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# SELF STUDY REPORT

## Executive Summary

### ***Introduction:***

Rajeswari Vedachalam Government Arts College was established on 11.08.1970. The Philanthropist, Honourable Rajeswari Vedachalam donated 8.29 acres of land along with the building where a school was running earlier to provide Higher education to the economically weaker sections of the society from Chengalpet. The College is located in a semi-urban area on the National Highway with a green environmental friendly campus. The objective of our college is to cater to the needs of underprivileged and downtrodden students from villages in and around Chengalpet. Our institution is a non-autonomous, Government College fully funded by Tamil Nadu State Government. It is a co-educational institution. The University Grants Commission recognized the college under Section 2F and 12B of the UGC Act 1956. Our college is affiliated to the University of Madras. Our college follows the syllabus framed by the University of Madras. Since 2007 Choice Based Credit System is (CBCS) followed. There is an Academic Council member from our college who represent our college in the University. Our College has registered with AISHE ( All Indian Survey of Higher Education) and DCF – II is uploaded to MHRD every year. Our College is up-graded as Grade I College on 29.12.2017. Our college has been reaccredited with B++ grade with 2.75 points by NACC in 2013. Our college has 11 Under Graduate courses, 7 PG courses and 4 M.Phil courses with the student strength of 2057. It functions effectively with the support of 64 Permanent faculty members, 22 Temporary Teachers and 11 Non-Teaching staff.

### ***Vision:***

Vision: Clarity of Learning

By 'learning' we mean academic as well as practical knowledge about life. To live a meaningful life, students need both theoretical knowledge and practical experience. Our curriculum provides subject knowledge and extension activities like National Service Scheme, National Cadet Corporation, Youth Red Cross Club and Red Ribbon Club give ample hands-on experience to realize their social responsibilities. Academic knowledge is disseminated to our students in a free atmosphere using ICT method. Technology enhanced learning helps them learn with interest and enthusiasm. Induction of Non-Major Elective Courses, Environmental Studies and Value Education help them abreast to the fast moving world. Soft-Skills papers aim at preparing them to face challenges at global level. Since our students are first graduate learners, focus is given on shaping their characters. Sincere efforts are made by faculty members to inculcate communication skills, courteous behaviour and employability skills in our students. Our curriculum gives them enough knowledge in the subject and extension activities provide them rich experience and also insist their contribution to the society. Our students

voluntarily donate blood to the needy patients in the Government hospital when necessity arises and participate in Anti Tobacco Rally and National Voters Day Rally in the move of creating awareness among people. They have voluntarily cleaned the Guntur Lake at Chengalpet. They take efforts to conduct Book Fair at Chengalpet every year. We engage in the holistic development of the students as it is stated in our vision.

### ***Mission:***

Mission: Providing Higher Education to children from rural, economically weaker sections and make them employable

Our college has the mission to uplift the rural and economically weaker sections of the society. As total strength of the college consists of 65% female students, elevating them through higher education is elevating the part of the suppressed section and helps them enjoy social justice and empower them by providing employment opportunity. Our students are first generation learners. OBC/SC/ST and Minority students of our college get Government scholarship. Free Bus Pass provided to all the students by Tami Nadu State Government ease the hardship of especially the female students. Remedial classes are conducted to help the slow learners and weak students. Sports and other extra-curricular activities are encouraged in order to create a platform to exhibit their talents. Our college is chosen as one of the soft skill centers by Tamil Nadu State Council for Higher Education. We get funds from TANSCHÉ to give soft-skill training for our students. Some of our faculty members become Master Trainers after being trained by ICTACT and in turn they train our students. Trainers from corporate sectors and Industry are invited to train our students in employability skills like resume writing and interview skills. In our campus coaching classes for competitive examinations are arranged to see our students employed. Our college Placement Cell is active throughout the year and tries to arrange campus interview in our campus. All possible efforts are taken to fulfill our mission.

## **SWOC**

### ***Institutional Strength :***

College is located at NH-47 and has transport facilities (both road and rail)

Transparent Admission process

Our college caters to the needs of underprivileged and economically weaker sections of the society.

Adding new courses every year (UG and PG)

Since college is funded by the Government, students get free education

An opportunity to uplift and bring the marginalized to the centre

As our college is a co-educational institution, there is gender balance

Uplifting the rural students is a way of nation building

Literacy of first generation learners is a social transformation

Female students constitute 65% of the total strength.

Providing scholarship to students

Well-Stocked library

Co-curricular and Extra-curricular activities

Soft Skill Training

Student's Union to make representation

There is a canteen in our college that is very useful for students coming from far a place

Free bus pass to all students

Conduction of sports meet and cultural program provides an opportunity to tap the talents of the student

ICT enabled teaching

Well qualified faculty and experienced faculty

Conducting weekly Assembly enrich student interaction.

Conduction of Social Awareness Program by NSS and NCC.

Computer Literacy Program (CLP) and the certificate given by Directorate of Collegiate Education

Student friendly Faculty members

Campus Interview for final year students

Conduction of free Medical Camp in the campus

CCTV Camera to monitor students

Celebration of festivals like Pongal Vizha will take the students to our original culture

Short Term Yoga course conducted by IQAC

Separate waiting hall for female students.

### ***Institutional Weakness :***

Lack of bus frequency from interior villages to our college

No autonomy to frame need based syllabus

Students are inhibited to communicate in English

Failure to realize the value of free education on the part of the students

Dress code for students

Absenteeism

Since some of students are working, they do not show much interest in education

Not realizing the importance of dress code

No international exposure

It is difficult to organize seminars because of lack of huge auditorium

Lack of employability skill is a hindrance to get them placed,

Non- availability of separate waiting room for male students.

Insufficient funds for sports; lack of gymnasium

Due to lack of sponsorship sports student are unable to take part in National and International levels.

Canteen is too small.

***Institutional Opportunity :***

An opportunity to serve and elevate downtrodden, needy people  
 To impart not only knowledge but also core values to the marginalized section of the society  
 Noble cause of preparing the weaker sections to face challenges at global level  
 To help them get employed since they are first generation learners  
 Arranging Skill Development Program  
 Creating campus interview opportunities  
 chances for taking research projects  
 Since the education is free, more number of female students join our institution  
 To become an autonomous institution.

To get an opportunity to work in Mahindra City (IT), Atomic Energy power station - Kalpakkam  
 In due course our institution may become a university

***Institutional Challenge :***

Catering to the need of heterogeneous people with diverse background  
 To teach them English and make them pass in English is a challenge  
 To make them communicate in English  
 To inculcate values and a sense of confidence is a challenge  
 To transform them as cultured, independent, confident individual  
 To inculcate courteous behavior and mould them as a good human being is a challenge  
 Organizing Seminar and conferences  
 To make them attend soft-skill training program  
 To make them participate in the campus interview  
 To get them placed is really a challenge.

To counsel the parents to permit girl students to go for higher studies.  
 To help them overcome their complex and inhibition.  
 To mould them to be better citizens towards nation building.  
 To produce cent percent result is a challenge.  
 To make them industry ready.

**Criteria wise Summary*****Curricular Aspects :***

As our college is a non-autonomous institution, affiliated to the University of Madras, we follow the curriculum and syllabi framed by the University of Madras. Though our faculty members cannot directly involve in the curriculum development yet they can always represent their views to the chair person concerned. Since 2007, University of Madras has adopted Choice Based Credit System (CBCS) with dual semester mode. Part I Language (Tamil) and Part II Language (English) are compulsory for all the undergraduate courses. To crack the competitive examinations, students need

to know about other subjects other than the one they have chosen. To fulfill this need Non-Major Elective course is introduced at the Under Graduate level. To sensitize students about our environment university has introduced Environmental Studies as a compulsory paper at the UG level. With the aim to inculcate values in the young mind university has included Value Education Paper in the curriculum for Under Graduate courses. To make the students industry ready, Soft-Skill papers like Language and Communication, Spoken and Presentation Skills, Computing skills and Managerial skills are introduced for both Under Graduate and Post Graduate Courses. Though there is no academic flexibility to introduce new papers, representation through Academic Council Member is possible. The University of Madras revises its curriculum and syllabi every five year. Since subject experts and senior faculty members are the members of the Board of Studies, curriculum revision is done with due care and concern to meet the global standard.

### ***Teaching-learning and Evaluation :***

Our students come from diverse backgrounds. Our faculty members are student friendly. Much effort is taken by them to motivate the students. Their method of teaching depends upon the need of a particular class. Instead of monotonous lecture method we follow Participatory learning. Computers, charts and Laptop are used to make the class inspiring and interesting to the students. Shakespeare's plays and classic fiction are screened. Since our students have Laptop provided by the Tamil Nadu Government, they are encouraged to use it in the class room. Models and Internet are also used. Role play, Seminar, team work and Group Discussion are encouraged. The infrastructural development and equipment ensure ICT enabled teaching in our campus. Our faculty members attended Orientation and Refresher Program sponsored by UGC. . They attended international conferences and workshop to keep in pace with the new methods in teaching.

Regarding examination, we adhere to the rules and guidelines prescribed by the University of Madras. The evaluation follows internal (25%) and external (75%) pattern. Internal Assessment consists of Periodic Test (10), Seminar (5), Assignment (5) and Attendance (5). For 75 marks students will be writing University examination. Minimum mark is compulsory both in internal and external to clear a paper. Dummy numbers are pasted to make evaluation process highly objective. Students have the option of getting the photocopy of the answer scripts. Within a month result will be published. Students can appear for their arrear in the subsequent semester. Objective evaluation is done and transparency is maintained

### ***Research, Innovations and Extension :***

In our college, Department of English and History offer M.Phil course; Department of commerce offers Ph.D program. Our faculty members are recognized supervisors to guide M.Phil and Doctoral program by various universities. Faculty members get funds from UGC, DST and TANSCHER to carry out their research. Totally Two Major projects and 4 Minor Projects have been completed during 2013-16 by department of physics, chemistry, English and Zoology. Department of commerce has one Major and one Minor ongoing project. Faculty members of our college regularly published research papers in national, international, referred, and Peer-review journals and e-journals and attended conferences and seminars and presented research papers. All PG courses have a project in their final semester. For their internship Program PG students visit either industry or library to get hands-on training. In 2015-16 two students from the Department of commerce and in 2016-17 two

students from the Department of chemistry have got Student Research Projects (Rs.15000/- each) from TANSCH. A faculty in the department of physics in his major project invented a new structure and published several International Research papers

Extension activity brings students close to the society. In our college NCC, NSS, YRC and RRC function effectively and inculcate a sense of selfless service in the mind of the students. Our NSS unit conducted Anti Tobacco Rally, National Voters Day Rally, Blood Donation Camp and Medial Camp to create a sense of social responsibility in the young mind. Two days in a month Swachh Bharat program is observed by NCC.

### ***Infrastructure and Learning Resources :***

The college has an area of 8.29 acres with infrastructural facilities. We have 50 spacious, well-furnished class rooms. We have 8 laboratories for science students and one Language Lab for soft skill training. We have an open auditorium where college day and sports day functions will be held. We have sufficient number rest rooms for both boys and girls. Our furniture requirement because of the arrival of courses has been fulfilled by State Government's 100 Crore project which supplied dual benches, computer tables, tables, etc., Equipments are for laboratory are purchased from RUSA fund. 69 lakhs of RUSA fund is being utilized for the construction of 4 class rooms and 2 toilets. We have a spacious central library with a reading room for students. Every year state government allots fund for the purchase of books. In the UGC X 11 plans Adhoc A/2 Rs. 2, 13,750 is allotted for books. Library has a closed access for students. From the state fund 2014 -18 totally books are purchased for Rs. 6, 20,000/-. With the help of RUSA fund Automation/Bar coding is done for 13,333 books and 5 steel Almira is provided to the library to store books. Our library has 48,517 books. We have a computer with software for the use of visually challenged students. Ramps provided for the convenience of the physically challenged students. We have 74 computers in the computer lab. CCTV Camera is fixed at important points in the campus. We have Public Address System to make announcements.

