



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
Name of the head of the Institution	H. Mohamed Meeran
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04554-265225
Mobile no.	9443501836
Registered Email	principal@hkrhc.ac.in
Alternate Email	hkrhcollege@gmail.com
Address	Kombai Road
City/Town	Uthamapalayam
State/UT	Tamil Nadu
Pincode	625533
<b>2. Institutional Status</b>	

Autonomous Status (Provide date of Conformant of Autonomous Status)	17-Dec-2012
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	S Sirajudeen
Phone no/Alternate Phone no.	04554265225
Mobile no.	9443805481
Registered Email	iqac@hkrhc.ac.in
Alternate Email	sirajudeenhod@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.hkrhc.ac.in/AQAR2017-18.pdf">http://www.hkrhc.ac.in/AQAR2017-18.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

<http://www.hkrhc.ac.in/docs/handbook2018-2019.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A	86.20	2005	20-May-2005	19-May-2010
2	A	3.26	2012	21-Apr-2012	20-Apr-2017
3	B	2.44	2019	08-Feb-2019	07-Feb-2024

### 6. Date of Establishment of IQAC

03-Oct-2005

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!

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**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
HAJEE KARUTHA ROWTHER HOWDIA COLLEGE	AUTONOMY	UGC	2013 365	2000000

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Submitted SSR for NAAC 3rd cycle Reaccreditation.

Prepared and Submitted NIRF 2019.

Installed LCD projectors in all the class rooms

Installed a mega size Digital Display Board in the campus .

Conducted Workshop on New Strategies of NAAC

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes				
<b>No Data Entered/Not Applicable!!!</b>					
<a href="#">View File</a>					
<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Committee Meeting</td> <td>11-Mar-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Committee Meeting	11-Mar-2020
Name of Statutory Body	Meeting Date				
Governing Committee Meeting	11-Mar-2020				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes				
Date of Visit	30-Jan-2019				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2019				
Date of Submission	21-Feb-2019				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The college has subscribed to 'FLAIR', software developed by a company called 'CLAIR VOYANT'. This software integrates all the academic and administrative activities in the college campus. The major activities integrated through this software are biodata of the students, attendance details of students, and issuance of Transfer Certificates and Bonafide Certificates. List of students participating in NCC, NSS, cocurricular activities, extracurricular activities and a dedicated sports database is maintained to keep track of the service oriented, budding talents of the college. The software is used by the office of the Controller of Examinations for the creation of courses, core approval, course assigning to individual programmes, class wise strength, communication address, attendance percentage collection and tracking of examination fees, preparation of semester wise				

examinations time table, entry of internal and external marks and entering and retrieving details of the examination results in the required formats such as pass percentage, result analysis, part wise result analysis, consolidated mark statements, results of the students up to a particular semester and the department copy of examinations result. Through Students' Portal applications for regular, arrears, revaluation and supplementary Examinations are made by them. The external mark entry for the respective examinations are made after the valuation of the respective examinations is completed. The students are accessing their portal by a unique username and a password. The accounts management of the system facilitates fee collection and the reports. The campus library is another place where the software is extensively used to keep track of inventory of books, purchases, subject/author wise availability, and issuance and receipt of the books through bar code readers. The networking with biometric system ensures seamless attendance management of teaching and nonteaching staff in the college. Overall, the software acts as a one stop shop for all the activities in the college.

Confidentiality of portals is maintained by providing access to authorised personnel only and the persons authorised are accessing their portal by respective usernames and passwords The software, with select modules, was subscribed by the college in 2004. In the subsequent years, new and updated versions of the software were incorporated and implemented in phased manners. The latest version was updated in 2017. The software has a number of interfaces for creating records and database of administrative, academic and financial activities. The college has embraced the latest technological facilitates to transform to a more transparent, agile, and fast moving administration. Moving to an efficient computer based information management system has significantly reduced the paperwork processes and the delays caused by the same. Separate accounts for staff members ensure accountability and proper tracking of

activities performed in the system. The college has risen up to international standards of data and information management through the procurement of FLAIR software.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
MSc	PPH	Physics	09/10/2018
<a href="#">View File</a>			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
<b>No Data Entered/Not Applicable !!!</b>				
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#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Tamil	18/06/2018
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Tamil, Arabic, English, History, Economics	18/06/2018
BSc	Mathematics, Physics, Chemistry, Zoology, Computer Science, Biochemistry, Microbiology, Information Technology,	18/06/2018
BCom	Commerce, Commerce with Computer Applications, Commerce (Banking),	18/06/2018
BBA	Business Administration	18/06/2018
MA	Tamil, English, History, Economics	18/06/2018
MSc	Computer Science, Mathematics, Chemistry, Zoology, Physics	18/06/2018

MCom	Commerce, Commerce with Computer Applications	18/06/2018
MPhil	Commerce, History, Mathematics, Chemistry, English	18/06/2018
PhD or DPhil	Commerce	18/06/2018

