



## **YEARLY STATUS REPORT - 2023-2024**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>ANNAI COLLEGE OF ARTS AND SCIENCE</b>
• Name of the Head of the institution	<b>Dr.S.P.MANICKA VASUGI</b>	
• Designation	<b>PRINCIPAL</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.		
• Mobile no	<b>8072945973</b>	
• Registered e-mail	<b>annaiartsiqac@gmail.com</b>	
• Alternate e-mail	<b>principal@annaicollege.com</b>	
• Address	<b>ANAKKUDI ROAD, KOVILACHERI</b>	
• City/Town	<b>KUMBAKONAM</b>	
• State/UT	<b>TAMILNADU</b>	
• Pin Code	<b>612503</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>Self-financing</b>	

• Name of the Affiliating University		BHARATHIDASAN UNIVERSITY	
• Name of the IQAC Coordinator		Dr . P . SAMIYAMMAL	
• Phone No.		91435453003	
• Alternate phone No.		9092221372	
• Mobile		8220559267	
• IQAC e-mail address		annaiartsiqac@gmail.com	
• Alternate Email address		principal@annaicollege.com	
3.Website address (Web link of the AQAR (Previous Academic Year)		<a href="https://drive.google.com/drive/u/3/folders/1dbEnD1cv2Us25tNsprlMaUJyS3uPUSMb">https://drive.google.com/drive/u/3/folders/1dbEnD1cv2Us25tNsprlMaUJyS3uPUSMb</a>	
4.Whether Academic Calendar prepared during the year?		Yes	
• if yes, whether it is uploaded in the Institutional website Web link:		<a href="https://www.annaicollege.com/wp-content/uploads/2023/12/academic-calendar-7th-Dec-23.docx-new.pdf">https://www.annaicollege.com/wp-content/uploads/2023/12/academic-calendar-7th-Dec-23.docx-new.pdf</a>	
<b>5.Accreditation Details</b>			
Cycle	Grade	CGPA	Year of Accreditation
Cycle 2	B+	2.60	2023
Validity from		Validity to	
17/02/2023		19/02/2028	
6.Date of Establishment of IQAC		25/02/2015	
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,			
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration
Nil	Nil	Nil	Nil
8.Whether composition of IQAC as per latest NAAC guidelines		Yes	
• Upload latest notification of formation of IQAC		<a href="#">View File</a>	

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>IQAC meeting conducted twice in the year and action plan was presented in the IQAC meeting. Feedback collected from the students, teachers and stakeholders in the website. We insisted our faculty to Increase Case oriented and Experiential Learning. IQAC motivated Research activities and publication in the Pandemic period. There were 14 papers published in International and National Journals and also 04 Books were published and get rights for 2 patents. Departments were instructed to conduct extra extension programme in the rural community.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes				
New Courses: 1. Department of Artificial Intellegence and Machine Learning	Affiliated on 12.06.2023				
2. Department of Data Science	Affiliated on 12.06.2023				
3. Department of Cyber Security	Affiliated on 12.06.2023				
4. Department of Arabic	Affiliated on 09.09.2023				
5. Department of Criminology and Police Administration	Affiliated on 05.06.2023				
Department workshops/Seminars/Webinars	Based on the Academic calendar department works/ Seminars/ webinars are completed as per the schedule.				
Department wise and Club wise activities completed status	Department wise and Club wise activities are completed on time and reports are uploaded in college website.				
Increases the no. of memorandum of understanding (MOU) in Department wise and activities.	MOU 2 MOU are signed in department, Social club and Cell.				
Journal Publication and Research	25 papers published in International and National Journals and also 08 Books were published and get rights for 8 patents(International 06 and National 02).,Proceedings 03 and Book chapters 05.				
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <th>Name</th><th>Date of meeting(s)</th></tr> <tr> <td>Dr (Hons).M.Anwar kabir</td><td>08/11/2023</td></tr> </table>		Name	Date of meeting(s)	Dr (Hons).M.Anwar kabir	08/11/2023
Name	Date of meeting(s)				
Dr (Hons).M.Anwar kabir	08/11/2023				
<b>14.Whether institutional data submitted to AISHE</b>					

Year	Date of Submission
2023 -24	01/02/2025

### 15.Multidisciplinary / interdisciplinary

The National Education Policy (NEP) 2020 envisioned a large multidisciplinary Higher Education Institution (HEI) in every district, by the end of 2030 as the large affiliating universities result in low standards of undergraduate education. The NEP 2020 envisages a holistic and multidisciplinary education that would aim to develop all capacities of human beings, that is, intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. According to the commission, such education will help develop well-rounded individuals that possess critical 21st century capacities in various fields, including arts, sciences, humanities, and languages, social sciences, professional, technical, and vocational. Ethics of social engagement, communication, discussion, debate, and rigorous specialization will also fall under holistic education. A liberal education enables learners to develop both sides of the brain – creative/artistic and analytic – which can make learning a joyful experience. It can unlock all human capacities – intellectual, aesthetic, social, physical, emotional and moral – in an integrated manner. Individuals with these characteristics will provide the bedrock for a better India and better world. Gaining knowledge in only one stream of education will no longer be enough. The curriculum and examinations are to be structured to provide more holistic education to students. Thus, those pursuing arts can expect to gain scientific knowledge and science students can get in touch with their artistic side. Overall, students, in years to come, will have an excellent, holistic higher education which would directly boost their careers

### 16.Academic bank of credits (ABC):

Our College students are enrolled in ABC (Academic Bank of Credit). The Undergraduate and Postgraduate students are enrolled in the ABC enrollment from the batch 2022 onwards. As our institution affiliated to Bharathidasan University and as per the guidelines of UGC our students are enrolled in the ABC Number for their academic record.

### 17.Skill development:

In India, the students are lacking the required skills even after completing the professional course that is the main reason why many students having a professional degree remain unemployed. The NEP has

its vision to empower the youth through the set of vocational, employable & entrepreneurial skills provided to them at different stages of training & education. The skill development will help the students in getting better employment opportunities and also help them in becoming self-employed professionals. As the new education policy is being started to be implemented through the entire education system, the government has its vision to build a strong progressive nation and education being the backbone of that process. The NEP based model will follow a skill based education and will impart employable & atma nirbhar skills among the students. To make this more practical, more vocational courses will be added to the curriculum and will be taught in every university/college across the country. These short job oriented vocational courses will play a vital role in producing skilled graduates in tune with the industrial revolution. The vocational level subjects will also be implemented in the school education curriculum that will help the students get hands-on experience on the vocational training like electrical repairing, horticulture, plumbing, carpentry etc. The NEP has its goal to provide vocational skills to 50% students by the year 2025. These vocational training will be started from school level and will continue in higher education depending on the interest & requirement of individual students.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

NEP 2020 is a step in the right direction to revive the ancient Bharitya wisdom, Bharitya philosophy, culture, Indian languages. It has the vision to produce responsible human beings. The primary guiding light for NEP-2020 is "the rich heritage of ancient and eternal Indian knowledge and thought". NEP 2020 is a timely intervention towards making our country a global superpower, the proverbial Vishva-guru, as India has already moved towards becoming the third largest economies of the World. The promotion of inner human values through education can best service to the entire human population. NEP has addressed the long pending demand from leading academicians and pedagogues by making use of mother tongue/ local language as medium of instruction in the primary and preferred medium of education till standard eight. Ancient Bhartiya Vedic educational system from time immemorial recognized the ability and skills of different individual. Hence, not only the philosophy but also other disciplines like literature, science as well as vocational training and other multidisciplinary learning too were part of the curricula during the ancient times. NEP-2020 has also given emphasis on recognizing, identifying and fostering the unique capabilities of individual student; flexibility to choose learning

trajectories and program according to own interest. No hard separation between curriculum and program to support for a multidisciplinary world in order to insure the amalgamation of various fields of knowledge. NEP-2020 has given emphasis on conceptual understanding, creativity and critical thinking, human ethical values and constitutional values.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels. Some important aspects of the Outcome Based Education

1. Course is defined as a theory, practical or theory cum practical subject studied in a semester. For Eg. Engineering Mathematics
2. Course Outcome (CO) Course outcomes are statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a course. Generally three or more course outcomes may be specified for each course based on its weightage.
3. Programme is defined as the specialization or discipline of a Degree. It is the interconnected arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree. For Example: B.E., Marine Engineering
4. Programme Outcomes (POs) Program outcomes are narrower statements that describe what students are expected to be able to do by the time of graduation. POs are expected to be aligned closely with Graduate Attributes.
5. Program Educational Objectives (PEOs) The Programme Educational Objectives of a program are the statements that describe the expected achievements of graduates in their career, and also in particular, what the graduates are expected to perform and achieve during the first few years after graduation.
6. Programme Specific Outcomes (PSO) Programme Specific Outcomes are what the students should be able to do at the time of graduation with reference to a specific discipline. Usually there are two to four PSOs for a programme.
7. Graduate Attributes (GA): The graduate attributes, 12 in numbers are exemplars of the attributes expected of a graduate from an accredited programme.

#### **20.Distance education/online education:**

Online education emerged as alternate to ordinary face to face classes and classes were taken using zoom, Google meet, Microsoft teams and Webex applications .An essential lesson learned from this analysis is the need for a more holistic, realistic, and sensitive approach to emergency teaching scenarios that may enable educational

institutions to better respond to such emergencies in the future. Online webinar conduct various department in our college.

## Extended Profile

### 1. Programme

1.1	37
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	696
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	1932
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	955
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	146
Number of full time teachers during the year	



File Description	Documents
Data Template	<a href="#">View File</a>

3.2	150
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	96
Total number of Classrooms and Seminar halls	
4.2	33946386
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	510
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution is affiliated to Bharathidasan University, Tiruchirappalli. The courses are under CBCS with semester pattern. The syllabi prescribed received from the University in turn is sent to the HODs. The curriculum is communicated to the faculty in the departmental meetings. Based on this the faculty members prepare lecture plan for the entire semester. Curriculum Delivery Register (CDR) is maintained in all the classes where the teachers record the lessons/practical covered on that particular hour. Academic Interaction Record (AIR) is maintained by each faculty member where the teacher records the work done actually during scheduled hours. Before allocation of subjects, a detailed comparative analysis of subject requirement and staff skill sets are made in the form of Subject Allocation. Subjects are allocated to the faculty based on their skills, experience and interest. During the academic year

2023-2024 we have faced an unprecedented pandemic situation, Due to that situation offline classes are not possible one, In order to provide academic flexibility to the student we have chosen ICT as a tool for effective curriculum delivery, online classes has been planned through weekly schedules, materials has been shared to the students through formal WhatsApp group and emails, once the online class has been done, attendance has been recorded as per the screenshots taken from while conducting the classes.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1DGYw-R7FidYj_lRoiwCobwZt5AKCN0Mh/view?usp=sharing">https://drive.google.com/file/d/1DGYw-R7FidYj_lRoiwCobwZt5AKCN0Mh/view?usp=sharing</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation. The Handbook and the Academic Calendar are prepared. Accordingly, the dates for the two CIA Tests and Model Exam per semester are fixed in the academic calendar. Before finalizing the dates, it is made sure that there is sufficient time for syllabus coverage.

Attendance in all the Internal assessments is compulsory. The reports of the Assessment are sent to the parents through Department what's App group. HODs meetings are conducted regularly by the principal to speed up the syllabus coverage through online classes. The HODs, in turn, conduct departmental meetings and encourage the faculty members to complete the syllabus within the stipulated time.