### ***Student Support and Progression :***

Our students are first generation learners. They have come from rural areas. It is natural that they feel shy and inhibited. It is the responsibility of the institution to inculcate confidence and a sense of hope in them. Our aim is to send our students as a transformed, independent individual with self-confidence to face the new challenges in the world. Students gradually give up their shyness and inhibition by actively participated in any one of the extension activities like NCC, NSS, YRC and RRC. The OBC Cell and SC/ST Cell give counseling and moral support to the respective students. Career and Counseling Cell conducts awareness program exclusively for them.

Our college follows Tutorial system. Each tutor is allotted certain number of students. Students are free to discuss their problems with their tutor. This will certainly boost the morale of the students. In order to keep the students free from stress, a short term Yoga course is conducted by our college IQAC committee. Because of their rural background, students have a struggle with their English communication Skill. Soft Skill training offered by TANSCH through corporate people solved this problem. Remedial classes are conducted for slow learners in OBC/SC/ST/Minority students with funds allotted by state Government and UGC. Career Guidance cell and Placement cell create an



interface between students and corporate people so that students get guidance regarding resume writing, attitude and aptitude test and mock interview. Placement cell creates opportunity recruitment of the students.

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

The Principal is the head of the institution and supervises Academic and non-academic matter. Government and Director of Collegiate Education are the statutory bodies who govern the college. The College Council consists of Heads of all the Department having Principal as the Chair person. It plays a vital role in decision making. Principal along with Council members plans for action and decide things. The head of the department takes care of the day-today activities of the department. In the beginning of the academic year budgeting and distribution of funds are done according to the need and representation made by the Council members. There are various committees like Admission Committee, UGC Committee, RUSA Committee, Library Committee, Sports Committee etc. The members of these committees support the Principal for the smooth functioning of the college. Bursar in the office is responsible for all financial matters like cash book, salary, cheque book etc. Superintendent supervises over all functioning of office and college. Regular auditing and accounting is done. Stock verification of laboratory goods, library books and furniture is done every year. Stock verification of laboratory goods, library books and furniture is done every year. Non-teaching staff members also attend refresher courses to update them. Faculty members can avail Housing loan, vehicle loan, Education loan and festival advance. College building is used for conducting State Government examinations, Tamil Nadu Open University exam and B.Ed Examinations. College office takes initiation to get Free Bus Pass and scholarship from State Government for the students.

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

Education without values will lead the students nowhere. Our college has the aim of shaping the students and moulding their character and transforms them as good human beings. In our Curriculum "Value Education" is a compulsory paper for Undergraduate students. We have Internal Compliance Committee. All Faculty members (both shift I & II) are members of the committee and given time schedule to go round the college to mend the students. This considerably reduced students' unnecessary loitering and getting involved in disciplinary problems. To keep our campus green and eco-friendly saplings are planted regularly and maintained by NSS and NCC students. Effort is taken to keep our college plastic-free camps. Students are sensitized to use reusable bottles, plates and bags which will help waste management. Separate colour dust bins for bio degradable (green) and non-bio degradable (red) are kept in the campus to sensitize the students about waste management. In order to create public awareness, a rally on "Biodiversity Conservation of Medicinal Plants" was done by Department of Chemistry. In a way of sharing our knowledge with the local farmers a workshop was conducted for five days in 2015. They are educated to use science and technology in Vermicompost, dairy farming, organic farming, mushroom cultivation and value addition of products. With the aim of paperless society, most of our office communication with Director's office and University is done on-line. Our college office practices e-pay roll system and on line scholarship process for students.

## Profile

### BASIC INFORMATION

Name and Address of the College	
Name	Rajeswari Vedachalam Government Arts College
Address	G. S. T. Road Chengalpattu
City	Chengalpattu
State	Tamil Nadu
Pin	603001
Website	www.rvgartscollege.in (http://www.rvgartscollege.in)

### Contacts for Communication

Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	P. K. Killivalavan	044-27427816	9944953472	044-27431257	rvgovtartscollegecpt@gma
Associate Professor	Jebakumar Jeevanandam	044-27445272	9443557652	044-48557827	j.jebakumar@gmail.com

### Status of the Institution

Institution Status	Government
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### Type of Institution

By Gender	Co-education
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By Shift	Regular
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<b>Recognized Minority institution</b>	
If it is a recognized minority institution	No

### Establishment Details

Date of establishment of the college

<b>University to which the college is affiliated/ or which governs the college (if it is a constituent)</b>		
State	University name	Document
Tamil Nadu	University of Madras	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/iiqa/university_affiliated">https://assessmentonline.naac.gov.in/storage/app/hei/iiqa/university_affiliated</a> )

<b>Details of UGC recognition</b>	
Under Section	Date
2f of UGC	31-03-2006
12B of UGC	31-03-2006

<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI</b>		
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and mm-yyyy)
No contents		

### Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

## Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

## Location and Area of Campus

Campus Type	Address	Location *	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	G. S. T. Road Chengalpattu	Semi-urban	8.29	2000

## ACADEMIC INFORMATION

### Details of Programmes Offered by the College (Give Data for Current Academic year)

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BA,Tamil	36	HSC	Tamil	50	50
UG	BA,English	36	HSC	English	100	100
UG	BA,History	36	HSC	English,Tamil	150	150
UG	BA,Political Science	36	HSC	English	50	50
UG	BSc,Chemistry	36	HSC	English,Tamil	48	48
UG	BSc,Mathematics	36	HSC	English	50	50
UG	BSc,Physics	36	HSC	English	24	24
UG	BSc,Zoology	36	HSC	English	24	24
UG	BSc,Computer Science	36	HSC	English	24	24
UG	BCA,Computer Applications	36	HSC	English	40	40
UG	BCom,Commerce	36	HSC	English	100	100

PG	MA,Tamil	24	BA	Tamil	20	15
PG	MA,English	24	BA	English	20	20
PG	MA,History	24	BA	English	20	20
PG	MSc,Chemistry	24	BSc	English	15	15
PG	MSc,Mathematics	24	BSc	English	20	20
PG	MSc,Computer Science	24	BSc	English	25	17
PG	MCom,Commerce	24	BCom	English	20	20
Doctoral (Ph.D)	PhD or DPhil,Tamil	36	MA	Tamil	10	0
Doctoral (Ph.D)	PhD or DPhil,English	36	MA	English	6	0
Doctoral (Ph.D)	PhD or DPhil,History	36	MA	English	6	0
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	MSc	English	10	0
Doctoral (Ph.D)	PhD or DPhil,Computer Science	36	MSc	English	8	0
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	MCom	English	26	6
Pre Doctoral (M.Phil)	MPhil,English	12	MA	English	6	6
Pre Doctoral (M.Phil)	MPhil,History	12	MA	English	6	6
Pre Doctoral (M.Phil)	MPhil,Chemistry	12	MSc	English	9	0
Pre Doctoral (M.Phil)	MPhil,Commerce	12	MCom	English	9	0

## Position Details of Faculty & Staff in the College

### Teaching Faculty

	Professor				Associate Professor				Assistant Pro	
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female

Sanctioned by the UGC /University State Government	0				9					
Recruited	0	0	0	0	6	3	0	9	29	26
Yet to Recruit	0				0					
Sanctioned by the Management/Society or Other Authorized Bodies	0				0					
Recruited	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0					

### Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				21
Recruited	6	4	0	10
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Technical Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				3
Recruited	3	0	0	3
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

## Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	2	0	22	9	0	38
M.Phil.	0	0	0	0	1	0	7	17	0	25
PG	0	0	0	1	0	0	0	0	0	1

<b>Temporary Teachers</b>										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	6	1	0	7
M.Phil.	0	0	0	0	0	0	3	12	0	15
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	5	0	0	0	5
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	4	0	0	0	4
	Female	8	0	0	0	8
	Others	0	0	0	0	0
UG	Male	652	0	0	0	652
	Female	1188	0	0	0	1188
	Others	0	0	0	0	0
PG	Male	59	0	0	0	59
	Female	158	0	0	0	158
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	88	88	106	91
	Female	122	123	122	135
	Others	0	0	0	0
ST	Male	4	4	4	5
	Female	1	1	3	5
	Others	0	0	0	0
OBC	Male	65	65	104	118
	Female	231	233	232	258
	Others	0	0	0	0

General	Male	0	0	1	0
	Female	2	2	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		513	516	572	612

## QIF

### 1. Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### ***1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process***

##### **Answer:**

##### **Curriculum Planning and Implementation :**

The college has been following the norms and academic patterns of the University of Madras which ultimately frame the curriculum and update the curriculum and syllabi in a regulated intervals in which the board of studies significantly contribute. The action plan for every year as per the academic calendar published by the University of Madras. The University of Madras follows the CBCS (Choice Based Credit System) that provide enough opportunity to opt courses according to the interest and the taste of the students. According to the present system, the curriculum involves the emerging areas of knowledge in Social science, Science, Management and Humanities.

The curriculum has been provided with

- *Major subjects* - To enrich the students with their corresponding main subjects they have chosen for their degree.
- *Electives* – Additional appropriate subjects which are relevant to the students with their willing from the different choices given from the Madras University syllabus.



- *Non-Major Electives* - subjects like quantitative aptitude and computing skills those who doesn't have the computer literacy.
- *Soft skill* – Communications skills both in language like English and computer languages.
- *Value based education* - Subjects related to moral values are given for the uplift of student behavior.
- *Environmental studies* – Students also provided with the skills to cope up with their environment (like pollution control, cleanliness, global warming, deforestation, irrigation systems, etc.,)

The College has Academic staff council inclusive of all Head of the Departments of each discipline to ensure effective implementation of the curriculum. This Council supervise overall implementation of CBCS system and also consider the genuine grievances of the students with regard to the distribution of internal assessment marks. The committee also ensures the number of academic days as stipulated by the syllabi is met by arranging special classes in the event of loss of regular working days.

#### **Academic Flexibility :**

- Our institution develop and deploy various action plan for effective implementation of the curriculum.
- Curriculum has been revised in a constant period of time with the acknowledgement of Board of studies of University of Madras.
- Considering the latest technology growth and innovation in research areas in the respective field of every major subjects the revision has been made.
- Students also provided with the flexibility of choosing their own choice regarding the selection of elective subjects.

#### **Curriculum Enrichment:**

The Curriculum has been designed which has been relevant, well structured which cope up with the future enrichment of every student. This also been designed to equip the student with all the necessary skills and knowledge. The Teaching – learning process, student result are taken as the desired outcome. We provided with electives which are suitable for the students of this college taking into consideration of student benefit.

Some of the important areas that is focused to enrich the students performance based on the curriculum are

- Teaching- Learning process
- Evaluation process
- Learning outcome based on student performance

**1.1.2 Number of certificate/diploma program introduced during the last five years****Answer: 1****1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years**

Answer:

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

File Description	Document
Details of the certificate/Diploma programs	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101111!">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101111!</a> )

**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Answer: 21.02****1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years**

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
16	13	13	10	8

<b>File Description</b>	<b>Document</b>
Details of participation of teachers in various bodies	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.1.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.1.3</a> )
Any additional information	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.1.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.1.3</a> )

## 1.2 Academic Flexibility

### ***1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years***

**Answer:** 57.14

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

Answer: 16

<b>File Description</b>	<b>Document</b>
Details of the new courses introduced	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.2.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.2.1</a> )

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

**Answer:** 64.29

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

Answer: 18

File Description	Document
Name of the programs in which CBCS is implemented	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.2.2.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.2.2.1</a> )

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**

Answer: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

Answer:

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

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.2.3.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.2.3.1</a> )

## 1.3 Curriculum Enrichment

### ***1.3.1 Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum***

#### **Answer:**

Gender equality is regarded to be one of the core factors of any democratic society and the facilitator of economic growth and societal well-being. Education is a powerful tool for changing the societal attitudes and empowering the next generation. Therefore, it is important to mainstream gender equality in the curricula, College culture, teaching materials and methods in order to prevent the reproduction of gender stereotypes that influence the well-being and choices of pupils. Successful mainstreaming of gender equality, therefore, cannot be achieved without giving (future) teachers the necessary knowledge, tools and teaching methods to understand and tackle gender stereotypes and mainstream gender equality. Sexual harassment and violence also continue to be major constraining factors preventing parents from freely sending their girls to College.