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Computer Science	36
BSc	Bio Chemistry	3
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>Feedback is valuable information, utilized to make important decisions. Effective feedback, both positive and negative is very helpful. Any process which involves many stakeholders needs feedback for its betterment and to fulfil its objectives. The institution has collected feedback from stakeholders such as students, faculty, parents and alumni. The feedback received to enable the stakeholders to offer their suggestions on curriculum, teaching-learning process, infrastructure facilities and basic amenities. In the institution, the Feedback is collected from College Governing Committee Meetings, Management - Principal Meetings. participants of International / National/State level Seminars, Workshops and other training programmes. Feedback is also collected from the meetings organized by the Parent Teachers Association (PTA) and Alumni Association annually. The data obtained in the feedback are processed through the Data Analysis Tool in the SpreadSheet Software Method under different headings. Then the results are Forwarded to IQAC where the positive and negative aspects of the results are discussed. Based on the discussions, recommendations to improve the performance of the institution are prepared and they are sent to Curriculum Development Cell (C.D.C), Deans, HoDs and Coordinators of various Clubs. On receipt of the recommendations, they are implemented by the respective academic bodies. In the light of the recommendations, syllabi are revised in which introduction of Outcome-Based Education (OBE) and enrichment of Choice Based Credit System, value-added</p>

courses and courses on Employability Skills are the highlights. The students orientation programmes are implemented through mentors who have constant contact and relationship with the students. The recommendations have made various clubs to implement programmes covering various social and health issues. As a result of the recommendations of IQAC, many faculties pursue higher academic activities like PhD, programmes and research projects. They also publish books and articles in the U.G.C approved research journals A good number Workshop / Conference/ Seminars/ Conferences are conducted. A one-day workshop on Outcome Based Education (OBE) has been conducted. Field trips are undertaken by the students and the staff members.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2240	358	73	27	67

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
167	167	7	77	3	375
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

2.3.2 Student Mentoring System The mentoring system existing in the college provides the best for the overall development of the students. In the beginning of every academic year, the students are trained and oriented in such a way that they become a talented and duty bound citizen of the country. To begin with, the students attend a Student Induction Programme on the first day, where are they informed about the importance of Higher Education and the opportunities provided to them in the college etc., They are introduced to CBCS pattern of education, Non-major elective courses, the examination pattern of part V activities etc. The students are also oriented on character building, adolescence behaviour, ethical values, religious tolerance, nation-building etc. The students are taken for a campus visit in the college, so that they come to know about the various infrastructure available in the campus. The parents are also given orientation in one session during the Student Induction Programme, where they are updated about the activities of their children undergo during their course of study. They are also oriented about their roles and responsibility during the time period their childrens study. Secondly, all the departments has individual mentors for every class. The mentors play an important role in the overall development of their students. Mentors have a close watch on the activities of the students. The



academic affairs are discussed with the students to help them to succeed in their study. The slow learners are monitored with special attention through remedial classes. The overall behaviour of the students are monitored and necessary counselling is provided to them whenever needed. Special cases are noted and brought to the knowledge of the Principal for further actions. The mentors enquired about their academic development frequently. If they find any student facing difficulties related to the financial crisis or study material to complete their course may get proper guidelines to rectify the problems from the mentors of their respective classes. Apart from academic mentoring, the students are trained and specialized in their area of interest through part V activities, NCC, NSS, and sports. They are honoured for their achievement at various levels.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2612	167	01:15

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
169	167	2	19	51

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. T.K. Thirumalaisamy	Associate Professor	Eminent Professor Award
2018	Dr. A. Sulthan Mohideen	Assistant Professor	Best Researcher Award of 2018
2018	Dr. M. Jannathul Firdhouse	Assistant Professor	Best Researcher Award
2019	Dr. H. Mohamed Meeran	Principal	Best Academician Award
2019	Dr. H. Mohamed Meeran	Principal	Life Time Achiever Award
2019	Dr. A. Sulthan Mohideen	Assistant Professor	Best Researcher Award
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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### 2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances	Total number of students appeared	Percentage
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about evaluation	in the examination	
0	4695	0

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.hkrhc.ac.in/docs/outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[http://www.hkrhc.ac.in/docs/naac/SSS\\_2018-19.pdf](http://www.hkrhc.ac.in/docs/naac/SSS_2018-19.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	365	H.K.R.H.College Alumni Association	0.15	0.15
Students Research Projects (Other than compulsory by the University)	365	H.K.R.H.College Alumni Association	0.15	0.15

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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

2

### 3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on IPR	Commerce	25/06/2019
Workshop on Internet of Things(IOT)	Computer Science	30/08/2018
Seminar on Network Fundamentals	Computer Science	09/08/2018
Workshop on PC Assembly, troubleshooting, software installation and networking	Computer Science	24/08/2019
Workshop on New Strategies of NAAC	NAAC Steering Committee	24/02/2019

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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
International Journal Reviewer	Dr. A.Sulthan Mohaideen	Journal of Emerging Technology and Innovative Research	20/12/2018	Research
Peer Reviewer Contribution	Dr. M. Charles Robert	Springer Nature(Journal of Materials Science: Materials in Electronics)	27/02/2019	Research
Consultancy Work on New strategies of NAAC	Mr. S.Sirajudeen	Sri Adi Chunchanagiri Womens College, Cumbum	12/09/2018	Teacher
Consultancy Work on New strategies of NAAC	Mr. S.Peer Mohaideen Mudalali	Sri Adi Chunchanagiri Womens College, Cumbum	12/09/2018	Teacher
Consultancy Work on New strategies of NAAC	Dr. M.Basheer Ahamed Meeran	Sri Adi Chunchanagiri Womens College, Cumbum	12/09/2018	Teacher
Staff Selection Committee Member	Mr. S.Sirajudeen	CENDECT Krishi Vigyan Kendra, Kamatchipuram.	01/10/2018	Teacher

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### 3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Howdia Incubation Centre	Self	A.S.Milk Firm	Preservation of dairy products.	02/07/2018
1	Howdia Incubation Centre	Self	AB Systems	Software Development	02/07/2018
1	Howdia Incubation Centre	Self	Sri Ram Xerox	Small Scale Entrepreneur	02/07/2018

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### 3.4 – Research Publications and Awards

#### 3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Chemistry	2
Microbiology	1
Zoology	1

#### 3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	11	5.97
International	BBA	3	5.75
International	Economics	9	5.81
International	English	2	5.87
International	Zoology	1	5.87
International	Physics	1	1.88

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#### 3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Tamil	19
English	5
History	5
Mathematics	5
Physics	5
Chemistry	5
Commerce	3

