

The Annual Quality Assurance Report (AQAR) of the IQAC

2018-19

Part – A

1. Details of the Institution

1.1 Name of the Institution	Dr. Umayal Ramanathan College for Women
1.2 Address Line 1	Alagappapuram
Address Line 2	
City/Town	Karaikudi
State	Tamil Nadu
Pin Code	630 003
Institution e-mail address	womenscollege@alagappa.org
Contact Nos.	04565 227861
Name of the Head of the Institution:	Dr.S.Jeyashree
Tel. No. with STD Code:	04565 227862
Mobile:	9442966162

Name of the IQAC Co-ordinator:

Dr.L.Visalatchi

Mobile:

9442757770

IQAC e-mail address:

visaurcw@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN26991

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/27/A&A/9.1 dated 12-09-2017

1.5 Website address:

www.umayalwomenscollege.co.in

Web-link of the AQAR:

<https://www.umayalwomenscollege.co.in/report/aqar.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺	2.73	2017	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

26/08/2010

1.8 AQAR for the year (for example 2010-11)

2018-19

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

- i. **AQAR 2017-18 submitted to NAAC on 14-09-2018**
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Semi urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Alagappa University, Karaikudi

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="12"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="2+1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="13"/>

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff/ Students

Alumni

Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Art of Effective Teaching

2.14 Significant Activities and contributions made by IQAC

Teaching and learning:

IQAC constantly monitors the performances of overall academic and administrative activities of the college. The cell supports in Organizing seminars, conferences and workshops at different levels. Curriculum enrichment is insisted to achieve goals in teaching and learning articulated in the institution's strategic plan. Inculcates ICT based teaching.

IQAC recommendations which were implemented in this regard are:

1. Time table is adjusted by reducing the lunch hour and a sixth hour is introduced
2. As a curriculum enrichment programme certificate courses were introduced for all departments
3. Apart from curriculum, skill development courses were introduced to equip the women students to start up a small scale business.
4. NPTEL and swayam courses were recommended by the IQAC and as a consequence English department students and staff registered and passed the certificate course in NPTEL

Eco-Freindly and Societal responsibility activities:

1. IQAC suggests and motivate every department to carry out eco-freindly and out reach activities, refer Q.NO 3.25 & Q.No 3.26 which was hugely supported and accomplished.

Feedback Mechanism:

Feedback mechanism is effectively implemented which includes the stakeholders feedback on academic, administration and the infrastructure. As per the suggestion of IQAC, a feedback analysis committee is formed to review the feedback received from the students, parents, alumni and others(Educationalists, Industrialists and Guests). IQAC reviews the feedback received and implement the suggestion accordingly to the need and development of the institution.

Infrastructure and Facilities:

- To cope up with the increase in student strength infrastructure facilities were improved every year. In this regard new class rooms were constructed to accommodate new course students.
- As well, IQAC recommends the improvement of infrastructure and facilities based

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

Plan of Action	Achievements
Introducing enrichment courses to achieve academic excellence	To enrich the curriculum IQAC insisted all the departments to introduce certificate courses . Certificate course on Electro Chemical Biosensors designs and applications, Water quality analysis, Food production and nutrition, FLASH,PHP&MYSQL,Photoshop, Tally, PYTHON were conducted for the academic year 2018-19.
Introducing skill development courses	As a part of extracurricular programme, skill development courses on Beautician technique, AARI Embroidering work was conducted.
Training programmes and Swayam.	To cope up with the current placement trends, competitive examination training and training on English Communication, TOEFL were conducted. NPTEL courses were recommended by IQAC to all staff and students. Three staff and five students of English department passed a certificate programme offered by NPTEL IIT Spoken Tutorial programme offered by Swayam was provided as a free online course to students of Department of English, Maths, Computer Science and Information Technology. Online exams were conducted.
National Seminar/Workshop on Quality in Higher Education.	IQAC organized institutional level two day faculty development programme on “Art of effective teaching”
Orientation on Effective documentation and presentation	Orientation was given to the faculty members on “Effective documentation and presentation” and the file updates were submitted to the IQAC in NOVEMBER and MARCH

Internal academic audit	Academic audit conducted for all the departments, committees and clubs. Detailed verification with Action plan and ATR was made.
Feedback of students and parents to be stored electronically.	Feedback of students and parents were documented manually. Electronic storage is under process.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- Management has supported extensively to implement the recommendations put forth by IQAC in establishing infrastructure facilities and carrying out quality related activities.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	5	1**		
UG	12			
PG Diploma				
Advanced Diploma				
Diploma				1
Certificate				6
Others		2(M.Phil)		2
Total	17	2		9
Interdisciplinary*				1
Innovative*				1

