SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

KOMBAI ROAD, UTHAMAPALAYAM P.O.
625533
www.hkrhc.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

September 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Hajee Karutha Rowther Howdia College in Theni District is located at the foothills of the Western Ghats. As agriculture has been the main source of livelihood, the Industrial development in the district is very low. The Mullai Periyar Dam is a great water resource for irrigation purpose. The ground water level is fairly high because of the continuous flow of water from the Periyar Dam.

The district is also a gateway to the popular Sabarimala Temple. Formerly, illiteracy engulfed the valley on account of the poor economic status of the natives. The Founder was seized with the visionary ideal of starting a college at Uthamapalayam, his home town, a town panchayat, to provide higher education to the Muslim Minorities, other Backward classes, Scheduled Caste and Tribe as well as other under privileged people.

The College was established in 1956, at Uthamapalayam, by the beloved founder Hajee Mohamed Meera Rowther, popularly known as Hajee Karutha Rowther. It is one of the most renowned institutions, affiliated to Madurai Kamaraj University, Madurai. The College is situated in a rural area, which has been populated with socially, economically backward, minorities, scheduled caste people, most of them being agricultural coolies and labourers. The dream of our founder became a reality when the institution was accredited with 'A' Grade by NAAC in 2005, the college was honoured with "Best College Award for Communal Harmony" by Madurai Kamaraj University, the college was Reaccredited with "A" grade by NAAC in 2012 and conferred with Autonomous in June 2013.

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, underprivileged sections of the society, inculcating a sense of social responsibility in them. Our college is committed to produce 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..."

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The college has been an educational hub for the first generation learners of the Cumbum valley. It is also a home for the Minorities, Backward, Most Backward, Agriculturists and deprived sections of the locality. More

number of women students prefers the college because of the safe and secure atmosphere in the campus. The college is Reaccredited with "A" grade with a CGPA of 3.26 out of 4 by NAAC. The gap between the learners and educators has been narrowed down.ICT enabled teaching and learning method has given an opportunity for the faculties and students to get exposed to the new generation of teaching and learning. As the college follows CBCS pattern of teaching, Centralised Internal Assessment Examination System has become an integral part of learning. The campus has been kept Green and Clean with good infrastructure in all necessary areas. The college provides bus facility for women students and staff. The teaching faculties are well qualified and research aspirants. The Laboratories are modernised and upgraded to the present needs. The sports facilities have been improved for the benefit of the students. In addition to the regular programmes, the college also provides Value Added Courses. The college is also a study centre for IGNOU which offers a number of certificate courses for the students. A separate Health Centre functions inside the campus on all working days to provide medical support to the needy. Personal Counsellor has been appointed to interact with students to help them relieved of mental stress and depression.

Institutional Weakness

As the college is situated in rural area, the exposure to the latest developments in the field of education reaches late. More over, our town only has Road link and there is no Rail link. It is a great drawback for the students. The college is inadequate in consultancy services and as such limited number of placement of students takes place. The English proficiency of the students at the entry level is so weak because of the rural background and vernacular medium of instruction at the school level. There is also lack of parental involvement on the student's education because of their pre occupation with agricultural works. The college having limited number of aided courses at the UG and PG level, less number of research programs are other setbacks. The lack of digital knowledge put our students behind their counterparts in the cities.

Institutional Opportunity

The college has been an educational hub for the first generation learners of the cumbum valley (our region).It is also a home for the Minorities, Backward, Most Backward, Agriculturists and deprived sections of the locality. The college proposed to bring in more number of PG and Pre-Doctoral programmes after reaccreditation and this proposal has been achieved to a satisfactory level. The department of History has taken initiative to introduce a Centre for Islamic Studies**.** Programme on Women Studies will be introduced in future. More number of new programmes can be introduced depending upon the demand for them. The college has proposed to introduce Career Oriented Certificate Courses through the Value Added Courses. A Day Care Centre for the kids of staff and married women students is to be established. More number of multidisciplinary and discipline wise journals can be subscribed. As more number of women students and faculties are there in the campus, a Women's Development Cell would be of great benefit to discuss their needs periodically. The departments are encouraged to identify funding agency to conduct more number of International and National level seminars and workshops. The college plans to introduce online application forms for admission process, applying for examination, revaluation etc.,

Institutional Challenge

The college faces a lot of challenges, which paves way for the overall development of the institution. It strives hard to bring in the latest development taking place in the field of education for the benefit of the student community. The college has to improve the consultancy services which will help in promoting placements for the students of excellence. As large numbers of students of the college opt for Civil and Uniform Services, more effort could be made to offer a special coaching so as to help them prepare well for the written examinations and come out meritoriously. Students interested in Uniform services could get physical training with the infrastructure available for them in the college. To increase chances of employability, students must be taught soft skills and personality development. Introduction of Research Programmes can give an opportunity for the student to enhance their subject knowledge and provide them an opportunity to create new findings. Steps can be taken to prevent the students from the evils of social media. The college can also have a track record of the status of the outgoing students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As the college is an Autonomous Institution, the syllabi are framed by the Boards of Studies of all departments and taken to the Academic Deans for concurrence and implementation. The Academic Deans place the syllabi under CBCS pattern framed by Board of Studies of all the departments in the Academic Council for approval.The CBCS pattern of the syllabi to all the programmes helps to give depth to the syllabi. It has given room for inter-disciplinary and multi-disciplinary approaches in all courses of study in the name of Allied, Elective and Non-Major Elective papers. Moreover, a student, in order to qualify for a degree, should opt for one of the Part V Extension Activities such as NSS, NCC, YRC, RRC, Eco Club etc. Papers like Environmental Studies and Value Education are offered under Part IV, as mandatory subjects for all UG degree students. However, at the PG level, Non-Major Elective paper, is made compulsory. Besides, the college conducts Moral Instruction and Deeniyath classes, every week after the college hours to inculcate the values of religious, socio-cultural ethics in the young minds in order to mould them into good and dutiful citizens of our nation. The curriculum designed focuses on the need for employability, entrepreneurship and skill development.Upgrading of Programmes depending on the needs is regularly done.Feedbacks are received from the Staff, Students, Parents and Alumni on the programmes, teaching methods and infrastructure.

Teaching-learning and Evaluation

The College provides the teaching and learning process to the student community of this Rural area at its best. Since the college is adjacent to Kerala, a few number of students from Kerala get admission in various programmes. Some of the women students from Kerala are given accommodation in the Women's Hostel. The demand ratio for all the programmes are high. The admission procedures are transparent, carrying out the Government norms. The Student-Full Time Teacher ratio is maintained so as to enable the teaching and learning process to function smoothly. The Government Teaching vacancies are filled up regularly and the required number of teachers are appointed by the Management for the uninterrupted teaching and learning process. The differently abled students are given priority at the time of admission. The class rooms are shifted to the ground floor for their convenience. A separate rest room is provided to them. During the time of examinations, scribes are assigned to help them write the examinations. The students are provided with more number of experimental learning by way of practical classes, workshops, seminars etc., which enhances their knowledge in the subject and develops their organising skills and leadership quality. Modern Educational Tools (ICT) have been installed inside the Institution for a better enhancement of communication between the

educators and learners. The Laboratories are modernised and well maintained for the use of students and research aspirant teachers.

Research, Innovations and Extension

Teachers' enthusiastic participation and paper presentation in Seminars / Workshops help in enriching their knowledge which ultimately helps students. The Management and the Head of the Institution take necessary steps to encourage and create a research oriented environment in the Institution. Recognition of the Department of Commerce as a Research Centre to do M.Phil. and Ph.D. programmes and the introduction of M.Phil. Programmes in History, English, Mathematics and Chemistry under Self Financing schemes have paved way for active research among the staff and the students. As a result, more and more students and members of faculties have been conferred with the research degree of M.Phil. / Ph.D. The number of Ph.D. holders and research guides among the faculties are increasing every year. The Management also encourages the staff with cash incentives for presenting papers in UGC sponsored International / National Seminars / Symposiums / Workshops etc. and for the publication of research articles in the standard / recognized / refereed UGC journals. Staff who author / co-author books with ISBN also are recognized with cash incentives. Similarly the faculties are also encouraged in tapping UGC funds for doing minor / major research projects. Students are motivated and encouraged to involve in extension activities with dedication. It is worth mentioning that more than 200 units of blood are donated by volunteers of NSS / NCC / YRC / RRC during the blood donation camps conducted in the College premises. All such activities bring fame to the institution.

Infrastructure and Learning Resources

The college is a centre of learning, with good infrastructure and resources. The College Library is well equipped with large number of books, journals, magazines, etc., and improved periodically. The Library is computerized and modernized with DELNET facility to boon the research activity. Student-computer ratio is maintained at 1:1 in all computer laboratories. A separate well furnished women's hostel, indoor stadium and outdoor gallery was constructed under the UGC grant and a gymnasium under the management grant.

More number of classrooms is constructed to meet the demands and all the classrooms are well equipped with LCD projectors. The campus is enabled with free WiFi, fire extinguishers, CCTV surveillance and purified drinking water, canteen facility for the staff and students.

The college also has a book depot to provide subject books and notebooks to the students on concession rates. The campus is kept *Green and Clean* with more than 350 trees and new saplings being planted inside the campus. Adequate number of seminar halls and auditorium are available for the smooth conduct of seminars, conferences, M.Phil., and Ph.D Viva Voce examinations. The English Language Lab has been modernised and renovated to enhance the proficiency of the students in the English. The differently abled students have been provided with special rest rooms, ramps and scribes are made available for them to write examinations. Provision is made for the pregnant women students to write their examination in separate rooms on the ground floor. There is a renovated dining room meant for men students.

Student Support and Progression

The college provides the best of student support to all the students.The Government scholarships are obtained

to all the eligible students.Besides the college has created two types of funding agency,through which the poor and underprivileged students are benefitted. One is Baithulmal, a charitable body, to which staff and well wishers provide fund for Muslim minority students. The other one is Students Welfare Fund, to which staff and well wishers contribute fund for the educational needs of students other than Muslim minorities. There are a number of developmental schemes like guidance for competitive examinations, NET/SET coaching classes, Remedial Coaching Classes, Career and Counselling, Language Lab and Soft skill development, Personal Counselling, Yoga and Meditation, provided to the students. Career Oriented Certificate courses are being introduced through Value Added Courses, NPTEL online courses, SWAYAM and IGNOU study centre. A special insurance scheme is provided for the benefit of the students. After the UG Programmes, many of the students get admitted to the PG Programmes in the college itself. Then, these students move on to higher degrees like pre-doctoral and doctoral programmes offered in the college. The students take active part in sports and games at the University, All India Inter University, National and State Levels.Best of sports infrastructure is provided to the students to get trained up to win laurels. Cultural activities are also given equal importance to the students.The students are trained in various cultural events and they have achieved many victories in the University and Intercollegiate Competitions.

Governance, Leadership and Management

The college is governed by the college Managing Committee registered under Society Act. No capitation fee or donation is collected. This had been appreciated by NAAC peer team during its second visit to the college. Academic – administrative powers are vested with the Principal. He shares his responsibilities with various committees to see that there is smooth sailing in the functioning, of the daily activities of the college . Towards this cause, the IQAC also contributes and supports the Principal in decision making. The Management's contribution towards the Provident Fund accounts of the Self-Financing Staff, revision of their salary to a decent amount, recommending loans through banks, sanction of medical leave and maternity leave, granting of festival advance etc., are noteworthy. As recommended by the NAAC peer team on its second visit, the management has increased the number of women staff and now it is 64.

Academic plans, such as fixing the dates of internal exams, functions, reopening, closing and last working days are decided democratically in the staff council. Discipline Committee deals with issues of indisciplinary activities of the students. Complaint boxes are placed at different places on the premises of the college. Grievance Redress Cell also looks into such affairs besides dealing with the grievances of the students and staff on infrastructural facilities available and evaluation of test papers .Meetings of the Alumni Association, Parent Teacher Association are conducted annually or twice a year. The outcome of the meetings, suggestions and feedbacks are given due attention.