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#### 3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Analysis of structural, optical and charge density distribution studies on Zn1-xMnxS nanostructures	M.Charles Robert	Physica B-Condensed matter	2018	1.874	Hajee Karutha Rowther Howdia College, Uthamapalayam	4
A novel curcumin - loaded PLGA micro magnetic composite system for controlled and pH - responsive drug delivery	M.Palsamy Kesavan	Colloids and Surfaces A	2019	3.131	Hajee Karutha Rowther Howdia College, Uthamapalayam	9
Reactive oxygen species (ROS) - responsive microspheres for targeted delivery of camptothecin	M.Palsamy Kesavan	Journal of drug delivery science and technology	2019	2.606	Hajee Karutha Rowther Howdia College, Uthamapalayam	5
<a href="#">View File</a>						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Reactive oxygen species	M.Palsamy Kesavan	Journal of drug delivery	2019	12	5	Hajee Karutha Rowther

(ROS) - responsive microspheres for targeted delivery of camptothecin		science and technology				Howdia College, Uthamapalayam
A novel curcumin - loaded PLGA micro magnetic composite system for controlled and pH - responsive drug delivery	M.Palsamy Kesavan	Colloids and Surfaces A	2019	12	9	Hajee Karutha Rowther Howdia College, Uthamapalayam
Analysis of structural, optical and charge density distribution studies on Zn1-xMnxS nanostructures	M.Charles Robert	Physica B- Condensed matter	2018	4	4	Hajee Karutha Rowther Howdia College, Uthamapalayam
<a href="#">View File</a>						

### 3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	17	14	10	54
Presented papers	10	5	0	0
Resource persons	0	1	0	26
<a href="#">View File</a>				

### 3.5 – Consultancy

#### 3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Department of Chemistry	Soil/Water Test	Individual	150
Department of Botany	Herbal Plant Growth and Sales	Staff and Students	7300
Department of Information	Government Special Scheme Application	Town Panchayat Uthamapalayam	11500

Technology	Filling		
Department of Computer Science	Government Special Scheme for Farmers Application Filling	Block Development Officer, Union Office, Uthamapalayam	4152
<a href="#">View File</a>			

### 3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
Singapore Mess	Food wastage Management	Self	12200	61
Howdia Community College	Mushroom Farming	self	9600	48
Department of Zoology	Honeybee Rearing	Self	6400	32
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### 3.6 – Extension Activities

#### 3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
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#### 3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation Camp	Certificate of Appreciation	Tamilnadu State AIDS Control Society	44
Old Age Home Service	Certificate of Appreciation	Yuvak Vikas Kendra Older Destitute Women Home	65
Blood Donation Camp	Certificate of Appreciation	Government Hospital, Cumbam	61
Employment Camp	Certificate of Appreciation	Department of Employment and Training, Government of Tamilnadu	109
Eye and Dental Camp	Certificate of Appreciation	Sri Ganapathi Eye Hospital, Theni	212
Blood Donation Camp	Certificate of Appreciation	Periyakulam Government Hospital	75

Swachh Bharat Camp	Certificate of Appreciation	HM, Primary School, Ellapatti	17
<a href="#">View File</a>			

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Collaborative Research For Publication of Research Papers	10	Hajee Karutha Rowther Howdia College, Uthamapalayam	300
PG research projects	8	Hajee Karutha Rowther Howdia College, Uthamapalayam	180
<a href="#">View File</a>			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Biocure Clinical lab, Uthamapalayam.	10/06/2018	Hands on diploma in MLT	11
Alumini Association	18/02/2019	Man power management	117
Department of IT, Shinas College of Technology, SULTANATE OF OMAN	21/06/2019	Exchange of academic publications and reports, joint research projects in fields of mutual	78



		interests, faculty and staff development and exchange.	
Department of Arabic and Islamic studies, Thassim Beevi Abdul Khader College for women, Keelakarai	20/06/2019	Exchange programmes for UG Arabic students and Staff	6
Department of English, MES ASMABI College, Kodungallur, Kerala	15/02/2019	Conducting/attending seminars/conferences, Exchange of academic materials.	20
Department of English, MES College, Nedumkandam, Kerala	10/01/2019	Project/ research collaboration	20
ACCUMEN Capital Market Pvt.Ltd., Cumbum branch, Tamilnadu	28/06/2019	ACCUMEN Capital Market Pvt.Ltd., Cumbum branch, Tamilnadu	47
Sri. Adi Chunjanagiri Womens college, Cumbum, Tamilnadu	13/03/2019	Online/Offline transfer of knowledge between students and research scholars.	64
Department of Zoology, Madras Christian College, Chennai	26/02/2019	Environmental and bio diversity studies	20
ICAR, Central Institute of Brackiswater Aquaculture, Chennai	26/02/2019	Culture techniques, economics of rearing and pathology.	20
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
73	72.15

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Flair	Fully	v7.5	2016

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	47827	14299527	1860	576748	49687	14876275
Reference Books	1245	570750	35	12600	1280	583350
Journals	24	17580	17	39038	41	56618
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	258	185	2	7	0	23	37	110	6
Added	107	60	0	33	0	2	0	0	12
Total	365	245	2	40	0	25	37	110	18

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

110 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Media Centre	<a href="http://www.hkrhc.ac.in/mediacentre/">http://www.hkrhc.ac.in/mediacentre/</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
43	42.65	30	29.49

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

Maintenance of Campus, Buildings, Furniture and Equipment Maintenance is undertaken to ensure the functional/usable condition of facilities available on the campus and to servicing, repairing and replacing the equipment, devices and furniture etc. Our college is located in an area known for its pollution-free greenish look and salubrious climate. The college Environment Committee is entrusted with the task of keeping the campus greenish, plastic-free and smoke-free. The Committee has drafted guidelines to be followed by the students and the staff when they are inside the college campus. The Environment Committee with the help of the NSS volunteers and salaried full-time gardeners plants trees at the earmarked sites and waters the plants and trees periodically.