* Annexure I attached for details about interdisciplinary add on programme, innovative programme

** M.Sc (Environmental Science) has got the approval from the affiliating university. Admission for the course is to start up from the next academic year, 2019-2020

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	
Annual	

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

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

*Please provide an analysis of the feedback in the Annexure

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

N/A

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

2 new courses – M.Phil(Computer science), M.Phil(Commerece)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
74	60	11		3

2.2 No. of permanent faculty with Ph.D.

19

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10						2		12	

2.4 No. of Guest and Visiting faculty and Temporary faculty

		2
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	1	1
Presented papers	17	10	
Resource Persons		3	

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

- Curriculum Enrichment programme
- Skill development programme
- Initiated several industrial linkages
- International conference
- National level seminars and symposium
- Workshops
- Entrepreneurship awareness programme
- Online and certificate courses
- Add on programmes
- Activity based learning is encouraged with presentations, animations, seminars
- Industrial visit

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

187

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

- i) Regular, weekly tests are conducted
- ii) Routine and open book tests are conducted
- iii) Paper presentations and seminars are also encouraged
- iv) Continuous evaluation is done through objective tests, projects, presentations, quizzes etc.

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

3		
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2.10 Average percentage of attendance of students

88.84%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A(English)	56	-	33.9	46.4	-	80.3
B.B.A	37	-	67.5	30	-	97.5
B.Com(CA)	68	10.29	56	20.58	-	87
B.Sc(Maths)	92	49	40	3.2	-	92
B.Sc(Physics)	46	26.08	63.04	2.17	-	91.30
B.Sc(EC)	19	10.53	73.68	-	-	84.21
B.Sc(Biotech)	27	18.5	70.3	-	-	78.8
B.Sc(Micro&CLT)	26	46.2	53.8			100
B.Sc(CS)	47	10.6	59.57	12.67	-	91.48
B.Sc(IT)	47	25.5	70.2	-	-	95.7
M.A(English)	5	20	60	-	-	80
M.Sc(Maths)	5	20	80	-	-	100
M.Sc(CS)	13	54	46	-	-	100
M.Sc(IT)	16	50	50	-	-	100
M.Com(CA)	10	-	100	-	-	100

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

1) IQAC constantly insists all the departments and teachers to carry out innovative activities which would benefit the students community. In this regard, certificate courses, interdisciplinary and innovative courses were introduced. Few departments made it mandate for the students to undergo certificate courses. National level workshops in collaboration with other institution were held. IQAC therefore contributes in motivating and supporting all the teaching, learning activities in the institution.

2) A copy of the report for all the activities carried out by the department were submitted to the IQAC. The reports are verified with the action plan submitted by the department. Result report submitted by the departments were analysed to evaluate the performance of the department.

3) Periodic meetings were held with the faculties, head of the department and student council to improve the standards and to get the feedback also.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	2(Swayam,Mobile App development)
Staff training conducted by other institutions	2(Ramakrishna college of Engineering Technology)
Summer / Winter schools, Workshops, etc.	3(short term course conducted by ACCET, CSIR)
Others(2 day Faculty Development Programme was organized in collaboration with CSIR-CECRI, for physical, chemical and life sciences)	75(FDP conducted by IQAC)

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5			
Technical Staff	3			

Criterion – III

3. Research, Consultancy and Extension

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

- i) Taking the IQAC recommendation to introduce M.Phil(Computer science), MPhil(Commerce) and M.Sc(Environmental Science) into action, all three courses were started with the approval from the affiliating university. Admission for M.Sc(Environmental science) is to start up from the next academic year, 2019-2020.
- ii) IQAC has recommended all the departments to conduct International level , national level seminar/workshop on recent trends of their concerned domain and almost all the departments fulfilled the recommendation. **Refer to ANNEXURE I**
- iii)To inculcate research spirit among PG and M.Phil students paper presentation competition were conducted and best papers were awarded with prizes.
- iv) Apart from the curriculum based projects to students in the final year, the Department of Microbiology offered mini projects to second year students as an initiative to sensitize research tendency.
- V) IQAC also encourages and facilitate staff members to pursue Ph.D and SET/NET to improve the quality of teaching staff and as well to promote them as UGC qualified. In this regard, staff members are encouraged and facilitated to attend and present papers in seminars, conferences etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	21	1	
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings	2	5	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

15,100

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	2	2			
Sponsoring agencies					

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

4

3.13 No. of collaborations International

National

Any other

3.14 No. of linkages created during this year

5

1. WBC Software Lab for offering various certificate courses
2. Kalvi Institute
3. WASH Institute
4. CSIR
5. ACGCET
6. CBNR

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

2

3

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

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

300

State level

National level

International level

Refer to the Annexure II for NSS activities June'18-April'19

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

4*

NCC

NSS

2

Any other

10

Refer to the Annexure II for NSS activities June'18-April'19

* 1) A mega Medical Camp is conducted at our college campus, on the occasion of our founder secretary's 90th birthday.

