

**HAJEE KARUTHA ROWTHER HOWDIA COLLEGE  
(AUTONOMOUS)  
UTHAMAPALAYAM- 625 533.**

Theni District, Tamil Nadu.



**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

of the

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

for the Academic Year 2015-2016

(July 1, 2015 to June 30, 2016)

# Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR FOR THE YEAR

2015– 16

### 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. H.Mohamed Meeran

Tel. No. with STD Code:

04554 - 266033

Mobile:

9443501836

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 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/AQAR2013-14.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	(86.25 %)	2005	Five Years
2	2 <sup>nd</sup> 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 2012-13 submitted to NAAC on 13-09-2017 (DD/MM/YYYY)
- ii. AQAR 2013-14 submitted to NAAC on 05-10-2017 (DD/MM/YYYY)
- iii. AQAR 2014-15 submitted to NAAC on 11-10-2017 (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. Tamil Nadu.

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

7

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

14

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

2

Non-Teaching Staff

2

Alumni

2

Others

2

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.

1

International

-

National

-

State

-

Institution Level

1

(ii) Themes

Implementation of Autonomy Programme - An Introspection

2.14 Significant Activities and contributions made by IQAC

- Conducted one-day Orientation Programme for the staff on “Implementation of Autonomy Programme - An Introspection”
- Conducted Academic Audit.
- Monitored the activities of the college.
- Updating the website.
- Getting Feedback from the 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
To start Anti-Dowry Club.	Anti-Dowry Club started.
To start a Tamil Literary Association to promote language insight of the students.	Tamil Literary Association ( <i>Howdia Ilakkiya Sutram</i> ) started.
To install CCTV cameras.	Installed.
To conduct more number of seminars to enrich the knowledge of the staff and students.	A good number of Seminars were conducted.
To start Tailoring classes for Women students.	Tailoring classes for Women students started.
To conduct National and International Workshops.	National and International Workshops were conducted.
To organise events in connection with the college Diamond Jubilee Celebrations.	Different programmes were organised to mark the Diamond Jubilee Celebrations.
Research culture to be promoted among the staff.	Teaching staff registered, submitted and obtained Ph.D., degrees. Published book, completed Research projects and obtained Guideship.
To start M.Phil., courses .	Started
To purchase furniture to be used in the indoor stadium, Library and Computer Lab.	Purchased.

\* 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

- The Anti Dowry Club was started on 21st December 2015 by the Secretary and Correspondent with the objective of creating awareness among students on the evils of dowry.
- Howdia Illakiya Sutram (Howdia Literary Circle) was inaugurated on 8th October 2015 in the College premises in order to express the student's creative skills in their native language.
- Sixteen CCTV cameras were installed in vantage points of the campus.

- Three International seminars were organised.
- One International Conference was organised.
- Three National Seminars were organised.
- Three State level Seminars were organised.
- One Workshop was conducted.
- Two M.Phil., Courses (Mathematics and Chemistry) were started.
- Fifty eight Research articles were published in journals.
- Eighty four Research papers presented in various seminars.
- Three Teaching staff obtained Ph.D., degrees.
- Two Teaching staff submitted Ph.D., thesis.
- Ten Teaching staff registered for Ph.D.,
- Four Teaching staff obtained M.Phil.,degrees.
- One book was published by a faculty of the college.
- Thirteen staff members delivered thirty Guest Lectures.
- Eleven staff members act as members in various Boards of Studies.
- To promote the concept “Earn while you Learn”, Certificate Course in Tailoring was started for Women students through Centre for Entrepreneurship and Rural Development Cell (CERD).
- The Young Student Scientist Programme (YSSP), funded by Tamil Nadu State Council for Science and Technology (TNSCST), Chennai, was organised.
- A Mega Sports Festival was organised in the College premises.
- As part of the Meelad Day Celebrations a Concert by Therazhundhur Tajudeen was organised.
- A three day Book Exhibition “Howdia Book Fair” was organised by the Department of Library.
- An Exhibition was organised by the Health and Fitness Club to create awareness among the students on Health and Fitness.
- Training on Yoga was given to the NCC students to mark International Yoga Day.



- The Management purchased more than One Thousand moulded chairs for the use of audience in the indoor stadium as well as for students' use in Library and Laboratories.
- One of the faculty has designed an instrument which alerts the inmates of the houses as and when the drinking water is supplied by the authorities concerned.

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.,	4	--	4	--
<b>Total</b>	28	--	17	--

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

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : Core, Elective and Non Major Elective papers have been included in the syllabus under CBCS pattern.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	27
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.

The following papers were introduced for the final year UG students.