Institutional Values and Best Practices

The College practices institutional values and creates Social responsibilities among the staff and students. The college receives more number of applications for admission. A well spacious waiting room is provided to the women students. An Internal Complaint Committee (ICC) has been formed for the benefit of the women staff and students against any kind of sexual harassments inside the campus. Solar Panels and Wind Mills are installed to add renewable energy resources to the power supply on the campus. The tube lights are superseded by LED lights to reduce the power consumption in the Institution. Rain Water Harvesting is given due importance and rain water is stored up in the pits, which helps to increase the ground water level. The campus is kept Clean and Green, with more than 350 trees inside the campus. Tar Roads are laid inside the campus for

easy mobility. Saplings are planted on either side of the roads and are maintained by a gardener. Watering these plants is done through drip irrigation. The differently abled students are provided with special rest rooms, ramps, scribes for writing examinations etc. The college provides a Academic Calendar with complete details of the rules and regulations, details of various committees and its office bearers etc. This calendar is distributed to each staff and students at the beginning of every academic year.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HAJEE KARUTHA ROWTHER HOWDIA COLLEGE
Address	Kombai Road, Uthamapalayam P.O.
City	Uthamapalayam
State	Tamil Nadu
Pin	625533
Website	www.hkrhc.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	H. Mohamed Meeran	04554-265225	9443501836	-	principal@hkrhc.ac.in
Associate Professor	M. Basheer Ahamed Meeran	-	9442032861	-	iqac@hkrhc.ac.in

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority.pdf
If Yes, Specify minority status	
Religious	MUSLIM MINORITY
Linguistic	
Any Other	

Establishment Details	
Date of Establishment, Prior to the Grant of 'Autonomy'	12-06-1956
Date of grant of 'Autonomy' to the College by UGC	17-12-2012

University to which the college is affiliated		
State	**University name**	**Document**
Tamil Nadu	Madurai Kamraj University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	07-11-1988	View Document
12B of UGC	07-11-1988	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Kombai Road, Uthamapalayam P.O.	Semi-urban	25	24365.94

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arabic	36	Higher Secondary or its equivalent	English	60	16
UG	BA,Tamil	36	Higher Secondary or its equivalent	Tamil	60	0
UG	BA,English	36	Higher Secondary or its equivalent	English	72	66
UG	BA,History	36	Higher Secondary or its equivalent	English	60	57
UG	BA,Economics	36	Higher Secondary or its equivalent	English	60	49
UG	BSc,Physics	36	Higher Secondary or its equivalent	English	40	40
UG	BSc,Chemistry	36	Higher Secondary or its equivalent	English	40	38
UG	BSc,Mathematics	36	Higher Secondary or its equivalent	English	48	45
UG	BSc,Zoology	36	Higher Secondary or its equivalent	English	40	39
UG	BSc,Computer Science	36	Higher Secondary or its equivalent	English	40	40
UG	BSc,Information Technology	36	Higher Secondary or its equivalent	English	48	47
UG	BCom,Commerce	36	Higher Secondary or	English	72	70

			its equivalent			
UG	BCom,Commerce Banking	36	Higher Secondary or its equivalent	English	72	63
UG	BCom,Commerce Computer Application	36	Higher Secondary or its equivalent	English	48	47
UG	BBA,Business Administration	36	Higher Secondary or its equivalent	English	72	63
UG	BSc,Biochemistry	36	Higher Secondary or its equivalent	English	48	41
UG	BSc,Microbiology	36	Higher Secondary or its equivalent	English	40	39
PG	MA,Tamil	24	B.A.Tamil or any degree	Tamil	36	5
PG	MA,English	24	B.A.English or any degree	English	36	26
PG	MA,History	24	B.A. History or any degree	English	36	9
PG	MA,Economics	24	B.A. Economics or any degree	English	36	14
PG	MSc,Physics	24	B.Sc. Physics	English	25	21
PG	MSc,Chemistry	24	B.Sc. Chemistry	English	25	24
PG	MSc,Mathematics	24	B.Sc. Mathematics	English	36	28
PG	MSc,Zoology	24	B.Sc. Zoology	English	25	11
PG	MSc,Information	24	B.Sc. Computer	English	25	6

	Technology		Science or Information Technology or B.C.A or any other equivalent degree			
PG	MCom,Commerce	24	B.Com or B.Com Banking or B.Com with Computer Application	English	45	42
PG	MCom,Commerce Computer Application	24	B.Com with Computer Application	English	36	9
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	M.Com or M.Phil Commerce	English	22	0
Pre Doctoral (M.Phil)	MPhil,English	12	M.A. English	English	3	3
Pre Doctoral (M.Phil)	MPhil,History	12	M.A. History	English	4	1
Pre Doctoral (M.Phil)	MPhil,Chemistry	12	M.Sc. Chemistry	English	1	1
Pre Doctoral (M.Phil)	MPhil,Mathematics	12	M.Sc. Mathematics	English	2	2
Pre Doctoral (M.Phil)	MPhil,Commerce	12	M.Com or M.Com with any specialisation	English	7	1

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				27				43
Recruited	0	0	0	0	25	2	0	27	29	13	0	42
Yet to Recruit				0				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				5				77
Recruited	0	0	0	0	3	2	0	5	30	47	0	77
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				35
Recruited	21	0	0	21
Yet to Recruit				14
Sanctioned by the Management/Society or Other Authorized Bodies				30
Recruited	26	4	0	30
Yet to Recruit				0

30-10-2018 03:50:27

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				3
Recruited	0	0	0	0
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	1	0	0	1
Ph.D.	0	0	0	18	2	0	11	5	0	36
M.Phil.	0	0	0	2	0	0	12	6	0	20
PG	0	0	0	5	0	0	5	2	0	12

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	3	0	7
M.Phil.	0	0	0	3	2	0	20	25	0	50
PG	0	0	0	0	0	0	6	19	0	25

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	0	0	1

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	2	0	0	0	2
	Female	6	0	0	0	6
	Others	0	0	0	0	0
UG	Male	846	9	0	0	855
	Female	1172	8	0	0	1180
	Others	0	0	0	0	0
PG	Male	77	1	0	0	78
	Female	241	4	0	0	245
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	31	27	33	38
	Female	59	62	66	57
	Others	0	0	0	0
ST	Male	0	2	0	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	189	219	234	201
	Female	256	250	234	222
	Others	0	0	0	0
General	Male	60	47	35	66
	Female	116	120	132	104
	Others	0	0	0	0
Others	Male	87	69	63	58
	Female	136	132	144	116
	Others	0	0	0	0
Total		934	928	941	863

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Arabic	[View Document](#)
Biochemistry	[View Document](#)
Business Administration	[View Document](#)
Chemistry	[View Document](#)
Commerce	[View Document](#)
Commerce Banking	[View Document](#)
Commerce Computer Application	[View Document](#)
Computer Science	[View Document](#)
Economics	[View Document](#)
English	[View Document](#)
History	[View Document](#)
Information Technology	[View Document](#)
Mathematics	[View Document](#)
Microbiology	[View Document](#)
Physics	[View Document](#)
Tamil	[View Document](#)
Zoology	[View Document](#)

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3. Extended Profile

3.1 Program

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
33	31	28	26	26

File Description	Document
Institutional Data in Prescribed Format	View Document

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2366	2374	2329	2121	1984

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
767	831	778	636	689

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2366	2374	2329	2121	1984

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of revaluation applications year-wise during the last 5 years

2017-18	2016-17	2015-16	2014-15	2013-14
507	337	300	153	143

3.3 Teachers

Number of courses in all programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
496	473	455	458	477

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
151	145	143	139	133

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
152	152	148	144	134

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

3.4 Institution

Number of eligible applications received for admissions to all the programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2113	1864	1957	1925	1513

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
435	425	380	391	379
File Description	Document			
Institutional Data in Prescribed Format	View Document			

Total number of classrooms and seminar halls

Response: 77

Total number of computers in the campus for academic purpose

Response: 250

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
156.67540	81.99722	55.57201	21.87044	102.90855

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution

Response:

The College was founded by Hajee Karutha Rowther in 1956 with the mission of providing quality higher education to the educationally and economically deprived people of the erstwhile Madurai District. The Institution, affiliated to the Madurai Kamaraj University, was conferred Autonomy in the year 2013. Subsequently, it has acquired the liberty to devise and implement its own curricula to suit the changing needs of the region. The teaching staff who are attending seminars / workshops / training programmes in other colleges, the staff having interactions (upon the curricula or subjects) with their counterparts working in other colleges, the staff serving as members in various Boards of Studies of Universities/ Autonomous Colleges, initiate the discussions for introducing new syllabi or making changes in the existing syllabi. The suggestions by the IQAC, the subject experts and the members of Internal Boards of Studies, alumni representing the Boards of Studies of different disciplines and also the requisition of the students are given consideration in curriculum designing. The decisions arrived at the Boards of Studies of the Departments are forwarded by the Curriculum Development Cell (CDC) for the approval of the Academic Council. Since the introduction of the Autonomy in 2013, the syllabi have been revised thrice.

The Institution follows semester pattern with the Choice Based Credit System (CBCS) in all the programmes, except research programmes. The course structure consists of five components for UG students. They are Tamil/Arabic/Malayalam in Part-I, English in Part-II, Core and Allied Subjects in Part-III, Skill Based Subjects (SBS), Non-Major Electives, Environmental Studies and Value Education in Part-IV and Extension Activities in Part-V.

The subject 'Environmental Studies' at the UG level creates awareness among the students about the evil effects of the environmental degradation and the need for protecting and preserving the environment. Similarly, the subject 'Value Education' as well as 'Extension Activities' taken up by the students creates consciousness on the social values, civic sense, social responsibilities and the commitment to adhere to the basic duties, rights and responsibilities. The students are also taught about the role of the spiritual leaders in shaping the humanity and that of the national leaders in nation-building and thereby, enable the Institution in producing duty-bound citizens. The NME subjects offered at the Under Graduate level will help the students to have a basic understanding of the subjects of other disciplines. Besides, the Skill Based Subjects (SBS) and the subjects like 'Business Mathematics', 'Arithmetic Ability', 'Communicative Skills' and also the subjects offered for the History Tourism students are expected to improve the talents and competencies of the students to appear for the competitive examinations. The communication and the writing skills of the PG students will be enriched by the 'Project Work' carried out by them in the final semester.

Programme outcomes, Programme specific outcomes and course outcomes of all the Programmes offered by the Institution are stated and displayed on the college website and communicated to teachers and students.

1.1.2 Percentage of programs where syllabus revision was carried out during the last five years

Response: 93.94

1.1.2.1 How many programs were revised out of total number of programs offered during the last five years

Response: 31

1.1.2.2 Number of all programs offered by the institution during the last five years

Response: 33

File Description	Document
Minutes of relevant Academic Council/BOS meeting	[View Document](#)
Details of program syllabus revision in last 5 years	[View Document](#)

1.1.3 Average percentage of courses having focus on Employability/ Entrepreneurship/ Skill development during the last five years

Response: 7.28

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
91	04	0	52	28

File Description	Document
Program/ Curriculum/ Syllabus of the courses	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Average percentage of courses having focus on employability/ entrepreneurship	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 7.67

1.2.1.1 How many new courses are introduced within the last five years

Response: 161

1.2.1.2 Number of courses offered by the institution across all programs during the last five years

Response: 2099

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 33

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The College does not offer any programme on Gender related studies. However, some courses are included in select programmes which integrate the issues relevant to Gender, Environment and sustainability, Human values and Professional ethics. The Department of History has introduced 'Women Studies in India' for PG students in Semester IV , which focuses on the issues related to and challenges encountered

by women. A Core Paper entitled 'Women's Writing in English' and an Elective Paper entitled 'Human Rights through Literature' is introduced to the B.A., English students in the V semester. Further, all the UG programmes offer 'Environmental Studies' and 'Value Education'. The introduction of 'Environmental Studies' aims to address the issues related to the environment and creates awareness about environment and sustainability. Whereas 'Value Education', focuses on the social values and the role of the spiritual and political statesmen with a view to inspire the students to develop moral, ethical and human values. Professional ethics are the standards of behaviour to be practised by the students, staff and the members managing the institution. Though the concept 'Professional Ethics' is not a part of the syllabi, the College has its own set of rules and regulations to be followed in the campus, so as to achieve a benchmark in the standards of the ethics and morality. The Seminars conducted at the Department levels and the lectures delivered by invited scholars also aim at the need for maintaining human values and necessity for pursuing professional ethics.

