

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



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

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

# NAAC

## VISION

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

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

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

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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

## **Introduction**

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

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

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

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

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware

of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

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

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

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

### **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality

Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

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

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

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



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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	Thanthai Hans Roever College
1.2 Address Line 1	Elambalur
Address Line 2	Perambalur
City/Town	Perambalur
State	Tamil Nadu
Pin Code	621 212
Institution e-mail address	office@roevercollege.ac.in
Contact Nos.	04328 291545
Name of the Head of the Institution:	Prof.Dr.V.Ayothi
Tel. No. with STD Code:	04328 291545
Mobile:	+91 9750970166

Name of the IQAC Co-ordinator:

Mr.K.Saravanan

Mobile:

+91 90037 08811

IQAC e-mail address:

iqac@roevercollege.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

F2.33/573/54-45

1.4 NAAC Executive Committee No. & Date:

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

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

EC/54/A&A/45 dated 08-01-2011

1.5 Website address:

www.roevercollege.ac.in

Web-link of the AQAR:

www.roevercollege.ac.in/AQAR2013-14.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.75	2011	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

01/06/2012

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

2013-14

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

AQAR 2012-13 submitted to NAAC on 03/02/2014

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(AICTE for MBA)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

.

1.12 Name of the Affiliating University (for the Colleges)

Bharathidasan University,  
Tiruchirappalli

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

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

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

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="18"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="10"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="43"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Orientation programme for I year students.
- National level seminar organized.
- Institutional workshop conducted.
- Felicitating the teaching staff with 'Best teacher award', every year
- Remedial classes for slow learners to improve the academic percentage.
- Placement and Soft Skill Training programme for the final year students.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Encouraging the faculty members to submit the proposal for organizing funded seminars and workshops.	The Central Institute of Classical Tamil has granted a sum of Rs 5.5 lakhs for conducting a seminar and workshop
Motivating faculty members for undertaking quality research activities	The college received 13 Minor Research Projects from UGC

*\* Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body      Yes       No   
Management       Syndicate       Any other body

Provide the details of the action taken

- The IQAC meets to discuss about the development and current needs of the Institution.
- The achievements are recorded for enhancing the system of the quality in higher education.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	4	-	4	-
PG	16	-	16	-
UG	15	1	16	-
PG Diploma	3	-	2	-
Advanced Diploma	-	-	-	-
Diploma	2	-	2	-
Certificate	-	-	-	-
Others (M.Phil)	9	-	9	-
<b>Total</b>	49	1	50	-
Interdisciplinary	Career Oriented Programmes	-	-	3
Innovative				

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

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

Pattern	Number of programmes
Semester	70
Trimester	-
Annual	15

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

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

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

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

Affiliated to Bharathidasan University. Curriculum designed and updated by the University.

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

Yes – Department of Visual Communication

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
143	142		1	

2.2 No. of permanent faculty with Ph.D.

27

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
37	2							37	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

7

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	24	4
Presented papers	23	38	7
Resource Persons	-	-	5

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

- Teachers adopt innovative methods in teaching like case studies, hands on training and on the job training. Teachers make use of power point presentation, to make learning understandable and interesting.
- Career oriented courses, Spoken English, Personnel Management and Industrial Relations and Desktop Publishing are offered.

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

180



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

- As the college is affiliated to Bharathidasan University, examinations are conducted as per the directives of the University in the respective programmes.
- University has introduced Choice based Credit system for all the programmes.
- Photo copy of the assessed answer paper, issued to the student on demand.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 2

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage: 59%

Title of the Programme	Total no. of students appeared	Division				
		Distinction%	I %	II %	III %	Pass %
Tamil	66	12 (18%)	35(53%)	0	0	71
English	362	4(1.10%)	99(27.3%)	78(21.5%)	0	50
Mathematics	361	44(12.18%)	178(49.30%)	5(1.3%)	0	63
Physics	179	7(3.9%)	37(20.6%)	0	0	25
Chemistry	176	7(3.97%)	21(11.93%)	11(5.1%)	0	21
Biotechnology	61	7 (11.4%)	23 (37.7%)	1(1.6%)	0	51
Microbiology	64	22 (34.37%)	12(18.75%)	1(1.5%)	0	55
Computer Science	254	15(5.9%)	114(44.88%)	2(0.7%)	0	52
Computer Application	419	38(9.06%)	170(40.57%)	0	0	50
Information Technology	41	3(7.3%)	17(41.5%)	0	0	49
Commerce	276	17(6.1%)	109(39.4%)	50(18.1%)	8(2.8%)	67
Management Studies	393	0	226(57.50%)	8(2.03%)	0	60
Social work	5	0	5(100%)	0	0	100
Hotel Management	60	5(8.33%)	5(8.33%)	33(55%)	10(16.6%)	88
Physical Education	30	2(6.66%)	11(36.66%)	13(43.3%)	1(3.33%)	90
Visual Communication	4		2(50%)			50

