State level seminar on “ Innovative Practices in Teaching – Learning Process” on 12<sup>th</sup> September 2015
2. Students Satisfaction Committee conducting meeting to students (5 No. from each class), in order to identify their concern and also paved way for rectification.
3. Sixth hour had been introduced to inculcate the employability skills.
4. The College offers various value added course for the up gradation of student community

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
To conduct state level seminar aiming towards quality existence	The IQAC conducted a NAAC sponsored state level seminar on “ Innovative practices in Teaching – Learning Process”
Sixth Hour	Number of students placement is significantly increased

2.15 Whether the AQAR was placed in statutory body

Yes  No

Management

Syndicate

Any other body

## Part – B

### Criterion – I

#### I. 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	4	1	5	
M.Phil	6	1	7	
PG	4	1	5	1
UG	10	1	11	2
PG Diploma	-	-	-	
Advanced Diploma	-	-	-	
Diploma	-	-	-	
Certificate	4	1	5	
Others	3	1	4	1
<b>Total</b>	<b>31</b>	<b>06</b>	<b>37</b>	<b>04</b>

Interdisciplinary				
Innovative				

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

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

Pattern	Number of programmes
<b>Semester</b>	<b>10 (UG) &amp; 4 (PG)</b>
Trimester	-
Annual	-

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

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



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

As University itself revises / updates Syllabi, college has no scope to update it.

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

In the year 2016 the college introduces 2 UG new courses

❖ B.Sc., Mathematics and

❖ B.A., English

## Criterion – II

### 2. Teaching, Learning and Evaluation

**2.1. Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
101	92	09	-	-

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

8
---

**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
16	-	-	-	-	-	-	-	16	-

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

-	-	-
---	---	---

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

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	39	57	84
Presented papers	43	56	21
Resource Persons	03	01	12

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

<ul style="list-style-type: none"> <li>❖ Introduced 6<sup>th</sup> hour from the academic year 2015-16. 6<sup>th</sup> hour is used for carrier guidance programme. In this context we take TNPSC and Bank coaching class.</li> <li>❖ Power point presentation</li> <li>❖ Intradepartmental meet regarding quiz competition</li> </ul>
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**2.7 Total No. of actual teaching days during this academic year** 180

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

**2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop** 09 - -

**2.10 Average percentage of attendance of students** 78

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

Title of the Programme	Total no. of students appeared	Pass %
B.Sc CS	375	69%
B.C.A	357	58%
B.Sc CDF	121	59%
BBA	175	68%
B.A English	298	96%
B.A English (CA)	46	93%
B.Com	195	63%
B.Com CS	166	49%
B.Com CA	367	49%
B.Sc Mathematics (CA)	193	83%
B.Sc Biotechnology	153	80%
M.Sc Physics	24	95%
M.Com CA	106	71%
M.Sc Mathematics	92	86.96
M.Sc Biotechnology	41	97%
Tamil	-	-

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

- ❖ IQAC Monitor the Teaching & Learning processes through Academic monitoring committee
- ❖ Academic monitoring committee verify the reports whether the syllabus was completed on the basis of Internal assessment.
- ❖ At the end of every semester the verification process gone through Head of each department whether the syllabus was completed entirely.
- ❖ At the end of every academic year the drop out list was taken into cautious.
- ❖ Analysis the gradual process of remedial coaching after the University results.
- ❖ After every semester result, nil-arrears' details was taken into account.
- ❖ Based on previous batch feedback, difficult subjects was identified, utmost care was given for the particular subjects. Difficult subjects were identified through evaluation of expected results.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	14
Faculty exchange programme	2
Staff training conducted by the university	3
Staff training conducted by other institutions	18
Summer / Winter schools, Workshops, etc.	34
Others	-
IQAC	61
CLD	62

#### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
<b>Administrative Staff</b>	12	2	2	-
<b>Technical Staff</b>	10	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

The college has R & D Cell to monitor and address the issues of research.

The role of the research committee includes:

- ❖ Initiate staff to apply for the Major and Minor Research projects. Identify potential areas of research
- ❖ Staff members were encouraged to present papers or participate in various National & International Conferences/Seminars/Workshops
- ❖ Guiding to Complete and submit project reports for funding.
- ❖ College Management encourages the staff members to take part in various seminars, conferences and workshops through supporting partial registration fee.