1.3.2 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 25

1.3.2.1 How many new value-added courses are added within the last 5 years

Response: 25

File Description	Document
List of value added courses	[View Document](#)
Brochure or any other document relating to value added courses	[View Document](#)

1.3.3 Average percentage of students enrolled in the courses under 1.3.2 above

Response: 16.31

1.3.3.1 Number of students enrolled in value-added courses imparting transferable and life skills offered year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
422	407	416	304	285

1.3.4 Percentage of students undertaking field projects / internships

Response: 7.23

1.3.4.1 Number of students undertaking field projects or internships

Response: 171

File Description	Document
List of programs and number of students undertaking field projects / internships	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise /year-wise

A. Any 4 of above

B. Any 3 of above

C. Any 2 of above

D. Any 1 of above

Response: A. Any 4 of above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.14

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	24	32	34	17

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Demand Ratio(Average of last five years)

Response: 1.61

2.1.2.1 Number of seats available year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1260	1232	1102	1131	1098

File Description	Document
Demand Ratio (Average of Last five years)	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 95.78

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
406	398	366	382	371

File Description	Document
Average percentage of seats filled against seats reserved	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

An induction meeting is organised for all the first year students on the opening day of the College. All the First Year students attend the meeting with their parents/ guardians and they are informed of the rules and regulations, codes of conduct and the dress code to be followed by the students. The students are also apprised of the facilities like library, laboratory, Wi-Fi, free internet browsing available in the campus, the Non-Major Electives, Environmental Studies, Value Education, the extracurricular and co-curricular subjects offered and the system regarding the conduct of the internal as well as Term End Examinations. Every student is provided with a Academic Calendar which contains many information .

Since the College follows the Choice Based Credit System (CBCS) with English as the medium of instruction, the students who have completed the qualifying examinations through Tamil medium and join the College feel difficulty in learning. Therefore, the staff members follow the bilingual strategies (English and Tamil) for some days and then gradually switch over to the English language. The students are supplied with the printed study materials or the soft copies. The previous semester question papers are available in the Departments for the reference of the students. The mentor-mentee (Tutor-ward) system is also followed in the College. Under this system, the Head of the Department nominates one teacher for every class as the mentor in-charge. The mentor collects the personal information about the students through the 'Tutorial Cards' supplied by College and monitors their academic performance. Once the semester results are published, the students enter their marks in the Tutorial Cards and hand over the same to the mentor concerned. In the periodical Department meetings, the performance of the students are analysed and necessary action is initiated to improve the academic performance of all the students.

The advanced learners and slow learners are identified on the basis of the marks obtained in the Continuous Internal Assessment (CIA) Examinations, and the Term End Examinations. The Advanced Learners are encouraged to learn more by referring the rare collection of books in the library reference section and by internet browsing. Advanced learners are also trained to present papers in seminars and conferences, prepare for the competitive examinations and to attend the campus recruitment programmes. The Slow Learners are counselled first by the mentors and then they are provided with necessary study materials, and are instructed to get their doubts clarified with the staff members, if needed. Further, Remedial courses conducted in the select subjects, offer the opportunities for the slow learners to attend such courses and pass the examinations with good marks.

File Description	Document
link for additional information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 15.67

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.55

2.2.3.1 Number of differently abled students on rolls

Response: 13

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any other document submitted by the Institution to a Government agency giving this information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The College provides the programme structure and academic schedule at the beginning of each Semester to the students. With the implementation of Autonomy, the learning process has been revamped to become more student-centric with the lectures being delivered using the ICT enabled teaching methodology. Besides the class room teaching, the students are asked to refer the books, journals and magazines available in the Central Library and in the Department Libraries. The College being 'Wi-Fi' enabled campus, provides free internet browsing facility in the library and internet connectivity to all the Departments. This creates opportunities for computer based learning in all the subjects. The class room teaching method is widely followed for all theory classes. However, the following student centric ICT enabled learning methods/ facilities are also commonly adopted.

- Smart Class Room
- English Language Lab
- Power Point Presentation by the students
- Preparing assignments using Internet
- Trainings in the use of application oriented software
- Computer applications in problem solving techniques
- Use of computers for carrying out projects

- Computer based business applications

Experiential learning helps the students to learn the subject or acquire the knowledge with practical experiences. The practical classes, examinations conducted in the laboratories, the knowledge gained through attending the trainings and the data collection for carrying out projects, the duties and responsibilities assigned to the students by the Departments for conducting Seminars / Conferences/ Workshops/ Symposia, involving them to make arrangements for organising the Department functions enhance the organizing ability and leadership quality of the students. Arranging the programmes for the NSS and NCC related activities, extracurricular and co curricular activities also augments the experiential traits of the students.

The participative learning process includes Group Discussions, Debates, Seminars, Symposia, Workshops, Quiz programmes and taking part in the study tours and the competitions conducted for bringing out the hidden talents of students. The problem solving methodologies are also an important part of the learning process. The teachers give a broad outline about the courses or other academic tasks assigned to the students. The students are instructed to identify the major difficulties and prepare flow charts to find and highlight the outcomes step by step. The assignments and projects, practical classes, computer based learning and knowledge acquisition training in the use of application software, delivering speeches in the meetings and attending the quiz programmes and cultural events as groups, will help the students to trace the problems and discover the methods to be applied in solving them. The students' carrying out such tasks and their active involvement improve their learning experience.

File Description	Document
Link for Additional Information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 94.7

2.3.2.1 Number of teachers using ICT

Response: 143

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 32.86

2.3.3.1 Number of mentors

Response: 72

2.3.4 Preparation and adherence to Academic Calendar and Teaching plans by the institution

Response:

The Academic Calendar and Teaching Plans are prepared and are strictly adhered to. At the end of every academic year a Staff Council Meeting is held and the Academic Calendar for the next year is planned. The Principal nominates a teaching staff as the Co-ordinator of the Calendar Committee. The Committee comprises of the Controller of Examinations, representatives from Academic Council, Governing Committee, teaching and Non-teaching staff.

The Academic Calendar given to the students at the beginning of the Academic Year which consist of the Department-wise name list of the Teaching staff and the non-teaching staff, the Rules and Regulations to be followed by the student, the details of various committees functioning in the College, the extracurricular and co curricular activities and the staff coordinating such activities are also included in the calendar. The Calendar gives the information about the Re-opening dates, last working day in both the semesters, holidays, Day Order to be followed on each working day, cumulative total number of the working days completed, the dates of the commencement and completion of the CIA Examinations, the dates for payment of examinations fees without fine and with fine and the date of commencement of the Term-End Examination.

The Academic Calendar is distributed to all the staff and students on the first working day of the Academic Year. The Heads of the Departments, in consultation with the teaching staff members of the Departments, plan their academic schedule as per the Academic Calendar. The Time-Table Committee allots the hours for the courses like Part-I- Tamil/Arabic/Malayalam, Part-II English and Non-Major Electives which are common to all the UG students.

The Heads of the Departments instruct the staff members to prepare Teaching Plan and Paper-wise distribution of the subjects. Then, the teachers prepare the subject-wise teaching plan, the names of the staff engaging the classes, hours required to complete the course, units and hours allotted for each teacher or course and dates of completion of each unit. The teachers are asked to complete a substantial portion of the work assigned to them before the commencement of each CIA Examinations.

The link for the Teaching Plan is

 www.hkrhc.ac.in/docs/naac/Teaching_Plan_2013-18.pdf

The link for the Academic Calendar is

www.hkrhc.ac.in/docs/handbook2018-2019.pdf

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 25.43

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
40	38	35	35	33

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 11.09

2.4.3.1 Total experience of full-time teachers

Response: 1675

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 2.11

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	00	00	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 1.08

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	2	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years

Response: 37.2

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	33	34	50	55

File Description	Document
List of programs and date of last semester and date of declaration of result	View Document

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 0

2.5.2.1 Number of complaints/grievances about evaluation year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

2.5.3 Average percentage of applications for revaluation leading to change in marks during the last five years

Response: 64.55

2.5.3.1 Number of applications for revaluation leading to change in marks year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
300	243	204	98	85

2.5.4 Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system

Response:

Examination Procedures:

The College follows Choice Based Credit System (CBCS) with semester pattern. The maximum marks in the external examination for both UG and PG programmes is 75 and in the CIA examinations it is 25. For M. Phil. programmes external marks is 60 and CIA examinations is 40. The database containing the programme-wise and course-wise lists of question papers setters is prepared or updated. Two sets of question papers along with scheme of valuation are received through e-mail by the external examiners only. The practical examinations are conducted before the last working day of the semester. The College follows the central valuation by the external staff members only. The Award Committee analyses the results and approves for the publication of the results. The published results are available on the College website. Details pertaining to revaluation, getting photocopy of the answer scripts and supplementary examinations are informed to the students. The III year UG students with no arrears upto V Semester are permitted to appear for the Supplementary Examinations. However, the maximum number of papers that a student can appear for in the supplement examination is three.

Process integrating IT:

The College has subscribed the software named 'FLAIR' from the software company 'CLAIR VOYANT'. The software possesses the required portals to integrate all the academic and administrative activities taking place in the college campus. The major activities integrated through this software are

- *Bio data of the students*
- *Students' attendance and percentage*
- *Issues of TCs and Bonofide certificates*
- *The attendance and others details of the staff*
- *List of students in NCC, NSS, Extra and Co curricular activities and sports*
- *Database for the preparation of question paper setters list*
- *College fees collection*
- *Examination fees collection*
- *Entry of internal and external marks*
- *Examination results major- wise, course-wise*
- *Group-wise entries for accounting*
- *Salary bill preparation*
- *Library functioning regarding the stock, purchases, availability, issues and receipts of the books.*

The software integrates all the activities into a single system. However, to maintain confidentiality portals could be accessed only by the authorised persons.

Continuous Internal Assessment (CIA) system:

  The CIA examinations are conducted for a periodical assessment of the performance of the students. The process is monitored by the CIA Committee. The tests are conducted under centralized pattern. At the UG and PG level two CIA tests are conducted for 20 marks, 5 marks for assignments and Seminar/Quiz with a grand total of 25 marks. For M. Phil. courses tests are conducted for 25 marks, 5 marks for Assignments and 10 marks for Seminar, to a grand total of 40 marks. The preparation of the question papers and evaluation of answer scripts are carried out by the teachers concerned. There is no minimum mark for the CIA Examinations.   The absentees for CIA Examinations are permitted to write the tests specially conducted by the Departments.

File Description	Document
Link for Additional Information	[View Document](#)

2.5.5 Status of automation of Examination division along with approved Examination Manual
A. 100% automation of entire division & implementation of Examination Management System (EMS)

B. Only student registration, Hall ticket issue & Result Processing

C. Only student registration and result processing

D. Only result processing

Response: A. 100% automation of entire division & implementation of Examination Management System (EMS)

File Description	Document
Current manual of examination automation system and Annual reports of examination including the present status of automation	[View Document](#)
Current Manual of examination automation system	[View Document](#)
Annual reports of examination including the present status of automation	[View Document](#)

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 on website and communicated to teachers and students

Response:

The Program Outcomes, Program Specific Outcomes and Course Outcomes for all the programs offered by the college are drafted in the Board of Studies Meeting. The framed outcomes are forwarded to the Academic Council for approval. The approved outcomes are displayed in the college website. The staff and students are informed about the Program Outcomes, Program Specific Outcomes and Course Outcomes through circular signed by the Principal. At the beginning of the Academic year, the same is displayed in the College notice board. The outcomes as well as the syllabus are informed to the students in the respective classes by the Course Instructor.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The Program Outcomes, Program Specific Outcomes and Course Outcomes are measured by the outcome of the successful completion of outgoing students. After the successful completion of undergraduate degree, students pursue higher studies or placed in various companies. Since most of the students are first generation graduates, they attain the respectable position in the society with high moral values and tolerance. As the institution is situated in a rural area, students after completing their degrees are able to migrate to urban location in search of better prospects without much difficulty.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 81.49

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 625

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 767

File Description	Document
List of programs and number of students passed and appeared in the final year examination	[View Document](#)
Link for annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.71

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution has a well defined policy for promotion of research and the same is uploaded on the institutional website

Response: Yes

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year)

Response: 0

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of teachers receiving grant and details of grant received	View Document

3.1.3 Number of teachers awarded international fellowship for advanced studies/ research during the last five years

Response: 0

3.1.3.1 The number of teachers awarded international fellowship for advanced studies / research year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of teachers and their international fellowship details	View Document

3.1.4 Institution has the following facilities

   1. **Central Instrumentation Centre**
   2. **Animal House/Green House / Museum**
   3. **Central Fabrication facility**
   4. **Media laboratory/Business Lab/Studios**
   5. **Research / Statistical Databases**

A. Any four facilities exist

B. Three of the facilities exist

C. Two of the facilities exist

D. One of the facilities exist

Response: D. One of the facilities exist

File Description	Document
Institutional data in prescribed format	View Document

3.2 Resource Mobilization for Research

3.2.1 Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments,Chairs in the institution during the last five years (INR in Lakhs)

Response: 7.97

3.2.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.50	1.20	0	6.266	00

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.2.2 Number of research centres recognised by University and National/ International Bodies

Response: 1

3.2.2.1 **Number of research centres recognised by University and National/ International Bodies**

Response: 1

File Description	Document
Names of research centres	View Document
Any additional information	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 8.72

3.2.3.1 **Number of teachers recognised as research guides**

Response: 19

3.2.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 218

File Description	Document
Details of teachers recognized as research guide	View Document

3.2.4 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.11

3.2.4.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 5

File Description	Document
Supporting document from Funding Agency	View Document
link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

Response:

The College has a policy of initiating the creation and transfer of knowledge through Research activities, headed by Principal as Chairman and a Research Dean, who monitors and addresses the issues of the research.

