

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
UTHAMAPALAYAM- 625 533.

Theni District, Tamil Nadu.



ANNUAL QUALITY ASSURANCE REPORT (AQAR)

of the

INTERNAL QUALITY ASSURANCE CELL (IQAC)

for the academic year 2012-13

(July 1, 2012 to June 30, 2013)

Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR FOR THE YEAR

2012 – 13

1. Details of the Institution

1.1 Name of the Institution

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

1.2 Address Line 1

KOMBAI ROAD

City/Town

UTHAMAPALAYAM

State

TAMILNADU

Pin Code

625 533

Institution e-mail address

principal@hkrhc.ac.in

Contact Nos.

04554 - 265225

Name of the Head of the Institution:

Hajee Dr. M. Howdh Mohideen

Tel. No. with STD Code:

04554 - 266033

Mobile:

9442032880

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	-	2005	Five Years
2	2 nd Cycle	A	3.26	2012	Five Years

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

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

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

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

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*)

Madurai Kamaraj University,
Madurai - 625 020.

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

13

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

- 5 workshops were conducted in the college
- 2 State-level seminars were conducted
- 58 papers were presented in the various Seminars / Conferences.
- 6 of our faculties delivered Guest Lectures.
- Research culture was promoted in the campus.
- Free Health check-up programme was conducted.
- NET/SET examination motivation programme conducted.
- Guidance and Counselling and Placement training for students were organized.
- Disbursement of Scholarships to poor and meritorious students.
- Entrepreneurship development programme was conducted.

2.15 Plan of Action by IQAC/Outcome

The following is the plan of action chalked out in the meetings of IQAC towards quality enhancement and the outcome achieved in the end of the academic year *

Plan of Action	Achievements
1. The IQAC asked the managing committee to advise the unaided staff and eligible students to qualify in the NET/SET Examinations.	Six of our college faculties qualified themselves in the NET/SET Examinations(1-NET / 5-SET)
2. The IQAC suggested the managing committee to initiate the construction work of indoor and outdoor stadiums.	The construction work of indoor and outdoor stadium, sponsored by the UGC was initiated.
3. The IQAC laid down the need for the release of a book about the college founder to mark the 125 th anniversary.	A book entitled “ HAJEE KARUTHA ROWTHER – 125 ” was released.
4. The IQAC made an appeal to the Government of Tamil Nadu to issue free laptops for the students.	The Finance Minister of Tamil Nadu distributed nearly 500 laptops to the second year UG students.

<p>5. The IQAC suggested to initiate steps to digitalize the library of the college.</p>	<p>The facilities like automation of book searching system and barcoding system for the filling and issuing of books were implemented in the library.</p>
<p>6. The IQAC suggested the managing committee to take necessary steps to obtain autonomous status at the earliest.</p>	<p>The autonomous granting committee constituted by the UGC visited our college to review the request submitted by the management for obtaining autonomy to the college.</p>

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

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate any other body

Provide the details of the action taken

- As per the recommendation of the second NAAC Peer committee, efforts were taken to promote research culture among the faculties. As a result as many as 4 faculties submitted their Ph.D., theses and 1 faculty was awarded M.Phil., and 1 was awarded with Ph.D.,
- 5 books were published by the faculties of our college.
- Internet facilities were provided to all the departments with 1 Mbps speed under the scheme of NMEICT (National Mission on Education through Information and Communication Technology). The total number of connections were 10 and the Internet Service Provider was BSNL.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	--	1	--
PG	8	--	6	--
UG	15	--	6	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others M.Phil.,	2	--	2	--
Total	26	--	15	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	25
Trimester	--
Annual	--

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

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

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

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

Our College is affiliated to Madurai Kamaraj University and bound to follow the University Syllabus designed by respective board of studies.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	64	22	41	0	1

2.2 No. of permanent faculty with Ph.D.

23

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
0	5	0	0	0	0	0	1	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

65

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	2	23	15
Presented papers	--	59	21
Resource Persons	2	--	16

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

The college provides LCD projectors to all the Science departments, enabling the staff to shift to ICT enabled teaching. The students are given an opportunity to make use of Internet connectivity for e-learning.