S.No.	Department	Curriculum introduced.
1	<b>English</b>	Shakespeare, American Literature, Common Wealth Literature, Literary Criticism-1, Human Rights Through Literature, English for Competitive Examination, The Art of Public Speaking are the papers in fifth semester. In the sixth semester 20 <sup>th</sup> Century Literature, Women's Writing in English, Regional Writings in English Translation, Literary Criticism-II, World Literature, Presentation Skills are Creative Writing are introduced.
2	<b>Economics</b>	The papers International Economics, History of Economic Thought, Indian Economy, Physical Economics, Entrepreneurship, Population Studies, and Personality Development are introduced in the fifth semester. The papers Planning and Growth, Agricultural Economics, Environmental Economics, Labour Economics, Economics of marketing and Issues of Indian Economy are the papers introduced in the sixth semester.
3	<b>History</b>	To provide knowledge to the students about India and Europe the papers entitled History of Europe, History of Arabs, Elements of Historiography, Constitutional of History of India, and Archives Keeping are introduced in the fifth semester whereas India Since Independence, History for Competitive Examinations, International Relations, History of Science and Technology since 1453, Islamic Architecture, Fundamentals of Computers and Journalism are introduced in the sixth semester.
4	<b>Physics</b>	Atomic Physics and Quantum Mechanics, Nuclear Physics, Analog Electronics and Energy Physics are the papers for the fifth semester while Classical and Statistical Mechanics, Material Science, Digital Electronics, Applied Physics-II and Physics for competitive Examination are the papers for the sixth semester.
5	<b>Chemistry</b>	The following papers are introduced to the students of Chemistry in the fifth semester. Physical Chemistry-II, Organic Chemistry-III, Inorganic Chemistry-III, Chemistry for Competitive Examination-I, Pharmaceutical and Medicinal Chemistry. In the sixth semester the papers Physical Chemistry-III, Organic Chemistry-IV, Applied Chemistry-IV, Chemistry for Competitive Examinations-II, Medical Laboratory Technology and Clinical Bio-Chemistry are introduced.

		In M.Phil., Course, Research Methodology, Course Work and Advanced Inorganic Chemistry were the papers introduced.
6	<b>Mathematics</b>	The papers Real Analysis, Modern Algebra, Nuclear Analysis, Differential Equations, Astronomy, Boolean Algebra and Logics, Complex Analysis, Theory, Operations Research, Linear Algebra, Fuzzy Ses and Logic, Mathematics for competitive Examinations are the papers introduced for the fifth and sixth semesters. In M.Phil., Course, Associate Algebra, Advanced Analysis and Graph Theory were the papers introduced.
7	<b>Zoology</b>	The following papers were introduced to the students of Zoology. Evolution, Microbiology, Cell and Molecular Biology, Horticulture and Economic Entomology in the fifth semester. Bio-technology, Animal Physiology, Environmental studies, Economic Botany and Poultry Science for the sixth semester.
8	<b>Computer Science</b>	In order to prepare the students for getting jobs in industries, education,, business, government and fields requiring skills, the Department of Computer Science has introduced the following papers in the fifth and sixth semesters. Operating System, Software Engineering, Database Management System, Numerical Ability, Computer Graphics, Computer Networks, Multimedia Technology, PC Maintenance and Trouble Shooting.
9	<b>Commerce</b>	Corporate Accounting-I, Income Tax-I, Auditing, Human Resource Management, Operations Research, and Communicative Skills are the papers introduced in the fifth semester to the students. Corporate Accounting-II, Financial Management, Income Tax-II, Service Marketing, Entrepreneurship Development, and Elements of Tally are the papers introduced in the sixth semester.
10	<b>BBA</b>	Operations Management, Marketing Management, Human Resource Management, Financial Management, Research Methodology, Personality Development and Communicative Skills, Management Information System, Export Documentation @Procedure, Stock Market Practice, Total Quality Management, Foreign Trade, Managerial Skills and Internal Audit are the papers assigned for study to the students of B.Com(Banking).
11	<b>B.Com.,(Banking)</b>	Bank Management, Advertising and Salesmanship, Corporate Accounting, International Trade, Service Maketing in Banks, E-Commerce and Elements of Tally are the papers introduced for the fifth semester. Personnel Management in Banks, Export Documentation and procedure, International Banking, Financial services, E-Banking, Management Accounting, Dynamics of Entrepreneurial Traits and Customer Interaction Management