2) 10 km Marathon and a rally to mark plastic free environment is conducted by our group of institutions.

3) Rangoli competition for women was conducted for the public people of Karaikudi to make awareness about Green environment.

4) Alagappa Cleanliness Drive conducted to implement "Swach Bharath" in the surrounding places.

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

ISR committee of our college through village adoption programme conducted various activities in the Illupakudi village. And additionally all the departments offered their contribution in various aspects, to the village people and the government school of the village. The activities are listed below.

- Free medicamp was held on behalf of Microbiology and Clinical lab technology department 19.09.2018
- Popularization of Azolla cultivation for Economic & Ecological advantages was conducted on 12.09.2018. (74 villagers were benefitted)
- Computer Literacy programme conducted by the Information Technology department for 8th and 9th std. Students of the government school of Illupakudi, October 2018.
- Empowering women through Entrepreneurial Activities on 13.12.2018 by the department of Business Administration
- Awareness programme on "Save Energy using LEDs" by Physics and E&C department on 21.02.2019
- Awareness programme on Global warming and Green Earth to the villagers by the department of Biotechnology on 22.02.2019. At the end of the programme, Seed distribution function held.
- "Awareness programme on avoid plastics" by the department of Tamil on 22.02.2019.
- Awareness programme on Health & Hygiene by the department of Computer Science at Illupakudi Government School on 6.03.2019.
- Awareness programme on social media by the department of Mathematics 06.03.2019
- "Enrich your English" easy way of grammar conducted by the English department to the school students of the government school of Illupakudi village.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 acres	-	-	10 acres
Class rooms	53	13		66
Laboratories	4	2		6
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- i) Biometric attendance for students and staff
- ii) SMS alerts to staff and students regarding holidays, special class, functions and celebrations
- iii) E-maintenance of marks of internal assessment, unit and model examination
- iv) Alagappa App is launched with focus towards parents easy access about the attendance, holidays, academic performances
- v) Library is automated in all aspects except the check in and check out of the visitor.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6117	8,59,970	331	1,07,872	6448	9,67,842
Reference Books	14		26	2465	40	2,465
e-Books			1,00,000	Free Online Access	1,00,000	Free Online Access
Journals	44	45235	26	62,500	70	1,07,135
e-Journals			50,000	Free Online Access	50,000	Free Online Access
Digital Database						
CD & Video	108	3000	22	Free Online Access	130	3000
Others (specify)				16,344	88	16,344

4.4 Technology up gradation (overall)

	Total Computers	Computer Centres	Office	Others
Existing	107	Total no.of computers-91 Computers with internet-50	3	13
Added	-	-	-	-
Total	107		3	13

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

Alagappa App, was launched by the management which is an android app introduced for the purpose of tracking the information by the parents, students and teachers from any place. A training programme was conducted by the management for all the faculty members, students and parents to make use of this app in very successful way.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,12,600
ii) Campus Infrastructure and facilities	2953002.92
iii) Equipments	91,000
iv) Others	2,80,518
Total :	3437120.92

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Various student support services are available and the awareness about these services to the students are enhanced by the IQAC through student council meeting, class representative meetings, Head of the departments meeting . Apart from these,

- ❖ Updates on notice boards and college website
- ❖ Announcements during morning assembly.
- ❖ Circulars are issued to create awareness about the regular and special activities of student support services

5.2 Efforts made by the institution for tracking the progression

- i) Student performance analysis using academic progress reports
- ii) Semester Result Analysis
- iii) An android app named “Alagappa App” is launched which help parents to track the progression of the student through their mobile phones.
- iv) Remedial classes were conducted for slow learners
- v) Learning outcomes reports, Success rates, Awards, Competitions, co and extra curricular activities, sports achievements etc were reviewed and recorded.
- vi) Collecting feedback from alumni, students and parents

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1463	93		

(b) No. of students outside the state

(c) No. of international students

Total no.of women students: 1556

Last Year(2017-18)						This Year(2018-19)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
27	52	--	519	--	598	36	31	0	501	--	568

Demand ratio : 1:2 Dropout 1.2853%

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

- 1) Career development and placement cell conducts coaching and training program for competitive examinations
- 2) Affiliating university provides coaching through study circle

No. of students beneficiaries

Refer to the Annexure III for Training and placement cell activities June'18-April'19

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Student counselling is achieved through Mentor-Mentee system. Under this system, each tutor is assigned with certain number of students who will meet each other at times and have discussion among them. The students feel free to discuss about their personal issues, academic difficulties or career oriented counselling etc. All the students will be attending this mentoring session at least once in a month.