Dustbins are placed in the campus and at each floor of the buildings for dumping waste papers, plastic items and garbage. The common facilities such as roads, vehicle parking sheds, water points, dining halls, restrooms, Student Centre, internet, indoor and outdoor stadiums, gym, generators, pump sets and other facilities are maintained with the funds provided by the Management.

White-washing the building is done once in two years and painting is done once in a three- year period. Regular repair of the buildings and furniture is carried out during the summer vacation. The repair which needs immediate attention is done urgently. The classrooms, corridors, staircases, office rooms, department rooms, library and laboratories are swept clean every day.

The equipment, instruments, appliances, computers and computer peripherals require continuous repair and maintenance for uninterrupted academic and administrative activities. Advanced and expensive equipment are maintained by Annual Maintenance Contract (AMC). The less expensive equipment, instruments and apparatus used in science laboratories, computer laboratories and at other places are checked periodically by the technical assistants appointed for looking after such instruments. The software updates and internet related problems are resolved on the advice of the Internet Service Providers (ISP).

Spraying pesticides/insecticides is done for keeping the library books and official records from the damage caused by pests and insects. The fire extinguishers are refilled timely and the overhead water tanks are cleaned periodically. The garbage piled in the campus is cleaned once in three days by workers of the local body. Stocktaking of furniture, library books, apparatus and equipment available in the laboratories are also undertaken once in a year.

There are 11 buses used for women students. Records such as Registration Certificates, permission to ply in the area specified, fitness certificate issued by the concerned authorities, insurance policy documents and other records of the buses are maintained by one of the office staff. He also maintains the accounts for the expenses incurred for plying the buses and repair and payment of insurance premium and salary to drivers. The repair of the buses and replacing the damaged spares are done as and when needed. The buses are painted before the expiry date of the Fitness Certificate which is to be obtained annually.

<http://www.hkrhc.ac.in/docs/naac/4.4.2-Procedures-and-policies.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Baithulmal and Students Welfare Fund	77	155465
Financial Support from Other Sources			

a) National	Private	13	151394
b) International	Private	1	24000
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Employability Skills (Career Counselling)	158	134	58	54
2019	Towards Civil services Examination - A Motivation (Guidance for Competitive Examinations)	113	148	15	10
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	5

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
5	253	156	158	1586	1467
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Department	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	52
NET	4
SET	6
Any Other	10
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	ARSEC ASIA	Internatio nal	1	0	Chest No: 193 College ID:18UCR44	R. JAYA BALAJI
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has an active and energetic student council with representation through various disciplines. The students council meeting is conducted every year, chaired by the Principal and the Coordinator of Extension activities. New members are nominated in the first meeting of the academic year and the Head of the Institution explains the objectives, role and responsibilities of the student council to the members. He also informs the action based on the minutes of the previous meetings. Equality is given to all the members to raise their suggestions/ grievances/ complaints/ representations. Members of the council interact with each other and represent their collective suggestions. On a priority basis, the action is taken to fulfil their suggestions. They also have an adequate representation in academic bodies such as Board of Studies, Academic Council, Library Committee and Readers' Club etc. In Board of Studies and Academic Council, Students suggestions on Curriculum, Evaluation Process, minor/major changes in the course content are discussed and due considerations are given. In the library committee, students' suggestions on the purchase of new books/magazines/journals are taken into an account. Readers' club is active and organizes Book Reviews, Competitions and Book Exhibitions on the campus. Readers' club, IQAC, Grievance redressal cell, Deeniyath, Fine Arts, NSS, Youth

Welfare and other co-curricular clubs' innovative activities provide a platform for the students to think over it. These clubs are involved in learning and promoting the quality of lateral thinking. Students are given responsibilities as president and secretary nominated by the representatives to inculcate leadership qualities based on their merits, in administrative bodies like Department Associations, placement Coordination Committee, Organising Committees of Seminars, Conferences and workshops. They are monitored and trained by the faculty of the respective departments. Our college is committed to having safety, violence-free, gender discrimination-free campus and is keen on avoiding exploitation, harassment and intimidation of any kind. As per the guidelines of UGC, Anti-ragging committee and Internal Complaints Committee are formed with students from various disciplines. These committees meet periodically and send reports to the Joint Director office /University. The Sports committee comprises of student members, and recommends the purchase of sports articles and preparation of layout for intramural tournaments, and conducts zonal level and college level competitions. Students are also a part of various committees in the college. Periodical meetings of these committees help for the smooth functioning of the college. All these qualities help them to learn leadership quality from different categories.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association was started in 2002. The Alumni of the college have distinguished themselves in all walks of life. The administration of Association rests with an Executive Committee consists of a President, a Vice-President, a General Secretary, a Joint-Secretary, a Treasurer and five Executive Members. The purpose of the Alumni Association is to foster a spirit of loyalty, to promote the general welfare and to strengthen the ties between Alumni, the Community and the institution. The Alumni have a great affinity for their alma mater. A large number of Alumni have been Serving as efficient doctors, eminent educationists, legal luminaries and engineers. A few are on the editorial boards of famous Tamil Magazines. Some are busy film directors and TV personnel. In fact, some of our old students are reputed IAS and IPS Officers. The list is very long. Some Alumni shine in the Political arena holding eminent positions even to the level of Chief Ministership. It would not be out of context here to state the fact one of our notable Alumni, Mr Krishnan Sudanthiran, chairman, the best medic in the USA has donated 1.75 Lakh Rupees to install purified drinking water plant on the campus for the use of the staff and the students. It is his willful desire and promises to donate 1 lakh rupee every year for the next fifty years to be utilized for the development of his alma mater. With the active support of our students and the Alumni Association, we hope to develop our college as an illustrious institution. Every year the Departments Conduct Alumni Meet separately on the same day. Hundreds of Alumni Attend the Alumni Meet. They share their reminiscence, ideas and opinions regarding the development of the college. Many Alumni have contributed schemes for the welfare of current-day students. The Alumni Association Conducts Seminars, Conferences, Workshops, Endowment lectures and other Academic activities and also keep in touch with the college faculty, non-teaching staffs and students. The association has created Alumni endowment for granting scholarships, prizes and medals to the students showing high proficiency in their studies.