		are the papers introduced in the sixth semester.
12	<b>B.Com.,(CA)</b>	Income Tax Law and Practice-I, Corporate Accounting, Web Programming, Income Tax Law and Practice-II, Human Resource Management, Introduction to Multimedia Application, Computer Networks, Auditing, Business Organisation, Entrepreneurial Development and E-commerce are the papers introduced to B.Com(CA) students.
13	<b>Bio-Chemistry</b>	The Department of Bio-Chemistry introduced the following papers to its students for fifth and sixth semester. Molecular Biology, Immunology, Plant Biochemistry, Vermicomposting and Mushroom Culture, Clinical Diagnostics, Clinical Biochemistry, Biotechnology, Microbiology, Competitive Exam Paper and Bioinformatics.
14	<b>Micro-Biology</b>	Medical Microbiology, Agriculture and Environmental Microbiology, Bioinformatics, Genetics and Biostatistics are the papers introduced for the fifth semester. Recombinant DNA Technology, Food Microbiology, Industrial Microbiology and Environmental Biology are the papers introduced in the sixth semester.
15	<b>Information Technology</b>	Java Programming, Operating System, Numerical Aptitude, Computer Graphics, Software Engineering, Web Technology are the papers learnt by the students of IT at UG level, besides practical classes.

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
	65	25	38	---	2

2.2 No. of permanent faculty with Ph.D.

31
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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
5	5	0	0	0	0	0	0	0	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	79
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	--	11	7
Presented papers	28	18	3
Resource Persons	2	6	7

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

The college has provided LCD projectors to all the Science Departments, to facilitate the staff to shift to ICT enabled teaching. The students are given opportunity to make use of Internet connectivity for e-learning.

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

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

11	0	0
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2.10 Average percentage of attendance of students

87.09
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2.11 Course/Programme wise distribution of pass percentage :

DEPARTMENT-WISE RESULTS: 2015 - 2016 - UG (OVERALL)

Title of the Programme	Total no. of students appeared	Division									
		Distinction		I		II		III		Pass	
		No.	%	No.	%	No.	%	No.	%	No.	%
English	63			14	22.22	39	61.9	10	15.88	63	100
History	48			6	12.5	23	47.9	1	2.08	30	62.5
Economics	42			15	42.9	20	57.1			35	83.3
Physics	35	7	20	22	62.9	1	2.9			30	86
Chemistry	33	8	24.24	14	42.42	3	9.1			25	75.76
Mathematics	48	8	17	37	77	3	6.0			48	100
Zoology	38	2	5.26	21	55.26	2	5.26			25	65.78
Computer Science	36	7	19.44	24	66.66					31	86.11
Commerce	63	1	1.58	4	6.35	48	76.19	2	3.17	55	87.30
B.B.A.,	32			11	34.87	19	57.37	1	3.12	31	96.87
B.Com.,Banking	41			7	17.07	20	48.78	8	19.51	35	85.36
B.Com., CA	41	1	2.45	31	75.6	9	21.95			41	100
Bio-Chemistry	17			6	35.29	7	41.17			13	76.46
Micro Biology	14	1	7	7	50	1	7			9	64
InformationTechnology	43	7	16.27	19	44.18	12	27.9	5	11.6	43	100

DEPARTMENT-WISE RESULTS: 2015 - 2016 - PG (OVERALL)

Title of the Programme	Total no. of students appeared	Division									
		Distinction		I		II		III		Pass	
		No.	%	No.	%	No.	%	No.	%	No.	%
History	8			7	87.5					7	87.5
Commerce	37	1	2.70	23	62.16	1	2.70			25	67.56
English	22			19	86.36	1	4.54			20	90.9
Economics	8			8	100					8	100
Chemistry	13	3	23.08	9	69.23					12	92.31
Mathematics	34			33	97.1					33	97.1
M.Com (CA)	5	1	20	3	60					4	80
CS & IT	5	5	100								

DEPARTMENT-WISE RESULTS: 2015 - 2016 – M.Phil.

Title of the Programme	Total no. of students appeared	Division									
		Distinction		I		II		III		Pass	
		No.	%	No.	%	No.	%	No.	%	No.	%
History	8			3	37.5					3	37.5
Commerce	11	3	27.27	8	72.73					11	100
Chemistry	7	5	71.43	2	28.57					7	100
Mathematics	11			11	100					11	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 suggests the Principal to convene regular meetings with the Deans, Curriculum Development cell, Examination cell and the College Management to improve the quality of students' education.
- 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 with the help of faculty members.
- The performance in 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	4
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.	--
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	15	14	0	43