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

The IQAC of the institution functioning effectively and contributes monitors and evaluates the Teaching & Learning process. Faculty Development programmes and workshops have been arranged for the faculty members and students on various topics to enhance the teaching – learning process. Pre-semester

exams are conducted before University semester examinations to improve pass percentage of students. Remedial classes are conducted for slow learners to improve the academic percentage. The activities and outcomes are recorded and steps to improve and sustain the quality of higher education is also taken.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	45
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	54
Others	-

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	2	-	-
Technical Staff	12	1	1	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC of the institution join hands to discuss various plans to promote research and motivate the faculty members.
- IQAC propagates various research grants available at UGC as well as at other agencies.
- IQAC motivates the staff members to submit the number of major and minor research projects to various funded agencies.
- IQAC also motivates the students to submit student's project proposal for their final semester projects.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	20
Outlay in Rs. Lakhs	-	-	-	3, 01,18,154

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	13	31
Outlay in Rs. Lakhs	-	-	23,09,000	91,69,000

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	34	-	-
Non-Peer Review Journals	14	16	-
e-Journals	6	-	-
Conference proceedings	5	3	-

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2 Years	UGC	23,09,000	15,94,500 First Instalment
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total				

15, 94, 500

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		3			
Sponsoring agencies	-	CICT funded seminar/workshop organized	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	23,09,000	From Management of University/College	-
Total	23,09,000		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	1
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
5	-	-	4	1	-	-

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

11
28

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

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

JRF	-	SRF	-	Project Fellows	-	Any other	-
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3.21 No. of students Participated in NSS events:

University level	2	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	25
National level	-	International level	-

3.23 No. of Awards won in NSS:

University level	1	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- The college motivates the faculty members and students to immaculate their motives in various extension activities.
- The students actively participate in various community services through NCC, NSS, YRC, RRC and Blood Donors club.
- The NSS and NCC volunteers created a great impact on our college through various outreach activities such as Blood Donation camps, Road Safety Awareness, Tree Plantation Programmes, Rain Water Harvesting Awareness and Anti-Tobacco Awareness.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	14.70 acres	-	Trust	14.70 acres
Class rooms	87	-	-	87
Laboratories	16	1	-	17
Seminar Halls	1	-	-	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		NA		
Value of the equipment purchased during the year (Rs. in Lakhs)	38,95,113.00	2,46,184	Institution	4,14,1297.00
Others	-	-	-	-

#### 4.2 Computerization of administration and library

- The modern computerized library has E -Journal facility.
- The central library is equipped with open educational resources like the Information and Library Network (INFLIBNET) and JGATE server.
- Computerized catalogue is accessed in the library.
- The office is equipped with Easy software for the Financial Management System.
- Internet facility is provided to the students.
- Internet with 8Mbps speed is available in the campus. WIFI facility is available inside the campus.

#### 4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26,933	53,79,632.41	20	7035.00	26953	53,86,667.41
Reference Books	933	9,16,192.00	4	495.00	937	9,16,687.00
e-Books	80409	5,000	80409	5000.00	80409	5,000.00
Journals	24	83,687.00	53	1,40,195.00	77	2,23,882.00
e-Journals	3828	66,185	3828	67,416.00	3828	67,416.00
Digital Database	-	-	-	-	-	-
CD & Video	560	-	-	-	560	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	206	179	8 Mbps	-	-	8	16	3
Added	-	-	-	-	-	-	6	-
Total	206	179	8 Mbps	-	-	8	22	3

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

- The faculty members and students of our college are provided with internet facility, audio-visual aids and computer aided packages to facilitate teaching and learning process.
- The Department of computer science conducts the Computer Literacy Programme for all the faculty members.
- Basic computer course is conducted for the benefit of non computer science students.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	7,91,121
ii) Campus Infrastructure and facilities	1,40,70,485
iii) Equipments	2,46,184
iv) Others	5,81,950
<b>Total:</b>	<b>1,56,89,740</b>

### **Criterion – V**

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

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

- IQAC encourages the students to come out with their views and suggestions for the development of the institution.
- Conducted orientation programme for I year students.
- IQAC provides information about various Student Support Services available at the institution and other levels.
- The UGC has granted 24 lakhs to conduct three carrier oriented skill development courses such as Spoken English, Desktop Publishing, Personnel Management and Industrial Relationship to the UG students.
- The National Skills Development Corporation has permitted the college to conduct several skills development courses for the benefit of 500 UG Final Year Students



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

The attempts made by the institution for tracking the progression of the students are:

- ✓ Feedback from students collected twice a year.
- ✓ Students counselling done by class advisors and HOD.
- ✓ E-books, e-journals, sample question papers are made available on library website, student's login details checked periodically by the Librarian.
- ✓ Organized Industrial visits, Educational Tours and Activity based learning for students.
- ✓ Regular soft skill training and mock placement interviews conducted for the final year students to increase student's placements.
- ✓ Parent's teachers meeting held twice in a year to communicate student's progress to parents and get parents feedback.