The systematic planning of the lessons and the implementation of the planning is thoroughly indicated in the logbooks. The faculty members prepare lesson plans in the logbooks before the commencement of every semester with a view to syllabus coverage.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1GqR96UyZUvm_yDX0XJL0uiw8I-WAqgDZ3/view?usp=sharing">https://drive.google.com/file/d/1GqR96UyZUvm_yDX0XJL0uiw8I-WAqgDZ3/view?usp=sharing</a>

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**247**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**23**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1544

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

The concepts and the evaluation of Gender, dealt the students indepth understanding of the concept of gender, gender politics towards genders subordination and the institutions reinforcing the same. To understand the role of various Institution which promote gender discrimination in the society. The Value education develop the students for well-balanced personality to help our nation more democratic, culture, human rights, yoga and to be socially responsible. In addition to that the soft skill, maintain effective interpersonal relationship in work environment and focus their talents and abilities towards their goals in their life able to develop the habits of highly effective people in the society. The Professional English recognize their own ability to improve their own competence in using the language, for speaking with confidence in an intelligible and acceptable manner, understand the importance of reading and writing in academic life. The Environment Science supports the students to understand the fundamentals of Environmental science and to gain the knowledge about the ecosystem and to understand the concepts of food chain, food web and energy flow in an ecosystem. The overview of this curriculum to enrich our students to be responsible citizen.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

446

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

719

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

**Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.annaicollege.com/feedback/">https://www.annaicollege.com/feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.annaicollege.com/feedback/">https://www.annaicollege.com/feedback/</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

**696**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**696**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Basically students enrolled in various disciplines are identified as slow and active learners based on two parameters first one is students after getting admission they have to undergo the competency Examination (MCQ type from Higher secondary Discipline) in order to identify whether he/she is an advanced learners or slow learners and in the second and third years, advanced learners and slow learners are identified based on their performance through Internal Assessment Examination and University examination. For Slow learners remedial classes are conducted to improve their academic performance, special attention given to absentees and students who participate in Sports and other activities. For Advance learners apart from subject, training given in the area of Skill Development Programme, Communication Skill and Personality Development This helps to identify the slow learners by conducting special classes and to bridge the gap between the slow learners and the advanced learners. The institution organizes Orientation programmes/Induction programmes/ Bridge Course for freshers both at the college level and at the department level

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1jA05mz1jmXZzL-hpJjiwt2oYJjFysyiw/view?usp=sharing">https://drive.google.com/file/d/1jA05mz1jmXZzL-hpJjiwt2oYJjFysyiw/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1932	146

File Description	Documents
Any additional information	<a href="#">View File</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

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computerassisted Learning, Experiential Learning etc. The Teaching-learning activities are made effective through illustration and special lectures. By Lecture method language teachers facilitate to understand, explain and revise the content of a text only for better understanding of the subject by the learners. In Interactive method, learning interactive with students by encouraging student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs. The ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, E- learning resources.. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. By Project -based learning certain departments undergo project based learning as part of their curriculum. The faculty members foster learning environment by engaging rich in experiential content of teaching through experience, Teaching through demonstration, visual aids, Periodical industrial visits, Organizing exhibitions, Presenting papers, Analyzing case studies and Participating and conducting quiz on theory topics. By collaborative learning, students and staffs are benefited by exchange of learning from Institution to Institution

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1xHAFzADrWhGylZmlrSg0MCTh37SwiMGq/view?usp=sharing">https://drive.google.com/file/d/1xHAFzADrWhGylZmlrSg0MCTh37SwiMGq/view?usp=sharing</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In Teaching-Learning process, ICT enabled teaching methodology is followed. The tools used by the faculty and guest lecturer during pandemic days are google class room, Zoom app, Google meet, Microsoft team and Webex. Rather than the app our class room



lecturing are visualized through you-tube channel and the powerpoint presentation are enabled in our college website. Our college supports our students with Wi-Fi enabled class rooms with LCD projectors, Language Lab, Smart Class rooms, Elearning resources. By Virtual class room the guest lecture of eminent persons in their core knowledge are organized. The institution has membership with ICT to take over the virtual classes for faculty and students for present scenario. Movies and Short videos are displayed related to their subject concern. Apart from Academic, the ICT methodology support the students by counseling through expert psychologist, Cyber Crimes and safety measures for female students, code of discipline, Awareness videos for both gender are displayed through short videos. The College activities and programmes are trended in social media such as in you-tube, instagram, twitter. All the activities are recorded in our integrated software for easy accessibility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

146

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

146

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

##### **2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

49

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### **2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

##### **2.4.3.1 - Total experience of full-time teachers**

79

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## **2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The summative assessment is concerned, the institution follows a Centralized Continuous Internal Evaluation System. The main

objective of summative assessment is to evaluate student learning at regular intervals by conducting CIA Tests, Model Examinations for Theory Papers, Model Practical for Lab, Projects and Mock Viva Voce for Projects. Academic performance of students is evaluated both by Continuous Internal Assessment (CIA) and University Semester Examinations. For MBA and MCA Project the internal mark is 20. For Internal marks 25% of the total marks in each course are assessed by CIA Tests, Model Examinations, Assignments/ Seminars and Attendance in respect of theory courses and Lab participation and records in respect of Practical's/Viva-Voce. To ensure transparency of the evaluation process, the marks allotted are displayed on the Notice Board. Test marks will be informed to their Parents either through letter /SMS. Formative assessment is part of the instructional process which is done by the faculty in their respective subjects to monitor student learning and to provide ongoing feedback to improve their teaching. Some of the formative assessments are Activity Based Learning, Seminar Presentation, Role Plays, Subjects quizzes, Case Studies, Group Discussions, Debates, Field Work/ Field Visit.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1IvCAhlAowkC1VEeWVOWBJe4gWltcdsWr/view?usp=sharing">https://drive.google.com/file/d/1IvCAhlAowkC1VEeWVOWBJe4gWltcdsWr/view?usp=sharing</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The Examination related grievances are handled by maintaining transparency. The following method is followed for Grievance Redressal in evaluation by Department level, College level, University level. In Departmental level Grievance regarding the internal assessment tests is handled by the respective subject teacher and the Heads of departments. By College level the Internal Examination Committee meets regularly for objective and effective redressal of the grievances of the students about evaluation..The college has a Grievance Redressal Committee comprising of the Head of the Institution, Vice Principal and HODs. In University Level, Grievance regarding semester examinations conducted by Bharathidasan University is handled as per university proceedings. The student has the right to apply for re-totalling, photo copy of the answer script and revaluation. University Examination related matters are communicated through Principal via Chief Superintendent of Examinations. If the students indulge in any kind of malpractices, severe action is taken by the exam cell after discussing the matter

with the Chief Superintendent. The examination cell is completely involved in dealing with examination related grievances, sent to the Controller of Examinations, Bharathidasan University, immediately, in a timebound manner.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1yjEEU5xeR9hR2Uaw884bdl1u-uFZl8cJ/view?usp=sharing">https://drive.google.com/file/d/1yjEEU5xeR9hR2Uaw884bdl1u-uFZl8cJ/view?usp=sharing</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

### Method of Communication:

The College has clearly stated learning outcomes of the Programmes and Courses. The following methods are followed by the institution to communicate the learning outcomes to the teachers and students.

Hard Copy of the syllabus and Learning Outcomes are available in the departments for ready reference to the teachers and students.

Learning Outcomes of the Programs and Courses are displayed in the notice board of each department.

Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are uploaded in the Institution website for easy reference. The importance of the learning outcomes has been instructed to the teachers in IQAC Meeting and Academic Council meeting.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1xjLxCEUFaWgpkNqBhCGmcawz3ufPgDG1/view?usp=sharing">https://drive.google.com/file/d/1xjLxCEUFaWgpkNqBhCGmcawz3ufPgDG1/view?usp=sharing</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college believes in making the graduates empowered to face the challenges set by the social and economic realities of the world. It also involves a system to assess the learning outcome of students in Program and Course wise. The Program outcome are acknowledged by the Council members of the Institution, it help the stakeholders to supervise the resources effectively to the maximum extent. This creates path to improve the processes continually. In every degree program, outlooks are listed out by the institution under the Program Outcomes. This enables the stakeholders to identify and evaluate complex problems. They also learn to make solutions for problems that meet the specified needs with suitable consideration for the cultural, society and environmental well being. They learn to use researchbased knowledge and research methods including design of experiments, analysis and understanding of data and synthesis of the information to provide suitable conclusions. This is followed by modern tool usage, to apply with an understanding of the limitations. Finally, they acquire the ability to engage in independent and life-long learning. The Program Specific Outcomes recognize the nature and basic concepts of ecosystem to analyze the relationship between human beings and nature.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1PwHtYlm2Vr9YeN26HM-fMY9lgu9cGwpp/view?usp=sharing">https://drive.google.com/file/d/1PwHtYlm2Vr9YeN26HM-fMY9lgu9cGwpp/view?usp=sharing</a>

### 2.6.3 - Pass percentage of Students during the year

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

955

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://drive.google.com/file/d/1dNMeCk1sCU4rx3eOtk8maWyCfMGCefAy/view?usp=sharing">https://drive.google.com/file/d/1dNMeCk1sCU4rx3eOtk8maWyCfMGCefAy/view?usp=sharing</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://docs.google.com/spreadsheets/d/1GIEJdDuZd9DjqvXZRWksorckGZL-97Gd/edit?usp=sharing&ouid=108527906393180983491&rtpof=true&sd=true>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">nil</a>

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Dr.S.P.Manickavasugi, Dr.R.Rajkumar Dr.P.Mani ,Dr.J.Revathy,Dr.D.Elamparithi , Dr.V.Moorthy and Dr.N.R.Saravanan have filed and granted with patents for new innovative techniques.

We cultivate water fern Azolla, a Biofertilizer which are used in our organic paddy fields to enrich the nutrient quality of the soil and to reduce the evaporation of water.

Plant Saplings in the college campus are supplemented by the biocompost prepared by the school of Bioscience. Students are enriched with the knowledge about the methodology followed for biocomposting. This instills the value of preserving and sustaining the ecosystem in the minds of the youngsters.

Apiculture is yet another activity that can be counted in the innovation eco-system. Students engage themselves in this activity by collecting honey and distribute it among faculty and students.

In the paddy farm we use vermicompost prepared by school of Bioscience students for cultivating the crops in our Institution. The College offers Vermicompost to the public free of cost.

For making the campus Green and plastic free our students show keen interest by creating hanging garden by using the waste plastic bottle and it is distributed to our staff for creating a ecofriendly environment.

The students are encouraged to learn the technique of cultivating flowering and medicinal plants through Herbal Nursery

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0



File Description	Documents
URL to the research page on HEI website	<a href="#">nil</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution has connected well with neighborhood community and adopted number of measures to enhance the extension activities in terms of impact and sensitizing students to social issues and

holistic development.

The college has implemented the activities through NSS, RRC, YRC, Rotaract clubs and NCC. The NSS Unit organized eye care camp at Vilanthagandam Panchayath and Leo Club organized awareness rally for Eye Donation at Kumbakonam.

Club organized a Marathon from Thirupandal to Kovilacheri to create Awareness for "Cent Percentage Voting" in which more than 500 students participated.

The Rotary Club organized a Awareness Programme on "Road and Safety Measures" to the Society through online (Webinar)

The Department of Hotel management and catering Services organized awareness program for Women's Welfare Society at Mannargudi in the topic "Good Health and Good Nutrition" handled session to the Govt. Girls Higher Secondary School students at Kottur village about "Nutrition Deficiency".

