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

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nestled in the foothills of the Western Ghats, Hajee Karutha Rowther Howdia College is a proud landmark of Cumbum Valley – an evergreen valley, made fertile by the River Mullai Periyar.

Founded by a great philanthropist, a staunch Nationalist and freedom fighter, Hajee Mohamed Meera Rowther, popularly known as the Hajee Karutha Rowther, the College also has the unique distinction of being the first ever rural college in the erstwhile Madurai District, before its bifurcation.

The College was founded in 1956 and formally inaugurated in the year 1956 by Thiru K. Kamaraj, the then Chief Minister of Tamil Nadu.

The Motto of the College is ‘Read in the Name of the Lord’, a Quranic verse.

The College is an Aided, Muslim Minority, Co-educational, Autonomous institution affiliated to Madurai Kamaraj University, Madurai and managed by private, belonging to the family members of the Founder.

Inspired by religious and spiritual spirit, the Founder established the College to provide Higher education to the Muslim Minorities, Backward and Most Backward classes, Scheduled Castes, Scheduled Tribes, Agricultural Coolies and other under privileged people who form the major population of Cumbum valley.

The College has 17 UG, 11 PG, 5 M.Phil, 3 Research Programmes and 4 UGC Sponsored Diploma Courses.

The strength of Teaching staff is 158 and the non-teaching staff is 64.

In the current Academic year, a total of 2688 students are enrolled in the College out of which 1158 are men and 1530 are women students.

The College was accredited with ‘A’ Grade by NAAC in 2005 and Reaccredited with “A” grade in 2012. The College opted for 3rd Cycle Reaccreditation in the year 2019. The College was conferred with Autonomous status in 2013.

The College has been honoured with “Best College Award for Communal Harmony” by Madurai Kamaraj University and received “Moulana Abul Kalam Azad National Education Awards – 2019” by Skilled Youth Professionals Association.

The College imparts Higher Education to the families belonging to first generation. The institution has produced a number of educationalists, industrialists, film directors, police officers, Government and Public Servants notably a former Chief Minister of Tamil Nadu.

Vision

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

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 institutional strength of the college comes from its core values. Hajee Karutha Rowther Howdia College is the higher educational hub for the first-generation learners of Cumbum Valley. It is a knowledge house for the minorities, backward, most-backward and agrarian sections of the locality. The college strives to provide safe and secure atmosphere in campus which makes a greater number of women students to enrol themselves as students. Keeping in mind the demographics of the region the college serves, quality education is provided in the most affordable manner.

One core value the institution upholds is transparency. It is reflected in student admissions and staff appointments. Along with excellence in academic education, the college also focuses in character building. The curriculum is periodically updated and revised to stay at the top of global requirements. The college has implemented Choice Based Credit System (CBCS) in the curriculum. Inclusion of Outcome Based Education (OBE) in the syllabi is also carried out recently. The college is always open to changes with new programmes being implemented on need basis.

Highly qualified and motivated faculty is another strength of the college. All the sanctioned permanent vacancies are almost filled as of now. Vacancies for teaching and non-teaching under self-finance are always filled. There are many research publications (research articles and books) by the faculty in the refereed national and international journals.

The college holds a well-established physical infrastructure including free Wi-Fi with 50 Mbps speed, indoor and outdoor stadiums, and ultra-modern fitness centre. The college also provides ICT enabled teaching and learning method. The college has an illustrious Alumni network. Backing up the institutional strength, the college obtained “A” Grade from NAAC twice. All of the above is possible through a committed management looking after the overall development of the College who ensure financial and academic transparency.

Institutional Weakness

While the institution is striving for progress and success it is also aware of its weaknesses and short comings and regularly monitors to resolve them at the earliest.

The institution has a smaller number of international academic collaborations which could be because of the geographical factors. The ability of involvement of parents in students' education is minimal because of their low literacy level and poor life conditions. It is also another factor – a social factor that proves to be a long standing issue. A large number of students from affluent, upper middle class families prefer city colleges, lured by the metro political life-style and atmosphere. Not being able to retain such creamy-layer students from English- medium schools, is a major handicap to rural college like ours. Another obvious factor is that students who score good percentage of marks in Maths and Science subjects, choose to enrol in professional colleges for their higher education. The industrial collaborations and consultancy services of the institute are only a handful. The faculty face difficulty in taping funds for research from various funding agencies. Along with this, certain other accessibility issues are present because the college is not connected with Railways, Airways and Waterways.