Apart from this, the Training and Placement Cell provides comprehensive services in the area of training, options regarding higher studies, internships and full time placements for both undergraduate and post-graduate students.

No. of students benefitted

250

Refer to the Annexure II for Training and placement cell activities June'18-April'19

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	
1	4	1	10	

5.8 Details of gender sensitization programmes

- **Organized awareness programme on Women's Rights and women related laws.**
- **Organized motivation programme entitled "Secret of Success"**
- **Organized awareness programme on "Gynaecological Issues in Adolescent"**

5.9 Students Activities

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

State/ University level

5

National level

1

International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

*Two students won cash award of Rs.10,000/- each.

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	2	(6250+7345)= Rs.13,595
Financial support from government		Not Sanctioned yet
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The major grievance received from the students is that a teacher for other language part I is needed. Institution so far supported the other language(Apart from Tamil) part I students by providing only study materials and staff guidance will be offered only certain times. As a redress to this major grievance, management appointed a Hindi and Sanskrit teacher who comes regularly and take classes as per the time table and examine and evaluate the students performance. The impact shows the improvement in pass percentage of Sanskrit students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:To nurture students in the pursuit of knowledge and create institution of Excellence that produce proactive and responsible citizen.

Mission:

- To produce a value based education enriched with qualities of Love, Humility, Knowledge and Wisdom effectively to aspire student's achievements.
- To provide a caring and inspiring academic ambience where each student is enabled to surface their innate talents and realize their full potential.

6.2 Does the Institution has a management Information System

Yes. Biometric attendance implemented for both staff and students.

CAMU is a management information system of the college in which students progress in academics, staff workload, time table, hour wise attendance, hourly content plan , etc are digitized.

“Alagappa APP” is launched for the easy tracking for the parents about their wards progression, attendance and calendar hours and holidays.

SMS alerts are given for daily attendance, holidays on special occasions, celebrations, institutional achievements and recognitions.

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

6.3.1 Curriculum Development

Our institution is affiliated to the Alagappa University, Karaikudi and is mandated to follow the University Syllabi. However, the feedback about the curriculum is regularly collected from the stake holders of the institution and the major grievances and suggestions are presented to the Board of studies through the members of the same.

6.3.2 Teaching and Learning

- As a quality improvement strategy, this year certificate courses were introduced to enrich the curriculum. As well, value added program, Add on program, skill development training programme were also conducted.
- International conference, International Symposium, National Seminars, National level workshops, special lectures are organised.
- Activity based learning involves presentations, online quizzes, industrial visits and group discussions
- ICT enabled teaching & learning is encouraged extensively.
- Remedial classes for weak students are arranged
- Advanced learners are guided to achieve ranks in semester exams.

6.3.3 Examination and Evaluation

To get centum pass percentage, institution takes various steps as such Regular weekly tests , unit test and model exams were conducted. Internal assessment is conducted as per the university guidelines.

In addition, to utilise the evaluation reforms of the university easily, the Institution supports students by forming an examination committee which constitutes of examination controller and committee members who helps students in applying, paying, retrieving the information regarding results from the university. Any grievance regarding result is redressed through this committee.

6.3.4 Research and Development

- The college in order to promote the culture of research, instituted a Research Cell. Research cell conducts seminars and paper presentation among PG, M.Phil students. They also record and update the profile of the staff members according to their research publications made for the academic year.
- Various departments have organised seminars, workshops, special lectures to inculcate the spirit of research among the staff and students.
- Department of English took the initiative to publish the International and National journal with more than 50 articles with ISSN & ISBN number.
- On duty leave is provided for staff and students to attend the conferences and seminars

6.3.5 Library, ICT and physical infrastructure / instrumentation

- In this academic session, several steps have been taken by the management to enhance the efficiency of the college library. The process of digitalization of library and cataloguing is in process.
- New additional classrooms are being constructed.
- New lab for Microbiology is set up
- New parking area is constructed

6.3.6 Human Resource Management

- Clear policies are mentioned in the institution by framing certain rules and regulations in campus which is made known to all the teaching and nonteaching staff by the management. Institution maintains a harmonious relation with all the employees.
- Providing faculties with expanded responsibilities to fully utilize their skills and talents.
- Valid selection method to recruit skill faculties and non-teaching staff.
- New/Fresh employees are given orientation by IQAC
- Providing training to faculties to update their existing knowledge-base.
- Staff secretary is elected and act as a representative to convey the grievances of staff members to the principal.
- Increment and performance appraisal is decided by the principal and the management
- Promotions are given as per the qualification and services. This year 9 staff members have been promoted as Associate professors from Assistant professors based on the same.