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1PHv_uY_6qjT05EdJWaRwXKI9crWfJ3VK/view?usp=sharing">https://drive.google.com/file/d/1PHv_uY_6qjT05EdJWaRwXKI9crWfJ3VK/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

3

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The mission of the institution is to offer higher education in the fields of Arts, Science and Management studies to the needy, poor and middle class students to make them fully employed and economically self- dependent. To accomplish this policy, the College Management is providing the best infrastructure for effective teaching and learning process in the campus. The Institution has well furnished with adequate number of class rooms, laboratories, well furnished library, seminar/conference Hall, Auditoriums, parking area for the vehicles, canteen, adequate numbers of buses and separate hostel for both boys and girls. The college library is a repository of rich learning resources for the students it contains adequate number of books, periodicals, CDs, DVDs, Online databases, digital library and newspapers. Four

Seminar/conference halls and two auditoriums (Open air Annai auditorium & Dr.A.P.J Abdul Kalam Movie Theater auditorium), Audio-Visual room are available in the college premises. The R.O. water, Solar plant and for emergency medical issues first-aid is provided in our campus itself. Canteen facility available in the campus for the staff and students to provide the good catering service at low cost. CCTV cameras were installed for surveillance, to reduces the unnecessary problems in controlled manner

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/10p3Knz4z9d7070dzE2l9Koc1hzRnezcr/view?usp=sharing">https://drive.google.com/file/d/10p3Knz4z9d7070dzE2l9Koc1hzRnezcr/view?usp=sharing</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Three NSS (I, II &III) units are available for boys and girls, through which many social activities are being conducted. Other facilities such as RRC, YRC, ExNoRa Club, Nature Club, Gender Championship Club, LEO Club, CCC, Rotaract Club, ED Cell and Fine Arts Club are available for extra-curricular activities. The institution provides facilities for the sports and games. The full time Physical Director is responsible for conducting all the sports events. Inter-Collegiate sports events are being conducted to encourage the students who are involved in sports and games. The institution provides facilities for the indoor games such as Carrom & Chess. The institution also provides facilities for the outdoor games such as Volley ball, Throw ball, kho-kho and Athletic events such as long jump, high jump, shot put and Disk throw. Cricket nets, Settle Carg, Basket Ball court are available in the campus. In Every Year, in the Month of February our college conducts Mega Inter & Intra Cultural Program through our Fine arts Club. The role of Service Club render various programme such as Medical Camp, Field Visit, Awareness programme to school and colleges and special concern for the health and hygiene of the students and staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/10iwo2kQT_2LuQJaySicqfxkQ5KAVXLR5/view?usp=sharing">https://drive.google.com/file/d/10iwo2kQT_2LuQJaySicqfxkQ5KAVXLR5/view?usp=sharing</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

29

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1HcNc2jhmjHWCm0vDgHdkl7_TmbNOVtE-/view?usp=sharing">https://drive.google.com/file/d/1HcNc2jhmjHWCm0vDgHdkl7_TmbNOVtE-/view?usp=sharing</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

33946386

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The College library has 42111 number of text books, 115 reference books, 156 CDs, 25 dictionaries, 132 bound volumes, 57 donated books, 12 National Journals. DELNET is accessibility for digital library. The Library also 03 daily news paper such as The Hindu, Thina Thanthi, Dinakaran,. The library is accessible for students and staff during the week days 8.30am to 6.30pm, Holidays 9.00am to 4.00pm and during Exam days 8.00am to 8.00pm. The library has full flourished reading hall with capacity of 70 students. In the library, various departmental sections are available for Chemistry, Bioscience, Physics , Mathematics, Commerce, BBA, Information Science, Tamil, English, Hotel Management, Visual Communication, Defence, Forensic Science and separate library for AICTE approved course MBA and MCA. Faculty publications of their Journals, proceedings and Books are available in the library. The Faculty and students donate the books in Department Library and General Library. These books are freely accessed by the students and faculty. Our College functions with Integrated Software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

122,461

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

140

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The College adopts best practices for scalable and sustainable implementation of all IT services. It provides computing and networking services such as desktops, laptop and internet for all the departments and clubs, library and office. Appropriate standards are followed for selection, purchase, set-up/maintenance of all computing and networking equipment. The College provides necessary training to the users through the School of Information Science department. For the easy accessibility of computers the pen drive provisions are connected with secured antivirus software. Procurement of computing and networking equipment are made through System Administrator. College strictly adheres to the terms and conditions of license agreements of IT resources software usage. It insists upon use of open source software . All the software are maintained by the system Administrator. Internet is available through Wi-Fi connection . The College has adopted WiFi facility which is protected by firewall and password.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/15oniSsnKNHb1DTfAYQdpxpLlA6giwzj2/view?usp=sharing">https://drive.google.com/file/d/15oniSsnKNHb1DTfAYQdpxpLlA6giwzj2/view?usp=sharing</a>

#### 4.3.2 - Number of Computers

510

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5088054

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</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.

Library is providing open shelf system for its users. Student need to present their valid photo ID for facilitating check out. The library is accessible for students and staff during the week days 8.30am to 6.30pm, in Holidays 9.00am to 4.00pm and during Exam days 8.00am to 8.00pm. The library is headed by the Librarian for both U.G and P.G. The maintenances and upkeep of the infra facilities are carried out with the Estate Manager with their supporting team.. The computer is maintained in the institution by ICT Team, this division provide the integrated IT services like smooth running of automation, up-gradation and maintenance of websites, biometric, hardware, networking equipment melding intermit etc. The buses are plying covering all the routes for the use of staff and students. Optimum working condition of all properties/ equipment on the campus is ensured through Annual maintenance includes Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained In - house electricians plumbers, Civil Engineer administered by the Estate Officer. The IQAC Cell through internal audit verifies the stock register and the equipment maintenance of the department at every end of the semester.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1bpnpTYHrK6LV9wMWpAuWzPDq0SflakkS/view?usp=sharing">https://drive.google.com/file/d/1bpnpTYHrK6LV9wMWpAuWzPDq0SflakkS/view?usp=sharing</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

316

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

102

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.annaicollege.com">www.annaicollege.com</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### **5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

219

##### **5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

330

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

38

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

45

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

7

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Our college encourages the participation of student representatives in various decisions making, academic and administrative committees, to enable them in acquiring better academic environment. Student

opinions and suggestions are considered to take measures in view of students' perception. Institute puts efforts for the overall development of a student. They take part in several college and Department level committees with active participation.

Few of them are explained below.

**Women's Grievance Redressal committee:** The girl students are part of the committee to address issues on women welfare.

**Class Committee:** the student representatives from each class discuss the conduct of class work, delivery of lecture and overall discipline. Based on the minutes of the meeting, action is initiated to improve the academic performance of the class.

**Anti-Ragging committee** - To create awareness on zero tolerance to ragging in the campus.

The students have representation in many other committees in the college such as Women's welfare cell, Students grievance cell, Students council cell, Student support cell and Gender champion club and in the department clubs.

**Anti-Drug Cell-**To create awareness on zero tolerance to drug in the campus. The students have representation in many other committees

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1d3gn28mpqsMxvGaxyuIYb-sWaV70ggP6/view?usp=sharing">https://drive.google.com/file/d/1d3gn28mpqsMxvGaxyuIYb-sWaV70ggP6/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

430

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

It is a matter of pride that alumni of our college occupy various key positions. Our college has a registered Alumni association. It serves to strengthen the network among the alumni, faculty and the management. All alumnae are encouraged to register online.

Around 560 members have registered so far. The Alumni Committee is constituted with 9 office bearers and is very active in various activities. Following are the activities that take place on behalf of Alumni Committee:

1. Alumni Meet - Every Year in the month of February Alumni Day is celebrated. This year celebrated May 23rd 2024

2.Sessions by Alumni -Every department invites alumni to share their experiences with the juniors which further helps them in their future endeavors.

3.Fund raising - Each alumni contributes Rs.100/- as Alumni Cell development fee (once during passing out) for the strengthening of the cell.

4.Helping in Placement - There are a good number of alumni in college who help in placing the final year students with their reference or sometimes in their own organization.

5.Contribution - the fund raised by alumni is used for Donating clothes ,conduct creativity contests among students and planting saplings.



File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1j-qifzOwY8qiSosuS6pOnVjGKtcAfwjC/view?usp=sharing">https://drive.google.com/file/d/1j-qifzOwY8qiSosuS6pOnVjGKtcAfwjC/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs) C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision:** To educate and empower the students by inspiring positive attitude with quality education, team spirit, humanism, cultural heritage, integrity with Unity & Diversity to be a responsible community to preserve our environment and our great Nation."

**Mission:** Our Mission is to achieve excellence in education, to be honest, develop intellectual, preserve forestation and socially responsible with a positive attitude to the development of society. The vision and mission of our institution describes that we emphasize on quality, humanism, cultural heritage, through integrity in order to make our students community as responsible. Hence we used disseminate knowledge with culture, moral, discipline and focus. In our institution we give more importance to students and staff discipline in all our governance, perspective plans and participation of teachers in decision making. The above process starts right from the governing council by discussing the execution of academic process with the principal. Then the principal will discuss the perspective plans such as admission strategy, academic strategy, extra-curricular and co-curricular activities with academic council, and then the same will be discussed with HOD meeting and the staff meeting.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1IuKHLyYnIPFjS4AZMKvKagzq6OabsHPp/view?usp=sharing">https://drive.google.com/file/d/1IuKHLyYnIPFjS4AZMKvKagzq6OabsHPp/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

It is a matter of pride that alumni of our college occupy various key positions. Our college has a registered Alumni association. It serves to strengthen the network among the alumni, faculty and the management. All alumnae are encouraged to register online. Around 2442 members have registered so far. The Alumni Committee is constituted with 9 office bearers and is very active in various activities.

Following are the activities that take place on behalf of Alumni Committee:

1. Alumni Meet - Every Year in the month of February Alumni Day is celebrated. This year celebrated May 23rd 2024.

2. Sessions by Alumni - Every department invites alumni to share their experiences with the juniors which further helps them in their future endeavors.

3. Fund raising - Each alumni contributes Rs.100/- as Alumni Cell development fee (once during passing out) for the strengthening of the cell.

4. Helping in Placement - There are a good number of alumni in college who help in placing the final year students with their reference or sometimes in their own organization.