#### 3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>NIL</b>			
Outlay in Rs.	<b>NIL</b>			

#### 3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	2	8
Amount in Rs	2,00,000	1,62,500	1,62,500	16,95,000

#### 3.4. Details on research publications

	International	National	Others
Peer Review Journals	20	-	-
Non-Peer Review Journals	18	7	-
e-Journals	13	1	-
Conference proceedings	31	32	2

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2015-2016	UGC	1,62,500	92,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
<b>Any other(Specify)</b>	-	-	-	-
<b>Total</b>			<b>1,62,500</b>	<b>92,500</b>

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

ii) Without ISBN No.  iii) Without ISBN No.

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

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

**3.9 For colleges**

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11. No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	6	1	-	-
Sponsoring agencies	-	1	-	-	-

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

3.13. No. of collaborations

International  National  Any other

3.14. No. of linkages created during this year

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

From funding agency  From Management of University/College

Total

S.No.	Name of the Faculty with the Department	Funding Agency	Amount
1	NIL		

3.16. No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
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	District	College
1	-	--	-	-	-	1

**3.18. No. of faculty from the Institution who are Ph. D. Guides/ M.Phil and students registered under them**

Particulars	Guides	Scholars
M.Phil	41	28
Ph. D	4	3

**3.19. No. of Ph.D/M.Phil awarded by faculty from the Institution**

Particulars	Awarded
M.Phil	13
Ph. D	-

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

JRF       SRF       Project Fellows       Any other

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

University level       State level   
 National level       International level

**3.22. No. of students participated in NCC events:** 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   
NCC  NSS  Any other

❖ Village Adoption	-	3
❖ WDC	-	5
❖ RRC	-	2
❖ YRC	-	2
❖ Eco Club	-	3
❖ Consumer Club	-	2
❖ Entrepreneur Cell	-	1

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

- ❖ Contribution towards tree plantation within campus and in adopted village
- ❖ Campus Cleaning work
- ❖ Contribution towards Chennai Flood Victims during December 2015
- ❖ Implementing plastic free campus programme
- ❖ Providing Accidental Insurance to all the students Collaborating with Olirum Erode – Clean India Association
- ❖ Library White wash at the nearby the village.

## 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	10.99 acres	-	Self	10.99 acres
Class rooms	64	-	Self	64
Laboratories	14	-	Self	14
Seminar Halls	02	-	Self	02
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

##### Internal Quality Assurance Cell:

All official documents such as those for NAAC, UGC are prepared and uploaded/downloaded through inter/intranet facilities.

##### Library:

The Library is connected with INFLIB.Net and has been automated using **Campes Iit** software which is user-friendly software designed to take care of all the administrative and management functions of the Library. It organizes and manages the information of the Books, Articles, Journals and Circulation in most economical and effective way.

- ❖ Journals and magazines are kept in open racks.
- ❖ The librarian and assistant ensure the use and security of resources in the library.
- ❖ For better utilization of library resources, one working hour for each class has been allotted in a week.

##### Department Internet lab:

Every department has been provided with computers, Printer and internet system. It is useful for efficient up gradation of faculty & also for the benefits of students.

### 4.3. Library Services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16097	4194745	267	82418	16364	4277163
Reference Books	302	249238	62	27180	364	276418
e-Books	97000	5000	Inflibnet	-	97000	5000
Journals	39	41810	03	7940	42	49750
e-Journals	6000	5000	Inflibnet	-	6000	5000
Digital Database	1	25000	-	-	1	25000
CD & Video	527	-	-	-	527	-
Others (specify)	1. Placement opportunities displayed and the files are maintained. (Last five years) 2. Maintenance of department wise magazines and journals. (Last five years) 3. Department wise University question papers were binded and maintained					

### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	295	5	20 Mbps	-	1	1	13	0
Added	-	-	-	-	-	-	-	-
Total	295	5	20 Mbps	-	1	1	13	0

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

1. College & Hostel Campus with Internet WiFi access facilities for students and staff.
2. Intranet facilities for staff & Students to post attendance
3. The faculty members visit various reputed companies for industrial training and knowledge building.
4. Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects
5. The College offers various value added course for the up gradation of student community

#### 4.6 Amount spent on maintenance lakhs

i) ICT	----
ii) Campus Infrastructure and facilities	19, 85, 376
iii) Equipments	6, 70, 963
iv) Others	-
<b>Total</b>	<b>26, 56, 339</b>

## Criterion-V

### 5. Student Support and Progression

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

By organizing seminars and workshops, IQAC mould and inspire learners mind

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

- ❖ Alumni association has been conducted at least ones in an academic year.
- ❖ The Placement Cell conducts training programmes for students and arranges job fair in collaboration with employers.
- ❖ College has introduced Tutors system, which provides necessary Counselling & guidance to Students especially during stress and crisis.
- ❖ Certificate courses help students get employment opportunities.
- ❖ Every department maintains a register for recording the progress of students.
- ❖ WDC Cell inculcates the role of women in the society & social awareness about the problems of women and in particular regarding gender discrimination.