5.4.2 – No. of registered Alumni:

1148

5.4.3 – Alumni contribution during the year (in Rupees) :

30000

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings -15/ Activity (seminar) -1. Department of Commerce conducted two meetings (6-10-2018 and 19-05-2019) A total of 132 alumni participated - Department of Business Administration conducted a meeting on (6-10-2018) A total of 44 Alumni participated - Department of English conducted a meeting on (6-10-2018) A total of 45 Alumni participated - Department of Physics conducted a meeting on (6-10-2018) A total of 18 Alumni participated - Department of Zoology conducted a meeting on (6-10-2018) A total of 106 Alumni participated - Department of Chemistry conducted a meeting on (6-10-2018) A total of 40 Alumni participated - Department of Commerce with Computer Application conducted a meeting on (6-10-2018) A total of 65 Alumni participated - Department of B.Com Banking conducted a meeting on (6-10-2018) A total of 44 Alumni participated - Department of Micro Biology conducted a meeting on (6-10-2018) A total of 50 Alumni participated - Department of Mathematics conducted a meeting on (6-10-2018) A total of 15 Alumni participated - Department of Economics conducted a meeting on (6-10-2018) A total of 68 Alumni participated - Department of Compute Science conducted a meeting on (6-10-2018) A total of 44 Alumni participated - Department of History conducted a meeting on (6-10-2018) A total of 26 Alumni participated -

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

a) ICT enabled Academic practices: The Information and Communication Technology is extensively used for teaching, learning, and evaluation by using ICT enabled classrooms and multimedia resources. LMS platform Moodle has been implemented by a team of programmers at our college which inculcates collaborative learning environments in teaching and learning process. The installation of mega digital display board in the college campus provides a platform to communicate the different activities and programmes conducted by various clubs, cells and committees. It also helps in sharing the triumphs of individual student to their peer members and teachers. The campus is enabled with a high-speed Wi-Fi facility with a secured network through MAC authentication. The internet bandwidth is an enhanced provision of 100Mbps BSNL leased line connectivity, for all computers on campus, which helps in effective teaching and learning process. The teaching faculty members are revitalized through the workshop on "Teaching and Learning Pedagogy" and "Orientation Programme on NAAC visit" conducted by our college. Hi Tech fitness centre (Gymnasium) have been established to promote the physical fitness and create awareness about healthy life style to the students and teachers. b) Introduction of online courses through NPTEL: The institution has encouraged students and faculty to register in NPTEL courses. For this purpose, Department of Physics has been designated as nodal department and a staff member from each department has been nominated as NPTEL Course Coordinators. Meetings are being convened by SPOC to all coordinators to deliberate the information on NPTEL course registration, submission of assignments and other requirements. The department coordinators circulate the details to the students with the help of mentors facilitates registration for the courses in the college itself.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

**6.2 – Strategy Development and Deployment**

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
<p style="text-align: center;">Admission of Students</p>	<p>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.</p>
<p>Industry Interaction / Collaboration</p>	<p>Experts from industry are invited to motivate the students. Successful entrepreneurs are invited for creating awareness among students on the value of self-employment. The departments organize industrial visits to the industries to inculcate onsite work culture.</p>
<p>Human Resource Management</p>	<p>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 and present papers 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 non-technical symposia and other competitions to strengthen their leadership traits, and organizational skills.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>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. Toilets are renovated. Toilets for differently abled have been constructed. Ramps at the entrance of all the building have been provided. Dining hall for men students has been renovated. Separate Vehicle Parking areas for the staff and student have been provided. Banisters are provided in all the staircases for the safe</p>



movements of differently abled students. Wheel Chairs were procured for the benefits of physically challenged students. A separate two-wheeler parking area has been provided for physically challenged students. . A Day Care Centre has been provided in the campus to create a stress-free environment for women faculty. College canteen have been extended and renovated. Hi Tech fitness centre (Gymnasium) has been established to promote the physical fitness and create awareness about healthy life style to the students and teachers. Fire extinguishers have been installed in suitable places.

Research and Development

The Research committee constituted by the Principal consists of the staff those who are with Ph.D. qualifications. Senior staff is the Head of the Committee. The Committee coordinates 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. The College Management have applied for Research Centres for Physics, History and English.

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. The results of the semester examinations were published within thirty days from the last date of examination. 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. Hall tickets to write Continuous Internal Assessment were issued to the students through online mode.

Teaching and Learning

Teachers are encouraged to introduce novel teaching methods such as ICT enabled, participatory learning and interactive learning by motivating students to submit their e-assignments and seminars. The college also has an open source LMS platform to strengthen the teaching learning process. The entire campus is wi-fi enabled to promote the habit of self-learning among the students. SWAYAM - NPTEL chapter has been setup in our college. The prepared syllabi are revised once in three years. Modifications, if necessary, are made in the subsequent external Board of Studies meetings. Choice Based Credit System is also continued under the Autonomous pattern.