5. Contribution - the fund raised by alumni is used for Donating clothes ,conduct creativity contests among students and planting saplings.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/12dH15bPY4cS8SttuchnpWtIytkWROptz/view?usp=sharing">https://drive.google.com/file/d/12dH15bPY4cS8SttuchnpWtIytkWROptz/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being the academic head of the institute, the Principal is asked to present his/her strategic plan for the growth and development of the institution at the time of their selection itself. There lies the significance the top management assigns to the concept of having strategic plan in place. The meritocracy of their ideas, inputs and the means with which they propose to attain the same will get evaluated. It is in the genes of ACAS that "No things should happen as a product of circumstances; instead, in fact, everything should be a product of the decisions" and to contemplate on the above are the following: Under the headship of Principal, the 11 major strategic imperatives were identified and necessary efforts are taken to improve the thrust areas. They are,

1. Enhanced Teaching and Learning
2. FDP
3. Introduction of New Courses
4. Improving Infrastructural Facilities
5. Enhancing Research and Consultancy
6. Employability of the Students
7. CoCurricular Activities
8. MoUs
9. Public Relations
10. ExtraCurricular Activities
11. Alumni Association

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/14YG6WPJn-o93YPSkx3tbr7p28otRDOMz/edit?usp=sharing&amp;ouid=108527906393180983491&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/14YG6WPJn-o93YPSkx3tbr7p28otRDOMz/edit?usp=sharing&amp;ouid=108527906393180983491&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our organogram starts with The Chairman, Under the chairman there will be the principal of the college. Report academic, research cell, placement cell and administration all are reporting to the principal. principal there will be Dean/Vice principal, library, exam cell are functioning. Under Dean/Vice principal Head of the department and all the clubs are functioning. Under HOD professors - associate professors - assistant professors - assistant and lab assistant are hierarchically functioning. Under activity clubs corresponding coordinators are functioning. Under library chief librarian and assistant librarian are functioning. Exam cell hierarchy is starting from chief superintendent through convener to members. Under administration A.O office, infrastructure and maintenance, transport office and security officer are functioning with corresponding departments. The Management gives empowered leadership to the Principal, who in turn leads the college towards the achievement of the vision and mission. She takes care of the effective administration of the college and executes all the university and academic requirements. The Principal also provides effective leadership and valuable guidance to the teaching and administrative staff members. She gives counseling to the staff members whenever necessary.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1VtORz82CeMQHnkRYMmnjlKLvncU8423q/view?usp=sharing">https://drive.google.com/file/d/1VtORz82CeMQHnkRYMmnjlKLvncU8423q/view?usp=sharing</a>
Link to Organogram of the institution webpage	<a href="https://drive.google.com/file/d/1OSrC8eUXNFCeP5tCv2nGca6DipfRyXMu/view?usp=sharing">https://drive.google.com/file/d/1OSrC8eUXNFCeP5tCv2nGca6DipfRyXMu/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

### TEACHING STAFF

1. CHILDREN EDUCATION ALLOWANCE: A sum of Rs. 200/ per month shall be sanctioned as CHILDREN EDUCATION ALLOWANCE

2. PATERNITY LEAVE: Male Employees will be granted Paternity Leave for four working days.

3. SHORT LEAVE: An employee can take three permissions per month for one hour,

4. COMPENSATORY OFFS: An employee, who has worked on a holiday, is eligible for a Compensatory Leave.

**5. SCHOLARSHIP FOR RESEARCH:** The liberal management has helped many researchers with financial support to pursue their Ph.D. Programmes.

**6. SABBATICAL LEAVE:** Sabbatical Leave of 30 Days of paid leave is available to undertake research

**7. TRAINING PROGRAMS** The Management periodically arranges special coaching classes for the faculty members to appear for the SET/NET examinations.

**8. OTHER AMENITIES TO FACULTY MEMBER:** Our College shows the Keen interest to motivate our faculty member in Publication On Honoring of our Faculty who continued their Services in ACAS for 10 years, Our Management provides the plot for their sustainable Service.

#### NON-TEACHING STAFF

**1. CHILDREN EDUCATION ALLOWANCE:** A sum of Rs. 200/ per month shall be sanctioned as CHILDREN EDUCATION ALLOWANCE

**2. COMPENSATORY OFFS 3. PATERNITY LEAVE** Male Employees will be granted Paternity Leave for four working days.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1hhxx2T7e8Wfj8whDPRI4uiyl8uCP2nvc/view?usp=sharing">https://drive.google.com/file/d/1hhxx2T7e8Wfj8whDPRI4uiyl8uCP2nvc/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

10

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution is having a comprehensive Appraisal System which is adopted through the following approaches.

**Staff Self Appraisal:** Staff Members at ACAS are given an opportunity to carry out self-assessment which helps them to identify where they stand, and what skills they possess.

Books and Research Publications by the faculty members play a vital role in the appraisal of staff. The Heads of the Departments evaluate these self-appraisal forms and give suitable recommendations to the Management.

**Semester Feedback Evaluation:** This feedback is collected twice from the students middle and end of the academic year.

**Administrative Responsibilities:** The institution has various club and committees such as Leo club, Exnora Club, Nature club, Consumer citizen club, Rotract club, Gender championship club, Youth Red Cross (YRC) NSS, AntiRagging Committee, Grievance Redressal Committee and also the college conducts various events such as Graduation Day, Independence Day, Republic Day and College Annual Day and cultural Day. All the faculty Appraisal Interview Appraisal of the Non-Teaching Staff The Principal, and the Administrative officer observe the performance of the non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1hnoPHEgQYqc1lGLgPMmCny9rJLW_OV8S/view?usp=sharing">https://drive.google.com/file/d/1hnoPHEgQYqc1lGLgPMmCny9rJLW_OV8S/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The management committee is the apex body to monitor effective and efficient use of financial resources. The funds are optimally used and standardized auditing procedures are adopted to scrutinize the utilization of the same. The audited statements of expenditure and utilization certificates are submitted to the concerned agencies on time. Management adopts a systematic policy for the control of



expenses and usage of funds. The college accounts are subjected to internal and external audit. Audit is done annually. All financial transactions are checked by the financial consultants and internal auditors appointed by the management. No major irregularities were found in the audit.

**Finance Committee:** Monitoring and planning for the institution's financial position and financial control systems is normally undertaken by a finance committee. Its role is key to ensuring that the governing body discharges its financial responsibilities correctly and that the institution remains financially viable at all times.

**External Audit:** It is done by a Chartered Accountant appointed by the management, once in a year. External audit is done by the scheduled chartered accountants.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1myzU_YxL5AMVN_FSKdoI6tECTadtpQ9D/view?usp=sharing">https://drive.google.com/file/d/1myzU_YxL5AMVN_FSKdoI6tECTadtpQ9D/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Established in 2001 as a self-financing institution offering 4 UG programmes, there has been an incredible progression in the growth

of ACAS College in terms of quantity and quality. Being a Private Institution, the College Management has constructed all necessary buildings and classrooms with state-of-the art facilities and latest equipment. The Management takes care of the salary of all the staff. Apart from this, the Management also sanctions funds for the conduct of Seminars, Guest Lectures and Conferences.

The following are the sources through which the College generates income:

1. Collection of Tuition Fees from the students
2. Collection of Bus Fees from the students
3. Collection of Hostel/Mess Fees from the students The income generated through the Bus fees and Hostel/Mess Fees are utilized for the planned purposes.

The Tuition Fees collected serve as the main source of income for the Institution. It also spends a considerable amount by the way of concession to the deserving students like Army family and physical disabled students. It offers free seats for meritorious, sports, cultural and economically weaker students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

The IQAC is a part of the institution towards the realization of the goals in quality enhancement. The main function of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution. IQAC shall evolve mechanisms and procedures for ensuring the successful completion of academic and administrative responsibilities. It has to Optimize and integrate the modern methodology of teaching and learning. IQAC is facilitating the quality education and faculty involvement to adopt the required knowledge, technology ideas for participatory teaching and learning process. Developing and maintaining the institutional record for the purpose of enhancing the institutional quality. Our

IQAC was formed on 25th Feb 2015. It functions effectively under the leadership of the Head of the Institution. The role of IQAC Coordinator and members is to work accordance with the guidelines framed by NAAC. IQAC is responsible for co-ordination of the departmental activities. It monitors all the academic matters of the Institution and suggests any improvement in order to achieve excellence in Education. IQAC Meetings are conducted along with the HODs of the Departments and Club Coordinators.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 and recorded the incremental improvement in various activities

The IQAC monitors the post accreditation quality initiatives in the Curricular, Co-curricular and extracurricular enhancement, are successfully implemented during the last five years. The following quality initiatives have been taken:

6 UG Programmes, 3 PG Programmes and 1 Research Programme are introduced. ICT enabled Teaching Methodology is strengthened Academic Counselling - Mentoring System are followed. Class Committee for Academic Structured Feedback Mechanism Wellplanned Lesson Plan with Planned, Actual Date and the reason for deviation for both Dates. Internships/ Field Projects Enhancing strategies were followed for advanced learners and slow learners. Student centric methods are strengthened. More No. of University Rank Holders. Annual audit for Academic (Internal and External audit) and Internal Administrative Audit. Value-Based Education. Collaboration with ICT Academy. Established ED and Incubation Cell. Increase in number of Research guides Increases in number of Research Publications in UGC Approved Journals and Patents. Increase in number of MOUs/ Linkages/Foreign MOUs Increase in Number of Higher studies and Placement. Increase in No. of workshop, Seminars, Faculty Development Program. Increase in number of Industrial Visits/ Field Trips by the students

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://drive.google.com/file/d/1dNMeCk1sCU4rx3e0tk8maWyCfMGCEfAy/view?usp=sharing">https://drive.google.com/file/d/1dNMeCk1sCU4rx3e0tk8maWyCfMGCEfAy/view?usp=sharing</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute promotes gender sensitivity through various initiatives and actions for creating safe, secure and healthy atmosphere in the campus. Events relating to gender equity promotion are carried out throughout the year in the campus. By safety and security the institute promotes good personal safety and security practices through various cells like Women's Welfare Cell, Internal Complaints Committee, Gender Champion Club, Blossom Budding care Cell, Grievances Redressal & Support Cell and Anti ragging Committee. Suggestion/complaint boxes are made available at defined locations for the students and faculties to drop their cause of concern in the

form of a written complaint. By, Counselling, service is available to all students with holistic knowledge on Values, Self-Care, Interpersonal Skills etc., The College incepted Women Welfare Cell and Internal Complaints Committee to create awareness of the Women's Rights and to empower women. It provides abundant opportunities for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right. Every department having student's mentor in Class wise to offers support to the students in dealing with a wide range of concerns in academic, personal, emotional, family or peer related through counseling

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1HaShGtqDRVb6WkKCJ1IJpNX_gn5h74WP/view?usp=sharing">https://drive.google.com/file/d/1HaShGtqDRVb6WkKCJ1IJpNX_gn5h74WP/view?usp=sharing</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1HaShGtqDRVb6WkKCJ1IJpNX_gn5h74WP/view?usp=sharing">https://drive.google.com/file/d/1HaShGtqDRVb6WkKCJ1IJpNX_gn5h74WP/view?usp=sharing</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The Waste management is effectively maintained in our campus. In, Solid Waste management leaves being shed are a major solid waste generated. They are collected and keep it in the pit for decomposing and it is used in garden for bio fertilizer. The vegetable scraps and fruit peels are used in Bio-gas fuel in the College Canteen. For

Liquid waste management, Chemical decomposes to give different colour to the water and it also gives bad odour to the liquid. The sewage water is managed to get it free from pollution and can be reused for Greenery Environment. In RO system, We get 3000 liters of recycled water for producing 1000 liters of RO water. The Recycled water are used for College washroom. The E-waste generated in the college premises is very less in quantity. It is sold to vendors periodically with proper MOU. It is important to take our recycling habit into our College about 75% of water is used at College on recycle basis. All over the campus the container kept for degradable and non-degradable product. We have paperless organization, We send the circular and any emergency information through the What's Up group and department Mail ID.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **B. Any 3 of the above**

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

#### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution has been indulged in inclusive cultural, regional, linguistic, communal socioeconomic and other diversities as its regular activities. As a part of cultural diversity, every year we are celebrating Pooja Celebrations (last two Days of Dhasara Festival), Samathuva Pongal Celebration, Ifthar (Ramzan) Celebration, Christmas and Green Diwali Celebrations. In that day our management provides gift hamper to the staff members. To spread the linguistic to the society, Department of Tamil celebrating world literacy day through signature awareness program for our students by their mother tongue. To Inculcate Harmony to the environment our service club planting saplings in the nearby schools. Awareness Camp on Traditional Diets to the school students, Self Defence Practice given to the Students and make awareness on traditional cooking. we organized awareness through Webinar to the Higher Secondary school students in various topics such as Easy way to create Android App, Basic Web Development, Social Networking and Social Media (Secure) and Public law Guidance for Students. Some webinar titles such as Communal & Socioeconomic Diversity etc..