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph. D.	Others
733	426	157	14	-

(b) No. of students outside the state

14

(c) No. of international students

2

Men	No	%	Women	No	%
	601	47		729	53

Last Year (2012-13)						This Year (2013 -14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
18	347	1	776	11	1142	29	405	15	881	30	1330

Demand ratio: 3.3:1.7

Dropout % : 4.36%

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

The competitive exam cell provides special training programmes for fast learners. Special Classes conducted for IBPS examination and for TNPSC Examination.

No. of students beneficiaries

129

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

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

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

- The valuable guidance and suggestions was given to the students to develop their skills and exhibit the hidden talents.
- Students counselling cell counsels the students who suffer from feeling of insecurity, lack of self-confidence and other academic activities.
- The counsellors are invited to give lectures and counselling for academic growth and emotional endurance.
- Placement Cell arranges campus interviews for placement and informs the students about the off campus recruitment and motivates them.
- They also provide timely counselling on Group Discussion, interview skills, body language, etc.

No. of students benefitted

272

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	30	14	24

#### 5.8 Details of gender sensitization programmes

- The Women Empowerment Cell conducts programme to empower women and participate fully in economic life across all sectors.
- It also focuses on the development and sustainability and on improving the quality of life for women.
- Professional counsellors are invited to conduct programme for women students.
- Lectures and seminars are organized to create awareness about gender equality.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from the institution	-	-
Financial support from the government	832	63,42,150.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

## Criterion – VI

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

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

##### **Vision**

The vision of the college is to provide quality higher education, empowerment through knowledge and to have inclusive growth for socio-economic and sustainable development.

##### **Mission**

- Our mission is to equip and empower students with relevant knowledge, competence and creativity to face challenges.
- To achieve innovations in teaching and learning, research and extension activities and to realize national goals.
- To facilitate optimum use of human and natural resources for sustainable development.
- To promote participation of all the stake holders in the development of the institution and the region.
- To promote and practice inclusive growth.
- To adopt and promote the knowledge output for human development.
- To create awareness of human rights, value systems and culture.

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

The Institution has a management Information System. The following systems have helped to make the administration process effectively.

- Administrative procedures.
- Student admission.
- Student attendance.
- Evaluation and examination reforms.
- Library.

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

##### 6.3.1 Curriculum Development.

The college is affiliated to Bharathidasan University. Therefore, the basic curriculum is designed by the university.

### 6.3.2 Teaching and Learning

- Preparing Lesson Diary
- Preparing academic calendar
- Using advanced methods of teaching like Multimedia Presentation whenever necessary.
- Conducting unit tests, group discussions and home assignments etc.
- Conducting Mid-semester and Pre-semester examinations.
- Exploring the students for outdoor learning through educational trips, excursions, camps etc.
- Motivating students for research activities.
- Establishing knowledge club and arranging various quiz competitions.

### 6.3.3 Examination and Evaluation

#### Internal Evaluation

- Mid-semester and pre-semester examinations are conducted prior to University semester examination.
- The question papers are prepared by the faculty members as per the University question paper pattern.
- The evaluation of the answer scripts are done with the help of the answer key prepared by the concerned staff members.

#### External Evaluation

- At the end of every semester, the University conducts examination.
- The University's time table is followed for all courses.
- Prior to University examination, the students attendance, mid-semester and pre-semester marks are displayed in the notice board
- The internal assessment marks are provided based on the attendance, mid-semester exams, pre-semester marks and assignment.

#### 6.3.4 Research and Development.

- The college has a research steering committee to facilitate and motivate the research activities.
- The teachers are encouraged to submit the major and minor research projects to the various funded agencies
- The students are motivated to submit the students project proposal to Tamil Nadu State Council for Science and Technology to get the grants for their final semester project
- The Central Institute of Classical Tamil provided funds to the college to conduct two seminars and one workshop during the academic year
- The University Grants Commission provided funds to the faculty members of the college for doing minor research projects

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

- The institution has a well equipped library and laboratory.
- The library deploys various tools to provide access to the collection.
- The staff members and research scholars make use of the internet facility for their research.
- The Department of Physical Education has indoor and outdoor facilities
- All the departments are provided with network facilities.