### 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 making suggestions to the College Management to provide all sorts of assistance to the faculties who are pursuing the Doctoral Research. Taking the suggestions of IQAC into account, the Management has equipped the Post Graduate Departments with well stacked libraries. All the Departments have been provided desktop computers with high- end configurations through which the faculties can obtain journals available on the websites, exclusive e-journals, Scientific Applications Software and Application Oriented Software. All the Departments are provide with Internet connection through which the faculties, M.Phil., and Ph.D., scholars work during working and non-working hours. The Laboratories of the college are used by the staff who are engaged in Research work in the non-working hours and holidays too. Incentives are provided to the staff who publish research articles in the Peer Reviewed Journals and Books. The IQAC also recommends the staff to apply for Minor and Major Research Projects from the UGC and other funding agencies. As a result, three faculties of our college applied for Minor Research Projects in the last academic year and the sanction of grant to the projects is awaited this year.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1	--	--
Outlay in Rs. Lakhs	--	6.26600	--	--

##### 3.3 Details regarding minor projects

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



### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	27	16	--
Non-Peer Review Journals	1	2	3
e-Journals	9	--	--
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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects ( <i>other than compulsory by the University</i> )				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

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

3.9 For colleges  
Autonomy  CPE   
INSPIRE  CE  DBT Star Scheme   
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	1	--	--	--	--
Sponsoring agencies	UGC Autonomy Grant				

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
6	--	--	5	--	1	--

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  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

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

### NSS

- A Blood Donation Camp was organised in the college campus. 130 units of blood were donated by the volunteers, students and staff.

- AIDS and Dengue Awareness programmes were organised for the UG First and Second year NSS volunteers.
- LPG safety campaign was organised.
- 150 NSS volunteers engaged in the cleaning programme at the Government Hospital campus under Clean India Scheme.
- A state level conference on Leadership Quality was organised.
- An awareness programme on Road Safety was organised.
- An awareness programme on “Adolescence- A Challenge to the Youth” was organised.
- A rally was organised to create Awareness on Voting.
- A rally was organised to create Awareness on Dengue Fever.
- A rally was organised to create awareness about *Pugai Illa Pongal* (Smoke Free *Pongal* - Festival of Farmers) among the public.
- A silent rally was observed to condole the death of Dr. A.P.J. Abdul Kalam, Former President of India.
- A special camp for Men volunteers was organised at Melapoolananthapuram village.
- NSS volunteers collected a sum of Rs 90,000 to help the victims of the Flood hit Chennai and Cuddalore districts.

### **NCC-Army**

- Clean India Programme was conducted in the college campus.
- A Blood Donation camp was organised in association with the NSS units of the college.
- A silent rally was observed to condole the death of Dr. A.P.J. Abdul Kalam, Former President of India.

### **NCC-Navy**

- NCC Navy cadets assisted the Revenue officials in the distribution of freebies to the local people.
- Twenty five cadets attended the funeral ceremony of Martyr Kumar, held at Kumanantholu with Navy officer.
- Cadets attended Yoga Training Camp held at Royappanpatti.
- Cadets took part in Ship Attachment Camp held in the Indian Warship named *Jalaswa*, at Vishagapattinam for 15 days with Naval officer.

## 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	67	--	--	67
Laboratories	12	--	--	12
Seminar Halls	2	--	--	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	10	1	Management	11
Value of the equipment purchased during the year (Rs. in Lakhs)	21.95499	1.13496	Management	23.08995
Others	--	--	--	--

#### 4.2 Computerization of administration and library:

Library has been functioning under the Library Management System, introduced in the year 2013.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	42295	1,26,88,500	1623	486900	43918	13175400
Reference Books	1170	526500	18	8100	1188	534600
e-Books	Delnet	--	--	--	--	--
Journals	18	10300	--	--	18	10300
e-Journals	Delnet	--	--	--	--	--
Digital Database	Delnet	--	--	--	--	--
CD & Video	124	80600	--	--	124	80600
Others (specify)	--	--	--	--	--	--

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	243	175	Broadband	7	--	21	35	5
Added	--	--	--	--	--	--	--	--
Total	243	175	Broadband	7	--	21	35	5

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 conducts Computer usage and internet access training programme to the benefit of first year students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	6.81717
ii) Campus Infrastructure and facilities	39.19749
iii) Equipments	7.65664
iv) Others	0.76575
<b>Total :</b>	<b>54.43705</b>

## **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 Deans, the Coordinators, the Heads and other staff members. The students can approach the Grievance Redressal Cell and appraise their grievances. Every Department creates a tutor-ward system under the leadership of the Head of the Departments concerned. The Head assigns the tutor for each class to monitor the academic performances, to review and report the academic progress of the students. The Tutor maintain the Students' progress report such as the Continuous Internal Assessment examination marks and the result of the Term End Examinations. Besides, the tutor also plays a no-less role in mentoring the students in all personal, social, extracurricular and co-curricular activities. The IQAC of the College gives due importance in providing qualitative student support services. Based on the recommendations of the IQAC, the College Management has created the following Student Support Services.