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

UG	PG	Ph. D.	Others/M.Phil
2524	257	16	19

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

29

#### (c) No. of international students

4

Men

No.	%
1724	60.51

Women

No.	%
1125	39.48

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
161	254	10	2290	3	2715	62	305	10	2472	3	2849

Dropout %: 5

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

Coaching classes for competitive examinations (**BANK EXAM / TANCET & TNPSC**)  
Were arranged by department.

No. of students beneficiaries

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

NET	<input style="width: 30px; text-align: center;" type="text" value="-"/>	SET/SLET	<input style="width: 30px; text-align: center;" type="text" value="-"/>	GATE	<input style="width: 30px; text-align: center;" type="text" value="-"/>	CAT	<input style="width: 30px; text-align: center;" type="text" value="-"/>
IAS/IPS etc	<input style="width: 30px; text-align: center;" type="text" value="-"/>	State PSC	<input style="width: 30px; text-align: center;" type="text" value="-"/>	UPSC	<input style="width: 30px; text-align: center;" type="text" value="-"/>	Others	<input style="width: 30px; text-align: center;" type="text" value="25"/>

**5.6 Details of student counselling and career guidance**

**BANK EXAM / TANCET / NET / SLET**

No. of students benefitted

**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
78	999	227	41

**5.8 Details of gender sensitization programmes**

Then and there gender sensitization programmes were conducted

**5.9 Students Activities**

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

State/ University level  National level  International level

Cultural: State/ University level  National level  International level

**5.10 Scholarships and Financial Support**

	Number of students	Amount (Rs.)
Financial support from Institution	-	-
Financial support from government (SS/ST/SCA)	<b>147</b>	<b>5, 45, 050</b>
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

**5.11 Student organised / initiatives**

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

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

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



## Criterion – VI

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

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

##### Vision

- ❖ To expand the frontiers of Knowledge to serve the society.
- ❖ To enrich education of rural students, build confidence and enhance opportunities to succeed.

##### Mission

- ❖ To be a world class institution committed to develop individuals to meet global challenges.
- ❖ Provide value based education and mould the younger generation.

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

- ❖ The College ensures a system of participative management whereby information flow and decision-making processes are systematised and channelled through all key constituents of the College. The suggestions given by the Governing Body, the Management Committee and the Finance Committee are implemented by the various administrative offices, under the leadership and guidance of the Principal.
- ❖ The Heads of departments ensure the smooth functioning of the activities of the department in collaboration with other members of the department. Regular meetings of the Staff members were held to discuss and decide on matters relating to academics and administration. For the smooth and effective functioning of the College, interactions with stakeholders comprising of faculty, parents, alumnae and the students are regularly organised. Feedback received from faculty, students, alumnae and other stake-holders are considered for continuous review and revision which are relevant to the changing needs of higher education.

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

#### **6.3.1 Curriculum Development**

- ❖ Curriculum is planned by the Bharathiar University. The college implements it in strict accordance with the existing rules and norms.
- ❖ The institution focuses on multi skill development of students in order to ensure employability.

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

Appropriate technology is used and regularly upgraded for promoting innovative teaching methodologies. A vigilant review of testing and evaluation patterns ensures creativity, originality and analytical thinking. Faculty members are motivated to design contemporary, skill-based and value-added courses. Training sessions for the faculty are conducted to enhance their teaching skills.

#### **6.3.3 Examination and Evaluation**

- ❖ Hall tickets are issued with the following additional features: 1. Course codes 2. Date 3. Time of Examination 4. Room allotted. These details give the students ease of access to the respective examination hall on the specified dates.
- ❖ Duplicate hall tickets will be issued to the students of forgotten/missed ones

#### **6.3.4 Research and Development**

- ❖ Teachers are encouraged to write in national and international papers.
- ❖ Classes are engaged with the help of smart class room & automation software implemented to augment academic audit.
- ❖ Teachers are encouraged to pursue research degrees.
- ❖ Teachers are also encourages students to write short articles for magazine.
- ❖ Currently the College facilitates the core research departments - Tamil, Management Studies, Biotechnology, Commerce, Mathematics and Computer Science aims to integrate a research ambience within our academic research as our best practice at every level of our academic programmes.