It continues to be relatively hostile to the presence of women, and rarely function in a way to make women feel secure and confident. Transporting girls to college and back safely, especially where universities are far away from their homes is a critical policy measure that has received scant attention. Similarly, while initiatives to teach girls self defence or cycling have been widely hailed as critical components of gender-sensitive education, they have not really been taken up and promoted widely through the education system.

#### **To promote gender equity initiatives undertaken by the our Institution**

1. Aim to use gender neutral language (e.g. it, their, they).
2. Avoid statements that generalise, 'girls tend to...' or 'boys are more...'
3. Actively encourage students to engage in activities that might sit outside their gender's comfort-zones (e.g. sports, dance, drama etc.)
4. Take note of how often you draw on either males or females to answer different types of questions and make an effort to rectify any inequity
5. Encourage mixed gender group work and seating arrangements
6. Use examples of gender inequity to inform your lesson, e.g. looking at statistics on the gender pay gap for a maths lesson, or looking at examples of inequity throughout history and how things may or may not have changed
7. Actively discuss and analyse sexist advertising images and the media's representation of men and women.

- 8. Without highlighting that they're not 'acting likes blokes/girls', actively encourage students when they do challenge gender roles.
- 9. Give all students equal attention in advising and mentoring.
- 10. Violence against women is a gender-based, violence are committed against women expressly because they are women , to stop gender violence by educating and working with young boys and girls promoting respectful relationships and gender equality.

**1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years**

**Answer: 7**

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

Answer: 7

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.3.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.3.2</a> )

**1.3.3 Percentage of students undertaking field projects / internships**

**Answer: 18.04**

1.3.3.1 Number of students undertaking field projects or internships

Answer: 371

File Description	Document
Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.3.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/1.3.3</a> )

## 1.4 Feedback System

**1.4.1 Structured feedback on curriculum obtained from**

**1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents**

**For design and review of syllabus semester wise/ year wise**

**Answer: D. Any 1 of the above**

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

**Answer: D. Feedback collected**

## 2. Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile



### **2.1.1 Average percentage of students from other States and Countries during the last five years**

**Answer:** 0.01

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

Answer:

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

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.1.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.1.1</a> )
List of students (other states and countries)	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.1.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.1.1</a> )

### **2.1.2 Average Enrollment percentage**

**(Average of last five years)**

**Answer:** 97.13

2.1.2.1 Number of students admitted year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
698	655	591	588	571

#### 2.1.2.2 Number of sanctioned seats year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
712	712	597	597	582

File Description	Document
Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.1.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.1.2</a> )

#### **2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**

**Answer: 100**

##### 2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
491	491	412	412	402

File Description	Document
Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.1.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.1.3</a> )

## 2.2 Catering to Student Diversity

### ***2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners***

#### **Answer:**

After admission the institution assesses the learning levels of the students and plan accordingly. The advanced learners are advised to read a lot from the library other than the curriculum. We arrange a special coaching for advanced learners so that they can easily clear the competitive examination such as RRB, TNPSC, TET, NET etc., we also introduce them to become a member of various professional bodies and libraries. The path is shown for them to lead. So learners of this type choose their own desired destination. In addition to it they have wide choices to participate in various competitions in and around the city and prove themselves in their area of interest. They can participate and present papers in various seminars, conferences, lectures and workshop. The advanced learners are given such guidance that they score university ranks.

We take special attention towards the slow learners. We motivate them to read the subject again and again. We even write simplified notes and help them clear the university examination. We also encourage them to shed their fears and break the obstacles whatever they have to become average learners. We take all steps to make the slow learners avoid their inferiority complexes and give them confidence to feel free.

Other than this we have remedial coaching for the slow learners. The Government of Tamilnadu allots fund to coach the SC/ ST students for subjects like English, science and mathematics. But we include all students irrespective of the community and benefitted by the scheme. The concern faculty teach the same syllabus once again to the students so that they are able to clear the arrears. We teach them in play way method and simplify the syllabus. We

even take the previous year question papers and make them write a model test and become confident of the exam. All these extra coaching will be done only after regular hours.

**2.2.2 Student - Full time teacher ratio**

**Answer:** 23.92

File Description	Document
Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.2.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.2.2</a> )

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Answer:** 0.29

2.2.3.1 Number of differently abled students on rolls

Answer: 6

File Description	Document
Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.2.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.2.3</a> )

## 2.3 Teaching- Learning Process

### ***2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences***

#### **Answer:**

##### STUDENT CENTRIC LEARNING AND PARTICIPATIVE LEARNING

Students are the active participants where in we minimize the traditional lecture method which will not make the learning process effective.

The students are divided into different groups and discuss on the topics assigned where in each in the group contributes some valuable points relevant to the topic.

We have three ICT enabled classroom and one smart classroom. Students are given opportunities to exchange their views with other groups so that the basic skills of learning such as listening, speaking, reading and writing.

The students are again divided into groups and they are allowed to speak for the topic and against the topic assigned to them.

##### EXPERIENTIAL LEARNING

The students will be shown some video clipping and audio presentations pertaining to their subjects so that they interpret what they observe and they develop language competency and technological advancements in the learning process.

The students are asked to take different role plays and present their topics in the form of skit or audio visual presentation so that the activities make them understand the topic in a better way.

##### PROBLEM SOLVING STRATEGIES

We make the students aware of the problem. Then they have to conform what is the type of the problem, where does the problem exists, what are the causes for the problem and why does it persist there. Then they discuss with the persons concerned with the problem to elicit their opinions, suggestions and improving methodologies to be executed in solving the problem. Then they finalise the technique with which the problem is solved. Then they execute the technique. At last, they collect the feedback to assure that the problem is solved.

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

**Answer:** 60.47

2.3.2.1 Number of teachers using ICT

Answer: 52

<b>File Description</b>	<b>Document</b>
List of teachers (using ICT for teaching)	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.3.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.3.2</a> )

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

**Answer:** 23.92

2.3.3.1 Number of mentors

Answer: 86

<b>File Description</b>	<b>Document</b>
Year wise list of number of students, full time teachers and students to mentor ratio	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.3.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.3.3</a> )

### **2.3.4 Innovation and creativity in teaching-learning**

#### **Answer:**

The role of teaching fraternity in deciding the fate of the society is very indispensable which will reflect on the critical, social, economic, cultural, moral and spiritual issues facing humanity. The present educational scenario demands an entirely innovative path where the minds of the students should function in a constructive manner with an optimistic outlook. The emergence of knowledge economy has highlighted the necessity for challenging skill development and better access to knowledge. The thirst for strengthening the teaching learning process has been further accentuated in order to make it competitive with foreign institutions.

The teaching technology should be set a standard which should enlighten the students to face both life and the world with sheer perseverance. The teaching mode should be highly practical and life oriented instead of making the students mere bookish. The students through his brilliant learning must realize the moral ethical values of life which will kindle their creative skill and enhance their knowledge to have a wider perspective of the world around. The teaching learning technology is a lifelong pattern that will allow the students to update their skills from time to time based on the societal needs.

The Dynamics for teaching preparation and the sustaining quality in teacher input are innovative curriculum design which should quench the academic thirst of the modern society. The 21st century has ushered in a knowledge based society, which accelerated the challenging curricular pictures through emerging principles of pedagogy, evaluation of learner's performance and progress and ultimately revival of curriculum pattern if necessary.

The intervention of information and communication technology as an administrative tool and exchange of knowledge will bring about a sea change in the teaching learning assessment process. This innovative method can best be utilized through

1. Networking of the open learning system with internationally reputed universities.
2. Inter disciplinary interactions at intra-institutional and inter-institutional levels.
3. Networking of institutions globally.
4. Data based management of education.
5. Assessment so that teaching methodology can be modified.
6. Creation of different statutory and regulatory bodies at the global level for introducing updated methodology of teaching approaches.



The information and communication technology is best at its first hand level because it

1. Facilitates easy access of internet
2. Enhances teaching learning process through various electronic resources
3. Equips the teacher, students and administrations with digital literacy.
4. Provides a platform for sharing of ideas and techniques and pooling of knowledge resources.
5. Trains the teachers in the preparation of e-content.

A well planned and structured interaction to be developed among the centers of academic excellence and other universities and institutions for restructuring the syllable with an optional combination of acquisition of theoretical and practical skills, critical reading, interpretation of classics, practical field work, application of readings and other skills and extensive and optimal use of audio-visual technologies and internet. In the realm of engineering education the role of EDUSAT is very prominent and purposeful.

## 2.4 Teacher Profile and Quality

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

**Answer:** 74.96

<b>File Description</b>	<b>Document</b>
Year wise full time teachers and sanctioned posts for 5 years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.1</a> )

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

**Answer:** 51.59

#### 2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
32	33	32	26	23

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.2</a> )

### 2.4.3 Teaching experience of full time teachers in number of years

**Answer:** 12.34

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/;</a> )

**2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**

**Answer: 1.7**

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	0	0	1

File Description	Document
Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.4">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.4</a> )
e-copies of award letters (scanned or soft copy)	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.4">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.4</a> )

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

**Answer: 0**

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

Answer:

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

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.5">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.4.5</a> )

## 2.5 Evaluation Process and Reforms

### ***2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level***

Answer:

Evaluation is a real appraisal. It includes a true appraisal of the teacher more than a student. The standard of an Institution is decided by this parameter. Any evaluation should be continuous. The internal marks are assigned on that basis. Twenty –five marks has been allotted as Internal. Five marks is assigned for attendance. Five marks for tests throughout. Five marks for assignment. Five marks for seminar. Five marks is given for the student's performance in the model exams. The students are informed of this system prior, so that they will take the tests, attendance, model Exams and assignments seriously. Attendance is made mandatory. The students can

never miss class tests as their absence has to be compensated later. Ten sets of question papers are consulted for the class tests. Since, it has proved itself a fruitful revision, the students never tend to miss them. The test papers are duly assessed and followed by constant and regular counseling. The areas of improvement are suggested. More focus is on assignments too. The key factors of long essays form the assignment. General and broad aspects of the author and the text are also assigned for papers. Assignments are preferred in the form of manuscripts as writing is a thorough means of revision. Duplicate in any form is discouraged. They are to be filed by the students for later reference. Mostly assignments and seminar are group tasks. Seminars in PPT form are encouraged. Only keys point will form part of PPT. the students face the audience while explaining the facts. During the presentation the language, body language, tone and voice modulations, eye-contact, posture, level of confidence, effort in slide preparation are taken into consideration for assessment. Mock presentations serve as a sample too. Model Exams are made an exact reply of university exams. The evaluation of answer sheets is made a literal critical analysis. Thus the continuous internal assessment serves a preface to the student's performance in the External Examinations. If at all there are a set-back in the result after-all these efforts, it is because of the languages of the students which do need a lot of mending; Efforts are made in such aspects also.