Curriculum Development

The Syllabi introduced under Autonomous pattern in 2013-14, then in 2014-15 with modifications, additions and deletions were revised in 2017-18 and were approved by the Academic Council. Core, Electives, Non-Major Electives, Employability Skill Based Subjects, Value Education and Environmental Studies have been included in the syllabi at the UG level. Twenty-four Value Added Courses were started. Apart from the syllabus, students were taken to visit industries and also motivating them to enrolling in online courses NPTEL, etc., Feedback on curricula is regularly taken and improvements are

incorporated in due course.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Flair Educational Resource Management System - v7.0
Finance and Accounts	PFMS, KVB, Epayroll system, ECS Bill preparation system, IFHRMS portal
Student Admission and Support	Flair Educational Resource Management System - v7.0
Examination	Flair Educational Resource Management System - v7.0

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Gender Studies sponsored by Human Resource Development	1	18/12/2018	07/01/2019	21
Orientation Course sponsored by Human Resource Development	2	16/11/2018	13/12/2018	28

Refresher Course in English on Modern Strategy in Teaching-Language and Literature by Human Resource Development	1	16/11/2018	06/12/2018	21
Orientation Course sponsored by Human Resource Development	1	16/08/2019	12/09/2019	27
Training programme on Training of Teachers for Student Induction Programme	1	16/05/2019	18/05/2019	3
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
19	19	16	16

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Facilities are provided for getting loans and financial grants Thrift and savings schemes Monetary assistance from the Management for high risk ailments Maternity leave Medi claim Insurance scheme Financial assistance to teaching staff without interest Research committee RO Drinking Water Canteen facilities Special leave for marriage of the management staff with pay. Festival advance with non interest Regular increments for the Management staff One hour permission (twice a month) Cash Prizes for Publication of research articles in the reputed</p>	<p>Facilities are provided for getting loans and financial grants Thrift and savings schemes Monetary assistance from the Management for high risk ailments Maternity leave Medi claim Insurance scheme Financial assistance to non-teaching staff without interest Research committee RO Drinking Water Canteen facilities Special leave for marriage of the management staff with pay. Festival advance with non interest Providing uniform for staff and security guards Regular increments for the Management staff One hour permission (twice a month) Arranging</p>	<p>All students, along with their parents are covered under group insurance scheme Facilitating students to receive scholarships from government and non government agencies NCC Cadet Welfare Society Scholarship and state government Scholarship for meritorious cadets Baithulmal fund has been created to help the poor students Cash prizes for the best cadets of NCC Army and NCC Navy Cash awards for best students of each department Cash awards for best students in sports Cash prizes for the winning students of Deeniyath, Tamil Ilakkia Mandram and College day Competitions Wheel Chairs</p>

journals Cash Prizes for attending conferences and workshops Cooperation and assistance are provided to the staff for their higher studies. The Institution has 24 X 7 security guards. Health care centre is available to students and staff for First Aid treatment. The staff of the institution is provided the Employees State Insurance facility through which the staff and their families can avail treatment free of cost A Day Care Centre in the campus is arranged in the campus for the benefit of lady staff. Hi Tech fitness centre (Gymnasium) is established in the campus to promote the physical fitness and create awareness about healthy life style to the staff members. Wheel Chairs are kept in the college campus for the benefits of physically challenged staff and students. A separate two-wheeler parking area has been provided for physically challenged staff and students.

workshops for updating the knowledge of support staff The Institution has 24 X 7 security guards. Health care centre is available to students and staff for First Aid treatment. The staff of the institution is provided the Employees State Insurance facility through which the staff and their families can avail treatment free of cost Day Care Centre in the campus to create a stress-free environment for women faculty. Hi Tech fitness centre (Gymnasium) is established in the campus to promote the physical fitness and create awareness about healthy life style to the staff members. Wheel Chairs are kept in the college campus for the benefits of physically challenged staff and students. A separate two-wheeler parking area has been provided for physically challenged staff and students.

are kept in the college campus for the benefits of physically challenged students. A separate two-wheeler parking area has been provided for physically challenged students Hi Tech fitness centre (Gymnasium) is established in the campus to promote the physical fitness and create awareness about healthy life style to the students

#### 6.4 – Financial Management and Resource Mobilization

##### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

We conduct both internal and external financial audits regularly. Internal audit is conducted by the college internal auditor once in three months. There are two external audits one by Joint Director of Collegiate Education Audit Section once in a year, we have completed this audit up to 2018 - 2019 and the other one CAG audit by Central Govt. Which was conducted during the year 2006-2007. The college has a statutory auditor for income tax purpose. In addition to this, we internally audit ourselves by various stocks verification committees

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Dr. S.A. Noor Mohamed Head and Associate Professor Department of	10000	Meritorious Student Award to the students of M.Phil. Chemistry by

Chemistry Hajee Karutha  
Rowther Howdia College  
Uthamapalayam

honouring Yeoman Service  
rendered by the former  
Head of Chemistry  
Professor T.N.Rengarajan

[View File](#)

6.4.3 – Total corpus fund generated

8962805.00

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic Council	Yes	IQAC
Administrative	Yes	Joint Director of Collegiate Education	Yes	College Managing Committee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Conducting Parent-Teacher Association meeting thrice in a year, (08.01.2019, 19.01.2019 20.06.2019). Parent-Teacher Association meeting was held for the following Purposes 1. Discussing students' Examination performance, disciplinary measures and career counselling 2. Receiving suggestions from Parents on Curriculum.