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)

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

7

0

11

2.10 Average percentage of attendance of students

86.40

2.11 Course/Programme wise distribution of pass percentage :

DEPARTMENT-WISE RESULTS: 2012 - 2013 - UG (OVERALL)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
English	60		8.34	60	16.66	85
History	45	6.6	15.6	73.3	2.2	97.7
Economics	49	8.16	20.4	59.2		87.76
Physics	32		90.6	6.05		96.65
Chemistry	28	7.14	39.26	3.6		50
Mathematics	43		66	6	2	74
Zoology	36		52.7	16.6		69.4
Computer Science	36		80.55	11.11		91.66
Commerce	49	2.04	2.04	57.15	8.16	69.39
B.B.A.,	40		67.5	17.5		85
B.Com.,Banking	27		33	56	7	96
B.Com., CA	29		48	38		86
Bio-Chemistry	4			50		50
Micro Biology	6			50		50
Information Technology	24		45.84	29.16	25	100

DEPARTMENT-WISE RESULTS: 2012 - 2013 - PG (OVERALL)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
History	8		87.5			87.5
Commerce	29		51.7	3.45		55.15
English	11		54.54	27.27		81.81
Economics	5		80			80
Chemistry	12	8.33	33.37			41.7
Mathematics	17		70.5			70.5
M.Com (CA)	11		64	18		82
CS & IT	9	11.11	88.89			100

DEPARTMENT-WISE RESULTS: 2012 - 2013 – M.Phil.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
History	7		100			100
Commerce	15		100			100

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

- The IQAC monitors the academic activities to ensure the standard in Teaching, Learning, Evaluation, Research and Extension activities.
- The IQAC recommends the Principal to convene the meetings of the Heads of the Departments periodically. The plans to improve the quality of the academic activities are chalked out in the meetings and the same are implemented through faculty members.
- The standard of Teaching and Learning is periodically discussed, reviewed by the Members of the Management Committee, Principal and IQAC of the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	10
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	01
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	8	1	0	0
Technical Staff	11	18	0	27

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has been insisting the management to provide all sorts of assistance to the faculties who are engaging in the doctoral research works. Considering the direction of IQAC into account the management has equipped the post graduate departments with well stacked libraries. All the departments have been equipped with desktop computers with high end configurations through which the faculties obtained printed journals, e-journals, scientific software and application based software. All the departments are also connected with internet by which the faculties and M.Phil, and Ph.D., scholars work both during working and non-working hours.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1	--	1
Outlay in Rs. Lakhs		3.62		2.19

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	2	--
Outlay in Rs. Lakhs			1.7	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	2	--
Non-Peer Review Journals	--	--	2
e-Journals	--	--	--
Conference proceedings	--	--	--

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	2012-13	UGC	170000	170000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			170000	170000

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	--	--	9		2
Sponsoring agencies			self supporting		self supporting

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="10"/>	State level	<input type="text" value="65"/>
National level	<input type="text" value="3"/>	International level	<input type="text" value="1"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="3"/>	
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="14"/>	Any other <input type="text"/>

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

- 3 blood donation camps were conducted.
- An awareness rally on Road Safety was conducted.
- An awareness rally for voters was conducted.
- Cleaning programmes were undertaken in the campus of government hospital Uthamapalayam.
- A seven days NSS special camp was conducted at Lower camp.
- Our NCC Army unit organized a cycle rally to Suruli falls with the cadets carrying Placards stressing evils of tobacco.
- A seven days NSS special camp for women students was conducted at Kakkilsikkayanpatty.