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens



The institution has initiated various activities to the students and employees to make them feel proud of being an Indian are as follows: To Inculcate patriotism to our students, every Monday has conducting General Assembly with Flag host and keynotes address about freedom Fighters will be addressed by the students.

On 13.8.2023 Flag Hoisting Day was celebrated by NSS UNIT-III at Anaikudi Village Panchayat Office as "House to House Flag Hoisting"

On 27.12.2023 Dr. A.P.J. Abdul Kalam's Death Anniversary was celebrated by NSS UNIT-III at college Campus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1UbRwrhY2ug5lzFnRlkBASCKNAt6ljTVH/view?usp=sharing">https://drive.google.com/file/d/1UbRwrhY2ug5lzFnRlkBASCKNAt6ljTVH/view?usp=sharing</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1UbRwrhY2ug5lzFnRlkBASCKNAt6ljTVH/view?usp=sharing">https://drive.google.com/file/d/1UbRwrhY2ug5lzFnRlkBASCKNAt6ljTVH/view?usp=sharing</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** **A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes National festivals and birth / death anniversaries of the great Indian personalities through our club activities. We have 13 clubs like NSS, Youth Red Cross, Leo Club, Red ribbon club, Gender Championship club, Rotaract Club, Exnora Club, Citizen Consumer club, Nature club, Women's Welfare Cell, Internal Compliance Committee Anti drug Club and History club. The eminent guests like advocates, Army Persons, poets, writers and social workers are invited as chief guests. Through their thought provoking speeches, they instill Personal and patriotic ardor in the minds of the students. The National flag is hosted by Police officer during National festivals like Independence Day, Republic Day and Non-Violence Day etc. Every year on July 26th we salute "Kargil Day" through Procession by remembrance of our Indian Army Soldiers'.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE 1

#### 1. Title of the Practice

"Career Guidance Programme for School Students"

#### 1. Objectives of the Practice

To provide support to the needy and meritorious students.

To remove financial barrier for the learners on the way of higher education

#### 1. The Context

This Career guidance often includes opportunities for the individuals to develop and to enhance their communicative skills, problem-solving skills, time management, team work and adaptability

#### 1. The Practice

It is the continuous process followed by the institution throughout the year for school students.

#### 1. Evidence of Success

This helps the students for self-assessment, action planning, implementation and refinement.

#### 1. Problems encountered and resources required

Difficulty in getting permission from school offices. Transportation and Network facilities are the requirements.

### BEST PRACTICE 2

#### 1. Title of the Practice

"Commitment towards Students Community"

#### 1. Objectives of the Practice

To help the students by providing scholarship.

To provide education for all

#### 1. The Context

Annai Merit Examination was conducted to the School Students.

#### 1. The Practice

It is followed by the institution at the end of the academic year for school students.

#### 1. Evidence of Success

The students were admitted with scholarship.

## 1. Problems encountered and resources required

Test is competitive.

File Description	Documents
Best practices in the Institutional website	<a href="https://drive.google.com/file/d/1bmgse09rKNTsTGcgSJ5v5YdfBxC6j5-l/view?usp=sharing">https://drive.google.com/file/d/1bmgse09rKNTsTGcgSJ5v5YdfBxC6j5-l/view?usp=sharing</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1bmgse09rKNTsTGcgSJ5v5YdfBxC6j5-l/view?usp=sharing">https://drive.google.com/file/d/1bmgse09rKNTsTGcgSJ5v5YdfBxC6j5-l/view?usp=sharing</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### Distinctiveness

As being in Rural area our Institution cares for the enhancement of the knowledge and skills of the school students. As a part of this Arts and Humanities Departments conduct competitions for school students in the odd semester and the prizes were given individually whereas the Overall performance Award is given separately to both Government School and Private School students. Similarly, in the Even Semester, the Science Departments conduct Science Expo for the School Students and Prizes were awarded. The Overall performance is awarded separately for the Government and Private School students to motivate them to enhance their innovative skill. Both the programs are organized by various departments of Arts, Humanities and Science to enhance the knowledge of the school students. The students think innovatively and actively participate in various competitions. It helps them to develop their confidence, innovative communication skills and team work.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution is affiliated to Bharathidasan University, Tiruchirappalli. The courses are under CBCS with semester pattern. The syllabi prescribed received from the University in turn is sent to the HODs. The curriculum is communicated to the faculty in the departmental meetings. Based on this the faculty members prepare lecture plan for the entire semester. Curriculum Delivery Register (CDR) is maintained in all the classes where the teachers record the lessons/practical covered on that particular hour. Academic Interaction Record (AIR) is maintained by each faculty member where the teacher records the work done actually during scheduled hours. Before allocation of subjects, a detailed comparative analysis of subject requirement and staff skill sets are made in the form of Subject Allocation. Subjects are allocated to the faculty based on their skills, experience and interest. During the academic year 2023-2024 we have faced an unprecedented pandemic situation, Due to that situation offline classes are not possible one, In order to provide academic flexibility to the student we have chosen ICT as a tool for effective curriculum delivery, online classes has been planned through weekly schedules, materials has been shared to the students through formal WhatsApp group and emails, once the online class has been done, attendance has been recorded as per the screenshots taken from while conducting the classes.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1DGYw-R7FidYj_lRoiwCobwZt5AKCN0Mh/view?usp=sharing">https://drive.google.com/file/d/1DGYw-R7FidYj_lRoiwCobwZt5AKCN0Mh/view?usp=sharing</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation. The Handbook and the Academic Calendar are prepared. Accordingly, the dates for the two CIA

Tests and Model Exam per semester are fixed in the academic calendar. Before finalizing the dates, it is made sure that there is sufficient time for syllabus coverage.

Attendance in all the Internal assessments is compulsory. The reports of the Assessment are sent to the parents through Department what's App group. HODs meetings are conducted regularly by the principal to speed up the syllabus coverage through online classes. The HODs, in turn, conduct departmental meetings and encourage the faculty members to complete the syllabus within the stipulated time.

The systematic planning of the lessons and the implementation of the planning is thoroughly indicated in the logbooks. The faculty members prepare lesson plans in the logbooks before the commencement of every semester with a view to syllabus coverage.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1GgR96UyZUvmyDX0XJL0uiw8I-WAqgDZ3/view?usp=sharing">https://drive.google.com/file/d/1GgR96UyZUvmyDX0XJL0uiw8I-WAqgDZ3/view?usp=sharing</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****247**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****23**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<b>No File Uploaded</b>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****1544**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The concepts and the evaluation of Gender, dealt the students indepth understanding of the concept of gender, gender politics towards genders subordination and the institutions reinforcing the same. To understand the role of various Institution which promote gender discrimination in the society. The Value education develop the students for well-balanced personality to help our nation more democratic, culture, human rights, yoga and to be socially responsible. In addition to that the soft skill, maintain effective interpersonal relationship in work environment and focus their talents and abilities towards their goals in their life able to develop the habits of highly effective people in the society. The Professional English recognize their own ability to improve their own competence in using the language, for speaking with confidence in an intelligible and acceptable manner, understand the importance of reading and writing in academic life. The Environment Science supports the students to understand the fundamentals of Environmental science and to gain the knowledge about the ecosystem and to understand the concepts of food chain, food web and energy flow in an ecosystem. The overview of this curriculum to enrich our students to be responsible citizen.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

446



File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

719

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.annaicollege.com/feedback/">https://www.annaicollege.com/feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.annaicollege.com/feedback/">https://www.annaicollege.com/feedback/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

696

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

696

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Basically Students enrolled in various disciplines are identified

as slow and active learners based on two parameters first one is students after getting admission they have to undergo the competency Examination (MCQ type from Higher secondary Discipline) in order to identify whether he/she is an advanced learners or slow learners and in the second and third years, advanced learners and slow learners are identified based on their performance through Internal Assessment Examination and University examination. For Slow learners remedial classes are conducted to improve their academic performance, special attention given to absentees and students who participate in Sports and other activities. For Advance learners apart from subject, training given in the area of Skill Development Programme, Communication Skill and Personality Development This helps to identify the slow learners by conducting special classes and to bridge the gap between the slow learners and the advanced learners. The institution organizes Orientation programmes/Induction programmes/ Bridge Course for freshers both at the college level and at the department level

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1jA05mz1jmXZzL-hpJjiwt2oYJjFysyiw/view?usp=sharing">https://drive.google.com/file/d/1jA05mz1jmXZzL-hpJjiwt2oYJjFysyiw/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1932	146

File Description	Documents
Any additional information	<a href="#">View File</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

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computerassisted Learning, Experiential Learning etc. The Teaching-learning activities are made effective through illustration and special lectures. By Lecture method language

teachers facilitate to understand, explain and revise the content of a text only for better understanding of the subject by the learners. In Interactive method, learning interactive with students by encouraging student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs. The ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, E- learning resources.. The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. By Project -based learning certain departments undergo project based learning as part of their curriculum. The faculty members foster learning environment by engaging rich in experiential content of teaching through experience, Teaching through demonstration, visual aids, Periodical industrial visits, Organizing exhibitions, Presenting papers, Analyzing case studies and Participating and conducting quiz on theory topics. By collaborative learning, students and staffs are benefited by exchange of learning from Institution to Institution

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1xHAFzADrWhGylZmlrSg0MCTh37SwiMGq/view?usp=sharing">https://drive.google.com/file/d/1xHAFzADrWhGylZmlrSg0MCTh37SwiMGq/view?usp=sharing</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In Teaching-Learning process, ICT enabled teaching methodology is followed. The tools used by the faculty and guest lecturer during pandemic days are google class room, Zoom app, Google meet, Microsoft team and Webex. Rather than the app our class room lecturing are visualized through you-tube channel and the powerpoint presentation are enabled in our college website. Our college supports our students with Wi-Fi enabled class rooms with LCD projectors, Language Lab, Smart Class rooms, Elearning resources. By Virtual class room the guest lecture of eminent persons in their core knowledge are organized. The institution has membership with ICT to take over the virtual classes for faculty and students for present scenario. Movies and Short videos are displayed related to their subject concern. Apart from Academic, the ICT methodology support the students by counseling through expert psychologist, Cyber Crimes and safety measures for

female students, code of discipline, Awareness videos for both gender are displayed through short videos. The College activities and programmes are trended in social media such as in you-tube, instagram, twitter. All the activities are recorded in our integrated software for easy accessibility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

146

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

146

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****49**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers****79**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The summative assessment is concerned, the institution follows a Centralized Continuous Internal Evaluation System. The main objective of summative assessment is to evaluate student learning at regular intervals by conducting CIA Tests, Model Examinations for Theory Papers, Model Practical for Lab, Projects and Mock Viva Voce for Projects. Academic performance of students is evaluated both by Continuous Internal Assessment (CIA) and University Semester Examinations. For MBA and MCA Project the internal mark is 20. For Internal marks 25% of the total marks in each course are assessed by CIA Tests, Model Examinations,