6.5.3 – Development programmes for support staff (at least three)

1. An Awareness Programme on Use of Fire Extinguisher was conducted for support Staff on 18.01.2019.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The College applied for the setting up of Research Centers (Physics, English and History) The results of the Term End Examination were declared within 30 days The College Alumni Association was Registered on 14th March 2019

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Cooking Competition	03/04/2019	03/04/2019	28	24
Flameless Cooking	18/12/2018	18/12/2018	180	0
Cleanliness Awareness Programme	24/12/2018	24/12/2018	22	0
Bio-Waste	07/02/2019	07/02/2019	9	0
Mehandi Competition	07/09/2018	07/09/2018	16	0
Incinerator Fixation	06/10/2018	06/10/2018	20	0
Bouquet Making	10/12/2018	10/12/2018	16	0
Rangoli Competition	01/03/2019	01/03/2019	26	0
Awareness programme on Breast Feeding	18/03/2019	18/03/2019	20	0
Women Empowerment in India	25/03/2019	25/03/2019	30	20
Women Entrepreneurship	08/04/2019	08/04/2019	33	21

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
21.09

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	9
Ramp/Rails	Yes	9
Rest Rooms	Yes	9
Scribes for examination	Yes	3
Special skill development for differently abled students	Yes	11
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	and disadvantages	contribute to local community				
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No Data Entered/Not Applicable !!!

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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Academic Calendar 2018-19.	18/06/2018	The college hand book is circulated in the academic year 2018-19 to all the stakeholders. It contains instructions covering various areas to be followed by all the stakeholders within the campus. Especially the Human Values and Professional Ethics to be practiced by the stakeholders have clearly been mentioned. Such practice of the college administration has tuned the discipline among the stakeholders. It is evident from the fact that the Parent Teacher Association and Alumni Association have appreciated the conduct of the students.
Higher Studies with Scholarship and Employment Opportunities.	18/06/2018	The copies of the book entitled "Higher Studies with Scholarship and Employment Opportunities" were supplied to all the first year students of our college. This book has been authored and compiled by Mr.Mohamed Rabik, an alumnus of the college. It has been an eye opener to the students who have hailed from economically and socially backward sections of the society to pursue higher education without financial worries and to get suitable jobs.
Special Career Guidance Book for Visually Challenged in Braille.	18/06/2018	Mr. Mohamed Rabik, an alumnus of the college, has authored and compiled a book entitled "Special



Career Guidance Book for Visually Challenged in Braille". The copies of this book were supplied to 3 visually challenged students of our college which help them to get suitable jobs according to their nature.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Old age home visit	11/01/2019	11/01/2019	30
A Literary fiesta Commemorating the 140th Birth Anniversary of Sarojini Naidu	25/02/2019	25/02/2019	41
Mahathma Gandhijis 150th Birth Day Celebration	18/03/2019	18/03/2019	125
Commemorating the Death Anniversary of Salim Ali the Bird man of India	20/06/2019	20/06/2019	46
Film Show on Ramanujam	25/06/2019	25/06/2019	134
A Programme on Humanity	28/06/2019	28/06/2019	46
Drug abuse and Illicit trafficking	28/06/2019	28/06/2019	51
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Green Audit
Introduction of LED Lights and Monitors in the Campus
Plastic free Environment
Herbal Garden
Institutional Swachhta Ranking System

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice I 1. Title of the Practice: Sensitization On Women Personal Hygiene**  
**Objectives of the Practice:** Hygiene refers to maintaining cleanliness for keeping fit and staying healthy. Maintaining personal hygiene is important for both men and women, as it ensures good health and has several social benefits as well. Women in general are prone to certain infections due to poor sanitation. Personal hygiene is a way of life, which is usually concerned about maintaining cleanliness, following daily good habits and practising a disciplined lifestyle. There's a wide contrast between rustic and urban students in understanding the hygiene practices. Especially in rural areas,

there is a lack of knowledge about female hygiene among adolescent girls. There is an urgent need to sensitize the students regarding their personal hygiene. Context: Hajee Karutha Rowther Howdia College situated in the rural background is as prestigious as counterparts in urban area colleges. Our college gives a secure and clean environment for our students and faculties. Every year Women students outnumber men students due to comfortable ambience and care taken by our college management. Our college has established Women's Forum on account of the substantial strength of the female students and faculties to cater to their essential needs. The Forum facilitates eco-friendly ambience to women students.

It enhances the status of women students by promoting female hygienic management. The Forum sensitizes the female students on safe and environmental friendly sanitization. The practice: As a tremendous number of women students and teaching faculties are there within the campus, our college administration has provided a partitioned space on two floors for refreshment and amusement.

Satisfactory frameworks are given in women's Rest Rooms which included • Spacious canteen • Neat lavatories • Recreation centre • Prayer hall All over, the unhygienic transfer of utilized napkins makes natural contamination. In order to retain the clean environment, the Forum has initiated the installation of incinerators. IQAC of our college represented its need for the Principal. Our Principal channelized the installation of incinerators with the consent of college management. In an attempt to promote a clean and safe environment, within a short span of time, 2 incinerators worth of were installed in the lavatories of women's waiting hall. Our environmental exercises have come to a breakthrough in the execution of Swachh Bharat Mission on our college campus.

Evidence of Success Since the installation of incinerators, women students practice the best way of disposing of the used napkins, as it is converted into a sterile ash. The modern incinerators help to destroy the used napkins in a scientific and hygienic way. Proper awareness is instilled in all the women students to adopt a healthy lifestyle. Problems Encountered and Resources Required There is a great obstacle within the way of individual cleanliness administration. As most of the women students hail from a rural background, they have very less knowledge about certain infections due to obliviousness of personal cleanliness. There should be a need to educate and make them aware of the natural contamination and wellbeing risks related to destitute sanitation.