Institutional Opportunity

The institute is in the constant look out for opportunities to tap into its potential for further growth. There is a scope for introduction of more number of research centres. The college has plans for starting of new programmes and courses leveraging the availability of good infrastructure. Another opportunity in the radar of the management is the commencement of skill oriented, agro-based and industrial programmes. The college is trying to build its international network to promote faculty and student exchange programmes. Adoption of more villages and introduction of a greater number of women empowerment courses are planned to be carried out hand-in-hand.

To enrich the Autonomous status, the Institute has ambitious plans on par with city college to introduce certain job-oriented programmes like Catering Technology, Hotel Management, Fashion Technology, Home Science, etc. Here again, a major handicap is that since a majority of the students are from economically weaker section of society, they can ill-afford the expenses.

Institutional Challenge

As in any endeavour, challenges are bound to be encountered and the institution is cognizant of the same. Most of the challenges that the institute faces are due to the geographic and demographic difficulties. One of the major challenges is to make the rural students exposed to corporate environment in the campus and develop their English proficiency. Diversifying the students to various professional segments is another challenge. Students tend to get themselves placed only in uniform services and to get through in the Civil Service Examinations is a tough task.

There is also an another challenge in encouraging the students, especially women students to take part in the outdoor programmes such as internship, projects, industrial visits, tours, and intercollegiate competitions as they hail from rural and religious setup. Tapping into funds for research from funding agencies to promote research culture has been a difficulty. Helping the students to cope up with the changing requirements of the industry with enhanced skills has always been something the college wanted to improve upon.

Being situated in a town panchayat, located in the remote South Western part of Tamil Nadu, the college has not been connected with Railways, Waterways, and Airways.

In addition to these, the college has completed only its First Cycle of Institutional Autonomy. The funds allocated for the last six years have been properly utilized for the developments achieved so far. But nevertheless, enriched with the experiences gained so far, the Institute will fulfil the criteria laid down by the NAAC in the coming cycles in a promising phase.

Being in a remote rural area is an another drawback to bring in Eminent Resource Persons for National and International Level Programmes for want of appropriate transport facilities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college being an autonomous institution, forms the curriculum on its own. The Academic Deans, Curriculum Development Cell and Boards of Studies both Internal and External are involved in the process of framing the curriculum. Based on the guidelines of the UGC and TANSCHE, the Curriculum Development Cell and Planning and Evaluation Committee evolves the policy for framing the curriculum. Followed by this, the Academic Deans convene the Internal and External Board of Studies meetings for each programme. Internal Board of Studies consists of the faculty members of each department with its HoD as the Chairman. The External Board of Studies consists of HOD as Chairman, Faculty Members, University Nominee, Subject Experts and Alumni. The Internal Board of Studies frames the curriculum and the prepared curriculum is modified, enriched and updated by the External Board of Studies. The curriculum is based on CBCS pattern which paves way for inter-disciplinary and multi-disciplinary approaches in all the courses in the name of Allied, Elective, Skill based and Non-Major Elective. Courses like Environmental Studies and Value Education are offered under Part-IV as mandatory for all the UG students while one of the Extension activities such as NCC, NSS, YRC, under Part-V has been made compulsory to UG students. The curriculum focuses on employability, entrepreneurship, and skill development. The curriculum of certain programmes also integrates facets relevant to human values, gender, environment and sustainability.

OBE, introduced to assess the learning output of the students from the academic year 2020-2021, has become yet another significant feature of the syllabi. All the programmes have COs, POs and PSOs and the same have been uploaded on the website to provide orientation to the students.

Subsequently, the curriculum of all the programmes are submitted to
Academic Deans, which in turn is placed before the Academic Council for approval. The approved curriculum is implemented by the Deans. The IQAC collects feedback on curriculum from the stakeholders periodically and in the light of it, the curriculum is redesigned, updated and enriched as and when required.