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	25 acres	--	--	25 acres
Class rooms	65	--	--	65
Laboratories	11	--	--	11
Seminar Halls	1	--	--	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	4	2	UGC	6
Value of the equipment purchased during the year (Rs. in Lakhs)		6.32	UGC	6.32
Others				

4.2 Computerization of administration and library:

The work of the data entry was initiated to computerize the Library Management System.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	39255	11776500	307	92100	39562	11868600
Reference Books	1096	493200	34	15300	1130	508500
e-Books						
Journals	16	7900	2	1100	18	9000
e-Journals						
Digital Database	1	11500			1	11500
CD & Video	112	72800	12	7800	124	80600
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	155	134	Dial-up	7	--	6	7	1
Added	37	--	Broadband	--	--	15	22	--
Total	192	134		7	--	21	29	1

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

In the beginning of every Academic Year the college conducted Computer usage and internet access training programme to the benefit of first year students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	16.71755
ii) Campus Infrastructure and facilities	47.64482
iii) Equipments	1.09693
iv) Others	0
Total :	65.45930

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The students of the college are given the best support service and are closely mentored by the Principal, the Heads and other staff members of the college. The students can directly meet the Principal to tell their grievances. Every department in the college under the headship of the Head of the Department nominate a tutor for each class in their respective departments. The tutor plays an important role in mentoring the students in all academic, personal, social, and other extra-curricular activities. The tutor also looks after the academic progress of the students by maintaining a record of their CIA tests and the result of the semester examination. The IQAC of the college gives more importance in providing qualitative student support services. Based on the recommendation given by IQAC, the college arrange the following student support services.

- Remedial class for week students.
- Scholarship facility.
- Purified drinking water.
- Sanitation facility.
- Centre for Entry in services.
- Free browsing facility.
- More college buses for women students.
- Separate resting place for women students.
- Fine arts club to identify individual talent.
- NET/SET coaching centre.
- Endowment scholarships for meritorious students.
- Book depot with subsidised price.
- Maintaining Clean and Green campus.
- Community college for school dropouts and destitutes.

The well-integrated student support services provided by the college at all levels satisfy the stakeholders.

5.2 Efforts made by the institution for tracking the progression

The institution provides free coaching facility through Centre for Entry in Services. The College Library functions from 9 AM to 5 PM for the benefit of current and passed out students. The Career Guidance Cell prepares students for various competitive examinations and arranges for the campus interviews with various companies to provide placements to them. Considerable number of students enter the Uniform & Civil Services every year and nearly 5% of our students admitted into PG and M.Phil. programmes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil)
1957	262	--	14

(b) No. of students outside the state

15

(c) No. of international students

--

Men	No	%
	957	42.85

Women	No	%
	1276	57.15

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1	287	-	1815	--	2103	3	299	--	1931	3	2233

Demand ratio 1.67 Dropout % 2.91

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

The college has Entry-in Service centre with a senior staff as its coordinator. This centre provides special coaching to the students who take up competitive examinations at the state and central level such as UPSC, TNPSC, RRB, BSRB and Uniform Services. Special classes, guest lectures, model examinations and study materials are provided to the students. Our students are also given special coaching for UGC-NET/SET, TRB examinations. Staff who have cleared these exams take keen interest in coaching the students for the same. 6 of our students have cleared UGC-NET/SET examinations during this year.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	1	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

The College has a Career Guidance and Counselling Centre for the benefit of the students. The Centre disseminates information on job opportunities and conducts coaching classes and training programmes pertaining to placement. There is a Career Guidance Cell Coordinator for the college. He co-ordinates the placement activities and train the students for Aptitude Tests, Group Discussions, Technical and HR Interviews. The students participate in various on-campus and off-campus recruitment drives organized by the cell. Through these activities the students get an awareness about the recent trends, requirements and developments taking place in the industries.

There is a Centre for Entrepreneurship and Rural Development Cell (CERD) which organizes special awareness programmes on the values of entrepreneurship.

No. of students benefitted

2032

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
--	--	--	35

5.8 Details of gender sensitization programmes

Based on the development of the women alumni in the society the strength of the women students has been increasing and over the years they have outnumbered the men students. International Women's day is celebrated every year. Many competitions and cultural events are conducted on this occasion.