### ***2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety***

#### **Answer:**

To allow teachers of various courses to evaluate the performance of their students in accordance with the objectives there is an internal evaluation process apart from the external evaluation process by the University of Madras. Internal Evaluation process strictly follows the criteria laid down by the University of Madras for each course including practical examination. In general, theory courses have 25% as internal assessment and some practical subjects have 40% for internal assessment as instructed by the University in the curriculum. The internal assessment shall be based on a predetermined transparent system involving written test/assignments/seminars/viva and attendance in respect of theory courses .Normally for theory papers internal assessment will be based on the following components

Attendance 5%, Assignment 5% Seminar 5% and Test /Model Exam 10% of the total percentage of marks of the course. It may vary for laboratory and soft skill courses .For practical courses – attendance, record, laboratory involvement and model practical examination are considered for internal evaluation process.

All internal assessment evaluation go in line with University of Madras rules and regulations with full intimation to the students and even to parents from time of admission onwards.

### ***2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient***

#### **Answer:**

The college has an effective mechanism for redressal of grievances pertaining to examinations. All the grievances related to evaluation are promptly addressed by the examination cell as per the stipulated norms. A student has the right to appeal in case he/she is not satisfied with the marks given in the internal assessment test. The student can seek clarification from the teacher concerned. If not satisfied, the student may appeal to the Principal. The Grievance Cell examines the grievances and ensures justice to the student. In cases of grievances pertaining to end academic examination there is a provision for revaluation and personal verification of the answer script as per the university norms. The grievance cell looks into the complaints about valuation and takes necessary measures to redress them. The following are categories for grievances pertaining to examination:

#### **1. Revaluation or Retotaling**

Any student can apply for revaluation or retotaling through the university website.

#### **1. Instant Exam**

A final year student who wants to clear an arrear paper immediately can avail this facility.

#### **1. Help to blind and physically challenged students**

Blind students are provided with paid scribes to write the exam. Also the physically challenged students are given extra time and comfortable places.

#### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

**Answer:**

The Academic calendar which is a record of a year long plan of the Institution plays a key role in charting out the academic programmes. The turn shifts from department to department. Each semester consists of ninety working days. Month wise the working days and holidays are charted out. Accordingly the prescribed portions are aimed out. The model exams, soft skills NME and Value Education are charted out every semester. The assignment dates and seminars by students and staff are marked depending upon the number of working days. The month with maximum number of working days are marked with more seminars and activities. The topics and portions allotted for seminar by students enable the staff to facilitate the students in self learning. It also assists in evaluating the students every week and month. The continuous evaluation is thus adopted as per calendar. The academic calendar is strictly followed in allotting marks for the attendance too. The arrangement of externals is also facilitated by the academic table. The unforeseen holidays are compensated with the aid of Academic calendar only.

The schedule is never compromised at any cost. It is indeed a part of our success.

#### **2.6 Student Performance and Learning Outcomes**

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

**Answer:**

Some of our faculty members use Wifi to be in touch with students online and address their queries through participation in various forums. The staff and students share study materials too. The queries and suggestions are recorded. The faculty serve as facilitators. Quiz programmes, solving crossword puzzles, playing language games, group interactions, role play,



demonstration of Android applications, software modeling labs for the comprehension of software design process, teaching the effective use of search engines – all these are undertaken to improve the intellectual competence of the students.

Some faculty members use 'Clicker test' methodology to conduct multiple choice exams on android devices. Soft – Skill enhancement is based on on – line classes, videos, audios and lectures.

Students and staff are motivated to publish articles and to file patents.

The staff and students are informed of the availability of learning resources and innovations through e – mail and whats app.

The Induction programme for the first years give an introduction to all the curricular, co – curricular and extra – curricular activities, the Training and placement officer introduces the job opportunities and other employability skills. Orientation session by the Librarian introduces the library facilities and resources, the academic calendar, passing criteria, Assessment processes and all their essential criteria are displayed through college website.

The interactive sessions for slow – learners, Remedial classes for failures, Enhancement procedures for the advanced learners are intimated through the website. The periodical class – tests, the performance status of the students, disciplinary measures too are displayed on the website.

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

#### **Answer:**

Based on the classroom performance, laboratory and Internal Exams, Students are segregated as slow and advanced learners.

Mentors are available to mould and motivate the slow learners.

The advanced learners are encouraged with an exposure to still enhanced opportunities.

The course has course Lecture plan for every course has course objectives, outcomes, number of hours required to complete each topic, unit, assignments, quiz, games, mini and major projects.

Terminal and model exams are specified in the academic calendar.

The outcomes are evaluated at the end. Questionnaires prepared assess the performance of teachers such as effectiveness in explaining concepts, clarity in communication, organization of the content, teacher organization of the content, teacher approach, etc., The students give the feedback. The HODs and the principal, after viewing the feedback, suggest ways for improvement. Best performers are rewarded duly.

Evaluation is also carried on through departmental meetings. The problems are resolved through 'open – talk' and interactions. Informal meeting and Interactions between the Principal and the students are also the means of evaluation. Result analysis soon after the programmes and semesters.

Classroom seminars, debates and mock – interview sessions, video recording of students' performance, Re – Playing the video for self – evaluation are other strategies of evaluation.

Friday prayer meetings serve as a platform to test the awareness of the students as the special topics and quiz provided by the principal and other HODs kindle the curiosity and the learning ability of the students. These assist in improvement and enhancement.

### **2.6.3 Average pass percentage of Students**

**Answer: 53.85**

2.6.3.1 Total number of final year students who passed the university examination

Answer: 315

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

Answer: 585

File Description	Document
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Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.6.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.6.3</a> )
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## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Answer:**

File Description	Document
Database of all currently enrolled students	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.7.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/2.7.1</a> )

## 3. Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years**

**Answer: 28.47**

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

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
8.6	0	0.5	5.5	13.87

File Description	Document
List of project and grant details	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.1.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.1.1</a> )

### ***3.1.2 Percentage of teachers recognised as research guides at present***

**Answer:** 10.47

3.1.2.1 Number of teachers recognised as research guides

Answer: 9

File Description	Document
Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.1.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.1.2</a> )

### ***3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years***

**Answer:** 0.02

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

Answer: 6

File Description	Document
List of research projects and funding details	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.1.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.1.3</a> )

## 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Answer:**

In CBCS, THE NON MAJOR ELECTIVE SUBJECTS in Science and Arts major, provide the basic knowledge and skills for starting the self-employment in the students life. Some of our students are earning while studying in the college by the way of Mushroom cultivation and Vermiculture. In Science subjects, the field visits and the training of various Research centres make the students very confidence and it motivates them to start the cottage industries in their villages. Moreover the training provides the environment for team spirit and leadership skills. Number of our students after the degree, they go for the short term courses like Diploma and Certificates in these Research centres. They provide guidance and hope in their life.

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

**Answer: 0**

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

Answer:

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

File Description	Document
List of workshops/seminars during the last 5 years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/1011">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/1011</a> )

### 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

Answer: No

File Description	Document
Institutional data in prescribed format	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.1</a> )

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

**Answer:** Yes

<b>File Description</b>	<b>Document</b>
List of Awardees and Award details	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.2</a> )

### **3.3.3 Number of Ph.D.s awarded per teacher during the last five years**

**Answer:** 2

3.3.3.1 How many Ph.Ds awarded within last five years

Answer: 18

<b>File Description</b>	<b>Document</b>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.3</a> )

### **3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**

**Answer: 0.22**

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
20	13	8	10	11

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.4">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.4</a> )

***3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years***

**Answer: 0.23**

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

Answer:

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



24

15

12

11

6

File Description	Document
List books and chapters in edited volumes / books published	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.5">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.3.5</a> )

### 3.4 Extension Activities

#### ***3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years***

##### **Answer:**

A Sapling Plantation Camp was held on 12.12.2014 Commemorating the Prime minister's Swatch Bharath programme. About 500 varieties of sapling were planted in and around chengalpet District. The programme was inaugurated by Dr. V. Indumathi, Principal of our college, Mr. Thanjai Tamil pithan, president, press and media, Mr. K Vedachalam, District educational officer, Kanchipuram District.

On 19th and 20th March 2015 a First Aid Programme was conducted by YRC Programme Officer. Dr.V. Indumathi, Principal of our college inaugurated the programme. Professor Manickam, Secretary YRC Kanchipuram District was Chief Guest.

On 26th June 2015 a one day rally and Human chain on Drug Abuse was conducted at kanchipuram by YRC.

Certificate of Appreciation was awarded to the college in the year 2015 by Kanchipuram District, IRCS.

A Training programme on Disaster Management was Organized on 01.02.2017 from 9.30am to 4.30pm. The Resource person for the Training programme were professor Manickam, IRCS, District Secretary, Kanchipuram District, and Dr.S.

Jeevanantham, HOD, MGR Medical University. About 500 YRC students participated and received Training on Disaster Management, the students were benefited to a greater extent about management of natural disasters.

### **3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years**

**Answer: 0**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

Answer:

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

File Description	Document
Number of awards for extension activities in last 5 years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.4.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.4.2</a> )

### **3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years**

**Answer: 5**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	1	0

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/10111">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/10111</a> )

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Answer: 17.9**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
300	300	300	300	300

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.4.4">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.4.4</a> )

### 3.5 Collaboration

#### ***3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years***

**Answer: 0**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer:

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

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.5">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/3.5</a> )

**3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years**

**(only functional MoUs with ongoing activities to be considered)**

**Answer: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

Answer:

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

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/</a> )

## 4. Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Answer:**

Our college facilitates the students with 50 classrooms which are very spacious, aerated, ventilated and fitted with adequate number of lightings, fans blackboards and loud speakers prove to be very conducive so that teaching learning process takes places triumphantly.

The discipline of science are attached with laboratories fitted with latest equipments in largenumbers so that the students attend their practical sessions with great case and enthusiasm.

The college had a computer laboratory which furnished with high end computer in good working condition. The lab is also enabled with Wifi net service so that the students can make an optimum use of network for their studies, presentations, research works etc., this lab proves to be a student centred learning .

Where they can make maximum use of ICT academically which will assist them to complete their learning in a successful way.

A new building in allotted exclusively for the department of computer science with all the modern amenities for the best wuse of the student community.

The labs are also fitted with first Aid equipments to ensure safety of the students and the members of the faculty.

The college premise is greenery with a large member of teaming trees to provide shadow and chillness, creating favorable ambience for the learning process to take place with its real sense.

A smart English communication skills laboratory is at the service of students. The lab is equipped with 10 high end computer attached with headphones. It is fully air conditioned to suffice the students of all branches to practice and expertise the basic languageskills such as listening, speaking, reading and writing and thereby enhance their language competency

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

Our college premises comprises of an extensive play ground for the welfare of the students and the staff. There are ample opportunities for them to take practice under the careful and committed guidance of the sports personnels.

They are provided with all sports equipments which will be handled by them freely and they will be monitored by the sports instructors they have a separate hall which exclusively roofs indoor games equipment for the independent use of the students.

The sports ground had got the courts for games such as basket ball, volley ball, Tennikoit, Table Tennis, Cricket etc.,

There is a separate Hall exclusively meant for practice of yoga. About 50 students have been pursuing their Diploma Course in Yoga. They are trained by experts on Yoga. They have 2 hours class every week. After their regular classes, they practice yoga regularly are provided with Yoga mats. They are taught simple exercises, Aasanas, meditation, Mudras, Kaaya Kalpa practice etc., the impact of Yoga practice is tremendous. It is observed that the students are free from physical disabilities mental strain etc., Yoga has enhanced their memory power, concentration on studies. There is a consistent positive change in their behavioural pattern which in turn influences their studies in a prospective way.

There is a very big open auditorium wherein everyday prayer session, cultural activities, academic and non-academic programmes take place since it is an open stadium it accommondates large number of students with a green surrounding .