In total the college is offering 36 Programmes and 4 UGC Sponsored Diploma Courses.

Teaching-learning and Evaluation

The college has best teaching and learning environment in the area. The admissions are conducted through online mode. An Admission Committee consists of senior faculties is constituted by the principal. The college ensures the transparency in admission by following the norms of the UGC/State Government of Tamil Nadu. The HEI has a good student-teacher ratio. The teachers are assisting the students for enhancing the learning experiences through different methodologies. For providing better learning experience, stakeholders' problems

were rectified through mentor- mentee interaction. The HEI has enough faculties to maintain the best teaching/learning Environment.

All the Seminar Halls and Class Rooms are equipped with LCD projectors for the implementation of ICT learning. The college constantly upgrades the IT infrastructure and encourages the faculties to adopt innovative technology-based methods. The College has got a media centre having the facilities of lecture capturing software, audio visual facility and a facility for editing, delivering, and uploading e-contents. Such setup promotes online teaching and learning under MOOCs and Learning Management System (LMS). The college also has well equipped Computer Labs and Digital Library which make the student-computer ratio well.

The college always motivates its faculty to update their skills and knowledge. The faculty is encouraged to attend the various academic related activities such as seminars, conferences, workshops, short-term courses, SWAYAM-NPTEL programs to update their knowledge and improve their qualifications with financial support from the HEI. The Office of the COE has been well-equipped with IT Tools for conducting examinations and evaluation processes. The results for each semester are declared at the earliest. The security measures have been taken while preparing grade sheets. Grievances and redress mechanism also helps the students to rectify their problems related to examination and evaluation process. To evaluate the teaching-learning process the IQAC has been getting feedback in order to take actions to upgrade it.

Research, Innovations and Extension

The Management and the Head of the institution take necessary steps to promote research culture in the college. The Research Dean monitors, encourages, and facilitates the staff to carry out research. Policies for the promotion of Research and Ethics have been framed. Research Advisory Committee and Ethics Committee have been formed which through periodical meetings and resolutions assist the Research Dean to ensure healthy research culture. The College has 3 Research Centres, 5 M.Phil. Programmes, 16 Research Guides and 52 Ph.D. holders. 20 Students are pursuing Ph.D. in the Research Centres. In addition to this, 29 teaching faculty of our college are pursuing Ph.D. as part-time scholars.

With the recommendation of the Dean (Research) seed money is provided to the staff who face initial difficulties to start their research activities. Well-equipped Laboratories and Library with DELNET. N-List and EDZTER services are made available to the staff to go ahead with research activities. More than 30 MoUs have been signed with prominent research institute and institutions including one foreign university to exchange research knowledge. Every now and then, staff members are encouraged to tap the research funds from the UGC/CSIR/MHRD/TNSCE/DRDO/SERB/ISRO/DSE etc. to execute research projects by the Research Advisory committee.

To promote research interest, cash incentives are given to the staff who publish research books with ISBN and research articles in the national and international refereed journals. The total research output of the college in the last 5 years are as follows:

- Books/Chapters edited: 61
- Books with ISBN: 39
- No. of CARE listed publication: 219
- Impact factor range: 0 – 7.1
- Citation index range: 0-79
- h- index range: 1- 15

Some of the books have been recommended as reading materials by the reputed colleges and universities. Plagiarism software is made available to the staff to follow the research ethics. The teaching staff have also been engaged in the consultancy service. The total output of social relevant activities through NSS, NCC etc. in the last 5 years are

- Awards for recognition for social activities: 55
- No. of programmes conducted in social relevance: 67
- No. of students benefitted: 9478

Infrastructure and Learning Resources

The college boasts of a green campus spreading across 25 acres with good infrastructure and learning resources. In accordance with the strength of students the college has 10 mega buildings, 79 classrooms with ICT facility, 3 Seminar Halls and 1 smart class room. The common library has been equipped with a total number of 50,733 books, journals, magazines, etc. It has also been digitalised and upgraded with DELNET, N-List, EDZTER and Sothganga facilities. The college has a computer lab for the non-computer students.