In order to improve the research activities, 19 faculties have been recognised as approved research guides. In the last five years, the departments with PG courses have been upgraded with M. Phil. programmes with research projects.

Besides, all the departments are organizing Seminars, Symposia, Workshops and Conferences at the National / International level, which creates an awareness and interest among the students to get involved in research activities.

As the college is situated in rural area, various research activities to promote agriculture based industrial and public needs. Besides, honorary consultancy work, we render Mushroom Cultivation for the Community. The faculties are also encouraged to apply for major, minor projects in this field.

The provision of sabbatical leave for research work, on duty leave for attending Seminars / Conferences enables the faculty to contribute novel avenues for quality research as well as to increase the research ambience in the college.

Environmental Studies theory paper is incorporated in the curriculum and projects undertaken related to social issues and environmental problems sensitize the students on environmental problems and social issues. This knowledge and experience is shared with the community through NSS/NCC Camps and Part –V extension activities.

The college general library is regularly upgraded with latest books and journals, e-resources, Delnet (Developing Library Network) and free internet facility which are of great help to the students pursuing research at various levels. Also, the students are encouraged to apply online for the Research Projects or tap funds from bodies like UGC, TNSCST etc.

The infrastructure such as library, internet, LCD projectors, laboratories etc., are upgraded from time to time to cater to the growing requirements of the researchers. In order to avoid environmental pollution, provision has been made to dispose chemical waste from the laboratories.

3.3.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry - Academia Innovative practices during the last five years

Response: 0

3.3.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry- Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3.3 Number of awards for innovation won by institution/ teachers/ research scholars/students during the last five years

Response: 0

3.3.3.1 Total number of awards for innovation won by institution/teachers/research scholars/students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of innovation and award details	[View Document](#)

3.3.4 Number of start-ups incubated on campus during the last five years

Response: 0

3.3.4.1 Total number of start-ups incubated on campus year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of startups details like name of startup, nature, year of commencement etc	

3.4 Research Publications and Awards

3.4.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document

3.4.3 Number of Patents published/awarded during the last five years

Response: 0

3.4.3.1 Total number of Patents published/awarded year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of patents and year it was awarded	View Document

3.4.4 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.26

3.4.4.1 How many Ph.Ds are awarded within last 5 years

Response: 5

3.4.4.2 Total number of teachers recognised as guides during the last 5 years

Response: 19

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI web site	View Document

3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.83

3.4.5.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
81	14	5	10	8

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.4.6 Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years

Response: 0.89

3.4.6.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	30	36	22	14

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4.7 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Response: 3.28

File Description	Document
BiblioMetrics of the publications during the last five years	[View Document](#)

3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response: 2.5

File Description	Document
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	[View Document](#)

3.5 Consultancy

3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual

Response: No

File Description	Document
URL of the consultancy policy document	[View Document](#)

3.5.2 Revenue generated from consultancy during the last five years

Response: 0

3.5.2.1 Total amount generated from consultancy year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.00360	0	0	0	0

File Description	Document
List of consultants and revenue generated by them	[View Document](#)

3.5.3 Revenue generated from corporate training by the institution during the last five years

Response: 0

3.5.3.1 Total amount generated from corporate training by the institution year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of teacher consultants and revenue generated by them	[View Document](#)

3.6 Extension Activities

3.6.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The institutional social responsibility is inculcated in our students and faculty through the Part-V Extension activities of our curriculum. The NCC, NSS, YRC and RRC of the College are some of the social outreach programmes which create an impact on the students. The awareness programmes such as Swachh Bharat Abiyan, Personal Hygiene, Polio Eradication, Malaria, Breast Feeding, Active Citizenship, Aids-awareness, Self-defence (Girls), 108 awareness, Fire safety etc., organised by the college help the students to involve themselves in the development of the community.

We encourage the students to participate actively in community services by giving additional credits for their participation in Part -V Extension Activities. Community oriented programmes such as Blood Donation Camps, Social Awareness Rallies organized by the college, foster a sense of lifelong compassion and commitment in our student volunteers towards the community. The wider exposure of the students to social issues, challenges and the prevailing injustice towards the weaker sections of the society instigates them to work towards social justice, for the empowerment of the under privileged and vulnerable sections of the society

The interaction with the village community during social surveys, first aid demonstrations, visits to the old age homes, orphanages makes the students empathetic and objective which brings about a holistic development in the student. As many as 200 units of blood are donated by our students during the blood donation camps every year. They also come forward to provide blood at times of emergency to the nearby hospitals.

During the College Day Celebrations, the outstanding volunteer is honoured with Best Cadet Award for NCC and Best Volunteer Award for NSS, YRC, RRC etc. With a view to promoting student participation, special CIA tests and Supplementary End Semester Examinations are conducted to students

who represent the college in NCC / Sports activities at the University, State and National Level during the examinations days.

As a part of the Literacy Development Programme, free Special Coaching classes are organised for the economically and educationally weaker students of Class X and Class XII of the adopted village.

Our commendable service to the community through the extension activities has been recognized with awards such as State NSS Award for Best Programme officer , Best NSS Programme officer from Utkal University, Vanibihar BBSR, Rajiv Gandhi Praktbha Pruraskar for NSS volunteers and programme officers, District Red Cross Society Certificate for Blood Donation, Certificate for State Blood Transfusion Council, Odisha, Participation Certificate for Adventure Camp at Monali as well as Pre-RD selection Camp at Assam etc.,. The institution has always a thirst to enhance a better service to the rural community in the near future.

File Description	Document
link for additional information	[View Document](#)

3.6.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.6.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

3.6.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 44

3.6.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last

five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	5	08	10	10

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.6.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0

3.6.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	0	00

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Government or NGO etc	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange per year

Response: 0

3.7.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document](#)

3.7.2 Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years

Response: 0

3.7.2.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of linkages with institutions/industries for internship	[View Document](#)

3.7.3 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.7.3.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc

Response:

Classrooms:

The College has sufficient number of Lecture Halls, Laboratories, Auditorium and Seminar Halls. The total number of Lecture Halls are 77. The halls are spacious and airy with sufficient light. All the Lecture Halls are installed with LCD projectors. Each Department has its own room with sufficient furniture and shelves for the staff and for keeping the records and books. The Departments of English, History, Mathematics, Chemistry and Commerce have their separate research rooms. Separate reading rooms for boys and girls are also available in the general library. Select classes are shifted to the ground floor for the easy access of the students with disabilities. Scribes are permitted to help the differently-abled students in writing the examinations.

Laboratories:

The laboratories are well equipped with latest apparatus / instruments needed for conducting practical classes. The total number of laboratories is 12. The diesel generator ensures the uninterrupted power supply to the laboratories. The following Departments have laboratories.

Department	UG Lab	PG Lab	Total
Physics	1	1	2
Chemistry	1	1	2
Zoology	1	1	2
Botany (Ancillary)	1		1
Computer Science	1		1
Commerce with Computer Applications		1	1
Bio-Chemistry	1		1
Micro Biology	1		1
Information Technology		1	1

Total	**12**

Computing Equipments:

All the Departments have computers with the latest configuration and the number of computers are 250. The College is a Wi-Fi enabled campus with the broad band internet leased line connection of 10 MBPS. This facility has been of immense use to the staff and the students for an easy access to the computing facilities. The Principal's room, Managing Committee room, the Department rooms, College office, Library, Deans' room, IQAC and NAAC Steering Committee rooms, Continuous Internal Assessment Test Committee room, Office of the Controller of Examinations and the rooms for extra and co-curricular activities are ICT enabled. The application software 'FLAIR' with authorised accessibility also helps in the easy administration of Academic and Administrative works. To keep the attendance records of teaching and non-teaching staff, a biometric system is functioning in the college.

Add-on facilities available in the College:

Separate waiting rooms for women students and staff are provided. Nine college buses are operated for the easy accessibility of outstation women students. Separate prayer halls are there for men staff and students and also for women staff and students. The male students are given dining rooms for having their lunch. Two wheeler parking shed, standby generators, purified drinking water supply, CCTV cameras, Health Care Centre, Gymnasium, Post office, Canteen, e-Services centre, Seminar Halls, English Language Laboratory, IGNOU Study Centre, NPTEL local chapter etc are the add-on facility provided by the college for the benefit of staff and students.

The Office of the Controller of Examinations has a strong room, printing area, stationery-shelves, store room and stock room for keeping the examination records, stationery and answer scripts. It is equipped with sufficient computers and printers for printing the question papers and mark statements. It is supplied with electricity as well as solar power for uninterrupted supply.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

Facilities for Sports and Games:

The College has a large playground of nearly 5 acres. The outdoor stadium with a gallery and a multipurpose indoor stadium of 2035.50 square meters are available for sports and games. Both the stadiums have been constructed with the funds provided by the University Grant Commission under the scheme of Development of Sports Infrastructure and Equipments during the XI Plan period and excess amount is contributed by the College Management. The construction was completed and put to use from the year 2013-14 In the outdoor gallery itself, a well equipped gymnasium is setup which is used by both men and women students. Yoga and Meditation Club also functions in the college.

The stadium has the provisions for playing the following indoor and outdoor sports and games.

Name of the Games / Sports	Outdoor Games Number of courts/ Field / facilities	Indoor Games Number of courts/ Field / facilities
Cricket	1	
Football	1	
Ball badminton	1	
Kho-kho	1	
Kabbadi	2	
Volleyball	1	1
Tennikoit	2	
Throw ball	1	
Atheletics 400 meters Track	1	
Obstacles course	1	
Firing Range	1	
Chess		4 sets
Carrom		2 boards
Badminton		1
Basket Ball		1
Table Tennis		1
Skating Ring (Practice)		1

The College has appointed a doctoral degree holder as the Director of Physical Education in the permanent vacancy approved by the Government. To encourage the women students in sports activities, a woman Assistant Physical Director has been appointed as a Management Staff. The College had been a coordinating centre of Madurai Kamaraj Univeristy Zone- C tournaments.

The deserving students who have participated in sports and games are given preference in admission. The students participating in games and sports are provided with free sports kits. Their travelling and refreshment expenses are met by the College. The students who attend the sports events in other places are offered 'On other Duty Permission . Many of our college students represent University teams at the south zone inter-university level and All India inter-university level. Such students are provided with Form-3 certificate from the University which helps them in securing high ranking in the selection for government services.

Facilities for Cultural Activities:

The students are well trained for taking part in cultural activities through the Fine Arts Club and Youth Welfare Wing of the college. The College fosters the cultural activities by organising many cultural events and by encouraging the students to participate in such events conducted at the intercollegiate, university, state and national level. The Cultural activities are also organised as a part of the College Day, NSS Day, NCC Day and Women's Day celebrations. The Fine Arts Club, functioning under guidance of a staff member, identifies the hidden artistic and aesthetic talents of the students. The units of NSS and NCC, Youth Red Cross, Red Ribbon Club and Youth Welfare Wing also organise cultural activities like drama, folk dance, singing, mime, dumb charade, western dance, rangoli, face painting etc.