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

**Answer: 6**

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 3

File Description	Document
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Number of classrooms and seminar halls with ICT enabled facilities	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.1.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.1.3</a> )
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#### **4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Answer:** 52.89

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
56	25	228	0	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.1.4">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.1.4</a> )

#### **4.2 Library as a Learning Resource**



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

**Answer:**

Our college has a well-equipped library staffed by a librarian as a resource person. Each class is taken to the library in a stipulated time to gain an exposure and access. Professors too have reference materials available in book form and journals. The internet in the library enables the students and professors to refer sources with an international standard. Texts which are rarely available and which can be downloaded are accessed and the printers goes a long way in helping out. Phd scholars find our library a rich resource. It also assists the students in self –learning. Some times the teachers play a facilitator role here.

Newspapers aim in updation of knowledge in all arenas. There are reading area, e area and catalogues area. The librarian assist in identifying the resources available. Reading, learning, educational, informational, cultural, co-operative. Administrative and social activities are facilitated by our library. It remains open on all working days between 10.00a.m and 5p.m. library cards are issued to the students. Guiding, reference, borrowing, copying, scanning and bibliographical services are rendered effectively.

Departmental libraries hold “books specific” to the curriculum. New add-ons and regular updation of both the institutional and departmental libraries have enriched them as a befitting learning resource.

Our library is partially automated with a software named e -grantalaya (4.0 version) . When the work is completed students and staff can access book easily. This software helps in the automated issue of books. This will save time for the scholars, students and staff.

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

**Answer:**

Our college library has got some rare books. we have Thesaurus and Long Man Dictionaries. We also have 20 Volumes of Encyclopedias and old author books such as books written by Prof.K.Thangavelu, Dept. of History. those

books are in Tamil Version. Rare collection of Tamil books are available. We have Manorama year book for the past five years. we also have a good collection of books for the students to appear in the competitive examinations such as UGC NET, SET, TRB, TNPSC Group I to VIII. Bank Probationary officers, RRB,SSC, UPSC, VAO, Police Selection etc., we have a lot of books for entrepreneur skills separate for both boys and girls. Our library has a good collection of books for personality enrichment, body language, softskills and other general books.

we always update the current affairs and spoken english books with cds. Our library consists of good grammar books and other language learning books such as hindi, sanskrit etc., we also provide religious books which include bhagavad geetha, bible, quran. we have 10 volumes of books which tell the birth dates of famous personalities. we also got sahitya academy prize winners books. we also got thenkachchi swaminathan's indru oru thagaval 20 volumes. we have got children books and books by famous novelists which are really rare.

#### **4.2.3 Does the institution have the following:**

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

**Answer:** D. Any 1 of the above

<b>File Description</b>	<b>Document</b>
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SS">https://assessmentonline.naac.gov.in/storage/app/hei/SS</a>

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

**Answer:** 1.08

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

**Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
1.5	1	1.7	0.6	0.6

<b>File Description</b>	<b>Document</b>
Details of annual expenditure for purchase of books and journals during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.2.4">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.2.4</a> )

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

**Answer:** No

<b>File Description</b>	<b>Document</b>
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Details of remote access to e-resources of the library	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.2.5">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.2.5</a> )
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**4.2.6 Percentage per day usage of library by teachers and students**

**Answer:** 36.12

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

Answer: 774

File Description	Document
Details of library usage by teachers and students	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.2.6">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.2.6</a> )

**4.3 IT Infrastructure**

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

**Answer:**

Our college has dedicated leased line of 8 Mbps internet connectivity in CLP cell. This facility is used to do many on-line activities. The Internal marks entry for all the UG and PG students are done through the on-line portal of University of Madras. Register number are obtained by registering through this on-line portal for all the first year UG and PG students. Results galley and Hall tickets are downloaded and issued to all the student from the portal. Previous year

question papers are downloaded from the University website. Various department like English, Tamil, History, Commerce, Chemistry, Physics, Library, Mathematics make use separate Wifi facility for Department related activities

Earlier the college used one single Bsnl net connection with 4MBPS speed. later on through IQAC we got 4 various broad band connection with 8MBPS speed and it is distributed to various departments using a router placed at mathematics department and library. The BSNL gave this on a subsidiary rate.

#### 4.3.2 Student - Computer ratio

**Answer:** 27.8

File Description	Document
Student - Computer ratio	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.3.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.3.2</a> )

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**Answer:** 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.3.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.3.3</a> )

#### **4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**

**Answer:** Yes

<b>File Description</b>	<b>Document</b>
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.3.4">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.3.4</a> )

#### **4.4 Maintenance of Campus Infrastructure**

##### **4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Answer:** 5.92

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

**Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0.85	0.75	0.72

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.4.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/4.4.1</a> )

***4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.***

**Answer:**

Our college consists of airy and spatial classrooms, full- fledged laboratories and updated computer facilities. The classrooms have board and furniture facilities. They are well maintained by the non teaching staff appointed specially for the task. The classrooms and the labs are equipped with mikes.

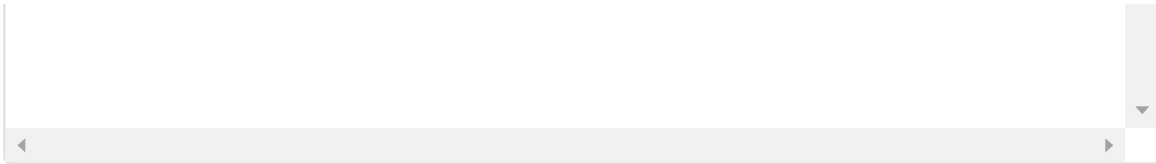
Adequate computers with internet connections are available. The utility software is distributed to various locales like office, labs, library, departments etc., All rooms are with proper lighting and ventilation. Many trees are planted in the campus.

Enough rest rooms are there. Ramps are set up in the academic area and also classes are adjusted for the convenience of the disabled persons. Vast yards facilitate athletic track and field events. Basketball cemented court, volleyball ground, cricket and football yards are available.

Periodic painting and white-washing and other repair works are carried out for the maintenance of the campus. There is periodical weeding out and campus cleaning by NSS volunteers.

With the growth of the institution . it was imperative to develop the infrastructure. New buildings and renovation of the existing ones are periodically carried out. With a structured vision of the future , works are going on in the campus. Well – qualified professors, Coaching classes for competitive exams,

Film shows, Awareness programmes - both curricular and extra- curricular, OHP, Sophisticated Language Lab, Guest Lectures, Visits of the experts, Industrial visits, are the learning resources.



## 5. Student Support and Progression

### 5.1 Student Support

#### ***5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years***

**Answer:** 80.62

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1406	1190	1336	1430	1381

File Description	Document



Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

View Document  
(<https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.1.1>)

**5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years**

**Answer: 17.21**

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
339	339	309	244	232

**5.1.3 Number of capability enhancement and development schemes –**

- 1. For competitive examinations**
- 2. Career counselling**
- 3. Soft skill development**
- 4. Remedial coaching**
- 5. Language lab**

**6. Bridge courses****7. Yoga and meditation****8. Personal Counselling****Answer:** B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.1</a> )

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years****Answer:** 0.05

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
0	3	1	0	0

File Description	Document
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Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.1</a> )
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**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Answer: 0**

5.1.5.1 Number of students attending VET year wise during the last five years

Answer:

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

File Description	Document
Details of the students benifitted by VET	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.1.5">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.1.5</a> )

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

**Answer: Yes**

<b>File Description</b>	<b>Document</b>
Details of student grievances including sexual harassment and ragging cases	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.1.6">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.1.6</a> )

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Answer: 3.24**

#### 5.2.1.1 Number of outgoing students placed year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
13	8	6	43	6

<b>File Description</b>	<b>Document</b>
Self attested list of students placed	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2.1</a> )

Details of student placement during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2.1</a> )
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### **5.2.2 Percentage of student progression to higher education (previous graduating batch)**

**Answer: 57.26**

5.2.2.1 Number of outgoing students progressing to higher education

Answer: 335

<b>File Description</b>	<b>Document</b>
Details of student progression to higher education	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2.2</a> )

### **5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years**

**(eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)**

**Answer: 22.67**

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	2	6	4

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
24	20	20	15	10

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2</a> ).
Upload supporting data for the same	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.2</a> ).

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

**Answer: 0**

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

Answer:

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

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101</a> )

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

**Answer:**

Student's council supports the effective academic and administrative function of our college. Student-council consists of chairman, secretary, joint-secretary Treasurer and a girls, representative. They are elected by the representatives from all classes. Each class has two class representative-one for boys and one for girls. We have one sports secretary and a secretary for Muthamizh mandram.

Election of members of the student council and the functions of it are based on democracy. In syllabus framing student council could not participate since we follow the syllabus of university of madras. In conducting academic seminars and conference student council tireless act enthusiastic service is commendable. Academic issues like competition of syllabus, test exam, related queries are represented through council members to the concerned person.

Student council plays a vital role maintaining discipline in the campus. Any significant issues in the campus will be decided with their representation. They act as a bridge between student and teachers. They voice the grievance of student to the college governing body. They share student's interests, ideas and grievances with teachers in college day, sports day, muthamizh vizha celebration. On such occasions they shoulder the huge responsibility of smooth running the function. By their leadership quality patience to deal with issues and endurance really they set an example for follow students. We have student representatives in Anti-ragging committee, IQAC, and women's well.

Student council provides them an opportunity an develop leadership quality by organizing and carrying out college activities. They learn to delegate responsibilities sincerely. They play vital role in getting sponsors for college programs and those act as fund raiser.

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

**Answer:** 0.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

**Answer:**

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



File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.3.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.3.3</a> )

## 5.4 Alumni Engagement

### ***5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years***

#### **Answer:**

Alumni Association started its functions since 2013-14. It is a registered association. Old student's association meeting is held twice in a year. It collects Rs.100/- from the UG and PG final year students and that makes corpus fund. Money generated is deposited and utilized for various development purpose of the Institution. Some of our old students have found placed in Government services. They will be invited to our Institution to motivate and inspire our students. Some of our students come forward to sponsor programmes like sports day, college day.

Our old student Muthukrishnan of commerce department (2013-14 ) got placed in Airport Authority of India. And he presented 2 portraits of Abdul Kalam to college( one for department and another for the college). Suresh from department of Mathematics got placed in an Information Technology at Singapore and he donated a projector to the department

### ***5.4.2 Alumni contribution during the last five years***

**Answer:** <1 Lakh

File Description	Document
Alumni association audited statements	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.4.2">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.4.2</a> )

### **5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**

**Answer: 7**

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	2	2	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.4.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/5.4.3</a> )

## 6. Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### ***6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution***

**Answer:**

Our institution has realized the significance of able governance. There is a system in making and implementing decisions. We have not only focused on 'correct' decisions but also have evolved the possible means for enabling the decisions. There are consultations, meetings, protocols, and counselling, good working relationships due to good governance. There is accountability, transparency, rule to be adopted and above all the responsive nature of the principal is highly commendable. The needs of the members are met out in a timely appropriate and responsive manner. All are involved in decision-making process. So, this equitable and all-inclusive nature lends a sense of importance to the members and all feel proud in assuming the responsibility. The right task to the right person, effective use of the resources available are the hall-marks of our governance.

Our long-term plans are realized as we set a 'perspective' for the short-term plans. Any task has an agenda, a set goal and critically analysed factor. We strive to exercise our vision and mission in letter and spirit. The objectives, challenges in realizing them, commitments are clearly set. Research-oriented education, creating leaders, identifying talents, moulding socially responsible citizens, ethical measures are long term goals planned as short term efforts. Critical success factors such as vitality, benefits, producing 100% results and service-oriented mentality achieving excellence in all measures, incentives and rewards for best performance are adopted.

Staff members play an active role in administrative and management tasks. In planning and distribution of curriculum and syllabus, in running co-operative society, enhancing discipline, conducting exams in turns, offering counselling and guidance, in admission process, selecting Guest Lecturers, in problem solving and decision-making, they have a big say.

All these are contributing on a large scale to the realization of our vision and mission.