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 institution	1	3924
Financial support from government	796	2017289
Financial support from other sources	6	10400
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

“OUR VISION IS TO PROVIDE THE BEST TYPE OF HIGHER EDUCATION TO ALL, ESPECIALLY TO STUDENTS HAILING FROM MINORITY MUSLIM COMMUNITY, RURAL AGRICULTURAL FAMILIES AND OTHER DEPRIVED, UNDER PRIVILEGED SECTIONS OF THE SOCIETY, INCULCATING A SENSE OF SOCIAL RESPONSIBILITY IN THEM. OUR COLLEGE IS COMMITTED TO PRODUCING TALENTED, DUTY-BOUND CITIZENS TO TAKE UP THE CHALLENGES OF THE CHANGING TIMES.”

MISSION

“OUR MISSION IS TO IMPART AND INCULCATE SOCIAL VALUES, SPIRIT OF SERVICE, AND RELIGIOUS TOLERANCE AS ENVISIONED BY OUR BELOVED FOUNDER PRESIDENT HAJEE KARUTHA ROWTHER. THE VISION BECKONS.....THE MISSION CONTINUES FOREVER.”

6.2 Does the Institution has a management Information System

The college has a management information system called **Flair**. All the administrative works, Examination cell, Attendance and marks of the students, library activities, Staff and students profiles are linked with the **Flair** software.

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

6.3.1 Curriculum Development

As the College is affiliated to Madurai Kamaraj University, the college follows the syllabus framed by the Board of studies of the University.

6.3.2 Teaching and Learning

The College is affiliated to the Madurai Kamaraj University. Therefore the syllabus reviewed and redesigned by the university is followed in the college. All the staff members are encouraged to use ICT techniques in teaching and learning process.

6.3.3 Examination and Evaluation

Our College follows Choice Based Credit System (CBCS) for all the programmes which are designed by the university. The College is the examination centre of Madurai Kamaraj University. Though the examinations are conducted in the college, the answer scripts are valued and the results are published by the university.

6.3.4 Research and Development

The Research committee constituted by the Principal consists of the staff who are with the qualification of Ph.D. The senior most staff is the Head of the Committee. It co-ordinates the research oriented activities and taps the grants available under State and Central Government Aids. It also encourages the budding researchers both staff and students to tap such funds available from UGC / State Government / Central Government and materialize the same by doing Minor / Major Projects.

The college invites eminent researchers and subject experts from academic and industry as Resource Persons in National and International seminars, conferences and workshops organized by various departments. The faculty members and students have healthy interactions and discussions with these resource persons. The knowledge received from these deliberations is utilized by the stakeholders in their research work.

The college management encourages the faculty members by providing incentives for publishing their research findings in refereed journals and for presenting research papers in conferences and seminars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college provides latest technologies and facilities for the benefit of the faculty members in order to enhance their effectiveness of teaching-learning process.
- LCD projectors are used for effective class teaching.

- Internet facilities were provided to all the departments with 1 Mbps speed under the scheme of NMEICT (National Mission on Education through Information and Communication Technology). The total number of connections were 10 and the Internet Service Provider was BSNL.
- E-Journals are subscribed through DELNET.

6.3.6 Human Resource Management

- Qualified faculty members are recruited, as and when vacancy arises, to satisfy academic commitment and to provide continuous quality education.
- The teachers are encouraged to participate in seminars, conferences and workshops in order to update their knowledge and get exposed to new technologies and developments in their respective areas of study.
- National and International level conferences and seminars are organized to develop organizational capabilities and leadership qualities of faculty members.
- The students are motivated to participate/conduct in inter-collegiate technical and nontechnical symposia and other competitions to strengthen their leadership traits, and organizational skills.