6.3.7 Faculty and Staff Recruitment

The Head of the department review the requirement of staff as per teaching work load. The work load will be submitted to the Principal and according to the need, staff recruitment will be made.

Staff recruitment is done in the following procedure.

Advertisement regarding the vacancy of positions will be published in the prominent dailies and the applicants will be announced of the interview date. The selection committee will deal with convening and evaluation of written test, demo class in the presence of an external expert.

Personal screening test will be conducted by the Principal. Meritorious qualified person will be recruited.

6.3.8 Industry Interaction / Collaboration

The institution has adopted a strategy of signing MoU with the Industries to give the students industry exposure and to facilitate to attend industrial workshops, expert lecture , intern etc.

- i) WASH institute
- ii) WBC Software Lab, Karaikudi
- iii) CSIR- CECRI, Karaikudi
- iv) KALVI institute
- v) ACGCET, Karaikudi
- vi) CBNR

6.3.9 Admission of Students

- The college follows the rules and regulations for admission as fixed by the affiliating University.
- Admission of students is transparent as per “merit base seat allotment”.
- Short listed candidate information will be put up in the notice board.
- For the convenience of the students seeking admission, the college has its own web-site from where the students can gather the required information.
- Applicants for admission are guided and counselled to choose the course.
- As an improvement strategy, we utilised the technological development of sending sms to the students regarding their counselling date in advance and updated the admission digitally

6.4 Welfare Schemes

Teaching	Provident fund, Gratuity, Leave encashment, Maternity leave, Fee waiver for kids, Employee Loan , ESI, Special allowance for Ph.D/NET/SET qualifying faculties, Annual increment
Non teaching	Provident fund, Gratuity, Leave encashment, Maternity leave, Fee waiver for kids, Loan , ESI, Annual increment.
Students	Fee Waiver, Educational scholarship for meritorious, economically poor students and eminent achievers in sports.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			yes	IQAC
Administrative			Yes	Principal's Office

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

For UG Programmes Yes No

For PG Programmes Yes No

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

As our college is affiliated to Alagappa University, we implement and update the examination reforms as per the direction of the university every year.

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

IQAC of Affiliating university conducts seminars and workshops and support the colleges to acquire autonomy

6.11 Activities and support from the Alumni Association

The Alumni of the institution have a get together every year in the month of April.

The Alumni association activities supports in motivating the fresher's during the orientation period, organising get together, taking part in institution's cultural activities etc. The college also taps the expertise of alumni for many of its academic activities.

Some of the Association's contribution includes donating books for the library purpose, furniture's like lockers, dustbins, etc.

6.12 Activities and support from the Parent – Teacher Association

- Training program for parents was conducted to orient them about using “Alagappa Parent App” to track their wards academic performance, attendance and calendar activities.
- Regular meetings of the parents with the teachers every semester departmentally. Parents are informed about their ward’s attendance, academic performance and the various activities of the department and the college.
- Grievances of parents were recorded which were analysed by IQAC and put forth to the management committee for redress.

6.13 Development programmes for support staff

Computer training is given to support staff in order to make them to use the technology in the preliminary level.

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

Energy conservation, RO System, Tree Plantation, Herbal garden, NSS garden, Azolla Cultivation, Categorized disposal of garbage(Bio-Degradable & Non-Degradable), Restriction of plastic usage.

Criterion – VII

7. Innovations and Best Practices

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

<p>Industrial Linkages provided enormous support in both technical and infrastructural aspects</p> <p>Certificate , interdisciplinary and innovative courses gave positive impact in academics</p>
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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action Taken Report
<p>Academics</p> <ul style="list-style-type: none"> To offer interdisciplinary seminars, workshops and conferences 	<ul style="list-style-type: none"> Two days international conference on “Nanomaterials and their applications” ICNA-18 was conducted by the department of Physics, E&C, and Microbiology &CLT Two day international workshop on “I and My Language” by English Department International Symposium on “Communication strategies in the Digital Era”(A multidisciplinary approach) Two day national seminar on “Frontiers in Biotechnology & Bioenergy” by the Dept. Of Biotechnology One day national seminar on “Entrepreneurship in the Globalizing Economy” by the dep. Of Business Administration