### **6.1.2 The institution practices decentralization and participative management**

#### **Answer:**

Our Institutional administration is participatory in nature and decentralized. The Principal who is the academic and administrative head of the college supervises all activities of the college and ensures maintenance of academic discipline, overall ambiance of the institution. He / She is assisted by the College Council which consists of all Head of the Departments.

Decentralization of administration ensures to have free and independent thinking among faculty. Principal along with faculty members decide about the calendar of events, subject distribution, course plans, lesson plans schedules, extracurricular, co-curricular and curricular activities. HODs are accountable for the smooth functioning and completion of syllabus, internal assessments, student seminars, university examination and all other regular academic activities. This facilitates to grow and foster academic leadership among the faculty members.

#### **Case Study:**

A decentralized functioning mechanism empowers the departments to function with a greater flexibility and at the same time they share the responsibilities. Departmental heads also delegate work to their Colleagues to ensure smooth completion of work in the expected time frame. For the smooth functioning of the institution several committees have been formed and the committee members are authorized to take suitable actions. The College encourages participative management practices by constituting various committees like

- Admission Committee,
- Discipline Committee,
- UGC Committee,
- RUSA Committee,
- IQAC Committee,
- Research Committee,
- Sports Committee,
- Library Committee,
- Placement Cell,
- Anti-Ragging Cell,
- Old Student Association,
- Parent Teacher Association,
- NSS Committee.

The participatory management approach helps the College in planning and implementing various activities of the institution. The principal of our College conducts meeting/open discussion with the teaching and non-teaching staff which in turn, encourages the involvement of all for the improvement of efficiency and effectiveness of the college administration.

The College functions through participative management involving all its employees and statutory representation of all sections to have a strong decision-making role. The Departmental Committees are bestowed with the powers to take decisions on academic and administrative matters concerning the department and implement them with the approval of the Principal.

## 6.2 Strategy Development and Deployment

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

#### **Answer:**

The departments in turns take a keen interest in preparing Academic – Calendar – Students Handbook.

Strategic Planning Committee has been established. The committee has started the project to bring about the essential changes in the direction, structure, interfaces and performance.

Workshops and discussions are carried out regarding key issues. A strategic plan, outlining recommendations and action plans for implementing the strategy are drawn up. As part of planning there has been reviews and revision at regular intervals.

It has been listed down:

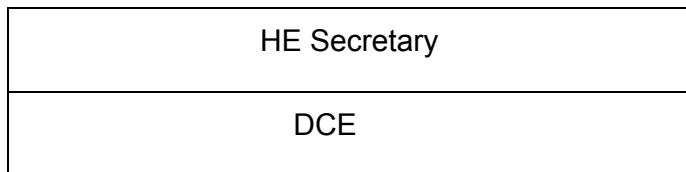
o	<b>Selected outcomes</b>
To review and change the programs	Initiation of several reforms in UG & PG programmes.
To create new departments to meet out the emerging trends in education and employment.	New courses have been introduced such as political science, etc.,
Flexible learning options in soft-skills and value-added programmes	PG, Research courses, Soft-Skills training programmes have been introduced

<p>The faculty is placed in a matrix structure with dual co-ordinations. One in department dimension and another in a Research dimension</p>	<p>Adjunct positions have been created to enable faculty to be part of more than one department</p> <p>Faculty involve in administration.</p> <p>Faculty of one department teach core/elective courses to other departments.</p> <p>(e.g) English faculty teach soft-skills.</p> <p>Computer science department offers computing skills to other departments.</p> <p>Commerce teachers teach managerial skills.</p> <p>Science faculty present environmental studies to other departments.</p> <p>Research projects are undertaken by faculties of all departments.</p>
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**6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Answer:**

The following organization chart of the institution depicts the administrative hierarchy of the institution.



Principal		
HODs	Finance Committee	IQAC
Associate Professors		
Assistant Professors		

#### **Committees of various activities**

- Admissions
- Examinations
- UGC Grants
- Library
- Time-table
- Equipment
- Sports
- Disciplinary and anti-ragging
- Women's welfare
- Grievance cell
- Class teachers
- Parents' council
- Planning
- Cultural activities

#### **Facilities available**

- Canteen
- Placement cell
- Counselling cell
- Mini-conference hall
- Library
- Labs
- Sophisticated language lab
- Open and closed auditoria

### **6.2.3 Implementation of e-governance in areas of operation:**

#### **1.Planning and Development**

#### **2. Administration**

**3. Finance and Accounts****4. Student Admission and Support****5. Examination**

**Answer:** A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/S">https://assessmentonline.naac.gov.in/storage/app/hei/S</a>
Screen shots of user interfaces	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/S">https://assessmentonline.naac.gov.in/storage/app/hei/S</a>

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

**Answer:**

R.V. Government Arts College Chengalpattu has been running successfully for the past four and half decades. The institution works with 11 major departments to its credit with 85 teaching staffs, 15 non-teaching staffs and 2050 candidates approximately.

The apex governing body of the college is the council which comprises of all the head of departments, librarian and physical director with the principal as the chairperson of the council. The work in the institution at all the levels is assigned to various committees. These committees are constituted and decided in the council meeting.

Faculty members of the institution are members of various committees comprising of a coordinator and two members. These committees conduct meeting at various intervals. Agenda of the meeting will be fixed by the committee in consultation with the principal. Minutes of the meeting and resolution made in the meeting are recorded. These resolutions made are implemented quite systematically for the welfare of the students.

In one such council meeting it was decided, discussed and resolved to convene a discipline committee to maintain overall discipline in the college campus. Based on this six day order schedule with two slots of timing were fixed and all the faculty members were involved in this work.



**Aim of the Committee:**

Six day order was followed with two batches. One batch in the morning slot from 9 Am. to 10 Am. and another batch in the afternoon slot from 12.30 Pm. to 1.30 Pm., with a minimum of 4 to 6 members drawn from various departments, along with the physical director and physical instructor, who look in to the overall discipline inside the campus.

Since 75% of the students are coming from nearby villages with less transport facility, to adhere them to college timing and make them come on time and also to control them from unnecessary wandering in the college campus.

The committee split into groups and visits each wing and maintains discipline. The committee also insist on the wearing of identity card and also stressed on the dress code of the students thereby molding the students to be even more cultured.

**Impact of the Committee:**

Implementation of the discipline committee has bought about a drastic change in the students' behaviour. They are on time to college and well behaved, unnecessary loitering in the campus is totally curbed.

This system has worked out to be very effective and it is being followed regularly every semester.

**6.3 Faculty Empowerment Strategies****6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Answer:**

1. Faculty development programmes
2. Provident Fund Scheme
3. Festival advance
4. Loans
5. Co-operative society
6. New Health Insurance Scheme
7. Family Benefit Scheme
8. Funds for organizing seminars, workshops, value-added programmes
9. Earned Leave Encashment

10. Sabbatical of special leave

11. Maternity Leave

Personal teaching audit, Academic performance Indicator System are the efforts to enhance the professional skill of the teaching staff ; computer skills, administrative leadership workshops for non-teaching staff ; Review of the appraisal by the immediate superior, immediate feedback to the individual, the Principal's regular meet to appraise department performance based on agenda, academic performance indicator system for the promotion of teachers, Performance Linked Incentive Scheme, as a motivation, PF, Gratuity, Festival Advance, Salary Advance, Education loan, OP treatment, Free tea/coffee, food at considerable rate, ESI, etc, Library facility, use of ICT, healthy & hygienic work environment, well-maintained staff rooms, Ph.D incentives, CL & ML, Holidays, leave for exams for the enhancement of the staff, Sabbatical & Maternity leave are the welfare measures for teaching and non-teaching staff.

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Answer:** 1.07

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

Answer:

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

File Description	Document
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Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/1</a> )
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**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Answer: 0.2**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

Answer:

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

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/6.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/6.3</a> )

**6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years**

**Answer:** 20.33

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

**Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
10	11	16	8	12

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/6.3.4">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/6.3.4</a> )

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

**Answer:**

This is systematically carried out to assess an individual staff's performance and productivity. This helps in organizational improvement too. It has assisted in guiding, counselling, planning and training. Appraisal has been carried out to realize the pre-set goals. This is done on an annual basis. Regular feedback from students and parents during parent-teachers meet, aid in rectifying the

drawbacks and short comings. Feedbacks are collected by the respective HODs, which in turn, are forwarded to authority concerned. Besides these, self-appraisal forms filled by the individual staff cater to the needs.

The staff-meeting serves as a true appraisal for non-teaching staff. The services rendered by them are critically reviewed and staff bring out the lacking in their performance in their presence. It helps them to improve their performance.

## 6.4 Financial Management and Resource Mobilization

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

#### **Answer:**

Auditing is conducted in the institution periodically. Various types of internal and external financial audits are conducted in a systematic manner. They are AG audit, DCE audit and special audits wherein all the financial settlement is done with zero error and to the full satisfaction of the auditing panel.

The external audit which is a statutory requirement provides an assurance that the accounts maintained is true and fair. It is an essential proof for proper expenditure.

The college knows its significance and hence it is carried out regularly on an annual cycle. It involves the Financial Accounting and Treasury team. External audit clarifies the specific elements of the college activity such as legal expenditures if any, pension scheme, Research grants and contracts and other teaching and learning expenses.

Internal audit is distinct from and is independent of the college's external audit system. The internal auditors constantly report to the college's governing body and council. It conducts audits on the system of governance, risk management, internal control, quality maintenance and the strategic initiatives towards the achievement of goals at all measures. Hence the scope of the internal audit is wider than the external audit. It covers even the non-financial areas of the college's operations. It undertakes multiple audits each year. Though internal audit is not a substitute for good management, the senior faculty take up the responsibility and deliver an effective performance. They are highly critical and thereby support and promote the improvement and efficiency. Due to internal

audit, the objectives of the college and departments are realized meticulously. The risks are managed effectively. The constant financial review by it aids in financial regulation.

#### **6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)**

**Answer: 0**

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

Answer:

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

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

**Answer:**

Various types of funds are allocated by the state government and the central government for the upliftment of the institution at all lines of necessities. Funds come through RUSA, UGC, PWD maintenance fund by the state government, Tamilnadu State Council for Higher Education [TANSCH], sale of application for the admission of students to the institution, old student association, parent-teacher association and other allocations from the state government. All these funds are utilized only for the constructive purpose and for the well - being of the institution and the student community. Proper records are maintained for the expenditure incurred and are submitted to the scrutinization of the auditors during the auditing sessions. The funds are maintained by separate committees and are disbursed for the respective purposes strictly without any deviation.

## 6.5 Internal Quality Assurance System

### ***6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes***

#### **Answer:**

To institutionalise the quality assurance strategies and process through IQAC, the following initiatives has been implemented in our college.

1. Yoga for Human Excellence
2. Awareness Programme on Anti-Ragging

Quality sustenance and Quality enhancement are our motto too. The Quality consciousness is gaining momentum in all our steps towards progression. Multiple strategies are adopted to overcome the barriers and setbacks in achieving the goals. IQAC generates good practice, idea, in planning, implementing and measuring the outcome of academic and administrative performance of the institution.

Due to IQAC, we have developed realistic and attainable quality benchmarks for each of the academic and administrative activities which have been elaborately mentioned in 6.5.2.

There is a fixed standard for all activities on the basis of practice and experiences. IQAC intervenes on a wide gamut of pertinent issues through seminars, workshops which find a detailed expression in the following section. No doubt, IQAC has strengthened the moral fibre and texture of the institution. There is a positive change in the overall performance.

Our institution has realized that quality is not an accident. With high intention, strenuous and sincere efforts, intelligent steering and skillful execution, our college is aiming at 'A' grade.

Team work at all levels has been aimed at. New concepts and guiding principles are encouraged at all levels.

Internalization of quality, culture and institutionalization of best practice are aimed at. We have evolved the following mechanisms towards its realization.