#### 6.3.6 Human Resource Management

- The institution has sincere, dedicated and committed faculty members.
- The college has an adequate number of qualified teachers to handle the courses.
- The faculty members have access to the computer and internet facility.
- Faculty Development Programmes are arranged to enrich their knowledge for the teachers.

#### 6.3.7

Faculties are recruited based on the written test, teaching session and Personal Interview.

### 6.3.8 Industry Interaction / Collaboration

The institution has productive relationship with various industries of the nearby locality to work on various outreach and extension activities.

### 6.3.9 Admission of Students

Admission of students to various courses is based on merit and University norms.

### 6.4 Welfare schemes

Teaching	Free bus facility, Salary Advance.
Non teaching	Free bus facility, Salary Advance.
Students	Free bus facility, Scholarships.

### 6.5 Total corpus fund generated

-

### 6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

- ✓ The affiliating university, Bharathidasan University, has introduced choice based credit system. Our college has implemented the system proactively. The system includes credit points to each paper.
  
- ✓ Instant examination is conducted for the students who fail in one subject in the last semester, which enables the candidate to get the degree in the same year.

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

NA

6.11 Activities and support from the Alumni Association

- Alumni Association of our college has identified huge number of well placed alumni.
- Alumni Meeting is being conducted every year in the month of January.
- Funds donated by our alumni are being used to conduct the Alumni Meet.

6.12 Activities and support from the Parent – Teacher Association

- Parents Teacher Association is being conducted at the end of every semester.
- Parents Teacher Association meetings were made regularly for all the UG students.
- The class in-charge takes care of every student and monitors the activities of the student and report to the parents.
- The parents give their suggestions for the better functioning of the college

6.13 Development programmes for support staff

- The college encourages the initiatives of the faculty members towards development.
- The institution conducts staff development programmes by inviting resource persons on various subjects and academicians from outside the college.
- The staff members are provided with computer and internet facility to assist teaching.



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

### **Tree Plantation**

The NSS volunteers of our college have planted and maintained different varieties of flowering trees, ornamental trees and shrubs to keep the institute free from pollution and maintain aesthetics. Tree planting programmes are conducted frequently in a year.

### **Rain Water Harvesting and Waste Management.**

Rain water harvesting is under process for all existing buildings in the college. The wastes generated from the campus are segregated as degradable and bio-degradable.

## **Criterion – VII**

### **7. Innovations and Best Practices**

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

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• The faculty members are encouraged to submit major and minor research projects to the various funding agencies.</li><li>• Participation of the students in extension activities and Community programmes to help the students and serve the society.</li><li>• The National Skills Development Corporation has permitted the college to conduct several skills development courses for the benefit of 500 UG Final Year Students.</li></ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

<ul style="list-style-type: none"><li>• Apply for Minor research Project.</li><li>• To conduct National Seminars.</li><li>• Apply for new courses.</li><li>• College website updating.</li></ul>	<ul style="list-style-type: none"><li>• Applied for Minor Projects and sanctioned 13 minor research projects by UGC.</li><li>• Organized funded seminar and workshop sponsored by the Central Institute of Classical Tamil.</li><li>• Applied for visual communication and commenced the department to June 2013.</li><li>• Results, Regular notices, Programmes are uploaded in the database.</li></ul>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- Motivate the Fast Learners regarding the scope and advances in their subjects.
- Slow learners are identified and special coaching classes are given to them

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Every year college organises tree plantation programmes in the college campus and in the adopted village during the N.S.S. camp.

7.5 Whether environmental audit was conducted? Yes  No

\*Applied for environmental audit

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

NA

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

1. To get Autonomous status.
2. To conduct more seminars and conferences.
3. To fetch more funded research projects.
4. Collaboration with institution and industries to be initiated.
5. Enhancing Pass Percentage of students.

Name Mr.K.Saravanan

Name Prof.Dr.V.Ayothi

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

\_\_\_\_\_\*\*\*\_\_\_\_\_

**Abbreviations:**

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

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ANNEXURE – I

ACADEMIC CALENDER

Calendar 2013 – 14

JUNE 2013				
Day	Date		Day order	Working Days
Sat	1			
Sun	2			
Mon	3			*
Tue	4			
Wed	5			
Thur	6			
Fri	7			
Sat	8			
Sun	9			
Mon	10	College Reopens (For Staff)		
Tue	11			
Wed	12			
Thur	13			
Fri	14			
Sat	15			
Sun	16			
Mon	17			
Tue	18			
Wed	19	College Reopens (For Students)	I	1
Thur	20		II	2
Fri	21		III	3
Sat	22	Holiday		
Sun	23	Holiday		
Mon	24		IV	4
Tue	25	*	V	5
Wed	26		VI	6
Thur	27	Classes Begin for UG First Year	I	7
Fri	28		II	8
Sat	29	Holiday		
Sun	30	Holiday		
		Working Days		8