Assignments/ Seminars and Attendance in respect of theory courses and Lab participation and records in respect of Practical's/Viva-Voce. To ensure transparency of the evaluation process, the marks allotted are displayed on the Notice Board. Test marks will be informed to their Parents either through letter /SMS. Formative assessment is part of the instructional process which is done by the faculty in their respective subjects to monitor student learning and to provide ongoing feedback to improve their teaching. Some of the formative assessments are Activity Based Learning, Seminar Presentation, Role Plays, Subjects quizzes, Case Studies, Group Discussions, Debates, Field Work/ Field Visit.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1IvCAhlAowkC1VEeWVOWBJe4qWltdsWr/view?usp=sharing">https://drive.google.com/file/d/1IvCAhlAowkC1VEeWVOWBJe4qWltdsWr/view?usp=sharing</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The Examination related grievances are handled by maintaining transparency. The following method is followed for Grievance Redressal in evaluation by Department level, College level, University level. In Departmental level Grievance regarding the internal assessment tests is handled by the respective subject teacher and the Heads of departments. By College level the Internal Examination Committee meets regularly for objective and effective redressal of the grievances of the students about evaluation..The college has a Grievance Redressal Committee comprising of the Head of the Institution, Vice Principal and HODs. In University Level, Grievance regarding semester examinations conducted by Bharathidasan University is handled as per university proceedings. The student has the right to apply for re-totaling, photo copy of the answer script and revaluation. University Examination related matters are communicated through Principal via Chief Superintendent of Examinations. If the students indulge in any kind of malpractices, severe action is taken by the exam cell after discussing the matter with the Chief Superintendent. The examination cell is completely involved in dealing with examination related grievances, sent to the Controller of Examinations, Bharathidasan University, immediately, in a timebound manner.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1yjEEU5xeR9hR2Uaw884bd1lu-uFZl8cJ/view?usp=sharing">https://drive.google.com/file/d/1yjEEU5xeR9hR2Uaw884bd1lu-uFZl8cJ/view?usp=sharing</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

### Method of Communication:

The College has clearly stated learning outcomes of the Programmes and Courses. The following methods are followed by the institution to communicate the learning outcomes to the teachers and students.

Hard Copy of the syllabus and Learning Outcomes are available in the departments for ready reference to the teachers and students.

Learning Outcomes of the Programs and Courses are displayed in the notice board of each department.

Soft Copy of Curriculum and Learning Outcomes of Programs and Courses are uploaded in the Institution website for easy reference. The importance of the learning outcomes has been instructed to the teachers in IQAC Meeting and Academic Council meeting.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1xjLxCEUFaWgpkNgBhCGmcawz3ufPgDG1/view?usp=sharing">https://drive.google.com/file/d/1xjLxCEUFaWgpkNgBhCGmcawz3ufPgDG1/view?usp=sharing</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college believes in making the graduates empowered to face the challenges set by the social and economic realities of the world. It also involves a system to assess the learning outcome



of students in Program and Course wise. The Program outcome are acknowledged by the Council members of the Institution, it help the stakeholders to supervise the resources effectively to the maximum extent. This creates path to improve the processes continually. In every degree program, outlooks are listed out by the institution under the Program Outcomes. This enables the stakeholders to identify and evaluate complex problems. They also learn to make solutions for problems that meet the specified needs with suitable consideration for the cultural, society and environmental well being. They learn to use researchbased knowledge and research methods including design of experiments, analysis and understanding of data and synthesis of the information to provide suitable conclusions. This is followed by modern tool usage, to apply with an understanding of the limitations. Finally, they acquire the ability to engage in independent and life-long learning. The Program Specific Outcomes recognize the nature and basic concepts of ecosystem to analyze the relationship between human beings and nature.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1PwHtYlm2Vr9YeN26HM-fMY9lgu9cGwpp/view?usp=sharing">https://drive.google.com/file/d/1PwHtYlm2Vr9YeN26HM-fMY9lgu9cGwpp/view?usp=sharing</a>

### 2.6.3 - Pass percentage of Students during the year

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

955

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://drive.google.com/file/d/1dNMeCk1sCU4rx3eOtk8maWyCfMGcefAy/view?usp=sharing">https://drive.google.com/file/d/1dNMeCk1sCU4rx3eOtk8maWyCfMGcefAy/view?usp=sharing</a>

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://docs.google.com/spreadsheets/d/1GIEJdDuZd9DjqvXZRWksorckGZL-97Gd/edit?usp=sharing&ouid=108527906393180983491&rtpof=true&sd=true>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">nil</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Dr.S.P.Manickavasugi, Dr.R.Rajkumar Dr.P.Mani ,Dr.J.Revathy,Dr.D.Elamparithi , Dr.V.Moorthy and Dr.N.R.Saravanan have filed and granted with patents for new innovative techniques.

We cultivate water fern Azolla, a Biofertilizer which are used in our organic paddy fields to enrich the nutrient quality of the soil and to reduce the evaporation of water.

Plant Saplings in the college campus are supplemented by the biocompost prepared by the school of Bioscience. Students are enriched with the knowledge about the methodology followed for biocomposting. This instills the value of preserving and sustaining the ecosystem in the minds of the youngsters.

Apiculture is yet another activity that can be counted in the innovation eco-system. Students engage themselves in this activity by collecting honey and distribute it among faculty and students.

In the paddy farm we use vermicompost prepared by school of Bioscience students for cultivating the crops in our Institution. The College offers Vermicompost to the public free of cost.

For making the campus Green and plastic free our students show keen interest by creating hanging garden by using the waste plastic bottle and it is distributed to our staff for creating a ecofriendly environment.

The students are encouraged to learn the technique of cultivating flowering and medicinal plants through Herbal Nursery

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	<a href="#">nil</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****5**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****0**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List books and chapters edited volumes/ books published (Data Template)	<b>No File Uploaded</b>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution has connected well with neighborhood community and adopted number of measures to enhance the extension activities in terms of impact and sensitizing students to social issues and holistic development.

The college has implemented the activities through NSS, RRC, YRC, Rotaract clubs and NCC. The NSS Unit organized eye care camp at Vilanthagandam Panchayath and Leo Club organized awareness rally for Eye Donation at Kumbakonam.

Club organized a Marathon from Thirupandal to Kovilacheri to create Awareness for "Cent Percentage Voting" in which more than 500 students participated.

The Rotary Club organized a Awareness Programme on "Road and

**Safety Measures" to the Society through online (Webinar)**

The Department of Hotel management and catering Services organized awareness program for Women's Welfare Society at Mannargudi in the topic "Good Health and Good Nutrition" handled session to the Govt. Girls Higher Secondary School students at Kottur village about "Nutrition Deficiency".

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1PHv_uY_6q_jT05EdJWaRwXKI9crWfJ3VK/view?usp=sharing">https://drive.google.com/file/d/1PHv_uY_6q_jT05EdJWaRwXKI9crWfJ3VK/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

10

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

3

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year****3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The mission of the institution is to offer higher education in the fields of Arts, Science and Management studies to the needy, poor and middle class students to make them fully employed and economically self- dependent. To accomplish this policy, the College Management is providing the best infrastructure for effective teaching and learning process in the campus. The Institution has well furnished with adequate number of class rooms, laboratories, well furnished library, seminar/conference Hall, Auditoriums, parking area for the vehicles, canteen, adequate numbers of buses and separate hostel for both boys and girls. The college library is a repository of rich learning resources for the students it contains adequate number of books, periodicals, CDs, DVDs, Online databases, digital library and newspapers. Four Seminar/conference halls and two auditoriums (Open air Annai auditorium & Dr.A.P.J Abdul Kalam Movie Theater auditorium), Audio-Visual room are available in the college premises. The R.O. water, Solar plant and for emergency medical issues first-aid is provided in our campus itself. Canteen facility available in the campus for the staff and students to provide the good catering service at low cost. CCTV cameras were installed for surveillance, to reduces the unnecessary problems



in controlled manner

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/10p3Knz4z9d7070dzE2l9KoclhzRnezcr/view?usp=sharing">https://drive.google.com/file/d/10p3Knz4z9d7070dzE2l9KoclhzRnezcr/view?usp=sharing</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Three NSS (I, II & III) units are available for boys and girls, through which many social activities are being conducted. Other facilities such as RRC, YRC, ExNoRa Club, Nature Club, Gender Championship Club, LEO Club, CCC, Rotaract Club, ED Cell and Fine Arts Club are available for extra-curricular activities. The institution provides facilities for the sports and games. The full time Physical Director is responsible for conducting all the sports events. Inter-Collegiate sports events are being conducted to encourage the students who are involved in sports and games. The institution provides facilities for the indoor games such as Carrom & Chess. The institution also provides facilities for the outdoor games such as Volley ball, Throw ball, kho-kho and Athletic events such as long jump, high jump, shot put and Disk throw. Cricket nets, Settle Carg, Basket Ball court are available in the campus. In Every Year, in the Month of February our college conducts Mega Inter & Intra Cultural Program through our Fine arts Club. The role of Service Club render various programme such as Medical Camp, Field Visit, Awareness programme to school and colleges and special concern for the health and hygiene of the students and staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/10iwo2kQT2Lu0JaySicqfxk05KAVXLR5/view?usp=sharing">https://drive.google.com/file/d/10iwo2kQT2Lu0JaySicqfxk05KAVXLR5/view?usp=sharing</a>

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

29

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1HcNc2jhmjHWCm0vDgHdkl7_TmbNOVtE-/view?usp=sharing">https://drive.google.com/file/d/1HcNc2jhmjHWCm0vDgHdkl7_TmbNOVtE-/view?usp=sharing</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

33946386

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The College library has 42111 number of text books, 115 reference books, 156 CDs, 25 dictionaries, 132 bound volumes, 57 donated books, 12 National Journals. DELNET is accessibility for digital library. The Library also 03 daily news paper such as The Hindu, Thina Thanthi, Dinakaran,. The library is accessible for students and staff during the week days 8.30am to 6.30pm, Holidays 9.00am to 4.00pm and during Exam days 8.00am to 8.00pm. The library has full flourished reading hall with capacity of 70 students. In the library, various departmental sections are available for Chemistry, Bioscience, Physics , Mathematics, Commerce, BBA, Information Science, Tamil, English, Hotel Management, Visual Communication, Defence, Forensic Science and separate library for

AICTE approved course MBA and MCA. Faculty publications of their Journals, proceedings and Books are available in the library. The Faculty and students donate the books in Department Library and General Library. These books are freely accessed by the students and faculty. Our College functions with Integrated Software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

122,461

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

140

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

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

The College adopts best practices for scalable and sustainable implementation of all IT services. It provides computing and networking services such as desktops, laptop and internet for all the departments and clubs, library and office. Appropriate standards are followed for selection, purchase, set-up/maintenance of all computing and networking equipment. The College provides necessary training to the users through the School of Information Science department. For the easy accessibility of computers the pen drive provisions are connected with secured antivirus software. Procurement of computing and networking equipment are made through System Administrator. College strictly adheres to the terms and conditions of license agreements of IT resources software usage. It insists upon use of open source software. All the software are maintained by the system Administrator. Internet is available through Wi-Fi connection. The College has adopted WiFi facility which is protected by firewall and password.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/15oniSsnKNHblDTfAYQdpxpLlA6giwzj2/view?usp=sharing">https://drive.google.com/file/d/15oniSsnKNHblDTfAYQdpxpLlA6giwzj2/view?usp=sharing</a>

**4.3.2 - Number of Computers**

510

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution****A. ? 50MBPS**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<b>No File Uploaded</b>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****5088054**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</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.