File Description	Document
link for additional information	[View Document]()

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 82

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document]()

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 0

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

4.2 Library as a Learning Resource

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

Response:

The general library is well equipped with 50733 volumes. The built up area of the library is 4490 square feet, with separate sections for keeping text books, reference books and reading places for the staff, men and women students. The library is well lit and has adequate ventilation facilities. The staff and students visiting the library must sign in the gate register. The open access system is followed to access the book collections. The books are bar-coded for hassle free recording of the issues and returns of the books. The library has the subject-wise and author-wise catalogues and the availability of the books could be known by title searching system of FLAIR software. The journals and their back volumes, previous years' question papers, periodicals, magazines and CDs are also available. The college library is connected with DELNET, a library network which helps in downloading e-journals and e-books. The facilities like internet connectivity, reprographic and printing are the services offered by the library. The library has a browsing facility with sufficient number of computers which has made the Library a Digital Library. It is used by the staff and students without paying any charges. In addition to general library every Department has a separate library.

There is a Library Advisory Committee with the Principal as the Chairman, the Librarian as the Co-ordinator/Convener and a few faculty staff and the Office Superintendent as the members of the Committee. The Committee meets once in a year and sends the proposed budget to the Management and allocates the sanctioned amount to each Department. The library activities are monitored and recorded using the library-specific portal which is a part of the application software FLAIR from the year 2014, which is partially automated. The ILMS is updated in June 2017 with the latest version 8.0.

File Description	Document
link for additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment

Response:

The college general library is well equipped with 50733 volumes. Of them 258 are identified as rare books. Since the college was founded in 1956, the books purchased at the initial stage of the college are still preserved and made available to the staff and students. Most of the rare books are from the subjects English literature, Chemistry, Mathematics, History, Physics and Religion. The rare books list has been displayed in the college website and the link is given for the reference: www.hkrhc.ac.in/docs/RareBooks.pdf

File Description	Document
link for additional information	[View Document](#)

4.2.3 Does the institution have the following

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 4.16

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4.41	3.73	4.52	5.89	2.26

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 1.39

4.2.6.1 Number of teachers and students using library per day over last one year

Response: 35

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has subscribed the Office Automation Software named 'FLAIR' from the company 'CLAIRVOYANT'. The software, with select portals, was subscribed by the College in 2004. In the subsequent years, new and updated versions of the software were subscribed and implemented in phased manners. The latest version is updated in 2017. The software has a required number of interfaces for creating records and database of all administrative, academic and financial activities. The fees collection, recording the students' attendance and the internal marks are entered through this software. Further the office of the Controller of Examinations and library are brought under this software. Each staff member is provided with a user name and a password to access the software. The Principal's room, Managing Committee room, Departments, College office, Library, Office of the Deans, IQAC and NAAC Steering Committee rooms, Continuous Internal Assessment Test Committee room, Office of the Controller of Examinations and the rooms for extra and co-curricular activities are provided with computers, printers and internet connectivity. Smart ID cards are issued to Staff and Students for an easy tracking of their details. These smart ID cards are printed in the college office itself using a separate printer purchased for the same. In the Library, bar code readers are used for the issue and return of books. Further, LCD projectors are available in each class room. A separate English Language Lab is available for the students to enhance their speaking ability in English.

Hardware Firewall, purchased from Cybroam has been installed. Microsoft license has been acquired. The number of computers and the hardware components available in the College is presented in the following table.

S.No	Items	Total
1	Desktop Systems	309
2	Laptops	8
3	Printers-Supportive	28
4	Printers & Copiers-stand alone professional	5
5	Printers-ID card	1
6	Projector in Departments and Labs	92

The college has a website with the URL www.hkrhc.ac.in. The Internet facility has been upgraded by making the campus Wi-Fi enabled. The Wi-Fi facility has been updated with 10 MBPS and is available in all the buildings via 18 access points. All these ICT facilities help the staff and students for downloading and preparing the course materials and enable the faculty members to effectively carry out the processes of Teaching, Learning, Research and Evaluation. The online journals and e-books available through DELNET can be accessed and downloaded by the staff members and research scholars for preparing projects and assignments.

The College has the facilities for the data backup, retrieval and the mechanism for ensuring the security of the data from viruses. The standby generators and the UPS guarantee the uninterrupted power supply.

The funds allocated by the College Management and that sanctioned by the UGC are used for creating new IT facilities or for updating the existing IT facilities. The hardware configurations of the existing computers are replaced with new upgraded systems depending upon the requirements.

File Description	Document
link for additional information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 9.46

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
?50 MBPS

35 MBPS - 50 MBPS

20 MBPS - 35 MBPS

5 MBPS - 20 MBPS

Response: 5 MBPS - 20 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 29.74

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
15.93	11.43	14.47	17.97	16.85

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college Management takes care of maintaining the college campus, buildings, class rooms, laboratories, library and facilities available in the college.

The campus of the college is protected by well constructed compound wall with three entrances. Five securities have been appointed to monitor a strict vigil. Solar power generating units, Two-wheeler parking shed, dining hall, post office, firing range, Health Care centre, e-service centre and canteen are also located in the campus. The campus is properly landscaped with trees and plants, tar roads, lamp posts, boards showing the direction and names of the buildings. The college is a venue for conducting NCC camps and various sports activities. The greenish environment of the campus is preserved by keeping the campus litter free and plastic free. There are 22 CCTV cameras installed both inside and at the entrance of the college premises.

Nine buildings including a women's hostel and an indoor stadium and outdoor gallery are available in the college campus. On requisition, they are used by District Collectorate, Revenue Department, Tamil Nadu Public Service Commission (TNPSC), Transport Authorities, Police Department, Town Panchayat, Panchayat Union and the University for conducting meetings, examinations, functions and sports meet. There are 27 fire extinguishers fixed at various places of the buildings. The RO drinking water facility is available in each floor.

An outdoor stadium with 400 m track with 6 lanes, football, cricket, hockey grounds, kabaddi court, fenced volley ball courts, badminton courts, an open gallery with an inbuilt gymnasium and an indoor stadium are also available in the college campus. The sports grounds and courts are maintained with proper markings and levelling. The intra-zone and inter- zone sports meetings of the University are held in the college campus.

The general library is well equipped and is housed in the ground floor with sufficient space for extension. It is well lit and airy with ceiling fans and exhaust fans. The library is computerised and is monitored through CCTV cameras. There are separate reading sections for boys, girls and staff members.

The laboratories have sufficient lights and ventilation facilities. The Physical Director, with the

assistance of the Games Marker, takes every effort to safeguard the sports materials and maintain the play grounds. The damage or loss of electrical fittings, fixtures, windows, glass panes and furniture is given immediate attention. The college busses are well maintained and they are monitored through GPS tracking system. The buildings of the college and hostel are swept clean and white washed periodically. The teaching aid materials like crayons, dusters and stationeries are sufficiently stocked. The amount needed for various academic and non-academic activities like purchase of ICT equipments/instruments, construction/maintenance of building is assessed by the Principal in consultation with the Managing Committee.

File Description	Document
link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 27.69

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
428	511	648	685	768

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 1.02

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
49	21	22	13	13

5.1.3 Number of capability enhancement and development schemes –

1. **Guidance for competitive examinations**
2. **Career Counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**

7.Yoga and Meditation

8.Personal Counselling

7 or more of the above

Any 6 of the above

Any 5 of the above

Any 4 of the above

Response: Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 17

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
314	279	195	175	860

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 4.72

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
95	99	113	114	119

File Description	Document
Details of of students benefited by Vocational Education and Training (VET)	[View Document]

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document]
Details of student grievances including sexual harassment and ragging cases	[View Document]

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.37

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	24	24	2	100

File Description	Document
Self attested list of students placed	[View Document]
Details of student placement during the last five years	[View Document]

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 22.56

5.2.2.1 Number of outgoing students progressing to higher education

Response: 173

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOEFL/ Civil Services/State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years

Response: 0

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	00	00	00	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The students play an active role in various academic and administrative bodies of the College. Two meritorious students are nominated as members of the INTERNAL QUALITY ASSURANCE CELL (IQAC) of the college. The student nominees bring up the grievances and the requirements of the students to the Cell to be represented to the Department concerned or the Principal for initiating necessary action quickly. Similarly, every class has a student representative selected by the Head of the Department in consultation with the mentor- in-charge of the class. The representative appraises the academic requirements of the students of the class, informs the students of any changes in the teaching-schedule, class adjustment etc. The students are guided to administer and organise programmes like guest lectures, seminars, conferences, workshops and training programmes by the departments concerned and they are encouraged to participate in similar programmes conducted by other colleges. Such initiatives help them to avail the opportunities to interact with their counterparts from other colleges. A number of committees functioning in the college such as Library Advisory Committee, Extension Activities Committee and the extra-curricular activities like Sports, NSS, NCC are also represented by the student-nominees. Their suggestions/activities in these Committees are highly noteworthy in devising the academic plan and help the institution for quality sustenance and enhancement.

File Description	Document
Link for Aditional Information	[View Document](#)

5.3.3 Average number of sports and cultural activities / competitions organised at the institution level per year

Response: 0.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	00

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college has an Alumni Association established in the year 2002. The Association formulates the ways and means to trace, establish and maintain contacts with the alumni. In the college website a portal/menu is exclusively provided for registering the membership of the alumni association and this portal/menu is used for announcing the Alumni Association related activities. The President and a few of the executive members of the Alumni Association are from the staff-alumni working in the college. Every year the meeting of the Alumni Association is organised on the dates decided by the executive members in consultation with the Principal. The alumni play a significant role in the growth and development of the college through their valuable suggestions and recommendations. Many Endowment prizes have been created to honour and encourage the students for their distinguished performance in both the academic and non-academic activities. Alumni Association of the college has contributed digital boards and barricades for the institution. In the alumni meetings held at the Department levels, the alumni interact with the students and share their experiences and expertise. A meritorious alumnus of each department is nominated as a member in the Board of Studies of the respective department. The suggestions and recommendations of the stake holders in deciding the courses to be introduced and in modifying the existing syllabi are duly considered. The stake holders play a constructive role by rendering valuable suggestions for improving the academic performance, examination reforms, infrastructural development and quality sustenance. The Alumni working in different capacities often visit the college, meet the students and give valuable information on the employment opportunities and career options available. They motivate the students to aim high in their life and the outgoing students are helped to get guidance for their higher studies. The number of alumni members is increasing year by year.

File Description	Document
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 15 Lakhs

10Lakhs - 15 Lakhs

5 Lakhs - 10 Lakhs

2 Lakhs - 5 Lakhs

Response: <2 Lakhs

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 2

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	00	00	00

File Description	Document
Report of the event	[View Document](#)
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The vision, mission and objectives of the institution aim at providing the best type of education to the Muslim Minority students, downtrodden and underprivileged students and inculcating the sense of social responsibilities among the students. The commitment of the college, as in the mission statement is to producing talented, duty- bound citizens to take up the challenges in the changing environment and make them globally competent. Thus, the aims and commitment of the institution take account of human resource development, capacity and character building of the individuals and cater to the needs of the economy, society and the country as a whole and thereby make the taught serve the cause of social justice and nation building.

For more than six decades, the institution has been serving the higher education to the downtrodden and underprivileged people of this area. The college, started with a few courses in 1956, has increased the learning opportunities by starting new academic programmes from time to time. Introduction of job-oriented and computer based courses like Microbiology, Biochemistry, B.Com (Computer Applications), Computer Science and Information Technology will certainly attest the willingness of the institution to keep abreast of the changes and developments in field of Science and Technology and serve the same to the students to enrich their knowledge. The examination results, co-curricular and extra curricular activities, the development of infrastructures in tune with the increasing of strength of the students and introduction of new academic programmes and the commitment of the Management and Staff are also paving the way for excellence. The well stocked central and department libraries with latest books, journals and periodicals, the use of ICT tools, internet facilities with broad band mode available in computer labs, easy access of staff and career guidance help to develop skilled human resources.

As a part of Staff participation in decision making, the Head of the department actively participate in recruitment of teaching Staff. The academic and non-academic activities of the college are planned and executed through staff council meetings. The work of the constitution is effectively devised and accomplished by the constitution of various committees with faculty as coordinators/conveners.

The Principal is the Head of the Institution and the Chairperson of various committees formed to carry out the activities of the College. He delegates powers to the Heads, Co-ordinators, Conveners and the staff members of various Committees and Clubs, with the view to decentralize the work. Thus the Co-ordinators carry out various works effectively with the support of the committee members in any work assigned to them. They also update the works carried out to the Principal and get his views and suggestion for the betterment of the work they carried out.