<ul style="list-style-type: none"> • Add-on courses to increase the number of options/electives for students 	<ul style="list-style-type: none"> • Various certificate courses are introduced as a quality improvement strategy to enrich the curriculum. • New courses are introduced viz.M.Phil(commerce),M.Phil(computer science)
<p>Development Programmes and Collaborations</p> <ul style="list-style-type: none"> o To encourage Faculty to start thinking about new courses o Firm up collaborations with foreign universities o To firm up Faculty and student exchange programmes 	<ul style="list-style-type: none"> • New value added courses and Add on programmes were introduced <ul style="list-style-type: none"> ➤ Food Production and Nutrition ➤ Medical Lab Technology • Diploma course in rDNA technology • National level workshop on “Android App Development “ by the dept. of Information Technology in collaboration with Alagappa Chettiar Government College of Engineering • Skill development training programmes were conducted in collaboration with CSIR-CECRI <ul style="list-style-type: none"> ➤ Training on “Operation and maintenance of Analytical Instruments” ➤ Training on “Electrochemical Biosensors Design and Application” ➤ Training on “TOEFL exam”

<p>Research and Innovations</p> <ul style="list-style-type: none"> o Enhance research funding o To explore possibilities for active industry participation 	<ul style="list-style-type: none"> • Department of Computer Science conducted a two day national workshop on “Art of Research writing” • Vraious linkages with industries were created
<p>Institutional Social Initiatives</p> <ul style="list-style-type: none"> o Eco-friendly measures o Village adoption 	<ul style="list-style-type: none"> • Go Green, avoid plastic was insisted. Dept. of IT students took initiative in replacing plastic water containers into earthenware pots and copper jugs • Cloth bags were distributed freely to replace plastic carry bags • Rose plants were distributed as memento for final year students • Ilupakudi village is adopted and various activities, contributions were made considering the welfare of the villagers and the school students of the village government school(Refer to the Answer 3.26)
<p>Welfare Programmes</p> <ul style="list-style-type: none"> o Evolve a scheme for Non Teaching staff o Explore loan benefits for more Teaching staff 	<ul style="list-style-type: none"> • Loan benefits were made available to teaching and non teaching staff
<p>Administrative</p> <ul style="list-style-type: none"> o Infrastructural development o Interactive feedback, analysis and monitoring. o Offer specific and targeted training 	<ul style="list-style-type: none"> • 10 New class rooms were constructed furnished with new desks and benches. • Additional bore well is laid to meet out increased need of water. • New Laboratory for Microbiology department is developed. • Feedback from all the stakeholder are recorded, analysed and measures were

	<p>taken accordingly</p> <p><u>Targeted training is offered</u></p> <ul style="list-style-type: none"> • Remedial classes were taken for the slow learners • Competitive examination coaching classes were taken for the final year UG students • NET/SET coaching is provided to PG students
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7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. “Alagappa Parents App” was launched which makes the parents to actively track the progression of their wards including the attendance and calendar activities of the institution. CAMU Automation system software/application helps both the students and the management authorities of the college to know the academic details such as time table, lesson plan, attendance, examination mark details, etc..
2. Mentoring System. Mentoring system helps in establishing a good rapport between students and faculty . The Mentoring System was introduced to monitor student progression both in academics and help students deal with issues related to life on campus and also give guidance related to their personal issues. Each member of the faculty is assigned students belonging to her department. A booklet with student details has been designed by the College to keep track of the student’s growth and development on campus. Each student is required to meet her mentor in a one-on-one session at least three times every semester. If the mentor feels that her mentee requires additional help, she is recommended for remedial coaching. The mentor also guides students on matters relating to higher education and careers. The mentor also identifies students who need financial assistance and direct them to the appropriate authority for availing of fee concessions, scholarships, and other assistance.

7.4 Contribution to environmental awareness / protection

- “Alagappa cleanliness Drive” – a mega students programme insisting to keep environment clean and green.
- “ PET to POT” an innovative program insisting the students to change the PET bottle water storage/containers to POT storage/containers
- Department of IT initiates “Free distribution of ink” to replace one time disposable ball point pens with ink pens
- Awareness program on Global warming and Green Earth
- The impure water from RO system is used for gardening
- Avoid usage of plastic carry bags
- Eco friendly nursery garden –“UPAVAN GARDEN” was initiated by the dept.of Microbiology & CLT
- Save energy using LED –awareness programme conducted.