**Library is providing open shelf system for its users. Student need to present their valid photo ID for facilitating check out. The library is accessible for students and staff during the week days 8.30am to 6.30pm, in Holidays 9.00am to 4.00pm and during Exam days 8.00am to 8.00pm. The library is headed by the Librarian for both U.G and P.G. The maintenances and upkeep of the infra facilities are carried out with the Estate Manager with their**

supporting team.. The computer is maintained in the institution by ICT Team, this division provide the integrated IT services like smooth running of automation, up-gradation and maintenance of websites, biometric, hardware, networking equipment melding intermit etc. The buses are plying covering all the routes for the use of staff and students. Optimum working condition of all properties/ equipment on the campus is ensured through Annual maintenance includes Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained In - house electricians plumbers, Civil Engineer administered by the Estate Officer. The IQAC Cell through internal audit verifies the stock register and the equipment maintenance of the department at every end of the semester.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1bpnpTYHrK6LV9wMWpAuWzPDq0SflakkS/view?usp=sharing">https://drive.google.com/file/d/1bpnpTYHrK6LV9wMWpAuWzPDq0SflakkS/view?usp=sharing</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

316

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

102

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to Institutional website	<a href="http://www.annaicollege.com">www.annaicollege.com</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

219

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

330

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**38**



File Description	Documents
Self-attested list of students placed	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

45

File Description	Documents
Upload supporting data for student/alumni	<b>No File Uploaded</b>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as

one) during the year

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

7

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

Our college encourages the participation of student representatives in various decisions making, academic and administrative committees, to enable them in acquiring better academic environment. Student opinions and suggestions are considered to take measures in view of students' perception. Institute puts efforts for the overall development of a student. They take part in several college and Department level committees with active participation.

Few of them are explained below.

**Women's Grievance Redressal committee:** The girl students are part of the committee to address issues on women welfare.

**Class Committee:** the student representatives from each class discuss the conduct of class work, delivery of lecture and overall discipline. Based on the minutes of the meeting, action is initiated to improve the academic performance of the class.

**Anti-Ragging committee** - To create awareness on zero tolerance to ragging in the campus.

The students have representation in many other committees in the

college such as Women's welfare cell, Students grievance cell, Students council cell, Student support cell and Gender champion club and in the department clubs.

Anti-Drug Cell-To create awareness on zero tolerance to drug in the campus. The students have representation in many other committees

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1d3gn28mpq_sMxvGaxyuIYb-sWaV70ggP6/view?usp=sharing">https://drive.google.com/file/d/1d3gn28mpq_sMxvGaxyuIYb-sWaV70ggP6/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

430

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

It is a matter of pride that alumni of our college occupy various key positions. Our college has a registered Alumni association. It serves to strengthen the network among the alumni, faculty and the management. All alumnae are encouraged to register online.

Around 560 members have registered so far. The Alumni Committee

is constituted with 9 office bearers and is very active in various activities. Following are the activities that take place on behalf of Alumni Committee:

1. Alumni Meet - Every Year in the month of February Alumni Day is celebrated. This year celebrated May 23rd 2024

2. Sessions by Alumni - Every department invites alumni to share their experiences with the juniors which further helps them in their future endeavors.

3. Fund raising - Each alumni contributes Rs.100/- as Alumni Cell development fee (once during passing out) for the strengthening of the cell.

4. Helping in Placement - There are a good number of alumni in college who help in placing the final year students with their reference or sometimes in their own organization.

5. Contribution - the fund raised by alumni is used for Donating clothes ,conduct creativity contests among students and planting saplings.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1j-qifzQwY8qiSосуS6pOnVjGKtcAfwjC/view?usp=sharing">https://drive.google.com/file/d/1j-qifzQwY8qiSосуS6pOnVjGKtcAfwjC/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**C. 3 Lakhs - 4Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision:** To educate and empower the students by inspiring positive attitude with quality education, team spirit, humanism, cultural

heritage, integrity with Unity & Diversity to be a responsible community to preserve our environment and our great Nation.”

Mission: Our Mission is to achieve excellence in education, to be honest, develop intellectual, preserve forestation and socially responsible with a positive attitude to the development of society. The vision and mission of our institution describes that we emphasize on quality, humanism, cultural heritage, through integrity in order to make our students community as responsible. Hence we used disseminate knowledge with culture, moral, discipline and focus. In our institution we give more importance to students and staff discipline in all our governance, perspective plans and participation of teachers in decision making. The above process starts right from the governing council by discussing the execution of academic process with the principal. Then the principal will discuss the perspective plans such as admission strategy, academic strategy, extra-curricular and co-curricular activities with academic council, and then the same will be discussed with HOD meeting and the staff meeting.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1IuKHLyYnI PFjS4AZMKvKaqzq6OabsHPp/view?usp=sharing">https://drive.google.com/file/d/1IuKHLyYnI PFjS4AZMKvKaqzq6OabsHPp/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

It is a matter of pride that alumni of our college occupy various key positions. Our college has a registered Alumni association. It serves to strengthen the network among the alumni, faculty and the management. All alumnae are encouraged to register online. Around 2442 members have registered so far. The Alumni Committee is constituted with 9 office bearers and is very active in various activities.

Following are the activities that take place on behalf of Alumni Committee:

1. Alumni Meet - Every Year in the month of February Alumni Day is celebrated. This year celebrated May 23rd 2024.

2. Sessions by Alumni - Every department invites alumni to share their experiences with the juniors which further helps them in

their future endeavors.

3.Fund raising - Each alumni contributes Rs.100/- as Alumni Cell development fee (once during passing out) for the strengthening of the cell.

4.Helping in Placement - There are a good number of alumni in college who help in placing the final year students with their reference or sometimes in their own organization.

5.Contribution - the fund raised by alumni is used for Donating clothes ,conduct creativity contests among students and planting saplings.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/12dHl5bPY4cS8SttuchnpWtIytkWROptz/view?usp=sharing">https://drive.google.com/file/d/12dHl5bPY4cS8SttuchnpWtIytkWROptz/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being the academic head of the institute, the Principal is asked to present his/her strategic plan for the growth and development of the institution at the time of their selection itself. There lies the significance the top management assigns to the concept of having strategic plan in place. The meritocracy of their ideas, inputs and the means with which they propose to attain the same will get evaluated. It is in the genes of ACAS that "No things should happen as a product of circumstances; instead, in fact, everything should be a product of the decisions" and to contemplate on the above are the following: Under the headship of Principal, the 11 major strategic imperatives were identified and necessary efforts are taken to improve the thrust areas. They are,

1. Enhanced Teaching and Learning
2. FDP
3. Introduction of New Courses
4. Improving Infrastructural Facilities

## 5. Enhancing Research and Consultancy

## 6. Employability of the Students

## 7. CoCurricular Activities

## 8. MoUs

## 9. Public Relations

## 10. ExtraCurricular Activities

## 11. Alumni Association

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/14YG6WPJn-o93YPSkx3tbr7p28otRDOMz/edit?usp=sharing&amp;ouid=108527906393180983491&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/14YG6WPJn-o93YPSkx3tbr7p28otRDOMz/edit?usp=sharing&amp;ouid=108527906393180983491&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our organogram starts with The Chairman, Under the chairman there will be the principal of the college. Report academic, research cell, placement cell and administration all are reporting to the principal. principal there will be Dean/Vice principal, library, exam cell are functioning. Under Dean/Vice principal Head of the department and all the clubs are functioning. Under HOD professors - associate professors - assistant professors - assistant and lab assistant are hierarchically functioning. Under activity clubs corresponding coordinators are functioning. Under library chief librarian and assistant librarian are functioning. Exam cell hierarchy is starting from chief superintendent through convener to members. Under administration A.O office, infrastructure and maintenance, transport office and security officer are functioning with corresponding departments. The Management gives empowered leadership to the Principal, who in turn leads the college towards the achievement of the vision and mission. She takes care of the effective administration of the

college and executes all the university and academic requirements. The Principal also provides effective leadership and valuable guidance to the teaching and administrative staff members. She gives counseling to the staff members whenever necessary.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1VtORz82CeMOHnkRYMmnjlKLvncU8423q/view?usp=sharing">https://drive.google.com/file/d/1VtORz82CeMOHnkRYMmnjlKLvncU8423q/view?usp=sharing</a>
Link to Organogram of the institution webpage	<a href="https://drive.google.com/file/d/1OSrC8eUXNFCEp5tCv2nGca6DipfRyXMu/view?usp=sharing">https://drive.google.com/file/d/1OSrC8eUXNFCEp5tCv2nGca6DipfRyXMu/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### TEACHING STAFF

1. CHILDREN EDUCATION ALLOWANCE: A sum of Rs. 200/ per month shall be sanctioned as CHILDREN EDUCATION ALLOWANCE

2. PATERNITY LEAVE: Male Employees will be granted Paternity Leave for four working days.



3. SHORT LEAVE: An employee can take three permissions per month for one hour,

4. COMPENSATORY OFFS: An employee, who has worked on a holiday, is eligible for a Compensatory Leave.

5. SCHOLARSHIP FOR RESEARCH: The liberal management has helped many researchers with financial support to pursue their Ph.D. Programmes.

6. SABBATICAL LEAVE: Sabbatical Leave of 30 Days of paid leave is available to undertake research

7. TRAINING PROGRAMS The Management periodically arranges special coaching classes for the faculty members to appear for the SET/NET examinations.

8. OTHER AMENITIES TO FACULTY MEMBER: Our College shows the Keen interest to motivate our faculty member in Publication On Honoring of our Faculty who continued their Services in ACAS for 10 years, Our Management provides the plot for their sustainable Service.

#### NON-TEACHING STAFF

1. CHILDREN EDUCATION ALLOWANCE: A sum of Rs. 200/ per month shall be sanctioned as CHILDREN EDUCATION ALLOWANCE

2. COMPENSATORY OFFS 3. PATERNITY LEAVE Male Employees will be granted Paternity Leave for four working days.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1hhxx2T7e8Wfj8whDPRI4uiy18uCP2nvc/view?usp=sharing">https://drive.google.com/file/d/1hhxx2T7e8Wfj8whDPRI4uiy18uCP2nvc/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

10

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution is having a comprehensive Appraisal System which is adopted through the following approaches.

**Staff Self Appraisal:** Staff Members at ACAS are given an opportunity to carry out self-assessment which helps them to identify where they stand, and what skills they possess.

Books and Research Publications by the faculty members play a vital role in the appraisal of staff. The Heads of the Departments evaluate these self-appraisal forms and give suitable recommendations to the Management.

**Semester Feedback Evaluation:** This feedback is collected twice from the students middle and end of the academic year.

**Administrative Responsibilities:** The institution has various club and committees such as Leo club, Exnora Club, Nature club, Consumer citizen club, Rotract club, Gender championship club, Youth Red Cross (YRC) NSS, AntiRagging Committee, Grievance Redressal Committee and also the college conducts various events such as Graduation Day, Independence Day, Republic Day and College Annual Day and cultural Day. All the faculty Appraisal Interview Appraisal of the Non-Teaching Staff The Principal, and the Administrative officer observe the performance of the non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1hnoPHEgQYgc1lGLgPMmCny9rJLW_OV8S/view?usp=sharing">https://drive.google.com/file/d/1hnoPHEgQYgc1lGLgPMmCny9rJLW_OV8S/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The management committee is the apex body to monitor effective and efficient use of financial resources. The funds are optimally used and standardized auditing procedures are adopted to scrutinize the utilization of the same. The audited statements of expenditure and utilization certificates are submitted to the concerned agencies on time. Management adopts a systematic policy for the control of expenses and usage of funds. The college accounts are subjected to internal and external audit. Audit is done annually. All financial transactions are checked by the financial consultants and internal auditors appointed by the management. No major irregularities were found in the audit.