- Remedial coaching for slow learners.
- Scholarship benefits.

- Purified drinking water.
- Sanitation facility.
- Centre for Entry in Services.
- Free Browsing Centre.
- Well furnished Women's hostel.
- More college buses for women students.
- Separate resting place for women students with amenities.
- Fine Arts Club to identify individual talents of the students.
- NET/SET coaching centre.
- Endowment Scholarships for meritorious students.
- Maintaining Clean and Green campus.
- Community college for school dropouts and destitute.
- Fire Safety Kit installed in needed places in every building.

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 for Government and Non-Government or Banking services through Centre for Entry in Services. The College Library functions from 9 am to 5 pm for the benefit of students and alumni. The Career Guidance Cell as well as the Centre for Entry-in Services prepares students for various Competitive Examinations and arranges for the Campus Interviews inviting various companies to provide placements to students. Considerable numbers of students enter the Uniform & Civil Services every year. Nearly 5% of our students get admitted into PG and M.Phil. programmes.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil)
2056	277		21

#### (b) No. of students outside the state

27
----

#### (c) No. of international students

--
----

Men	No	%
	900	38.23

Women	No	%
	1454	61.77

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
11	252	1	1972	7	2236	15	236	3	2100	8	2354

Demand ratio 1:2.01 Dropout % 3.48

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

The College has a Centre for Entry-in Services 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. Besides, Special classes, Guest Lectures, Model Examinations, study materials are also provided to the students. Our students are 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.

No. of students beneficiaries

100

#### 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 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 Coordinator for the Career Guidance Cell. He co-ordinates the placement activities and train the students in 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, Government and Private sectors.

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

To popularise "Digital India" a policy of the Government of India, the college joined hands with National Digital Literary Mission. As part of its effort, a certificate course was conducted to selected students in which basic computer knowledge was imparted. The classes were conducted by the voluntary organisation approved and deputed by the Department of Electronics and information Technology functioning under Ministry of Communication and Information Technology, Government of India. At the end of the course, online Examination was conducted in which 78 students appeared. All the students passed in the examination and certificates



(Appreciation of Digital Literacy) were issued to them by the National Institute of Open Schooling ,an Autonomous Institution under Ministry of Human Resource Development.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	70	19	--

### 5.8 Details of gender sensitization programmes

Based on the increase in the number of the women alumni the strength of the women students has been increasing and more women students seek admission in the college. It may be highlighted that over the years the women students have outnumbered their men counterparts. International Women’s Day is celebrated every year with much fanfare. Many competitions and cultural events exclusively for women students are conducted. On the occasion of International Women’s Day celebrations, Eminent women orators are invited to address the women students and to distribute the prizes to winners in various competitions on the 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	Total Amount
Financial support from institution	Madharasa	10	7,305	7,305
Financial support from government	BC/MBC	475	4,99,707	25,56,983
	SC/ST	173	10,48,417	
	Minority	192	10,08,859	
Financial support from other sources	Baithulmal	7	9,675	17,145
	Students Welfare Fund	5	7,470	
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 and Examination cell works, Attendance, 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

The Syllabi introduced under Autonomous pattern with modifications, additions and deletions if any, approved by the Academic Council are followed. Core, Electives, Non-Major Electives, Skill Based Subjects, Value Education and Environmental Studies have been included in the syllabi at the UG level. M.Phil courses in Mathematics and Chemistry have been started.

### 6.3.2 Teaching and Learning

- The staff are encouraged to engage the classes with the tools of ICT.
- The students are engaged in seminar classes with e-content.
- The existing syllabi are revised once in three years.
- Modifications, if necessary, are made in the subsequent external Board of Studies meetings and got approved in the Academic Council.
- Choice Based Credit System is also continued under the Autonomous pattern.

### 6.3.3 Examination and Evaluation

The College is an Autonomous institution. Therefore, the Controller of Examinations receives the question papers for the term-end examinations set by the subject experts from various colleges. It is followed by the preparation and publications of a comprehensive time table. The examinations are conducted as per the Examination Time Table set by the Controller of Examinations. Thereafter, examiners from various colleges are invited and central valuation is conducted. The results are published in the College website after getting the approval of the Awards Committee constituted by the Madurai Kamaraj University to which the College is affiliated.

To make the system transparent and for the benefit of the students provisions like supply of photocopies of answer scripts and Revaluations of answer scripts are done.

### 6.3.4 Research and Development

The Research committee constituted by the Principal consists of the staff who are with Ph.D. qualification. A senior staff is the Head of the Committee. The Committee 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 for 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 with 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 in teaching-learning process.

ICT tools are used for effective class room teaching.

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 conducted to develop organizational capabilities and leadership qualities of faculty members and students.