Teachers open the Door But you must enter yourself

35

**JULY - 2013**

Day	Date		Day order	Working Days
Mon	1	Founder's Day		
Tue	2		III	9
Wed	3		IV	10
Thur	4		V	11
Fri	5		VI	12
Sat	6	Holiday		
Sun	7	Holiday		
Mon	8		I	13
Tue	9		II	14
Wed	10		III	15
Thur	11		IV	16
Fri	12		V	17
Sat	13	Holiday		
Sun	14	Holiday		
Mon	15		VI	18
Tue	16		I	19
Wed	17		II	20
Thur	18		III	21
Fri	19		IV	22
Sat	20	Holiday		
Sun	21	Holiday		
Mon			V	23
Tue	23		VI	24
Wed	24		I	25
Thur	25		II	26
Fri	26		III	27
Sat	27	Holiday		
Sun	28	Holiday		
Mon	29		IV	28
Tue	30		V	29
Wed	31		VI	30
		Working Days		22

If the beginning good, the end mus be perfect

**AUGUST - 2013**

Day	Date		Day order	Working Days
Thur	1		I	31
Fri	2		II	32
Sat	3	Holiday		
Sun	4	Holiday		
Mon	5		III	33
Tue	6		IV	34
Wed	7		V	35
Thur	8		VI	36
Fri	9	Ramzan Holiday		
Sat	10	Holiday		
Sun	11	Holiday		
Mon	12		I	37
Tue	13		II	38
Wed	14		III	39
Thur	15	Independence Day / Rover Memorial Day		
Fri	16		IV	40
Sat	17	Holiday		
Sun	18	Holiday		
Mon	19		V	41
Tue	20		VI	42
Wed	21		I	43
Thur	22		II	44
Fri	23		III	45
Sat	24	Holiday		
Sun	25	Holiday		
Mon	26		IV	46
Tue	27		V	47
Wed	28	Krishna Jayanthi Holiday		
Thur	29		VI	28
Fri	30		I	49
Sat	31	Holiday		
		Working Days		19

The easiest way to live happily is to live honestly



**OCTOBER - 2013**

Day	Date		Day order	Working Days
Tue	1		IV	70
Wed	2	Gandhi Jayanthi - Holiday		
Thur	3		V	71
Fri	4		VI	72
Sat	5	Holiday		*
Sun	6	Holiday		
Mon	7		I	73
Tue	8		II	74
Wed	9		III	75
Thur	10		IV	76
Fri	11		V	77
Sat	12	Holiday		
Sun	13	Saraswathi Pooja - Holiday		
Mon	14	Vijaydashmi - Holiday		
Tue	15	Pooja Holiday		
Wed	16	Bakrid - Holidays		
Thur	17		VI	78
Fri	18		I	79
Sat	19	Holiday		
Sun	20	Holiday		
Mon	21	Pre Semester Begins	II	80
Tue	22		III	81
Wed	23		IV	82
Thur	24		V	83
Fri	25		VI	84
Sat	26	Holiday		
Sun	27	Holiday		
Mon	28			85
Tue	29			86
Wed	30			87
Thur	31			88
		Working Days		<b>19</b>

Write injuries in sand, but benefits in marble



NOVEMBER - 2013				
Day	Date		Day order	Working Days
Fri	1			89
Sat	2	Deepavali - Holiday		
Sun	3	Holiday		
Mon	4	Holidays		90
Tue	5			91
Wed	6			
Thur	7			
Fri	8	Last Working Day for Staff		
Sat	9	Holiday		
Sun	10	Holiday		
Mon	11			
Tue	12			
Wed	13			
Thur	14	Moharam Holiday		
Fri	15			
Sat	16	Even Sem Begins (for Staff)		
Sun	17	Holiday		
Mon	18	Even Sem Begins (for Students)	I	1
Tue	19		II	2
Wed	20		III	3
Thur	21		IV	4
Fri	22		V	5
Sat	23	Holiday		
Sun	24	Holiday		
Mon	25		VI	6
Tue	26		I	7
Wed	27		II	8
Thur	28		III	9
Fri	29		IV	10
Sat	30	Holiday		
		Working Days		<b>10</b>