1. We have been trying to ensure timely, efficient progressive performance in academic, administrative and financial tasks.

2. Our research programmes are relevant and up to the standard.
3. There is an equitable access to and affordability of academic programmes for various sections.
4. Optimization and integration of modern methods of teaching and learning.
5. There is credibility in evaluation process and procedure.
6. There is adequacy in supporting measures.
7. We aim at sharing of research findings and opt for networking with other institutions.
8. Various parameters are there for measuring our progress.
9. Facilitating learner-centric environment conducive to quality education.
10. Facilities for the faculty to exercise participatory teaching, learning process.
11. Feedback at student, parent and all other levels.
12. Dissemination of knowledge in its best.

These are the contributions of IQAC in adopting the strategies.

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

**Answer:**

To enhance Teaching-Learning Process, Structures and Methodologies and learning outcomes through IQAC, the following measures has been implemented in our college.

1. ICT Learning
2. Cost Saving Measures in Science Labsx

IQAC is a major step in prolonging the establishment of quality and standard in all quarters. It is prime in initiation, planning and supervising various activities related to teaching learning evaluations and administration. It has been collecting data, analysing, comparing, illustrating and tabulating the improvements. Due to IQAC, the college has a long-term objective. The outcome of academic and administrative performances are scrutinized. The college keeps abreast of quality measures through workshops, seminars, demonstrations, case - studies, group discussions, panel discussions, role plays, symposia, forums, etc., This multi-disciplinary exercise has gained an exposure to the new frontiers of knowledge. There is a holistic development as aimed at. Within the financial resources available, the programmes have focused on the development of skills.



Each department has a forum through which awareness programmes, training in essential fields, motivational movies, guest lectures by experts, participation in curricular, co-curricular and extra-curricular activities by staff and students, human values programmes, value-added courses, etc., are achieved. The coordinator is an expertise in relevant fields.

The goal is to develop an action plan for the academic year, interaction with colleges, students, managements and society, introduction of need based academic programmes, improving infra- structural facilities and exchange of best practices with others.

Coaching is given for SC/ST and Minority community students, to achieve excellence in academic as well as competitive exams. The staff work beyond duty hours. Students are exposed to business world by introducing industrial training. Employability of students for jobs through soft-skills training has been arranged.

Spoken-English Class, accounts writing, computer applications course in e-commerce are conducted. The duration is 32 hrs. 50 students per class. There is a tie up with TANSICHE.

Participatory learning is evolved. Role play, grammar through conversation, puzzle-solving , dramatizing, trouble-shooting, brainstorming sessions, management games, group discussions, panel discussions all these are there to enable them industry ready. Industrial visit, internships collaboration with MOUs are there LCDs, OHPs, Educational CDs are the effective investments. Maximum out of minimum is out aim. In tutor ward system each teacher mentors 20 students.

Friday prayer with competitions and prizes, Student's feedback, Staffs evaluation through self-study reports, Alumni reports, PTA reports, Annual reports of principal. Effective feedback system, Department interactions are our efforts towards Quality Assurance.

Activities such as academic, Cultural, Sports and Social enable us to devote properly.

Steps for increase of attendance, enchantment in pass percentage, Training and placement cell, Database on profiles of students, placement training in essential skills, and invitation to companies visit our college, Personality development programme, industrial experts teachers are aimed at enhancing the quality service to students.

Non-teaching staff are involved in automations process.

IQAC programmes were attended by our staff. All these speak volumes of the contributions of IQAC.

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

**Answer: 1**

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	1	0	0

<b>File Description</b>	<b>Document</b>
Number of quality initiatives by IQAC per year for promoting quality culture	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/6.5.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/6.5.3</a> )
IQAC link	View Document ( <a href="http://www.rvgartscollege.in">http://www.rvgartscollege.in</a> )

### **6.5.4 Quality assurance initiatives of the institution include:**

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2. Academic Administrative Audit (AAA) and initiation of follow up action**
- 3. Participation in NIRF**
- 4. ISO Certification**

### 5. NBA or any other quality audit

**Answer:** D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/6.5.4">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/6.5.4</a> )

### 6.5.5 Incremental improvements made during the preceding five years (in case of first cycle)

#### Post accreditation quality initiatives (second and subsequent cycles)

**Answer:**

The institution has stepped into yet another milestone in the path of progress to reach the zenith of the topmost rung in the academic ladder. It treads fast on the successful road at all spheres of academics and non-academics.

#### Quality Enhancement at the Academic Level

1. Sufficient number of teaching staff as per the norms of the University of Madras, government of Tamilnadu and the UGC are available.
2. Online submission of examination related data is available.
3. A fully equipped computer laboratory which conducts 'Computer Literacy Program' [CLP] to inculcate computer proficiency to all the students of the institutions is functional.
4. An enriched English Language Laboratory where the communication skills of the students are elevated to greater heights with advanced technology which is the need of the hour.
5. TANSCHÉ has been providing funds for inculcating soft skills in the students since 2013 and many of our students have been placed in various organizations.
6. Research centres have been established in the departments of English, History, Commerce, Tamil and Chemistry which have inspired our staff and students to pursue higher research works.
7. Majority of our teaching staff have numerous publications both as books and as articles in various national and international journals and thereby are adepts in the latest trends in the methodology of teaching.

8. IUCR data base has been created where all the new structural data have been registered successfully.
9. Many minor and major projects have been awarded to the staff by various funding agencies which again is another feather in our cap.

#### Quality Improvement at the Administrative Level

1. For the teaching and non-teaching staff of the institution e-payroll has been generated as a means of economizing the print and paper.
2. The scholarship applications are submitted online and the amount is directly transferred to the accounts of the students.
3. The service registers of the teaching and non-teaching staff are being digitalized.
4. New buildings have been constructed with airy and spacious class rooms which provide a conducive atmosphere for the successful teaching-learning process.
5. Basic facilities such as provision of drinking water through Reverse Osmosis [RO] system have been provided for all the students in each department.
6. Student's cooperative store is fully functional for the optimum use of students so that they are able to purchase necessary educational materials at concessional rates.

## 7. Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### ***7.1.1 Number of gender equity promotion programs organized by the institution during the last five years***

**Answer: 13**

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	5	1	1

File Description	Document
List of gender equity promotion programs organized by the institution	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.1</a> )

### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Answer:

Our college is a co-education institution. still it is indispensable to profer proper amenities separately to boys and girls since it involves with sensitive matters. The classrooms are fully ventilated and widely open for thorough accessibility of the students by the staff and higher authorities. It ensures the complete safety and security especially to the girls students. There is a redressal committee with senior staff personnel as members to monitor strictly that the college campus is ragging free and problem free. If any problem occurs unexpectedly, immediately the committee serves the purpose so that there is peace at its perfection and makes the campus serene and conducive for the teaching learning process to take place. They also maintain utmost confidentiality amd make the students feel secure.

There are separate cells for boys and girls for providing counselling whenever the situation demands. The students too adhere sincerely to our advice, instructions and guidance. There are separate rooms meant for boys and girls where they can dine. Special rooms are available for boys and girls separately with basic facilities and first aid medicines if they need. They are given medical care and loving response by the mentors concerned till they are sent with their parents for further treatment or rest.

**7.1.3 Alternate Energy initiatives such as:**

**1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Answer: 0**

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Answer: 0

7.1.3.2 Total annual power requirement (in KWH)

Answer: 40020

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.3">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.3</a> )

#### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Answer: 25**

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Answer: 1250

7.1.4.2 Annual lighting power requirement (in KWH)

Answer: 5000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.</a>

#### 7.1.5 Waste Management steps including:

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

**Answer:**

1. Efforts have been taken to sensitize students to use reusable bottles, plates, bags etc., which will reduce generation of waste. Use of disposables lead to manifold increase in non- biodegradable waste.

2. Seperate dust bins for biodegradable and non- biodegradable waste, recyclable and non-recyclable waste are kept at vantage points to facilitate segregation at source. Segregation at the end, involves unsafe manual

handling. This may lead to chronic health issues.

3. An open compost pit for biodegradable waste is maintained in the campus.

4. Sewage is treated through septic tanks which are cleared periodically with the help of civic authorities.

5. Other recyclable and non-recyclable waste are accumulated and disposed with the help of municipal authorities.

6. Students and teachers are enlightened about the ill effects of E-waste (from discarded electronic and electrical goods like cell phones, CRT monitors, lead acid batteries, Nickel Cadmium batteries, PCBs etc.). They are advised not to throw e-waste into general garbage. They are guided to safely dispose them through appropriate agencies. A poster campaign was conducted to create awareness in this regard.

These are some steps carried out to reduce waste and manage waste. The ultimate, ideal goal is zero waste.

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

#### **Answer:**

Now-a-days, people depend on the government system of water supply for getting water for their every need. The present scenario of water management distribution in the cities has been centralized by the government which has brought a big gap of community responsibility in water management. It has slowly but regularly destroyed the old traditional water harvesting system.

Rainwater harvesting is again a new but old and effective technique of collecting rain water during rainy season for future usage purpose. It is being frequently used in various places of lack of water. Rain water harvesting is the good source of ground water recharge in natural way. However, the ground water level is getting less day by day because of the rapid urbanization and cities development at huge level as well as reduction in percolation of the rainwater to the ground. Rainwater harvesting is the way to reduce the use of ground water as well as maintain its level forever in the future. It is more important to the drought regions of India and other countries to supply the demands of water for various purposes. Following are mentioned points proving the fact why to harvest rain water.



- It plays great role in protecting ground water declined and improving the ground water table.
- It helps in improving the water quality in aquifers.
- It is to conserve more water and prevent surface water run of during the monsoon.
- It helps in reducing the soil erosion.
- It is to drink the old tradition of water conservation among people.

Rain water can be harvested in better ways using following methods like surface run of harvesting and rooftop rain water harvesting. Both are very effective methods help in enhancing the level of ground water and fulfill the need of water supply in easy and cost effective way.

#### **7.1.7 Green Practices**

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### **Answer:**

The need to reduce, reuse and recycle waste was stressed through a variety of events in the campus. This was aimed at igniting a spark in the minds of students, teachers and society at large, to conserve energy and environment.

(1) Already about 90-95% of students and staff make use of public transport like trains and buses.

(2) Poster and Rangoli competitions were conducted to encourage students to use less plastics. If it is inevitable use of recyclable plastic has been recommended.

(3) Street plays were conducted to awaken the general public to avoid using disposable plastic cups, plates, covers, banners and water bottles. Instead reusable articles can be preferably used.

(4) The college office uses online Pay roll system and online processing of scholarships(as per the guidelines of Tamil Nadu state government). This reduces the use of paper.

(5)The college has a good green cover with trees and plants serving as lungs for environment. Any new construction at the expense of existing trees is avoided. New tree saplings are planted during occasions of national importance. Steps are taken to water and maintain the planted saplings.

(6)Rallies, Exhibition, Debates ,Rangoli and painting competitions were conducted by the Department of Chemistry jointly with The C.P. Ramaswami Aiyar Foundation, Chennai , as a part of National Environmental Awareness campaign. They were sponsored by Ministry of Environment and Forests, Govt. of India.

a. A program with the theme "**Biodiversity conservation of Medicinal Plants**" was conducted on 16-12-2013.

b. A program with the theme "**Combating desertification, Land degradation and drought awareness**" was conducted on 03.02.2015 .

(7) An UGC-IQAC sponsored inter collegiate faculty development program on "**Micro- scale approach to Organic chemistry**" was conducted on 13-07-2017. This will help in reducing chemical consumption, cutting gaseous emissions and discharge from the lab.

We hope for a greener tomorrow with all these activities.