6.3.7 Faculty and Staff recruitment

Applications for vacancies in the aided and self-finance programmes are invited from the qualified aspirants by giving advertisements in leading national dailies. The Principal and Head of the department concerned, scrutinize the applications received and prepare the list of candidates to be called for interview. Personal interview is conducted and the applicants are short listed. The candidates are asked to handle classes and their performance inside the class is evaluated by the Heads of the Departments concerned. The selection panel consists of the members of the College Managing Committee. The candidates are finally selected based on their performance in the interview and classroom teaching.

6.3.8 Industry Interaction / Collaboration

- The Career Guidance Cell of the College has linkages with many companies for employment opportunities of our students.
- Experts from industry are invited to motivate the students.
- Successful entrepreneurs are invited for creating an awareness among students on the value of self-employment.

6.3.9 Admission of Students

An Admission committee headed by the Principal along with two senior staff work on the admission procedure. The admission committee meets and finalises the norms to be fixed for making admission, taking in to account the guidelines set by the Government of Tamil Nadu and Madurai Kamaraj University.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

44,50,565/-

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	No	--	Yes	IQAC
Administrative	Yes	Government	Yes	Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The College is affiliated to the Madurai Kamaraj University. Therefore the Examinations are conducted on the basis of rules and regulations framed by the University.

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

The Madurai Kamaraj University encourages its affiliated colleges to opt for autonomy. As such, the college has submitted a proposal to the UGC through the University for granting Autonomous status to the college.

6.11 Activities and support from the Alumni Association

Alumni Association meetings takes place every year, in which large numbers of alumni take part and give valuable suggestions for the development of the institution. The Alumni Association is extending its support to conduct the Sports day and NSS special camps smoothly. The Alumnus who are employed at various levels in Government jobs have constant touch with Career Guidance cell and Centre for Entry in services and guide the students aspiring for their bright career.

6.12 Activities and support from the Parent – Teacher Association

In the beginning of every academic year, a meeting of the Parents, Teachers and Students is conducted, in which the responsibilities of the parents with regard to their ward's discipline and academic progress are explained.

6.13 Development programmes for support staff

- Medical camps are conducted in which the support staff are also benefitted.
- Employees State Insurance (ESI) and Employees Provident Fund (EPF) are provided.
- Interest free loans and Festival advances are offered to them on their request.

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

- Renewable Energy Resources like Solar panels and Wind Mill are installed in the college campus.
- More saplings are planted in the college campus.
- The e-waste such as condemned computers, accessories and peripherals are disposed of as scrap materials to vendors.
- The college has been made as plastic and smoke free campus.
- Rain water harvesting pits are put up at various places inside the campus.

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.

- Internet facilities were provided to all the departments.
- A Reading Club initiated by the Library helps the students to enrich the reading habit.

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

- Six of our college faculties qualified themselves in the NET/SET Examinations(1-NET / 5-SET)
- The construction work of indoor and outdoor stadium, sponsored by the UGC was initiated.
- A book entitled “HAJEE KARUTHA ROWTHER – 125” was released.
- The Finance Minister of Tamil Nadu distributed nearly 500 laptops to the second year UG students.
- The facilities like automation of book searching system and barcoding system for the filling and issuing of books were implemented in the library.
- The autonomous granting committee constituted by the UGC visited our college to review the request submitted by the management for obtaining autonomy to the college.

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

Best Practice - 1

Students Support Scheme

Baithulmal:

Bayt al-mal (بيت المال) is an Arabic term that is translated as "House of money" or "House of Wealth.". In Islam the word refers to the money collected from the wealthy muslims and deposited in the treasury. The money is spent for the welfare of the people. Taking this concept in to account, to help the needy muslim students to meet their academic financial requirements, a financial aid fund in the name of Baithulmal was setup in the year 2011. The contribution to this scheme comes from the college teachers and well-wishers in the society. This scheme is managed by a committee headed by a co-ordinator who is assisted by the members of the committee.

The total number of beneficiaries of this scheme for the year 2012-13 is 4

Students Aid Fund:

Corresponding to the setting up of Baithulmal, another financial welfare scheme was started for the non-muslim students called the Students Aid Fund. The funds for this scheme are generated from the liberal donations contributed by the college teachers and well-wishers in the society.