A friend in need is a friend indeed

**DECEMBER - 2013**

Day	Date		Day order	Working Days
Sun	1	Holiday		
Mon	2	HODs' Meeting	VI	11
Tue	3		I	12
Wed	4		II	13
Thur	5		III <sup>A</sup>	14
Fri	6		IV	15
Sat	7	Holiday		
Sun	8	Holiday		
Mon	9		V	16
Tue	10		VI	17
Wed	11		I	18
Thur	12		II	19
Fri	13		III	20
Sat	14	Holiday		
Sun	15	Holiday		
Mon	16		IV	21
Tue	17		V	22
Wed	18		VI	23
Thur	19		I	24
Fri	20		II	25
Sat	21	Christmas Holidays		
Sun	22	"		
Mon	23	"		
Tue	24	"		
Wed	25	"		
Thur	26	"		
Fri	27	"		
Sat	28	"		
Sun	29	"		
Mon	30	"		
Tue	31	"		
		Working Days		<b>15</b>

*Money is a good servant but a bad master*

<b>JANUARY - 2014</b>				
Day	Date		Day order	Working Days
Wed	1	New Year Holiday		
Thur	2		III	26
Fri	3		IV	27
Sat	4	Holiday		
Sun	5	Holiday		
Mon	6		V	28
Tue	7		VI	29
Wed	8		I	30
Thur	9		II	31
Fri	10		III	32
Sat	11	Pongal Holidays		
Sun	12	"		
Mon	13	"		
Tue	14	"		
Wed	15	"		
Thur	16	"		
Fri	17	"		
Sat	18	"		
Sun	19	"		
Mon	20		IV	33
Tue	21		V	34
Wed	22		VI	35
Thur	23		I	36
Fri	24		II	37
Sat	25	Holiday		
Sun	26	Republic Day Holiday		
Mon	27		III	38
Tue	28		IV	39
Wed	29		V	40
Thur	30		VI	41
Fri	31		I	42
		Working Days		<b>17</b>

Working without a plan is like sailing without a compass



MARCH- 2014				
Day	Date		Day order	Working Days
Sat	1	Holiday		
Sun	2	Holiday		
Mon	3		VI	64
Tue	4		I	65
Wed	5		II	66
Thur	6		III	67
Fri	7		IV	68
Sat	8	Parents Meeting		
Sun	9	Holiday		
Mon	10		V	69
Tue	11		VI	70
Wed	12		I	71
Thur	13		II	72
Fri	14		III	73
Sat	15	Holiday		
Sun	16	Holiday		
Mon	17		IV	74
Tue	18		V	75
Wed	19		VI	76
Thur	20		I	77
Fri	21		II	78
Sat	22	Holiday		
Sun	23	Holiday		
Mon	24		III	79
Tue	25		IV	80
Wed	26		V	81
Thur	27		VI	82
Fri	28	Good Friday		
Sat	29	Holiday		
Sun	30	Holiday		
Mon	31	Telugu New Year		
			Working Days	19

Love begins at home, spreads to all human



**MAY- 2014**

Day	Date		Day order	Working Days
Thur	1			
Fri	2			
Sat	3			
Sun	4			
Mon	5			
Tue	6			
Wed	7			
Thur	8			
Fri	9			
Sat	10			
Sun	11			
Mon	12			
Tue	13			
Wed	14			
Thur	15			
Fri	16			
Sat	17			
Sun	18			
Mon	19			
Tue	20			
Wed	21			
Thur	22			
Fri	23			
Sat	24			
Sun	25			
Mon	26			
Tue	27			
Wed	28			
Thur	29			
Fri	30			
Sat	31			
		Working Days		

The greatest obstacle to reality is Ego.

## ANNEXURE – II

### Plan of Action and Outcomes Achieved

<b>.S.No</b>	<b>Plan of Action</b>
1	To initiate Student Support mechanisms.
2	Encouraging Students to participate in extension activities.
3	Enhanced Infrastructural facility for Research.
4	Motivating the faculty members to submit the proposal for organizing funded seminar and workshop.
5	Motivating faculty members to undertake quality research activities.
6	Proposed to conduct Career oriented programmes for the benefit of the students.
7	Proposed to conduct various academic activities in each departments.

<b>S.No</b>	<b>Outcomes Achieved</b>
1	National Skills Development Corporation has permitted the college to conduct several skills development courses for the benefit of 500 UG Final Year Students.
2	Our college has donated 650 units of blood and Bharthidasan University has awarded Best Blood donated college.
3	The Central Institute of Classical English has granted a sum of Rs 2.5 lakhs for conducting a ten days workshop entitled “ An Interpretation of Ettutokai in Light of Recent Western Literacy Theories with the Comparative Perspective”
4	The Central Institute of Classical Tamil has granted a sum of Rs 3 lakhs for organizing a seminar on “Tamil Semmozhi illakiyantalil Nattar vazakkuatriyalin thakkam” and “Tamil Ilakkana valarchikku tholkappiya urai asiriyargalin pangalippu”
5	UGC has granted a sum of Rs 17, 14,500 to 13 faculty members for doing minor research project.
6	UGC has granted 24 lakhs to conduct three carrier oriented skill development courses such as Spoken English, Desktop Publishing, Personnel Management and Industrial Relationship.
7	Fresher’s day was celebrated on 27 <sup>th</sup> June, 2013 and Dr.K.Varadharaajen, Chairman, Roever Group of Educational Institutions was the Chief Guest.