7.5 Whether environmental audit was conducted?

Yes

No

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

Some of our weakness identified in the previous year were rectified and now become our strength(refer to point. 16). Opportunities identified in the previous year is utilised and implemented. (refer to point 17)

Strength:

1. Supportive management with a progressive vision
2. Strategic location and easy accessibility
3. Highly qualified faculty, committed to student welfare
4. Excellent academic records with positive progression by means of securing University Ranks and Gold medals
5. Enhancing employability of students through placement training and Communicative classes
6. Strong commitment to community, service, social justice, empowerment of women

WEAKNESS

1. Insufficient student strength in some PG programmes
2. Slow progress in identifying funding agencies for research projects
3. Consultancy and industry linkage needs to be strengthened
4. International collaboration with foreign universities and industries to be improved

OPPORTUNITIES

1. Expanding opportunities for under taking multidisciplinary and interdisciplinary research activities
2. Expertise of faculty to tap the corporate sector for consultancy and funding for research projects
3. Linkage and collaboration with institutions

CHALLENGES

1. Increase in number of new departments and less fee in the affiliating university which is within ½ km of radius.
2. PG department strength needs to be improved

8. Plans of institution for next year

IQAC - Plan of action to be decided upon at the beginning of the year.

- To introduce more vocational courses, certificate programmes and diploma courses through shift systems.
- To offer interdisciplinary seminars, workshops and conferences.
- To conduct faculty development program
- Collaborate with national agencies for offering consultancy services
- To obtain UGC funded research projects

Name Dr.L.Visalatchi



Signature of the Coordinator, IQAC

Name Dr.S.Jeyashree



Signature of the Chairperson, IQAC

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Annexure I

S.No	Name of the Department	Title of the program	Date	Total number of beneficiaries
1.	English	International Symposium	August 2018	
2.	English	Two day International Workshop on “I and My Language”	December 2018	
3.	Commerce , Commerce with Computer Application	Two day National level seminar on	24.09.2018 & 25.09.2018	
5.	Business Administration	National Seminar on “Entrepreneurship in the Globalising Economy”	01.02.2019	
6.	Biotechnology	Two day National Seminar on “Frontiers in Biotechnology & Bioenergy”	09.08.18,10.08.18	
7.	Microbiology &CLT, Physics and E&C	Two day International Conference on “Nanomaterials and their applications “ ICNA-18	11.09.18, 12.09.18	300
8.	Computer Science	Two day workshop on “ “		
9.	Information Technology	Two day workshop on “Android App Development”	14.09.18 & 15.09.18	40

Annexure II**National Service Scheme****Regular Activity report for the academic year 2018- 2019**

S.no	Date	Event	Resource Person & Area of Activity	Number of Participants
1.	21.06.2018	4 th International Yoga Day	1.Ms.M.Elayarani, Physical education Director, Dr.URCW, Karaikudi. 2.Dr.S.Sangeetha, Yoga Nebunar, Dr.URCW, Karaikudi.	100
2.	29.06.2108	Hundi Counting	Muthumarai Amman Koovil, Karaikudi.	50
3.	29.06.2108	International Yoga Day along with Nehru yuva kendra	1.Mr.H.Raja., Head, Passenger welfare, Indian railway. 2. Mr.A.Sundralingam., District youth coordinator, Nehru yuva Kendra, Sivagangai. 3. Mr.N.Chokalingam., Senior Advocate, Sivagangai	100

4.	14.08. 2018	One Day Orientation on “Implementation Of NSS Programmes”	Dr.R.Nageswari Head & Associate Professor, Department of Economics, Seethalakshmi Achi College for Women, Pallathur.	150
5.	14.08. 2018	Poster presentation competition [On the eve of 72th Independence Day]	Dr.R.Nageswari Head & Associate Professor, Department of Economics, Seethalakshmi Achi College for Women, Pallathur.	50
6.	15.08.2018	72 th Independence Day Celebration	1. Mr. Kasivishwanathan, Manager, Alagappa Educational Trust, Karaikudi. 2.Dr.S.Jeyashree, Principal, DR.URCW,Karaikudi.	150
7.	24.08.2018	Hundy Counting	Ariyakudi Perumal temple at Ariyakudi	100
8.	29.08.2018	Cleanliness Campaign	Adapted village Iluppakudi	150
9.	19.09.2018	Hundi Counting	Muthumarai Amman Koovil, Karaikudi.	100
10.	28.09.2018	Dengue Awareness Programme	Puduvayal, Sakottai and Kandanur Village	150
11.	24 .09.2018	Cleanliness Campaign	Adapted village Puduvayal.	150