Finance Committee: Monitoring and planning for the institution's financial position and financial control systems is normally undertaken by a finance committee. Its role is key to ensuring that the governing body discharges its financial responsibilities correctly and that the institution remains financially viable at all times.

External Audit: It is done by a Chartered Accountant appointed by the management, once in a year. External audit is done by the scheduled chartered accountants.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1myzU_YxL5AMVN_FSKdoI6tECTadtpQ9D/view?usp=sharing">https://drive.google.com/file/d/1myzU_YxL5AMVN_FSKdoI6tECTadtpQ9D/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

Established in 2001 as a self-financing institution offering 4 UG programmes, there has been an incredible progression in the growth of ACAS College in terms of quantity and quality. Being a Private Institution, the College Management has constructed all necessary buildings and classrooms with state-of-the art facilities and latest equipment. The Management takes care of the salary of all the staff. Apart from this, the Management also sanctions funds for the conduct of Seminars, Guest Lectures and Conferences.

The following are the sources through which the College generates income:

1. Collection of Tuition Fees from the students

2. Collection of Bus Fees from the students

3. Collection of Hostel/Mess Fees from the students The income generated through the Bus fees and Hostel/Mess Fees are utilized for the planned purposes.

The Tuition Fees collected serve as the main source of income for the Institution. It also spends a considerable amount by the way of concession to the deserving students like Army family and physical disabled students. It offers free seats for meritorious, sports, cultural and economically weaker students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

The IQAC is a part of the institution towards the realization of the goals in quality enhancement. The main function of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution. IQAC shall evolve mechanisms and procedures for ensuring the successful completion of academic and administrative responsibilities. It has to Optimize and integrate the modern methodology of teaching and learning. IQAC is facilitating the quality education and faculty involvement to adopt the required knowledge, technology ideas for participatory teaching and learning process. Developing and maintaining the institutional record for the purpose of enhancing the institutional quality. Our IQAC was formed on 25th Feb 2015. It functions effectively under the leadership of the Head of the Institution. The role of IQAC Coordinator and members is to work accordance with the guidelines framed by NAAC. IQAC is responsible for co-ordination of the departmental activities. It monitors all the academic matters of the Institution and suggests any improvement in order to achieve excellence in Education. IQAC Meetings are conducted along with the HODs of the Departments and Club Coordinators.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 and recorded the incremental improvement in various activities

The IQAC monitors the post accreditation quality initiatives in the Curricular, Co-curricular and extracurricular enhancement, are successfully implemented during the last five years. The

following quality initiatives have been taken:

6 UG Programmes, 3 PG Programmes and 1 Research Programme are introduced. ICT enabled Teaching Methodology is strengthened Academic Counselling – Mentoring System are followed. Class Committee for Academic Structured Feedback Mechanism Wellplanned Lesson Plan with Planned, Actual Date and the reason for deviation for both Dates. Internships/ Field Projects Enhancing strategies were followed for advanced learners and slow learners. Student centric methods are strengthened. More No. of University Rank Holders. Annual audit for Academic (Internal and External audit) and Internal Administrative Audit. Value-Based Education. Collaboration with ICT Academy. Established ED and Incubation Cell. Increase in number of Research guides Increases in number of Research Publications in UGC Approved Journals and Patents. Increase in number of MOUs/ Linkages/Foreign MOUs Increase in Number of Higher studies and Placement. Increase in No. of workshop, Seminars, Faculty Development Program. Increase in number of Industrial Visits/ Field Trips by the students

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://drive.google.com/file/d/1dNMeCk1sCU4rx3eOtk8maWyCfMGCefAy/view?usp=sharing">https://drive.google.com/file/d/1dNMeCk1sCU4rx3eOtk8maWyCfMGCefAy/view?usp=sharing</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institute promotes gender sensitivity through various initiatives and actions for creating safe, secure and healthy atmosphere in the campus. Events relating to gender equity promotion are carried out throughout the year in the campus. By safety and security the institute promotes good personal safety and security practices through various cells like Women's Welfare Cell, Internal Complaints Committee, Gender Champion Club, Blossom Budding care Cell, Grievances Redressal & Support Cell and Anti ragging Committee. Suggestion/complaint boxes are made available at defined locations for the students and faculties to drop their cause of concern in the form of a written complaint. By, Counselling, service is available to all students with holistic knowledge on Values, Self-Care, Interpersonal Skills etc., The College incepted Women Welfare Cell and Internal Complaints Committee to create awareness of the Women's Rights and to empower women. It provides abundant opportunities for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right. Every department having student's mentor in Class wise to offers support to the students in dealing with a wide range of concerns in academic, personal, emotional, family or peer related through counseling



File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1HaShGtqDRVb6WkKCJ1IJpNX_gn5h74WP/view?usp=sharing">https://drive.google.com/file/d/1HaShGtqDRVb6WkKCJ1IJpNX_gn5h74WP/view?usp=sharing</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1HaShGtqDRVb6WkKCJ1IJpNX_gn5h74WP/view?usp=sharing">https://drive.google.com/file/d/1HaShGtqDRVb6WkKCJ1IJpNX_gn5h74WP/view?usp=sharing</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The Waste management is effectively maintained in our campus. In, Solid Waste management leaves being shed are a major solid waste generated. They are collected and keep it in the pit for decomposing and it is used in garden for bio fertilizer. The vegetable scraps and fruit peels are used in Bio-gas fuel in the College Canteen. For Liquid waste management, Chemical decomposes to give different colour to the water and it also gives bad odour to the liquid. The sewage water is managed to get it free from pollution and can be reused for Greenery Environment. In RO system, We get 3000 liters of recycled water for producing 1000 liters of RO water. The Recycled water are used for College washroom. The E-waste generated in the college premises is very less in quantity. It is sold to vendors periodically with proper MOU. It is important to take our recycling habit into our College about 75% of water is used at College on recycle basis. All over the campus the container kept for degradable and non-degradable product. We have paperless organization, We send the circular and

any emergency information through the What's Up group and department Mail ID.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting  
Bore well /Open well recharge Construction of tanks and bunds Waste water recycling  
Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**  
**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution has been indulged in inclusive cultural, regional, linguistic, communal socioeconomic and other diversities as its regular activities. As a part of cultural diversity, every year we are celebrating Pooja Celebrations (last two Days of Dhasara Festival), Samathuva Pongal Celebration, Ifthar (Ramzan) Celebration, Christmas and Green Diwali Celebrations. In that day our management provides gift hamper to the staff members. To spread the linguistic to the society, Department of Tamil celebrating world literacy day through signature awareness program for our students by their mother tongue. To Inculcate Harmony to the environment our service club planting saplings in the nearby schools. Awareness Camp on Traditional Diets to the school students, Self Defence Practice given to the Students and make awareness on traditional cooking. we organized awareness through Webinar to the Higher Secondary school students in various topics such as Easy way to create Android App, Basic Web Development, Social Networking and Social Media (Secure) and Public law Guidance for Students. Some webinar titles such as Communal & Socioeconomic Diversity etc..

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution has initiated various activities to the students and employees to make them feel proud of being an Indian are as follows: To Inculcate patriotism to our students, every Monday has conducting General Assembly with Flag host and keynotes address about freedom Fighters will be addressed by the students.

On 13.8.2023 Flag Hoisting Day was celebrated by NSS UNIT-III at Anaikudi Village Panchayat Office as "House to House Flag Hoisting"

On 27.12.2023 Dr. A.P.J. Abdul Kalam's Death Anniversary was

celebrated by NSS UNIT-III at college Campus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1UbRwrhY2uq51zFnRlkBASCKNAt6ljTVH/view?usp=sharing">https://drive.google.com/file/d/1UbRwrhY2uq51zFnRlkBASCKNAt6ljTVH/view?usp=sharing</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1UbRwrhY2uq51zFnRlkBASCKNAt6ljTVH/view?usp=sharing">https://drive.google.com/file/d/1UbRwrhY2uq51zFnRlkBASCKNAt6ljTVH/view?usp=sharing</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**The Institution organizes National festivals and birth / death anniversaries of the great Indian personalities through our club activities. We have 13clubs like NSS, Youth Red Cross, Leo Club, Red ribbon club, Gender Championship club, Rotaract Club, Exnora Club, Citizen Consumer club, Nature club, Women's Welfare Cell, Internal Compliance Committee Anti drug Club and History club.**

The eminent guests like advocates, Army Persons, poets, writers and social workers are invited as chief guests. Through their thought provoking speeches, they instill Personal and patriotic ardor in the minds of the students. The National flag is hosted by Police officer during National festivals like Independence Day, Republic Day and Non-Violence Day etc. Every year on July 26th we salute "Kargil Day" through Procession by remembrance of our Indian Army Soldiers'.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE 1

#### 1. Title of the Practice

"Career Guidance Programme for School Students"

#### 1. Objectives of the Practice

To provide support to the needy and meritorious students.

To remove financial barrier for the learners on the way of higher education

#### 1. The Context

This Career guidance often includes opportunities for the individuals to develop and to enhance their communicative skills, problem-solving skills, time management, team work and adaptability

#### 1. The Practice

It is the continuous process followed by the institution throughout the year for school students.

1. Evidence of Success

This helps the students for self-assessment, action planning, implementation and refinement.

1. Problems encountered and resources required

Difficulty in getting permission from school offices.  
Transportation and Network facilities are the requirements.

BEST PRACTICE 2

1. Title of the Practice

"Commitment towards Students Community"

1. Objectives of the Practice

To help the students by providing scholarship.

To provide education for all

1. The Context

Annai Merit Examination was conducted to the School Students.

1. The Practice

It is followed by the institution at the end of the academic year for school students.

1. Evidence of Success

The students were admitted with scholarship.

1. Problems encountered and resources required

Test is competitive.

File Description	Documents
Best practices in the Institutional website	<a href="https://drive.google.com/file/d/1bmgse09rKNTsTGcgSJ5v5YdfBxC6j5-1/view?usp=sharing">https://drive.google.com/file/d/1bmgse09rKNTsTGcgSJ5v5YdfBxC6j5-1/view?usp=sharing</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1bmgse09rKNTsTGcgSJ5v5YdfBxC6j5-1/view?usp=sharing">https://drive.google.com/file/d/1bmgse09rKNTsTGcgSJ5v5YdfBxC6j5-1/view?usp=sharing</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### Distinctiveness

As being in Rural area our Institution cares for the enhancement of the knowledge and skills of the school students. As a part of this Arts and Humanities Departments conduct competitions for school students in the odd semester and the prizes were given individually whereas the Overall performance Award is given separately to both Government School and Private School students. Similarly, in the Even Semester, the Science Departments conduct Science Expo for the School Students and Prizes were awarded. The Overall performance is awarded separately for the Government and Private School students to motivate them to enhance their innovative skill. Both the programs are organized by various departments of Arts, Humanities and Science to enhance the knowledge of the school students. The students think innovatively and actively participate in various competitions. It helps them to develop their confidence, innovative communication skills and team work.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

1. Plan to apply Autonomous proposal for UGC

2. New Courses : U.G Course: B.Sc -Bioinformatics P.G Course:



M.Sc -Microbiology Research Department: Commerce,  
Physics,Chemistry

3. Plan to apply proposal for Corporate Social Responsibility (CSR).

4. Plan to Attract more funds for Research Projects.

5. Introduce III ( Triple "I"- Industry, Institute Interaction)