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 sections 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 merit, performance in the interview and classroom teaching.

### 6.3.8 Industry Interaction / Collaboration

The Career Guidance Cell of the College associates 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 into 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

Rs.36,75,322/-

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?

Odd Semester : For UG Programmes Yes  No   
For PG Programmes Yes  No   
Even Semester : 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 an Autonomous institution. Therefore, the Controller of Examinations receives the question papers for the term-end examinations set by the subject experts from various colleges. It is followed by the preparation and publications of a comprehensive time table. The examinations are conducted as per the Examination Time Table set by the Controller of Examinations. Thereafter, examiners from various colleges are invited and central valuation is conducted. The results are published in the College website after getting the approval of the Awards Committee constituted by the Madurai Kamaraj University to which the College is affiliated. After the publication of results, the students are given the opportunity to go for revaluation. They are also provided with a photocopy of the answer scripts evaluated for their reference.

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

The College is an Autonomous College and Affiliated to Madurai Kamaraj University. All the rules and regulations pertaining to all the academic activities are adhered to as per the University norms. The College Managing Committee has a representative from the University. Academicians and Experts from the University are nominated as members in the Governing Body, the Academic Council and the Boards of Studies of all Departments. They offer valuable suggestions for the improvement and effective functioning of the College. Their valuable suggestions are implemented in the subsequent meetings.

#### 6.11 Activities and support from the Alumni Association

Alumni Association meeting takes place every year in which a large number of alumni attend and give innovative ideas and suggestions for the development of the institution. The Alumni who are employed at various levels in Government jobs are in touch with Career Guidance cell and Centre for Entry in Services and guide the students 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 discussed/explained.

#### 6.13 Development programmes for support staff

- Support staff are benefitted in the Medical Camps conducted in the College.
- Enrolled in Employees State Insurance (ESI) and Employees Provident Fund (EPF) schemes.
- The College Management grants Interest Free loans and Festival advances to them on request.
- Free uniforms are provided to all the supporting staff.

- Free Medicines and First Aids are provided when necessary.

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

- Renewable Energy Resources like Solar panels and Wind Mill are installed.
- More saplings are planted in the college campus.
- The e-waste such as condemned computers, accessories and peripherals are disposed as scrap materials to vendors.
- The college has been developed 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.

- The Digitization of Students Attendance introduced in the College reduced the percentage of absentees.
- The Reading Club initiated by the Library has improved the reading habit of the students.
- Students are encouraged to prepare for the seminar classes with e-content.

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

- The Anti Dowry Club was started on 21st December 2015 by the Secretary and Correspondent with the objective of creating awareness among students on the evils of dowry.
- Howdia Illakiya Sutram (Howdia Literary Circle) was inaugurated on 8th October 2015 in the College premises in order to express the student's creative skills in their native language.
- Sixteen CCTV cameras were installed in vantage points of the campus.
- Three International seminars were organised.
- One International Conference was organised.
- Three National Seminars were organised.

- Three State level Seminars were organised.
- One Workshop was conducted.
- Two M.Phil., Courses (Mathematics and Chemistry) were started.
- Fifty eight Research articles were published in journals.
- Eighty four Research papers presented in various seminars.
- Three Teaching staff obtained Ph.D., degrees.
- Two Teaching staff submitted Ph.D., thesis.
- Ten Teaching staff registered for Ph.D.,
- Four Teaching staff obtained M.Phil.,degrees.
- One book was published by a faculty of the college.
- Thirteen staff members delivered thirty Guest Lectures.
- Eleven staff members act as members in various Boards of Studies.
- To promote the concept “Earn while you Learn”, Certificate Course in Tailoring was started for Women students through Centre for Entrepreneurship and Rural Development Cell (CERD).
- The Young Student Scientist Programme (YSSP), funded by Tamil Nadu State Council for Science and Technology (TNSCST), Chennai, was organised.
- A Mega Sports Festival was organised in the College premises.
- As part of the Meelad Day Celebrations a Concert by Therazhundhur Tajudeen was organised.
- A three day Book Exhibition “Howdia Book Fair” was organised by the Department of Library.
- An Exhibition was organised by the Health and Fitness Club to create awareness among the students on Health and Fitness.
- Training on Yoga was given to the NCC students to mark International Yoga Day.
- The Management purchased more than One Thousand moulded chairs for the use of audience in the indoor stadium as well as for students’ use in Library and Laboratories.
- One of the faculty has designed an instrument which alerts the inmates of the houses as and when the drinking water is supplied by the authorities concerned.