12.	16.10.2018	Hundy Counting	Ariyakudi Perumal temple at Ariyakudi	100
13.	05.01.2019	Alagappa Cleanliness Drive 2019 1. Cleaning drive in adapted village. 2. Painting competition. 3. Pencil sketch competition. 4. Tamil Elocution competition. 5. English Elocution competition.		1500
14.	11.01.2019	Cleaning activity for Pongal Celebration	Dr.URCW	150
15.	27.01.2019	District Youth Parliament DISTRICT LEVEL (Alagappa University)	Alagappa University, Karaikudi.	04 Students [Eng –N.Divya Chezian & G.Abarna] [Micro- S.Ameera banu &N.Sithihasma]
16.	05.02.2019 & 06.02.2019	Cleaning activity for Sports Day	Dr.URCW	150
17.	14.02.2019	Hundy Counting	Sri Karpagavinayagar Temple, Pillaiarpatti.	100

18.	01.03.2019	Hundy Counting	Sri Muthumarai Amman Temple, Karaikudi.	100
19.	07.03.2019	Workshop on “Fire Safety”	1. Mr.C.Sanmugam,StationOfficer, Fire and Rescue Service Station, Karaikudi. 2. Dr.J.Prakashmanimaran, District Coordinator , Road Safety Patrol, Sivagangai.	200

National Service Scheme
Special camp 2018-2019
Theme:“Youth for Cleanliness”

S. no	Date	Days	Event	Resource Person & Area of Activity	Number of Participa nts
1.		18.03.2019	Inauguration Function	Mr.Mohamadmeera	90

2.	18.03.2019 To 24.03.2019	19.03.2019	Awareness Programme [FN] On "Health & hygiene, Social Media, GST and Demonetization".	1.Mr.K.Selvakumar, Managing Director, Aathava Housing P (Ltd),Karaikudi.	90
			Cleaning Activity [AN]	2. Verasekara Umayambigai Temple,Sakkottai.	
3.		20.03.2019	Special lecture Programmes on "Social media". [FN]	1. Ln.Jc.R.Abdul Siddik, Lawer, SR Educational Institute,Karaikudi.	90
			Special lecture Programmes On "Humanity".[AN]	2. Mrs.V.Vairamani, Assistant Professor in Tamil, Dr.URCW, Karaikudi.	
4.		21.03.2019	Sapling of Plants[FN]	1.Mr.S.Mangudi,Sangarapuram. 2. Mr.Sundharakannan, K.Velangudi.	90
			Awareness Programme on "Health & hygiene". [AN]	1. Dr.B.EswaraPriya, HOD,Dept.of Microbiology & CLT, Dr.URCW, Karaikudi.	
5.		22.03.2019	Free Medical Camp	1.Dr.C.Anandraj , Block Medical Officer, Pudhuvayal. 2. Dr.Abirami, Block Medical Officer, Pudhuvayal. 3. Dr.Sivasankari, Block Medical Officer, Pudhuvayal.	120 members .
6.	23.03.2019	Cleaning Activity	Sri Uyyavanthamman Temple, Sakkottai.	90	
7.	24.03.2019	Valediction Function	1.Mr.G.Sathosh, Home Gaurd, Sakkottai Police Station . 2. Mr.G.Sathish, FOP, Sakkottai Police Station .	90	

Annexure III**Training & Placement Cell
Activity Report - June '18- March '19**

S.NO	DATE	EVENT	RESOURCE PERSON(S)	BENEFICIARIES
1.	09.02.2018	Career Planning Programme	Dr.SubbuKumarappan, Associate Professor, Ohio University	All final year UG & PG Students
2.	17.7.2018 (July, 2018 – March, 2019)	Coaching classes for Competitive Examinations (Bank/RRB/SSC/TNPSC/Postal)	Mr.M.Hariharan, Director, Thendral IAS Academy	86 students (UG final year)
3.	06.09.2018	Career Guidance Program – “Fix Ur Future”	Mr.J.KarthickBabu, Advocate, Trichy – District Vice-Governor, Lions Club Cosmos	All final year UG & PG Students
4.	10.01.2019	Career Guidance Program	Dr.JanarthanamPillai, Head, Department of Economics, AlagappaGovt.Arts College, Karaikudi	All final year UG & PG Students
5.	05.02.2019	Personality Development Program	Mr.A.D.Victor, Correspondent, Christu Raja Hr.Sec. School, Tiruppathur, Mr.V.Gangeswaran, Businessman, Karaikudi	All final year UG & PG Students
6.	14.02.2019	Campus Recruitment Drive – Winners Education Ltd, Kerala (Soft skill Trainer)	-----	Final year B.A & M.A (English) students (36 students attended the placement drive and 7 students got placement)

Abbreviations:

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