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

The Barcode Scanners which are ideal for scanning barcodes in the library books were procured one for the under graduate library and one for the library. Identity card scanner which records the In and Out time of the library users were procured for the library. In order to track the over time missing books, replacements, withdrawals, Inventory of the library books must be done at the end of every year.

With growing shortage of power supply, power shutdown and supply mismatches, it is safe to protect the servers and computers by connecting them to a UPS.

ICT: The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities. Additionally, every Department has been provided with a portable/mounted LCD projector.

### **6.3.6 Human Resource Management**

At the end of each academic year the Management Committee reviews the existing positions and Identifies personnel for various teaching and non-teaching positions. The management makes appointments through prescribed procedures.

Orientation and training programmes are periodically organized for new recruits. In order to enhance capacities of staff, need-based training/workshops are organized for faculty, administrative, and supportive staff.

Recreation programmes are also organized for teaching, non-teaching and supportive staff.

### **6.3.7 Faculty and Staff recruitment**

Advertisements inviting applications from qualified candidates are published in leading Newspapers. Applicants who meet the eligibility criteria stipulated by the UGC and the Bharathiar University are called for an interview -cum- trial teaching session. The selection panel consists of the Principal, Secretary, members of the Management, Head of the concerned department, a senior member of the faculty and an external subject expert. Candidates deemed suitable to meet the institutions requirements are appointed on probation for one year. They are given a permanent position by the Management after assessment of their performance.

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

- ❖ Departments are encouraged to venture into industry instruction and collaboration.
- ❖ MoU

### **6.3.9 Admission of Students**

The College website, prospectus and handbook contain information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form.

All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions. Student volunteers assist in guiding the candidates and their parents during the admission process.

Students who have secured more than 75% marks can have a fee concession.

**6.4 Welfare schemes for**

Teaching	<ul style="list-style-type: none"> <li>❖ Loan facilities</li> <li>❖ New welfare scheme introduced.</li> <li>❖ Maternity Leave</li> <li>❖ Group Medical Insurance</li> <li>❖ Fees concession for children of staff in school.</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>❖ Loan facilities</li> <li>❖ New welfare scheme introduced</li> <li>❖ Maternity Leave</li> <li>❖ Group Medical Insurance</li> <li>❖ Fees concession for children of Non staff in school.</li> </ul>
Students	<ul style="list-style-type: none"> <li>❖ Payment of College fees on installment basis. Student from poorer section can pay in many installments.</li> <li>❖ Free seats are provided for poor students.</li> <li>❖ Access to first aid and emergency medical care.</li> <li>❖ Accidental Insurance for students.</li> <li>❖ Help is rendered for needy students through Siruthuli.</li> </ul>

**6.5 Total corpus fund generated**

NIL

**6.6 Whether annual financial audit has been done**

Yes  No

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

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

**6.8 Does the University College declare results within 30 days?**

For UG Programmes Yes  No

For PG Programmes Yes  No

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

NA

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

-----NA-----

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

Yes

- ❖ Alumni meet is organised every year.
- ❖ Alumni are invited as resource persons.
- ❖ Alumni give valuable inputs for curriculum revision and updation.
- ❖ Alumni guide in identifying internship opportunities for students.
- ❖ Alumni help in securing placements in reputed organisations.

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

The College does not have an established Parent – Teacher Association. However there are activities organized by the college wherein parents are encouraged to attend. In the beginning of the academic year it is mandatory that parents of first year students attend an Orientation on all academic programmes and student support services offered on campus. Departments organize a one – on - one dialogue with parents whose children need further support and counseling services to enhance performance.

### **6.13 Development programmes for support staff**

NIL

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

The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management. Some of the initiatives are as follows:

The existing RO plants to supply potable water for the entire college. College has a rain water harvesting system, Vermicomposting, Herbal garden, Segregation of waste, “Green” lab - waste disposal, Safe disposal of laboratory wastes and Panels depicting eco issues.

## **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.**

1. Extra hour allotment in addition to regular classes for competitive exam like TNPSC, Bank Exam & TANCET.
2. Mentor's Systems has been introduced.
3. Summary of classes by students.
4. Certificate course were introduced.