6.1.2 The institution practices decentralization and participative management

Response:

The staff council headed by the Principal include the IQAC, Heads of the Departments, the Academic Deans, the Controller of Examinations, the Librarian, the Director of Physical Education and the Office Superintendent of the College. The council meets at least twice in a semester and also as and when required and monitor all the academic activities of the college and takes important decisions related to academics. The council discusses and decides some important matters like academic, department requirements, and dates of Centralised Tests, submission of Mark Registers, follow up action to be taken for the low scorers, absentees, conducting remedial classes to the weak students, fixation of dates for college functions etc.

Under the headship of the respective Heads of the Department, the staff members of the Department constitute this council. The Head of the Department convenes department meetings attended by all the staff members of the department concerned. Review of the Department results, nominating mentors for each class, department activities, distribution of workloads, lesson plan, framing of time table etc., are decided in the department meeting.

There is a separate committee constituted for Non-Major Electives. The Co-ordinator prepares the list of students opting to study a major course as Non Major Elective and sends it to the departments concerned. Similarly a committee for Part-V activity is also functioning to help the students to choose their preference in part-V activities. The Co-ordinator concerned prepares the list of students and hands it over to the respective programme officers concerned and monitors the functioning of the part-V activities.

The members of the Managing Committee also take active part in various committees formed to carry out the activities of the college. The IQAC, NAAC, Academic Council, Finance Committees, Governing Body has representatives from the College Management, who actively participate and gives valuable suggestions to the committee which is of great support to the members of the committee. The Principal as the bridge between the above said Committees and the Management. In this way, the activities are carried out at a very fast pace for the welfare of the students and betterment of the Institution.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

A strategic plan for starting new programmes was laid, pertaining to the recommendations of the previous peer team visit. In spite of being located in a rural agricultural set up, new programmes such as B.A. Arabic, B.A., Tamil, M.A.Tamil, M.Sc.Zoology, M.Sc. Physics as well as M.Phil. programmes in Mathematics, Chemistry and English were introduced under the self financing scheme during the last five years.

Besides, the upgradation of certain UG departments to PG and PG departments to M.Phil. during the last five years has become quite advantageous to the student community. A student who joins the college

for his UG programme procures the benefit of pursuing his education till his Pre-Doctoral/Doctoral degree in the same institution.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Governing Body:

The College Managing Committee is the core entity which administrates the entire functioning of the Institution. The head of the Managing Committee is the President. Next to him is the Secretary and Correspondent who carries out all the administrative activities of the College. Then comes the four Members of the Managing Committee, who are all the grandsons of the Founder, there is one University Representative in this Body, nominated by the Madurai Kamaraj University. The Principal of the College is the Ex-Officio member of the Managing Committee. Besides, this body can nominate one Co-opted member.

Administrative setup:

The College Principal is the head of the administrative setup of the Institution. The IQAC of the College gives progressive suggestions to the Principal to carryout academic and non-academic activities. The Principal discusses these suggestions with the staff council which comprises of the Heads of the Departments, the Deans, the Controller of Examinations, the IQAC, the Librarian, the Director of Physical Education and the Office Superintendent. All activities are thoroughly discussed in this council and advised by the Principal to implement the recommendations discussed.

Functions of various bodies:

Under the Chairmanship of the Principal, the various bodies constituted, carryout their activities in full swing. The Controller of Examinations looks into the affairs of the examinations, valuations, result publications and distribution of Certificates. The Deans give guidelines for the setting of syllabus to the respective departments and make the final draft to be passed in the Academic Council. The Research Dean looks after the research activities of the departments which provide the Research Programme. He also extends support to the teaching staff who carryout research activities like Ph.D. Programmes, Minor and Major Research Programmes, Post Doctoral Programmes etc.,

The IQAC plays an important role in carrying out various activities and suggesting new innovative ideas to the Principal for the betterment of the College. The Co-ordinator of NIRF collects necessary data to be uploaded in the concerned website for the National Level Ranking of the Institution. The Autonomous Review Committee looks into the autonomous status of the Institution and takes necessary steps for the

review of the status at the right time. The various co-curricular bodies carryout their activities for the overall development of the students along with the counterparts. The Value Added Courses conducted by various departments provides a supporting hand to the students along with the degree programmes they study. The two Study centres, IGNOU and NPTEL provides certificate and online courses for a better employability in future.

The service rules, procedures, recruitment, promotional policies are all looked after by the Administrative Body as per the Government norms.

Grievance Redressal Mechanism :

The College has a separate Grievance Redressal Cell for the welfare of the students. The students having grievance can approach the cell with a written form. The cell studies into the grievance, discusses with the Principal, and plans out action to redress the grievance.

File Description	Document
Link to Organogram of the Institution webpage	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

All 5 of the above

Any 4 of the above

Any 3 of the above

Any 2 of the above

Response: Any 4 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The institution has been quite successful in the implementation of the resolutions arrived at, in the various meeting convened.

As resolved in the Management Committee meeting the institution applied for autonomy status. The formation of the Autonomous Committee, by the Principal was the outcome of the decision taken at the meeting. The Autonomous Committee convened a meeting and resolved to submit its report to the Madurai Kamaraj University. Later the report submitted to Madurai Kamaraj University was forwarded to the UGC. Consequently, the institution was conferred with the Autonomous status from June 2013.

The composition of various bodies/cells/committees such as Deans, Controller of Examinations, Finance Committee, Boards of Studies, Academic Council, Career Development Cell, Awards Committee etc. was formed after the conferment of Autonomous status. Regular meetings of these bodies/cells/committees take place to review their activities and implement strategies to successfully carryout the academic works.

6.3 Faculty Empowerment Strategies

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

Response:

The college considers both teaching and non-teaching staff as the backbone of the Institution. Their welfare measures are closely observed and necessary actions are taken for the well being of the teaching and the non-teaching staff of the college. At the time of appointment in the regular vacancies they are given a substantial amount as loan every month, till their salary is sanctioned and released by the Government. The faculty members working in the self-financing courses are given their salary on the last working day of every month.

The Management is also contributing a fixed percentage of amount towards the Employees' Provident

Fund and Employees' State Insurance Scheme for the Self-Finance staff. Casual leave and medical leave, vacation salary, increment for M.Phil. / Ph.D. degree holders, are the other benefits given to the teaching staff working under self-financing stream. The festival advance provided by the Government is given to the aided teaching and non-teaching staff. In the case of self-financing teaching and non-teaching staff, the Management provides festival advance.

The women staff members are given the privilege for availing maternity leave as and when necessary. On such occasions they get leave with full salary for the first delivery and leave with fifty percentage of the salary during the consecutive deliveries. The retiring teaching and non-teaching staff are honored in the College Day function by the College Management.

A cash incentive of Rs. 1000 for the publication of a book and Rs.500 for a research articles or presenting research papers, incentives for the best user of the library also play significant role in motivating the staff. The Health Care Centre inside the college campus provides free medical assistance during the college hours for both teaching and non-teaching staff.

Nominating the teaching staff in the committees, assigning duties and responsibilities for the performance of academic and non-academic activities, seeking their opinions and inviting suggestions on the introduction of new courses and implementing policy decisions after consensus in the Staff Council Meetings prove the role of staff members in the institutional development and such recognitions generate a sense of contentment among them.

File Description	Document
Link for Additional Information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years

Response: 13.93

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

2017-18	2016-17	2015-16	2014-15	2013-14
22	38	14	15	11

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 5.77

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	6	5	8	10

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Mechanism of the performance assessment of faculty are the self-appraisal method and feedback from the students. The faculty working under the Aided scheme has to fill up a self-appraisal form and submit it to the authorities concerned for promotion from their present cadre. The self-Appraisal form is in the format prescribed by the UGC. The form includes the information on the personal profile, area of specialization, number of teaching and practical hours, additional qualifications acquired, research and extension activities carried out, membership in various bodies, additional responsibilities held, publications, projects, seminars/conferences attended etc. Besides, the Self-Appraisal format in the flair of the college website is also updated regularly by the faculty of both the Aided and Self-Financing Schemes.

The services of non-teaching staff to the students and staff are monitored and assessed by both the Office Superintendent and the Principal by way of the amount of work and time taken to complete it, the nature of interest shown on the matter of urgent affairs and the extra time devoted by the staff even after the working hours to accomplish the work in time etc.

File Description	Document
Link for Additional Information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Mechanism for Internal and External Audit:

The college has a well-defined mechanism for its internal and external audit. The Governing Body of the college consisting of Management representatives and academic members, preview financial year budget proposals including Income and Expenditure details. The proposals are made on different heads such as laboratory equipment, library books, office equipment, teaching aids, furniture and other maintenance expenses.

Auditing of the college accounts under various heads is done by the Office of the Regional Joint Director of Collegiate Education, Madurai Region, Madurai. The college has completed its audit till the academic year 2016-17. Further the college has submitted its audit statement for the academic year 2017-18 to the Regional Joint Director of Collegiate Education, Madurai in June 2018. Usually, the auditing takes place after six months and the college expects the audit team from the said office in the month of December 2018.

File Description	Document
Link for Additional Information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 1.6

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.3	0.3	0	0	1

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college is governed by the Management of Hajee Karutha Rowther Howdia Trust. Donation of any sort or capitation fee from the well wishers and stakeholders is not collected to meet the expenses incurred towards the maintenance of the college. The UGC XI-plan grants have been utilized to construct the Indoor Stadium, Outdoor gallery, Women's Hostel and for conducting Seminars/ Workshops in the college premises. The salary of the teaching and non-teaching staff members working in aided category is remitted by the government.

The Management contributes towards the Provident Fund accounts of the Self Financing Staff, remits salary and festival advances to the teaching and non-teaching staff . The teaching and non-teaching staff members appointed in the aided category are given advance towards salary by the Management till their regular salaries are sanctioned by the government.

Besides the Management also encourages the faculty by honoring them with cash incentives for presenting papers in UGC Sponsored National/International level seminars and workshops as well as for the publication of research articles in reputed National and International in reputed/standard/recognized/refereed journals. In addition, recognition is bestowed on the faculty in the form of cash awards for authoring books and doing minor/major UGC research projects. Funds are also

mobilized from college properties.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The Internal Quality Assurance Cell (IQAC) was formed in the college after the NAAC Accreditation in 2005. It monitors the functioning of the institution towards prosperity.

The initiatives undertaken to integrate the use of ICT in the teaching-learning process and the increase of research based activities in the institution are the practices institutionalized by the IQAC.

In the past, ICT was deployed as a teaching aid only by the science departments. At present, due to the efforts of the IQAC, all the classrooms of the institution are equipped with LCD Projectors to enhance ICT enabled teaching and learning.

Considering the suggestion of the IQAC, the Management has restored to honor the faculty with cash incentives for their paper presentations in Seminars/Workshops at the National/International level. The IQAC has been responsible in recommending cash incentives to the faculty for obtaining awards, authoring books, publishing research articles in reputed/standard/recognized/refereed journals as well as for doing minor/major UGC research projects.

A commendable increase perceived in the research interest of the faculty and students leading to a rise in the presentation and publication of research articles year after year are the outcome of the suggestions and recommendations of IQAC. The maintenance of the campus is closely monitored by the IQAC and suggestions are given to the Principal for necessary actions to be taken.

File Description	Document
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The institution reviews its teaching learning process, structure & methodologies of operations and learning outcomes at periodic intervals through IQAC.

The IQAC recommends framing the syllabi of the departments through the Deans.

The IQAC proposes certain parameters on the syllabus revised and collects feedback from the students, faculty, alumni and parents. To mention a few, the parameters in the feedback include depth of the course content, relevance of the syllabus to real life situations, examination system, CBCS pattern etc. Based on the feedback collected, the IQAC resolves to examine the syllabus.

In addition, the feedback collected on the staff performance for effective teaching from the students is also uploaded to the college website by the IQAC. The attributes as knowledge in the subject, teaching methodology, syllabus completion, study materials, follow up initiative and approach towards students are some of the parameters mentioned in the feedback on the faculty.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	1	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of Institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The quality enhancement initiatives implemented successfully in the academic domain during the last five years were

- The institution was conferred with the Autonomous status in June 2013.
- New UG Programmes in Arabic, Tamil, PG Programmes in the disciplines of Zoology, Physics and Tamil, M.Phil Programmes in Mathematics, Chemistry and English were introduced under the Self financing scheme.
- The laboratories were renovated and modernized to meet the present day demands
- All the government vacancies in teaching have been filled up with appointment of faculty till May 2017.
- Value added courses were introduced for the benefit of the students.