The total number of beneficiaries of this scheme for the year 2012-13 is 2.

Free Education to Madharasa Students:

The college Management has been offering free education to the students of Howdia Madharasa, established by our Founder-President, with free boarding and lodging.

The total number of beneficiaries of this scheme for the year 2012-13 is 1

Best Practice - 2

ICT enabled Teaching

Internet connection was extended to all the departments in the college. Taking the impact of it into consideration, the Governing Committee provided LCD projectors to all the Science departments, enabling the staff to shift to ICT enabled teaching.

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

7.4 Contribution to environmental awareness / protection

- The ECO Club of the college creates awareness among the students on environment.
- The NSS volunteers take up cleaning programmes in the campus of Government Hospital, Uthamapalayam.
- More saplings are planted in the college to ensure a clean and green environment.
- The college is maintained as a plastic-free and smoke-free campus.
- The college creates and maintains rain water harvest pits.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- Reaccredited with “A” Grade, CGPA of 3.26 out of 4.00, by NAAC, Bangalore.
- The college has been an educational hub for the first generation learners of our region.
- The college is also an educational asylum for the Minorities, Backward, Most Backward, agriculturists and deprived sections of the locality.
- More number of women students are given opportunity to carry out their higher education.

- The college is moving towards 60th year of its establishment, carrying forward the dream of the Founder to achieve greater success in imparting higher education.
- The college is committed to producing talented, duty-bound citizens to take up the challenges of the changing times.

Weakness:

- Inadequate consultancy service.
- Limited number of placements of the students.

Opportunities:

- To introduce more number of PG and M.Phil programmes.
- To promote the Department of History into Centre for Islamic Studies.
- To introduce Women Studies Programme.

Challenges:

- Improving Consultancy Services.
- Promoting fruitful Placements.
- Getting Patent rights.
- Preparing students for Civil Service Examinations.

8. Plans of institution for next year

To renovate the Lab of the B.Sc., Computer Science.

To expedite the efforts to obtain Autonomous Status from the UGC.

To take up the construction work to have a separate office for the Controller of Examinations.

To appoint Controller of Examinations.

To finish the works of the Ladies Hostel funded by the UGC.

To appoint Controller of Examinations.

<p>Name <u>S. SIRAJUDEEN</u></p> <p><u>S. Sirajudeen</u></p> <p>Signature of the Coordinator, IQAC</p>	<p>Name <u>H. MOHAMMED MEERAN.</u></p> <p><u>H. Mohammed Meeran</u></p> <p>Signature of the Chairperson, IQAC PRINCIPAL Hajee Kanutha Rowther Howdla College (Autonomous) UTHAMAPALAYAM-625533.</p>

Annexure I

ACADEMIC CALENDAR OF THE YEAR 2012-2013

Sl. No.	Date	Meetings / Activities
	18-06-2012	IQAC Meeting
	20-06-2012	Classes commenced for I year UG
	25-06-2012	IQAC sponsored Workshop
	06-07-2012	Visit of Autonomous Granting Committee
	10-8-2012	CIA Examinations-I (odd)
	10-10-2012	CIA Examinations-II (odd)
	13-10-2012	Graduation Day
	03-12-2012	IQAC Meeting
	13-01-2013	Alumni Meeting
	30-01-2013	CIA Examinations-I (even)
	25-02-2013	NSS,NCC,YRC Day
	25-02-2013	Sports Day
	26-02-2013	Release of book entitled "Hajee Karutha Rowther – 125"
	27-02-2013	Muththamizh vizha
	27-02-2013	Women's day
	28-02-2013	College Day
	02-03-2013	Graduation Day
	13-03-2013	CIA Examinations-II (even)

Annexure II

Feedback from Students

The college has the customary and approachable practice to get feedback from the students through IQAC. The comments obtained from the students are discussed in the meetings to take necessary action.