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

1. Discussion on Competitive exam syllabus with materials by staff members.
2. Student data are collected by the consent mentor to give Counselling based on their performance.
3. Students are asked to summarise the topics, which has been discussed in the class.
4. Remedial classes were conducted to help the slow learners improve their academic performance.
5. College building is expanded so that more rooms are provided for classes.
6. Computer are purchased for enhancing the teaching learning process

**7.3 Give two best practices of the department**

- |  |
|--|
| <ul style="list-style-type: none"><li>❖ Feedback is collected from students to improve the quality of education and interrelationships.</li><li>❖ Training is given for TNPSC and Bank Examination</li></ul> |
|--|



#### 7.4 Contribution to environmental awareness /protection

- ❖ A Guest lecture on “**A Demo on Herbal Medicine**” was delivered by **Mr.P.RANGARAJ**, Department of Siddha, Gandhigramam University, Dindigul, on 15<sup>th</sup> June 2015.
- ❖ Welcome & Inauguration of “**Eco Club & A lecture on Happy Life with Nature**” **Dr.M.Dineshkumar**, Environmental Consultant, Gobi, Erode. On 25<sup>th</sup> June 2015.
- ❖ We are organized by “**Awareness on Cleanliness & Plastic eradication**” Program held on 16<sup>th</sup> July 2015.
- ❖ We are conducted one day seminar on “**Competition feast on Environmental awareness**” was delivered by Dr.P.Gomathi, Head, Department of Tamil, Nasc held on 9<sup>th</sup> October 2015.
- ❖ We are organized by one day Awareness Program on “**Awareness on Wild Life Conservation**” was delivered by **Mr. R. Mohammed Saleem**, President, Environment Conservation Group, Coimbatore. on 10<sup>th</sup> February 2016.
- ❖ Eco Club Activities on “**Social Service-Tree Plantation and health awareness pamphlet distribution**” at Govt. High School,-Pudhur, Erode. Conducted by Ms.M.Poonkothai and her club members, Mr.M.Soundararajan and his club members. 11<sup>th</sup> February 16
- ❖ Eco Club Activities on “**Library white washing and cleaning work in Temple**” at Koorapalyam. Conducted by Mr.S.Karthik and his club members. Mr.K.Katrthik and his club members. 22<sup>nd</sup> February 2016.
- ❖ Eco Club Valedictory function conducted on 19<sup>th</sup> March 2016 and the Chief guest **Mr.K.S.Jagadesan** Advisor, Federation of Tamil Nadu Rice Mills Association..

#### 7.5 Whether environmental audit was conducted?

Yes  No

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

##### 1. Strength:

- ❖ As the college is rural based and many students are first generation learner, the relationship of student and teacher is very informal and integrated.
- ❖ Mentoring system is adopted

- ❖ Excellent library facilities
- ❖ Well-equipped labs
- ❖ Excellent placement opportunities offered
- ❖ Strong support staff
- ❖ Maintain high standards in teaching in order to achieve excellence.
- ❖ Organizing various programmes in order to generate, disseminate and upgrade knowledge on various key issues.

## 2. Weakness:

- ❖ Lack of interest for higher studies.
- ❖ Insufficient student strength in some PG programmes
- ❖ Lack of spacious reading rooms (both for faculty and students), sports equipments, recreation room, and finally digital library.

## 3. Opportunities:

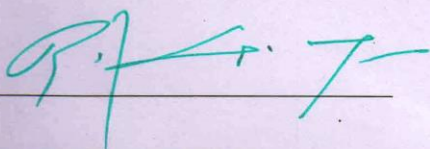
- ❖ Increased opportunities to develop and establish new programmes to meet the new and growing demands of society
- ❖ Expertise of faculty to tap the corporate sector for consultancy and funding for research projects

## 4. Threats:

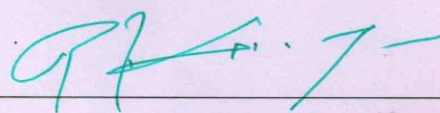
- ❖ Focus on vocationalisation of higher education in future policy making
- ❖ Perception that all educational processes should be directed towards preparing students for jobs
- ❖ Focus on marks rather than holistic development

## 8. PLANS OF INSTITUTION FOR NEXT YEAR

- ❖ To start a B.Sc., Chemistry Programme
- ❖ Large scale infrastructure up gradation and modernization according to the institutional Development plan.
- ❖ To promote collaborative research through MoUs
- ❖ To update the college website with a new format
- ❖ To expand community out rich programmes



Name: Dr. R. KUPPUSAMY  
Signature of the Coordinator, IQAC



Name: Dr. R. KUPPUSAMY  
Principal  
Signature of the Chairperson, IQAC