In addition, the following were the quality enhancement initiatives successfully implemented in the administrative domain during the last five years.

- New classrooms were constructed to meet the requirement of UG, PG, and M,Phil programmes introduced
- The UGC grant was utilized to construct Indoor Stadium, Outdoor gallery and Women's Hostel.
- Besides, a well equipped State of Art Fitness Center (Gymnasium) has also been constructed for the welfare of students and staff.
- Additional buses were purchased for the safe conveyance of women students.
- The campus has been maintained green and clean with drip irrigation water system for the trees and plants.

- Endowment Programs were conducted.
- The academic audit has been introduced in the college.

An academic peer and a practicing government doctor with M.D. qualification have been included in the IQAC of the college to enhance academic strength.

File Description	Document
Link for Additional Information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 2

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	01	00

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2 Institution shows gender sensitivity in providing facilities such as
a) Safety and Security
b) Counselling
c) Common Room

Response:

The Institution provides a safe and secure environment to the students, faculty and non-teaching staff with the co-operations of institute security personnel, local communities and medical services. The female students prefer the college, because of the safe and secure atmosphere in the campus. Institution's security wing is available 24x7 to address the emergency issues and also provide assistance on any kind of security related duties. The security verifies and takes care of the check-in and check-out of institute buses, visitors, vendors and students ID cards and vehicles. There are fire extinguishers in all the buildings. Health care centre in the campus, bus facility for all the female students and women faculty members, buildings monitored with CCTV surveillance are provided. Hostel facility is available for girls. For their security, Deputy wardens, an assistant three maid-servants and round-the-clock security personnel are appointed.

The college is a co-education institution and is aware of the burning issue of gender equality. The Institution is sensitive towards women issues and therefore imparts gender sensitivity among students and faculties through various clubs and associations which conduct gender-sensitization programs. Women's Forum constituted, works on all women related issues and needs. The Internal Complaint Committee of the

college looks into any sexual harassments and recommends for strict action. The college Grievance and Redressal cell has kept complaint box at various places in the campus, which is checked every fortnight, and necessary actions are taken. The Anti-Ragging cell looks after any complaints against ragging related issues. The college has appointed a full-time counsellor who is provided with the counselling room. The counsellor meets all the students on regular basis and counsels the boys on gender equality. The girl students are encouraged to be confident and find solution to their problems. The institution has established a well spacious common room to facilitate female students. The waiting room is designed to give female students a place to rest, read   and have informal discussion during their leisure hour.

File Description	Document
Link for Additional Information	[View Document]()

7.1.3 Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 21.09

7.1.3.1 Annual power requirement met by renewable energy sources (in KWH)

Response: 31500.00

7.1.3.2 Total annual power requirement (in KWH)

Response: 149360.00

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document]()

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 63.11

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 7700

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 12200.00

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document]()

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

1. Solid Waste Management:

The waste gets accumulated by all sorts of routine activities carried out in the college campus that includes usage of papers, plastics, glass, food, etc. As the waste is accumulated at each and every level, it is collected in each floor at designated time of intervals and is disposed with the help of Town Panchayat. Garden wastes are converted into fertilizers and used for the growth of plants and trees in the campus.

2. Liquid Waste:

Purified drinking water is supplied in every building of the campus. Wastage of drinking water is restricted through proper monitoring. Liquid waste is collected in the pits which are constructed behind the science laboratories. Proper drainage systems have been constructed for all the buildings in the campus. Rain water harvesting pits are constructed near and behind each and every building. The runoff from the terrace of the college building during rain is channelized into 15 recharge wells located at different places inside the campus. The runoff from the unpaved area eventually drains into an abandoned open well, which facilitates groundwater recharge. This rain water harvesting system plays a vital role while digging borewells at the campus.

3. E-Waste Management:

The condemned batteries and defective computers are disposed through private agencies. Flip flops, memory chips, motherboard, and cartridges, used in electronic equipments such as computers, monitors, Television, phones, printers, fax and photocopy machines are collected and disposed at regular intervals for technology upgradation through buyback option. The E-Waste generated from hardware which cannot be reused or recycled is being disposed off. To make the environment conducive for survival and to retain the natural setting, the college also conducts awareness programs like Swatchh Bharat Abiyan among the students to keep the campus clean and green.

File Description	Document
Link for Additional Information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Hajee Karutha Rowther Howdia College is located a few kilometres away from the foot of Western

Ghats. It is 30 KMs away from Thekkady, a well known International Tourist Centre and is 35 KMs from Theni Town which is the District Head Quarters.

An ever increasing population in Uthamapalayam has thrown up a problem of drinking water. Water is one of the most important constituent of life. Over 70% of the Earth's surface is covered with water, of which 97.5% is salt water and only 2.5% is fresh water. We can use a mere 0.3% of the water available, though water covers 70% of the Earth's surface. Salt water in the oceans and fresh water polar ice caps account for the bulk of water. Due to increase in urban population and unscientific exploitation of fresh water resources, availability of potable water for human consumption is reducing and will be one of the greatest challenges our society is going through.

Water is one of the most essential requirements for existence of living beings. Surface water and ground water are two major sources of water. Due to over population and higher usage levels of water in urban areas, water supply agencies are unable to cope up the demand from surface sources like dams, reservoirs, rivers etc., This has led to digging of individual tube wells by house owners. Even water supply agencies have resorted to ground water sources by digging tube-wells in order to augment the water supply. Replenishment of ground water is drastically reduced due to paving of open areas. Indiscriminate exploitation of ground water results in lowering of water table rendering many bore-wells dry. To overcome this situation borewells are drilled to greater depth.

Realizing the necessity of water, the rainwater harvesting inside the college campus is given much importance. Each building in the college is connected with rainwater pits of different measurements. A total number of 17 rainwater pits are available in the campus. These rainwater harvesting structures support the recharge of ground water and there by the campus gets sufficient rise in the level of ground water. The RO plant installed in the campus provides drinking water facility to the staff and the students. The drip irrigation was setup throughout the campus for watering the plants and trees effectively, thereby making the campus Green and Clean.

File Description	Document
Link for Additional Information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college is situated approximately one and a half km from the town. Significant number of staff and students are using bicycles and public transport as their mode of transport to the college. Students residing in the nearby areas come to college by walk. The college buses are operated for women students. The college management has taken efforts to arrange special buses for girl students hailing from remote villages and also for men students to reach college in time through the Government Transport Corporation.

Efforts for carbon neutrality:

Care is taken to maintain the campus plastic free and eco-friendly by restricting vehicle entry into the campus. Specific parking area is allotted for staff and students. Walkability has health, environmental, and economic benefits. Pedestrian friendly roads are laid for improving walkability of students and staff.

The institution is also taking efforts to minimize the usage of plastic bags in the campus. The design and construction of college building is in such a way that maximum sun light reaches the floor and allows free stream of air circulation. Staff and students are instructed to switch off light, fan, computers, lab equipments while not in use for effective energy consumption.

Paperless Office:

The college management system is loaded with several features which facilitate office and users to perform their duties hassle free. Most of the administrative functions are carried out in computer online system to avoid unnecessary paper consumption. To mention a few:

1. Admission portal

2. Staff and students attendance management

3. Library management

4. Accounts management

5. staff and students portal for sending notices and circulars.

Green landscape:

The college is a home to more than 350 trees of different families. A gardener is appointed to regulate water supply through drip irrigation. At the "green festival" celebration, more than 100 saplings were donated by the forest department which was planted in the women's hostel campus. Herbal garden is created in the college campus. Awareness on maintaining campus green and clean is given to the students through Swatchh Bharat. The college has also enrolled itself in the Institutional Swachhta Ranking System. The NSS, NCC and YRC units have taken up the plantation program for increasing the green cover in the nearby villages and special awareness programs on plastic free environment is also propagated in and around the villages. In addition, the students of Botany Department are also actively participating in the plantation program during various auspicious occasions.

Environmental Studies is a part of academic curriculum of UG programs, which also promotes awareness towards human values, health & hygiene and aesthetic environment.

File Description	Document
Link for Additional Information	<u>View Document</u>

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 2.13

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.48	.62	.60	.86	4.71

File Description	Document
Green audit report	<u>View Document</u>
Details of expenditure on green initiatives and waste management during the last five years	<u>View Document</u>

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	
link to photos and videos of facilities for Divyangjan	

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	00	0	0	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

File Description	Document
Report of the event	

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct,

Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 10

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	01	02	02

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The national festivals are cherished as auspicious day in the college. Every year, the college organises the National level celebrations with traditional gaiety.

Independence Day: The day is celebrated every year in a grand manner with flag hoisting and special address to the students by the chief guest. Azadi 70 was celebrated on behalf of NSS units to pay homage to the freedom fighters. "Tiranga March" was also organized in which 100 NSS Men volunteers undertook the rally holding the Indian flag to mark the Independence Day celebration.

Republic Day: Every year, on 26th January Republic day is celebrated with much fervour in the college campus in order to develop patriotism, unity and cultural values among students.

Other than the national festivals, the college also conducts birth anniversary celebrations and seminars on national personalities and freedom fighters. Abdulkalam's Memorial Day, Swami Vivekananda's 150th birth anniversary were celebrated in a grand manner by our staff and students. To commemorate the celebrations, NCC cadets undertake rallies from the college to the town in order to popularize the importance of the days among the people.

The IQAC of the college also recommends conducting Guest Lectures on great Indian personalities on the respective days.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution believes in high moral values and strong ethics. Through its teaching and functioning it strives to inculcate these values students and faculty as well. Through its practices, the college emanates strong ethical values.

All the financial academic, administrative and auxiliary process in the college are undertaken in a manner that permits scrutiny from academic concern.

Financial System:

To maintain transparency in financial matters, requirement related to infrastructure and equipments are finalized with proper approval of the Principal. The request is forwarded to the management and the purchase is made after drawing quotations from the suppliers. Audited financial statements are available for review.

Academic System:

Regarding academics, award of marks is purely based on the performance of the students in the Examination. Internal marks are displayed in the department notice boards and corrected answer scripts are given to students for any clarification. Attendance is posted by the faculty in Flair immediately after completion of class work. Important notices are regularly posted in the college website to ensure complete transparency in all its functioning.

Administrative System:

Regarding administration, the decisions taken during the staff council meetings, after detailed discussion are communicated through circulars. Feedback and suggestions are expressed by the faculty during the faculty meeting held in the departments.

Auxiliary Functions of the Institution:

Auxiliary functions like conduct of Workshops, Training Programs, Seminars, FDPs, Conferences, Guest Lectures, etc., are strictly implemented through the following sequence of operations.

- Proposal by specific department.
- Financial approval by the Management.
- Conduct of the Program.
- Submission of the accounts and reports.
- Verification and recording of the proofs.

The complete record of these operations is made available in the concerned department.

Through these practices, the institution has been able to communicate freely and openly with all its stakeholders without any malice. Transparency is maintained by the college all the time to maintain the

institution's core values.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Medical and Health Care Centre

The college has an in-house Medical and Health Care Centre. This Centre, a full-fledged dispensary, addresses the immediate medical and health care needs of staff and students. The college Management spends a significant amount for medicine and maintenance of medical care facilities every day. All the staff and students avail free medical service at the dispensary. The medicines needed for general health problems are available at free of cost. The institution being located in a rural geographical area, most of the female students, due to their household duties, reach the college without taking healthy breakfast and this leads to common health issues such as giddiness and nausea. This problem among the students created an imperative necessity to establish a medical health care unit.

A staff nurse is available during the college working hours to provide medical facility for the basic and urgent requirements. Treatment is given for flu, nausea, fever, sprains, coughs, ulcers, stomach paint, dysentery, giddiness and other common ailments. Staff members also avail the facilities of checking hypertension and hypotension. The staff nurse of Medical and Health Care Centre attend an average of 20 to 25 teachers as well as students every day.

Pongal Festival:

Pongal festival falls in the month of Thai (January). It is harvest festival of Tamil Nadu. The literal meaning of the word, "Pongal" is "boiling over". This festival is celebrated for four days. Special prayers are done and offerings are made to the Sun God for good harvest. The prayers are performed as a sign of gratitude of good harvest and hope for the well being of humanity. The festival also marks the journey of sun slightly northward and is considered to be an auspicious beginning. The festival brings forth the family together with exchange of gifts to the kith and kin.