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

**Answer: 0.35**

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
0.09	0.08	0.08	0.04	0.04

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1</a> )

**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

- 1. Physical facilities**
- 2. Provision for lift**
- 3. Ramp / Rails**
- 4. Braille Software/facilities**
- 5. Rest Rooms**
- 6. Scribes for examination**
- 7. Special skill development for differently abled students**
- 8. Any other similar facility (Specify)**

**Answer:** B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.9">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.9</a> )

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Answer:** 14

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	3	3	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1</a> )

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

**Answer: 14**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	3	3	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document ( <a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.1">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.1.1</a> )

**7.1.12**  
***Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff***

**Answer: Yes**

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

**Answer: Yes**

**7.1.14** ***The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations***

**Answer: Yes**

File Description	Document

<p>Details of activities organized to increase consciousness about national identities and symbols</p>	<p>View Document (<a href="https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.">https://assessmentonline.naac.gov.in/storage/app/hei/SSR/101115/7.</a></p>
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**7.1.15 The institution offers a course on Human Values and professional ethics**

**Answer:** Yes

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

**Answer:** Yes

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Answer:** 14

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

**Answer:**

Festivals and celebrations are the diversions from the routine pattern of life. They are very much essential to eschew boredom and monotony. Life is interesting only with verity celebration of national festivals and the birth and death anniversaries of the eminent personalities serve double purpose. One is it lends interest. Another is human beings ought to remember the past. Footlessness is dangerous and hazardous. The link with the past alone enables

the man to be 'rooted'. The students should get emulated and they should learn the value and necessity of honouring the cherished personalities of the nation.

To bind the students with the thread of unity and brotherhood, Independence Day and Republic Day are celebrated. NCC parade, flag hoisting, Oath – taking, the national anthem, college – song, debates and talks on national leaders and issues, stressing the value of hard won freedom, remembering the martyrs and freedom fighters, the need for voting, pledge to eschew all evils such as untouchability illiteracy, ignorance, corruption are emphasized.

The birth and death anniversaries of Gandhi, Kamaraj, Dr. Ambedkar, Abdul kalaam, Teachers' Day, Christmas, Dussehra, Diwali, Pongal, Swami Vivekananda's birthday as National Youth day, Voters day and National Integration Day are celebrated.

Students are involved in several inter – departmental competitions. Rangoli, Poetry writing and recital, dance, drawing, debates oratorical and extempore, exhibitions Quiz etc, highlight the significance of the occasion celebrated.

Beyond fun and frolic, the value behind such celebrations is emphasized by the staff. The national spirit, unity in diversity, Tolerance, need for clean environment, protection of our country's resources, the requisites of a good citizen, striving for the growth of the nation at all levels are the goals aimed at.

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

##### **Answer:**

Our college is a Government Institution strictly follows reservation quota. Admission process is transparent since we follow Tamil Nadu Government guidelines and norms of University of Madras. We receive funds from UGC, IQAC, RUSA and state Government. We have committees like UGC, RUSA, IQAC and they could spend it under the heads they have been received. For all the committees Principal is the chairperson. After the allotted amount of money is spent, utilization certificate is sent to the respective body our college receive funds from state Government every year for books, equipment, maintenance of laboratory. In the council meeting funds are distributed among departments according to their need.

Audit from Joint Director's office (JD audit) is for both finance and administrative services. AG audit (Accountant General Audit) is done for finance related matters like funds from UGC,RUSA etc.,DC Audit(Audit from Directorate of collegiate Education) is need based. Once in two years these audits are carried out to maintain absolute transparency.

As we follow the syllabus of University of Madras in the allotment of Internal marks, teaching learning process, examination are transparent.

Principal is the Head of institution and all the Head of department are members of councils.All issues related to Academy, administration and finance are discussed in the council meeting and the resolutions are recorded and then implemented Hence complete transparency is maintained .

Teachers are recruited from TRB (Teachers Recruitment Board) following the guidelines of UGC. Financial matter related to teacher's salary, retirement benefits and other facilities are done following guidelines form Tamil Nadu State Government.

Funds from Parent – Teachers Association (PTA) and Old student Association (OSA) are spent according to the prescribe norms with the concern of council member and Principal. For this also utilization certificate is got and filed for Audit purpose. Hence our Institution maintains complete transparency in its financial ,academic administrative and auxiliary function

## 7.2 Best Practices

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

#### **Answer:**

#### **Innovation and Best practices**

1. Title of the practice : Yoga and Meditation .
2. Objectives :
  - o To provide the value education
  - o To improve character of the students
  - o To achieve good physical health and mental health
  - o To educate biomagnetism and life force
  - o To give kayakalpa practices for spiritual health



- To reduce mental wave frequency through meditation for peaceful mind and concentration
- To maintain harmony between body & soul and soul & mind.
- To make young minds for changes towards the better life
- To develop a system for discipline and manners for love , peace, contentment and happiness in the life of students.

### 3. Context :

On the basis vision for wisdom, the IQAC of our college has arranged motivation and awareness program on Yoga for Human Excellence for the students and faculties to achieve good physical and mental health.

#### 1. Practices:

IQAC of our college has started yoga and meditation to the students.

- IQAC have contacted the Managing Trust of Manavalakalai Mandram-Guduvanchery which was founded by Vethathiri Maharishi, Father of World Community Service Center(WCSC).
- It arranged two day yoga awareness program on 6th and 7th August 2015 by yoga professors of Manavalaikalai Mandram. They taught kayakalpa exercises for spiritual health to 260 students.
- For motivation, Two day workshop on Health and Healthy Life Style which involved yoga was conducted on 9th and 10th February to 130 students with financial assistance from Rajiv Gandhi National Institute for Youth Development(RGNIYD)- Sriperumbuther.
- Followed this program, 33 interested students have joined yoga diploma in Yoga for Youth Empowerment during 2015-16. They got Diploma Degree from Vethathiri Maharishi Institute for Spiritual and Intuitional Education.
- Again Two day awareness program on Anti- Ragging and Yoga for Human Excellence were conducted on 11th and 12th January 2017 to 155 students.
- During 2017-18, 49 students have been pursuing diploma in Yoga for Youth Empowerment (YYE).
- International yoga day is celebrated on 21st June every year with help of NCC.

Yoga classes are conducted in our campus after college hours.

#### 1. Evidence of success:

- Students practising physical exercises were relieved from physical health issues.
- Girl students were cured from menstrual problems by practising kayakalpa exercise.
- Yoga students have cultivated better discipline and good manners.
- Practice of meditation has helped the students to obtain better marks on account of improved concentration and memory power.
- Food habits changed.

- Introspection practices generated love and compassion in mind, enabling them to live in harmony with others.
- They understand the law of Nature.

### 7.3 Institutional Distinctiveness

#### ***7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust***

**Answer:**

The vision of the college is clarity of learning.

To realize this vision the curriculum has been used as a weapon. Though the institution has not gained autonomous status and therefore has not gained an opportunity to design the curriculum to attain the desired goal, the existing syllabus has been wielded by the staff to suit the purpose. Imparting quality education, exposure to the existing trends in all the fields, career guidance, introducing branch specific courses skill – development, value addition courses at low cost, various clubs in each department are functioning.

The free boarding and lodging enables the urban as well as the rural sectors to seek knowledge. The financial assistance to the students from economically challenged category is yet another milestone in realizing our vision. Communication skill development programmes is offered free of cost. The learning and evaluation process is mainly for the development of knowledge both factual and conceptual and evolution of the meta – cognitive aspects.

Evaluation strategies is designed to suit the level of the students in remembering, recalling understanding, applying, analyzing, and utilising their creative ability mainly through projects.

The passionate faculty members are the assets of our institution. The faculty upgrade their qualification periodically, attend workshops, conferences, orientation and Refresher courses to gain clarity. The good academic environment is our strength. Fairness and transparency in the evaluation strategies are other measures in attaining the efficacy of learning.

The lab and library go a long way in facilitating the research activities. NSS and NCC involve in blood donation campus cleaning, creating social awareness programmes, celebrating national and social significant festivals to mould students as socially sensitive human beings. Regular interaction between students and staff, students and principal enables the Institution to identify and understand students issues. Soft – Skills, career counseling personal enhancement sessions through experts, co – curricular and extra – placement cell, pre – placement guidance internship, involvement of alumnae, guidance for pursuing higher studies participation of students in intra and inter level sports and cultural competitions, anti – ragging committee, programmes to encourage visually challenged students are the added feathers in our cap.

As part of Innovation and Best practices, planting trees to reduce air pollution, awareness programmes for energy conservation, renewable energy usage, recycling of waste products are undertaken. All these measures are our efforts towards the vision, priority and thrust.

## Extended Profile

### Programme

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

**Answer: 28**

***Number of self-financed Programmes offered by college***

**Answer: 0**

***Number of new programmes introduced in the college during the last five years***

**Answer: 12**

## Student

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

**Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
1929	1794	1687	1596	1452

### *Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years*

**Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
491	491	412	412	402

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

**Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
585	574	572	425	420

**Total number of outgoing / final year students****Answer:** 2576**Academic****Number of teachers year wise during the last five years****Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
80	77	74	69	67

**Number of full time teachers year wise during the last five years****Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
63	60	57	52	50

**Number of sanctioned posts year wise during the last five years****Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
83	79	77	70	67

**Total experience of full-time teachers****Answer:** 1061**Number of teachers recognized as guides during the last five years****Answer:** 9**Number of full time teachers worked in the institution during the last 5 years****Answer:** 282**Institution****Total number of classrooms and seminar halls****Answer:** 50**Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)****Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
63	32	234	6	6

**Number of computers****Answer:** 74

**Unit cost of education including the salary component(INR in Lakhs)****Answer:** 0.444823**Unit cost of education excluding the salary component(INR in Lakhs)****Answer:** 0.153768

## Conclusion

**Additional Information :**

Every Year we get new courses sanctioned by the Government of Tamil Nadu. Our college offers UG program in the evening shift also (English, History and B.com) this becomes a boon to students working as part-time. Our college offers Computer Literary Program for non-computer students in the first year undergraduate degree. We have a CLP lab with 50 computers and 3 temporary computer faculty members. In the second year students take up the computer examination and certificate is offered by Directorate of Collegiate Education. Our college has a theatre group called "M. Radiant" which identifies the hidden potential of the young buds and gives them a platform to exhibit their talents. Radiant group has staged Shakespeare's plays, Girish Karnard's Naga Mandala and also on several themes like women Harassment, Environmental Awareness etc., to create awareness among students as well public. The UGC projects taken by department of chemistry and Zoology aimed at studying the local problem of pollution level at Kolavai Lake at Chengalpet. The awareness programs conducted in the campus creates sense of social responsibility. Short Term Yoga Course conducted by IQAC

help the students overcome stress. Many of our students got placed in state and central Government departments. Ours is a pollution free, green, environment friendly campus. With the free Laptop issued to the students by Tamil Nadu State Government enables us to have ICT enabled class room. There is a plan to start NPTEL – National Program On Technology Enhanced Learning in our campus.

**Concluding Remarks:**

Infrastructure, Equipment, and library resources are enough to cater to the students. Since ours is the only old-renowned Government college in Kancheepuram District, the horizontal and vertical movement of our institution will be of immense help for the socially deprived and economically weaker sections of the society. Since the education is free of cost, more female students even after marriage continue their higher education in our institution. The student-teacher relationship is friendly. Parent-teacher relationship is strong so that positive changes can be brought in their wards. Our institution is like a family and each has to fulfill his/her responsibilities. Faculty members enjoy a satisfaction by

catering to the needy people and helping them to claim the social ladder. Elevation of such socially deprived people is a real social justice. Faculty members and students have huge potential and research aptitude. The higher grade we are going get in the NAAC visit will inspire us to go for autonomy status. We hope that with autonomy and the huge funds it will bring may be useful in the further development of our institution. This will fulfill our vision of providing “ a clarity in learning” to the economically weaker sections of the society and also our mission to get them employed will be realized. Then we will move towards our dream of becoming a University.

### Terms and Conditions

- I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

Submit SSR





