Best Practice-II 1. Title of the Practice: Day Care Centre 2. Objectives of the Practice: Taking inspiration from Haim Ginott, a child psychologist who spoke "Children are like wet cement, whatever falls on them makes an impression". As

such, the College has started with a Day Care Centre, exclusively for the children of the Teaching, Non-teaching, Research Scholars and married female Students, who can leave their children safely and attend on them whenever needed, The Day Care Centre is located in the Women's Hostel. Following are the

key objectives of this practice: ? The main objective is to provide the Teachers, Non-teaching staff, Research Scholars and regular full-time Students of the College, the facility of keeping their children under good care during the day time right inside the campus, work with peace of mind and access their children quickly whenever needed. ? Apart from taking good care of the enrolled

children, one of the key objectives of the Centre is also to involve the children in various extracurricular activities. The working time of the Centre is from 10 am to 5 pm on all working days except Saturdays and Sundays 3. The

Context: It is been years since the working parents are struggling to give sufficient care to their little ones due to work constraints and responsibilities. A quandary prevails for these parents whenever it comes in choosing between their work and parenthood. Thus it becomes all the more significant to discuss the essentiality of a daycare centre. An educational institution which put forwards the values like equity should also explicate strategies to hold those values. Hajee Karutha Rowther Howdia College Day Care Centre (HKRHCDCC) can be considered as such an initiative to provide a work-life balance for the parents 4. The Practice ? A newly refurbished and fitted

outbuilding with two rooms, one dining space, and two toilets. ? The DCC ratifies a child genial environment with large colourful displays and activity centres with play materials. ? It has infrastructural facilities like toys, mattresses, cradles for young children, colourful crockery, cycles and child-friendly furniture that ensure children are cosy within the DCC. ? To nurture a learning environment, educational CDs of rhymes, alphabets, stories and songs are screened for the children. ? A competent centre coordinator along with experienced ayahs. ? Basic medical services to the wards and staff of the centre by the HKRH Health Center, if such need arises at the Centre during working hours ? Counselling of wards by trained counsellors if required ? Guardians' queries on phone will be attended during working hours at the convenience of the Centre. ? A ward will be handed over only to the Guardian or a person officially nominated by the Guardian for taking the child from the Centre 5. Evidence of Success Hajee Karutha Rowther Howdia College Day Care Centre (HKRHCDCC) has been a great place for kids to meet other kids. The centre has been helping them to master socializing skills. The various activities that are planned for the children are executed in a structured manner. These activities have been helping children to learn various educational concepts at a young age. 6. Problems Encountered and Resources Required: Daycare is a place where kids from various families and backgrounds may come. Where they may be learning good things but they are also exposed to various bad habits of other children too. The kid may pick up bad words or habits from other children. And If the college works on Saturdays, the parents have to look for alternate arrangements for their kids.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.hkrhc.ac.in/bestpractices/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words The distinct performance of the College in one area of the Vision of the College is providing best type of Higher Education to all, specially to the students of minority community, rural agricultural families and other deprived and under privileged sections of the society. Until the establishment of this Institution, the people of Cumbum Valley could never dream of getting Higher Education. Only the Economically sound people moved to Madurai, Trichy, Palayamkottai and Madras to get higher education. Such condition induced the mind of our Founder to start a College in his home town to provide Higher Education to socially and economically weaker sections of Cumbum Valley. In the beginning, the College introduced traditional programmes catering to the needs of the people. After the demise of the Founder his sons and Grandsons followed the footsteps of the Founder in developing the college. New programmes were started and necessary infrastructural development were coming up. Self-Financing programmes were started which led to the increase of number of students pursuing higher education. Followed by the introduction of Self-financing programmes, the College was converted into a coeducational Institution, giving way for women's enrolment in higher education. This was a boon to the people of Cumbum valley particularly to the socially and economically backward women, who never dreamed of getting a degree. The care and discipline practiced by the college, encouraged the parents of the women students to choose the college as their first priority for their children. The college is also fulfilling the Vision and Mission in catering to the non-educational expectations of the people. Besides academic education, the

students are given equal opportunities to develop their inborn talents and exhibit them at various level of competitions which had brought laurels to the College. The College is well known for implementing Communal Harmony, another core aspect of the Vision and Mission and for which it won Communal Harmony Award from MK University. The institution has produced talented, duty-bound citizens to take up the challenges of the changing times. The Institution recruits qualified and efficient teaching faculties to provide the best of type of higher education. The latest technological infrastructural development including the installation of LCD projectors in all the classrooms provides a great support to the students to overcome the challenges on par with the city college students. The Autonomous status obtained by the College, has enabled the staff and students to involve in research oriented activities in the form of doing Ph.Ds. Publications of books and research articles and attending Seminars, Conferences, Workshops, and UGC sponsored skill development programmes. These developments paved way for the placement of the students at higher levels in the society.

Provide the weblink of the institution

<http://www.hkrhc.ac.in/>

### **8.Future Plans of Actions for Next Academic Year**

8. Future Plans of action for the next academic year (500 words) • To revise the syllabi of all the programmes. • To include the student-centred instruction model Outcome-Based Education (OBE) in the syllabi. • To Constitute a Committee called Autonomous Review Committee consisting one Co-ordinator and members and they are to be the senior faculties of the College. • To prepare a report to be submitted to the University Grants Commission (UGC) for the extension of Autonomous status to the College • To convert the office of the Study Centre of IGNOU into a full-fledged office. • To publish the results of the Term End Examination within 30days from the date of the last examination. • To initiate the Technical work for the Installation of separate Transformer for the College. • To start the efforts to sign Memorandum of Understanding (MOU) with foreign Universities. • To purchase additional buses for the conveyance of women Students. • To encourage the Head of the Department to arrange more number of Field Trips. • To prepare a report on Green Environment of the College campus (Green Audit) • To initiate efforts to trap funds from Non-Government funding agencies to launch Research projects. • To Upgrade the ICT which have been in use in the Campus. • To implement new programmes in the adopted village. • To Conduct more number of International conferences and workshops in the College. • To prepare the students to attend the state/ national/ international level examinations.