The festival gains cultural significance as the college is situated in an agricultural surrounding. Pongal celebration takes in the college campus with a festive look. The students come to college in traditional dress to mark the celebrations. It begins with a speech by the Principal. A decorated bullock Cart is brought in a procession and special honours are made to the bulls and few traditional games follow. The women students celebrate by cooking pongal and distribute it to all as a mark of Tamil Culture. The festival is celebrated to build a sense of brotherhood, togetherness irrespective of religion,

caste and creed.

File Description	Document
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The Institution offers UnderGraduate, PostGraduate, M.Phil. and Doctoral degrees in this rural agricultural area according to the vision of our Founder. Students from Minority Muslim Community, rural agricultural families and other deprived and underprivileged sections of the society are benefitted by various programmes offered by the Institution.

Part V activities such as NCC, NSS, YRC, RRC, Consumer Club, Human Rights, Eco Club, Moral Education Classes and Deeniyath classes are rendered to the students to inculcate a sense of social responsibility among them.

The curriculum prescribed by the disciplines caters to the requirement of taking up the challenges of the changing times to enable the students to become talented, duty-bound citizens. Owing to the increase in the number of women students in the Institution, the Women's Forum takes strenuous efforts to empower women of this rural agricultural area.

The Founder was extremely generous and truly religious. As he had the conviction that true religion consists in service to humanity, he rescued the local Board High School by donating a building worth a lakh of rupees and re-established the Institution, when it was in a financial crisis. He also made liberal contributions to various other Institutions. The vision of the Founder of establishing an educational Institution at Uthamapalayam became a reality in 1956. The ideal dream of the Founder to serve the under privileged and the Minority Muslim Community is being fulfilled by his descendants. The college has been successful in producing cultivated and talented young men and women to serve the society and the nation as well.

File Description	Document
Link for Additional Information	[View Document](#)

5. CONCLUSION

Additional Information :

The college has taken serious steps in implementing the recommendations of the previous Peer Committee. The faculty members were encouraged to develop research culture among them. As a result more number of research articles have been published by the faculties in various peer refreed journals approved by the UGC. The number of research guides has increased. The faculties are encouraged to attend and present research papers in International and National Seminars, Conferences and Workshops. The departments are encouraged to conduct International and National Seminars and Workshops. The Computer Laboratories have been renovated. An English Language Lab has been established to help the students to develop their communication skills. As recommended by the peer team, more UG, PG and M.Phil. programmes have been started. To enable the disabled students to have a free accessibility in the campus, all the buildings have been provided with ramps. Further, banisters along the staircase, special toilets, scribes for writing examinations, shifting of class rooms to the ground floor etc., have been provided for them. All the departments have started Value Added Courses, Certificate Courses apart from their regular programmes. A permanent Director of Physical Education was appointed under the UGC scale approved by the Government of Tamilnadu. Efforts were made to obtain Autonomous status for the college from the UGC and same was conferred in the year 2013. A Women's Forum was started to address the needs of the women staff and students inside the campus.

Concluding Remarks :

After the Reaccreditation in 2012, the Internal Quality Assurance Cell (IQAC)took sincere effort in the effective functioning of the institution both academically and administratively. The proposal for conferment of Autonomous status to the institution was submitted and the institution was conferred with the Autonomous status from June 2013. With recommendations of the IQAC, the college has enrolled itself for NIRF ranking from the year 2017. It has also suggested to apply for College with Potential for Excellence. The college which began its service with one or two affiliated courses of Madras University in 1956 gradually grew to offer more and more affiliated courses both in Aided and Self-financing sections. At present, the college offers 9 UG, 2 PG programmes in the aided category and 8 UG , 9 PG, 5 M. Phil., and 1 Ph.D. Programme under Self-financing stream. Apart from academic activities, the college encourages the students to take active part in extracurricular and co-curricular activities, which helps in the overall development of the students. The IQAC of the college studies the ground realities in the college and gives suggestions to the management to improve on necessary field. All efforts are made in the institution for the students to equip themselves with the best of subject knowledge and for their overall development. The college is striving hard to bring in all new developments taking place in the field of higher education for the welfare of the student community hailing from this most backward rural setup.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Average percentage of courses having focus on Employability/ Entrepreneurship/ Skill development during the last five years 1.1.3.1. Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
118	5	0	61	33 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
91	04	0	52	28	
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 181 Answer after DVV Verification: 161 1.2.1.2. Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 2099
1.2.2	Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented 1.2.2.1. Number of programs in which CBCS/ Elective course system implemented. Answer before DVV Verification : 32 Answer after DVV Verification: 33
1.3.3	Average percentage of students enrolled in the courses under 1.3.2 above 1.3.3.1. Number of students enrolled in value-added courses imparting transferable and life skills offered year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
1422	407	416	304	285 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
422	407	416	304	285	

2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years
	2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
782	758	761	774	693

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
406	398	366	382	371

Remark : As per the HEI data with the Metric in response and with 4.2. The HEI is a minority students college. The HEI has 50% seats earmarked for minority community and 69% as per the state govt authority. The HEI has added the minority quota seats to the seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years (applying 69% reservation to the remaining). The vacant minority quota seats CANNOT by counted as reservation quota seats but must be in general quota seats.

2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

2.3.2.1. Number of teachers using ICT
Answer before DVV Verification : 151
Answer after DVV Verification: 143

Remark : As per the HEI data in the attachment with the Metric in response. The HEI has attached list of 145 teachers with two blanks.

2.3.3	Ratio of students to mentor for academic and stress related issues

2.3.3.1. Number of mentors
Answer before DVV Verification : 76
Answer after DVV Verification: 72

Remark : As per the HEI data in the attachment with the Metric in response.

2.4.2	Average percentage of full time teachers with Ph.D. during the last five years

2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
44	41	38	38	32

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Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
40	38	35	35	33

Remark : PhD notification of Dr Thirumala-isamy and Dr Sharifa Nizara are after 01 Jul 2018 and hence Not considered. Similarly Dr Abdul Kethar and dr Kavimani not eligible for 2016-17

2.4.3	Teaching experience per full time teacher in number of years

2.4.3.1. Total experience of full-time teachers
Answer before DVV Verification : 2244 years
Answer after DVV Verification: 1675 years

2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
19	11	7	3	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	00	00	0

3.2.1	Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments,Chairs in the institution during the last five years (INR in Lakhs)

3.2.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.50	1.20	0	6.266	1.70

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.50	1.20	0	6.266	00

| 3.2.3 | Percentage of teachers recognised as research guides

3.2.3.1. Number of teachers recognised as research guides
Answer before DVV Verification : 19
Answer after DVV Verification: 19
3.2.3.2. Number of full time teachers worked in the institution during the last 5 years
Answer before DVV Verification : 218
Answer after DVV Verification: 218 |
|---|---|
| 3.2.4 | Number of research projects per teacher funded, by government and non-government agencies, during the last five year

3.2.4.1. Number of research projects funded by government and non-government agencies during the last five years
Answer before DVV Verification : 7
Answer after DVV Verification: 5 |
| 3.4.2 | The institution provides incentives to teachers who receive state, national and international recognition/awards

Answer before DVV Verification : Yes
Answer After DVV Verification: Yes |
| 3.4.6 | Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years

3.4.6.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
41	34	36	28	14

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
25	30	36	22	14	
3.5.2	Revenue generated from consultancy during the last five years

3.5.2.1. Total amount generated from consultancy year-wise during the last five years (INR in Lakhs)
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
.00360	0	0	0	0	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
.00360	0	0	0	0

3.6.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.6.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	5	2	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

3.6.3	Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

3.6.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	5	9	12	11

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
11	5	08	10	10

3.6.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.6.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

| 1062 | 962 | 292 | 0 | 549 |

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	0	00

| 4.2.4 | Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3.73401	6.4193	4.81154	5.77612	1.76022

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4.41	3.73	4.52	5.89	2.26

Remark : As per the HEI data attached with the Metric. |
|---|---|
| 4.2.6 | Percentage per day usage of library by teachers and students

4.2.6.1. Number of teachers and students using library per day over last one year
Answer before DVV Verification : 137
Answer after DVV Verification: 35

Remark : As per the HEI data in the attachment with the Metric in response. |
| 4.3.3 | Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification : 5 MBPS - 20 MBPS
Answer After DVV Verification: 5 MBPS - 20 MBPS |
| 4.4.1 | Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
155.9279 5	81.43106	54.47381	17.96972	86.85463	

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
15.93	11.43	14.47	17.97	16.85

5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years 5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
476	650	840	824	924

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
428	511	648	685	768

5.1.3	Number of capability enhancement and development schemes – 1. Guidance for competitive examinations 2. Career Counselling 3. Soft skill development 4. Remedial coaching 5. Language lab 6. Bridge courses 7. Yoga and Meditation 8. Personal Counselling Answer before DVV Verification : Any 5 of the above Answer After DVV Verification: Any 4 of the above Remark : As per the HEI data in the attachment with the Metric in response.

5.1.4	Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years 5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
314	820	1578	1020	2144

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
314	279	195	175	860

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) during the last five years

5.3.1.1. 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-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	00	00	00	0

5.3.3	Average number of sports and cultural activities / competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
18	17	16	15	13

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	01	01	00

Remark : The HEI was advised that hese functions are repetitions. Report/ photographs of the event OR copy of the circular /brochure indicating such kind of activities may be attached after reconciling the sports and cultural activities / competitions organized at the institution level. Celebrations of events are not competitions. the HEI must provide year wise report of each of the events claimed as sports and cultural activities / competitions. However, the HEI has neither clarified not attached any additional report or photographs.

5.4.3	Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five

years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	00	00	00

6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
23	68	28	31	17

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
22	38	14	15	11

6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	6	5	8	11

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
12	6	5	8	10

6.5.4	Quality assurance initiatives of the institution include

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual

	Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements 2. Academic Administrative Audit (AAA) and initiation of follow up action 3. Participation in NIRF 4. ISO Certification 5. NBA or any other quality audit Answer before DVV Verification : Any 3 of the above Answer After DVV Verification: Any 3 of the above
7.1.1	Number of gender equity promotion programs organized by the institution during the last five years 7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
4	5	4	3	2 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
00	01	00	01	00	 Remark : As per the reports and supporting documents, Awareness program for "Self Defense for Women" 2014-15 and personal hygiene in Jan 2017 have been considered.
7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years 7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs) Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
.48100	.62220	.60000	.85805	4.71310 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
.48	.62	.60	.86	4.71	

7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution:
	
	    1. Physical facilities
	    2. Provision for lift
	    3. Ramp / Rails

	4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) Answer before DVV Verification : C. At least 4 of the above Answer After DVV Verification: C. At least 4 of the above
7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>1</td><td>0</td><td>0</td><td>1</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>00</td><td>0</td><td>0</td><td>00</td></tr></table>
7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>2</td><td>1</td><td>1</td><td>1</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>00</td><td>00</td><td>00</td><td>00</td><td>0</td></tr></table>
7.1.15	The institution offers a course on Human Values and professional ethics Answer before DVV Verification : Yes Answer After DVV Verification: No
7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years 7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise

during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	9	8	7	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	01	02	02

Remark : As per the HEI data in the attachment with the Metric in response.

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of programs offered year-wise for last five years Answer before DVV Verification: ![table] <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>33</td><td>31</td><td>28</td><td>26</td><td>26</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>33</td><td>31</td><td>28</td><td>26</td><td>26</td></tr></table>

1.1 Number of programs offered year-wise for last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
33	31	28	26	26

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
33	31	28	26	26

2.1 Number of students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2366	2368	2354	2236	2152

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2366	2374	2329	2121	1984

2.2 Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
760	791	753	659	749

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
767	831	778	636	689

2.3	Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4983	4526	4617	3227	1566

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2366	2374	2329	2121	1984

3.1	Number of courses in all programs year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
315	234	428	468	654

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
496	473	455	458	477

3.2	Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
151	145	144	139	135

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
151	145	143	139	133

3.3	Number of sanctioned posts year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
151	145	144	139	135

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
152	152	148	144	134

4.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1065	1041	931	956	928

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
435	425	380	391	379

4.3	Total number of classrooms and seminar halls Answer before DVV Verification : 82 Answer after DVV Verification : 77