8	The Department of Management Studies conducted a guest lecture on “Business Advertisement and Promotion” on 28 <sup>th</sup> June, 2013.
9	The Department of Computer Science organized an association meeting on “Latest Trends in Information Technology” on 7 <sup>th</sup> July, 2013. Mr. G.Viswanathan Govindharaj was the resource person.
10	Motivation Speech on “Skill Development” was conducted on 12 <sup>th</sup> July, 2013. Mr.S.Sivanantham was the chief guest and interacted with the students.
11	The Department of Management Studies conducted a programme on “P Vizart Jungle” on 12 <sup>th</sup> July, 2013.
12	The Faculty Development Programme on “Time Management” was organized for the staff members on 16 <sup>th</sup> July, 2013.
13	The Faculty Development Programme on “Success for Life” was conducted for the staff members on 17 <sup>th</sup> July, 2013.
14	The Yoga Programmme on “Basic concepts in Yoga” was organized for the staff members on 18 <sup>th</sup> July, 2013.
15	The Department of Management studies conducted a guest lecture on 18 <sup>th</sup> July, 2013. Dr.CMA. T.K. Sridhar was the chief guest and delivered a keynote address on “Investment opportunities”.
16	The Yoga Programmme was organized for the staff members on 19 <sup>th</sup> July, 2013. Mr.S.Krishnakumar was the chief guest.
17	Bridge Course was inaugurated for the first year UG students on 23 <sup>rd</sup> July, 2013. Dr.A.Mohammed Ibraheem, Vice Principal, Jamal Mohammed College, Trichy was the chief guest.
18	The Department of computer science conducted a guest lecture. Mr.K.Ramesh was the resource person and delivered a lecture on “Android application” on 24 <sup>th</sup> July, 2013
19	The Department of Management studies organized a guest lecture on Ponzi Investment on 31 <sup>st</sup> July, 2013. Dr.CMA. T.K. Sridhar was the resource person.
20	The Department of Computer Science organized a programme on “An interview facing skills” on 14 <sup>th</sup> August, 2013.
21	The School of Life sciences organized an Association Meeting on 20 <sup>th</sup> August, 2013. Dr.R.Vijaya Kumar was the resource person and delivered a lecture on “Recent Achievements in Environmental Microbiology”
22	The Faculty Development Programme was conducted on 21 <sup>st</sup> August, 2013. Dr.Daniel, Professor & Head, Department of Physics, Bharathidasan University, Trichy was the

	chief guest and delivered a lecture on “Activities of Internal Quality Assurance Cell”.
23	Swift 2013 programme was conducted by the department of Information technology on 4 <sup>th</sup> September, 2013.
24	The Department of Mathematics conducted a programme on CSIR, NBHM, GATE Exams Preparation on 4 <sup>th</sup> September, 2013.
25	Women Entrepreneurship Association of Roever was inaugurated on 5 <sup>th</sup> September, 2013. Mr.D.Mohan Rengan, Manager, DIC, Perambalur and Mrs.N.Manimekalai, Director, Women Studies, Bharathidasan University, Tiruchirapalli were the chief guest and delivered a lecture on “Role of women in Indian Economy”.
26	Youth Entrepreneurship Association of Roever was inaugurated by Prof.K. Parthasarathy, Director, Institute for Entrepreneurship and Career Development (IECD), Bharathidasan University, Tiruchirapalli on 18 <sup>th</sup> September, 2013.
27	The Community Programme was organized by the department of Social work and Mrs. R. Mayble, Family counsellor, KLA, Trichy was the resource person and delivered a lecture on “Psychological well being of mothers” on 19 <sup>th</sup> September, 2013.
28	The Department of Tamil organized Illakiya Manra Vizha on 25 <sup>th</sup> September, 2014.
29	The school of life sciences organized a guest lecture on 26 <sup>th</sup> September, 2013. Dr.N.Siva Kumar, Asst.Professor, Department of Biotechnology, Madurai Kamaraj University, Madurai was the resource person and delivered a lecture on “Genomics and Proteomics”.
30	The Women Entrepreneurship Association conducted Toy Making and Mehanthi Competition on 27 <sup>th</sup> September, 2013.
31	Hand Crafts and Bridal Making Competitions were conducted by the Women Entrepreneurship Association on 1 <sup>st</sup> October, 2013.
32	Wealth out of waste and Zardosi Competitions were conducted for the students on 3 <sup>rd</sup> October, 2013 by the Women Entrepreneurship Association.
33	The Department of Commerce organized a guest lecture on “Money : From Barter system to Today & Tomorrow” on 4 <sup>th</sup> October, 2013. Dr.B.Kannan, Asst.Professor, Department of Commerce, Periyar EVR College, Trichy was the chief guest.
34	Garland & Jewellery Making Competition was conducted by the Women Entrepreneurship Association on 4 <sup>th</sup> October, 2013.
35	Clay Modelling and Pot Painting Competition, Multimedia presentation was conducted for the students on 7 <sup>th</sup> October, 2013 by the Women Entrepreneurship Association.
36	Hair Dressing Competition, Painting Competition and Bouquet Making Competition was conducted by the Women Entrepreneurship Association on 8 <sup>th</sup> & 9 <sup>th</sup> October, 2013.