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

## **Best Practice – 1**

### **Title of the Practice:**

*Howdia Ilakkia Suttram (Howdia Literacy Circle)*

### **Objectives of the practice:**

Language and literature can be regarded as the two exhibiting factors of cultural values from the origin of the language. Both function as great emissaries to focus beliefs, morals, ideas and codes of a culture. Language and literature are antecedents to unify the communities of divergent cultures. These two articulators play a vibrant role in constructing the identity of individuals and society. Identity is emerged from the transactions of thoughts, emotions, perceptions and ideas. Inviting these aspects in its flagship *Howdia Ilakkia Suttram (Howdia Literacy Circle)* has started functioning in the College. It provides platform to the students to exhibit their latest dexterities (hidden talents) thereby it is functioning as a driving force to create identity and develop self confidence among students.

The following are the objectives of *Howdia Ilakkia Suttram*

- To promote moral and social responsibilities
- To cultivate self and social identities
- To bring out literary creations
- To create positive platform to motivate and involve the students for Tamil Culture

### **3. The Context:**

Learning is a social as well as a personal activity. Learners are valuable individuals. “I think, therefore I am” said Rene Descartes. The human ability to think leads to the formation of identity. A positive identity fused with interpersonal skills is the foundation for numerous achievements. The development of interpersonal skills goes beyond curriculum. A resourceful learning framework induces creativity, lateral thinking, and humanistic values. An institution must provide necessary support to internalise and demonstrate the interpersonal skills of students. Bearing this in the context of students’ self-development, the College started *Howdia Ilakkia Suttram* to support and guide the learning community. This Literary Circle lends a helping hand to explore beyond the boundaries of a classroom. By nurturing the skills, students tend to flourish better in academics too.

### **4. The Practice:**

*Howdia Ilakkia Suttram* was started in 2015 with Principal as its head. A faculty member from Tamil Department is designated as general secretary. To promote leadership qualities, the *Howdia Ilakkia Suttram* is led mostly by students, while the teachers remain in the background and perform the basic control functions. The Literary Circle organises interface meetings for

students to express their aesthetic sensibility through verse impressions, drawing sketches, debating, and writing essays. Students are able to identify and nurture their innate creative skills through these endeavours.

### **5. Evidence of Success:**

Since inception, *Howdia Ilakkia Suttram* has conducted some programs in which many students have enrolled and participated in various activities. The students are proud of the functions of this circle as it has been the platform for giving shape to their imaginations, ideas and expectations. Having satisfied with their performance, the students gain confidence to become the distinguished persons in the fields of education, fine arts, public life etc., in future. Members of this circle also acquire the leadership qualities from it.

### **6. Problems Encountered and Resources Required:**

The literary body has been focusing its efforts towards vernacular (Tamil) language only. But some of the students of the college have the potential for expressing their talents in the English Language also. The institution is offering B.A., M.A., and M.Phil., programmes in English. Taking these things into account English can also be incorporated in the practice. Malayalam speaking students and staff are also working in the institution. Hence another branch may be attached to this circle. There is also a possibility of providing prizes to the high-end performers and the sponsorships may be obtained from the likeminded staff and management.

## **Best Practice – 2**

### **Title of the Practice:**

#### **Scheme of Interest Free Festival Advance**

### **Objectives of the Practice:**

Festivals are the events, usually celebrated by the Communities of different religious faith and Culture. They exhibit the Significance of some Land Mark activities or developments or turning points in the life of mankind. Eidul - Fitr and Edul - Alha, Diwali, Christmas etc are the major religion oriented festivals celebrated by the Muslims, Hindus and Christians respectively. The festivals unite families, strenghten faith in God and induce Alms giving. delicious food, new garments and presenting gifts are the integral parts of every festival for which economy is essential. Taking this into account the College Management has been Providing Interest Free Festival Advance to the teaching and non-teaching staff in unaided section, thereby taking part in the joy of the staff and their family members. The Scheme has the following objectives.

- To provide advance money, repayable without interest.
- To fulfill the timely economic need of the staff.
- To join hands with the families of the employees in their festival celebrations.

**The Context:**

In every higher educational institution, two categories of staff namely Aided and Unaided are appointed. While the former are paid by the Government, the later by the respective College Managements. As far as this College is concerned the Strength of the Unaided Staff is either equal or just more than the strength of Aided Staff. Providing festival advance is common to Aided Staff as it a Government Sponsored Scheme. Based on this line the College Management has come forward to implement this Scheme to the unaided section also. The teaching and non - teaching Community of the college comprise of persons of different religious faith.

**The Practice:**

The Interest Free Festival Advance is given once in an Academic Year. Usually in the Second week of Ramalan Month, a circular intimating the scheme is given to the staff. On receiving the information, the staff interested in making use of this scheme approach the college office and apply for it in the prescribed form. A sum of Rupees 5000/- is given to each staff. The given amount is deducted in 10 equal monthly instalments.