37	The Department of Commerce organized a Alumni Meeting (Family Meet) on 20 <sup>th</sup> October, 2013.
38	The Quiz Competition was organized by the Department of Mathematics on 18 <sup>th</sup> December, 2013.
39	‘The RoInfoTech-2014’ programme was organized by the Department of Information of Technology on 6 <sup>th</sup> January, 2014.
40	A debate Program was organized by the CV Raman Club on 10 <sup>th</sup> January, 2014.
41	The Department of Management Studies conducted a Management Game on “Statistical Game Plan” on 31 <sup>st</sup> January, 2014.
42	The Department of Information technology conducted a guest lecture on “Recent Trends in Information Technology” on 10 <sup>th</sup> February, 2014.
43	The Department of Management Studies conducted a “Quiz Competition” on 12 <sup>th</sup> February, 2014.
44	The Department of Information technology conducted a guest lecture on 18 <sup>th</sup> February, 2014. Dr.E.Kirubakaran, Additional General Manager, Bharat Heavy Electricals Limited, Trichy was the resource person and delivered a lecture on “Emerging Trends in IT”.
45	An Awareness Programme on “Dengue Fever for the Mothers” on 18 <sup>th</sup> February, 2014 by the department of Social work.
46	An Awareness Programme was conducted on “Importance of Education” on 25 <sup>th</sup> February, 2014 by the department of Social work.
47	The Legends Quiz Programme was conducted by the department of Management studies on 27 <sup>th</sup> February, 2014.
48	A State level seminar was organized by the department of physics on 28 <sup>th</sup> February, 2014.
49	An awareness programme on Health and Hygiene was organized by the Department of Social Work on 1 <sup>st</sup> March, 2014.
50	The Department of Management Studies conducted a programme titled “Effectiveness of the Management” on 13 <sup>th</sup> March, 2014.
51	An Exhibition was organized on Traffic awareness, Pollution and Gender Equity by the department of Management Studies on 19 <sup>th</sup> & 20 <sup>th</sup> March, 2013.
52	The Quiz Competition was conducted by the department of Management studies on 21 <sup>st</sup> March, 2014.
53	An Awareness programme on “TB Disease” was conducted by the department of Social work on 22 <sup>nd</sup> March, 2014.

54	R-BIT 2K14 Inter Collegiate Technical meet was organized by the department of Computer Application and Information technology on 26 <sup>th</sup> March, 2014.
55	The Department of Information technology organized a guest lecture on “Professional Career in Information Technology” on 28 <sup>th</sup> March, 2014.

## **ANNEXURE – III**

### **Analysis of Feedback from Stake holders**

- The college collects feedback from the students at the end of every semester.
- The feedback is also collected from the alumni on the day of annual alumni meet conducted every year in the month of January.
- The feedback is collected from the parents through Parents Teacher Association Meeting conducted at the end of every semester.
- The Opinions and suggestions is collected from the resource persons who have attended the programs organized by the various departments.
- The ideas and suggestions obtained from the stake holders are discussed and analyzed for the further development of the institution.

## ANNEXURE – IV

### Best Practices

- To start the day prayers are played in all the classrooms and corridors for mental peace of the students. The prayers focus on human values, inner strength and peace of mind. General knowledge information is played after the prayer on a daily basis.
- Historical movies and plays are screened to students to make their understanding better.
- Students interested in sports events are given practice and guidance before and after the college hours.
- All the students are advised by their respective counsellors. Besides, the counsellor also tries to solve any academic or personal issues the students may have. Parents are also informed about their wards' issues. They are also invited to attend Parent-Teachers meeting at least once in each semester.
- Special Coaching classes for the fast learners were given to appear for various competitive exams. Subject experts and Industry experts are hired for this purpose.
- Free remedial classes are organized for slow learners.
- The college library provides two library tickets enabling the student to take books for their reference. The students are also given individual user name and password to access the e-journals.