**Evidence of success:**

This Scheme has been in existence from the inception of the Self Financing Courses. The scheme reflects the magnanimity of the Management and their concern over the welfare of the staff employed under them. More than 90 % of the staff are benefited out of this scheme every year. It has been a total success It is evident from the fact that the Management has initiated and implemented a similar scheme called “Interest Free Loan Scheme”.

**Problems Encountered and Resources Required:**

As far as this Scheme is concerned no problem has been encountered by the Management. However, the authorities may consider to enhance the amount once in three years so that the staff who are benefited out of this scheme can meet their festival economic requirements comfortably.

*\*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.
- Awareness Rallies were carried out by the NSS volunteers on
  - Clean India Scheme.
  - *Pugai Illa Pongal* (Smoke Free Pongal - Festival of Farmers) among the public.
- 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.
- Clean India Programme was conducted in the college campus by the NCC cadets.

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:**

- Special Coaching Classes for Competitive Examinations
- IGNOU Study Centre.

##### **Weakness:**

- Less number of Research Programmes.
- Lack of Reading Room in Women's Hostel.

##### **Opportunities:**

- To start more Career Oriented Certificate Courses to meet the Employability Skills.
- Getting funds from different Funding Agencies for the conduct of National and International Seminars.

##### **Challenges:**

- In encouraging students to seek high level Administrative Services.
- Preventing the students from the evils of Social Media.

## 8. Plans of institution for next year

- To start B.A., Arabic, M.A., Tamil and M.Phil., English courses.
- To appoint a Counselling Psychologist for the benefit of the students.
- To purchase more buses for the conveyance of Women students.
- To encourage the staff working in self financing scheme to clear NET/SET examinations.
- To encourage the Teaching Staff to involve in Research activities and Publish Articles in reputed Journals.

Name <u>S. SIRAJUDEEN</u> <u>S. Sirajudeen</u>	Name <u>Dr. H. MOHAMED MEERAN</u> <u>H. Meeran</u>
Signature of the Coordinator, IQAC Coordinator, IQAC Hajee Karutha Rowther Howdia College (Autonomous) UTHAMAPALAYAM - 625 533.	Signature of the Chairperson, IQAC Principal & Chairperson, IQAC Hajee Karutha Rowther Howdia College (Autonomous) UTHAMAPALAYAM - 625 533.
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**Annexure I**  
**Evaluation of the Best Practices**  
**Students Support Scheme**

**1. Baithulmal:**

The total number of beneficiaries of Baithulmal in the year 2015-16 is 7

Total amount given to the beneficiaries **Rs. 9,675**

**2. Students Welfare Fund:**

The total number of beneficiaries of Students Welfare Fund (Students Aid Fund) in the year 2015-16 is 5

Total amount given to the beneficiaries **Rs. 7,470**

**3. Madharasa:**

The total number of Madharasa Students benefitted through Management contribution in the year 2015-16 is 10

Total amount contributed to the beneficiaries **Rs. 7,305**

**Deeniyath Classes**

Number of classes conducted in the year 2015-16 is 18.

Number of beneficiaries: First year UG : Men: 57 Women: 93

Second year UG: Men: 38 Women: 107

**Honouring the Meritorious Students**

The number of endowment prizes given in the year 2015-16 is 68.

**Academic Research Incentives**

The total number of beneficiaries of this scheme for the year 2015-16 is 61.

**Medical and Health Care Centre**

The number of beneficiaries of this scheme in the year 2015-16 is 780.

## Annexure II

### ACADEMIC CALENDAR OF THE YEAR 2015-2016

Sl. No.	Date	Meetings / Activities
01	18-06-2015	College reopens for odd semester.
02	19-08-2015	CIA Examinations-I (Odd Semester)
03	14-10-2015	CIA Examinations-II (Odd Semester)
04	05-11-2015	Odd Semester Term End Examinations commence.
05	02-12-2015	College reopens for even semester.
06	13-01-2016	<i>Samathuva Pongal.</i>
07	27-01-2016	CIA Examinations-I (Even Semester)
08	29-02-2016	Meelad Day Function and Concert of Tajudeen (FN)
09	29-02-2016	NSS NCC YRC Day (AN)
10	01-03-2016	Founder`s Day (FN)
11	02-03-2016	<i>Muthamizh Vizha.</i>
12	03-03-2016	College Day.
13	13-03-2016	Graduation Day.
14	16-03-2016	CIA Examinations-II (Even Semester)
15	18-04-2016	Even Semester Term End Examinations commence

## **Annexure III**

### **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.