Free Wi-Fi with speed of 50 Mbps has been made available along with an advanced media centre to enable the staff to prepare and provide e-content to the students. A book depot has been functioning in the campus to facilitate the students to purchase subject books and notebooks. A separate well-furnished women's Hostel, Indoor Stadium and Outdoor Gallery under UGC grant and Ultra-Modern Gymnasium (Fitness Centre) under management grant have been built for the development of Sports and Games. The English Language Lab has been renovated and modernised to improve the proficiency of the students in English. All PG and Research Centres have separate libraries equipped with advance study materials. Waiting rooms, canteens, common rooms and dining rooms for both men and women are in the campus.

A day care centre has been set up for the benefit of women staff and students. A Mega Digital Board and big size notice board have been installed to intimate the information to the stakeholders. Separate spacious rooms like e-service centre, Health Care Centre, Post Office, Students Amenities Centre, Staff Room and IGNOU study centre are available. 12 college buses are operated for Girl students to come to college while one government bus is facilitated for boys. For the benefit of physically challenged students' facilities like ramps, banisters, separate rest rooms, separate parking areas and wheel chairs have been made available to them. Scribes are nominated to assist them to write the examinations. A separate transformer exclusively for the use of college has recently been installed in the campus. All infrastructure is maintained by respective annual maintenance contracts periodically.

Student Support and Progression

The College provides all sorts of support to the students. The Government scholarships have been obtained and given to all the eligible students. Besides, the Baithulmal and Students Welfare Fund of our College help the poor and underprivileged students who are in need. Apart from these, College also provides student support services like Guidance for Competitive Examinations, NET/SET free coaching classes, Remedial Coaching Classes, Career Counselling, English Language Lab, Soft Skill Development, Personal Counselling, Yoga and Meditation. Each support service has a separate co-ordinator and office bearers. Students and Staff with mental stress are identified and given counselling by a qualified Personal Counsellor. Through guidance for competitive examinations the college motivates and trains the students to attend them. Career Counselling Cell

is providing guidance to the students to get right placement.

Remedial coaching classes for weaker students have been conducted regularly. More number of students after completion of their UG programmes get themselves admitted in the PG programmes. The college organizes multifarious sports and cultural competitions to bring out the inherent abilities of the students. A student represented India, in the International Skating Competition held in Indonesia and won first prize for our country. The number of the students received Government scholarship is 2783 and private scholarship is 189. 1446 students have opted for higher education. 2459 students have been placed in the last five years.

Internal Complaints Committee, Anti Ragging Committee, Grievance Redressal Cell and Women's Forum have been functioning to redress the various disciplinary issues. Complaint boxes have been placed in every building to collect the grievances of the students. We have also provided online facilities to register complaints in our website. A registered Alumni Association has been functioning effectively and conducting periodical meetings and mostly extending financial and non-financial contribution to the students. The Alumni Association proposes to start a chapter in USA. Meetings of Alumni Association, and the outcome of the meetings, suggestions, and feedbacks are given due attention.

Governance, Leadership and Management

The vision, mission and motto 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 delegation of power is carried out through different Councils, Committee, and Independent Cells to establish daily activities with the right supervision and execution strategies. The College has a very well-structured governance mechanism to ensure that the College functions at its best. The College has successfully implemented e-governance in the areas of administration, finance and accounts, student admission and support and examination.

The college gives its paramount attention to the welfare of our teaching and non-teaching staff. The college has a policy to provide financial assistance to staff to attend conferences and workshops and to become members of professional bodies. Several professional training programmes for teaching and nonteaching staff have been conducted each year by the institution. The faculties are encouraged and permitted to undergo FDP's to maintain the standards in teaching and learning process.

The IQAC evolves various plans and places them before the Management and the Principal and the plans are executed by them through top-down and bottom-up approaches of the College hierarchical administrative structure. The College is governed by the Management of Hajee Karutha Rowther Howdia College Society. The College maintains a very transparent methodology when it comes to deal with financial matters. The College has a well-defined mechanism for its Internal and External audit.

The IQAC takes feedback on the previous syllabus from the students, faculty, alumni and parents. Based on these feedbacks, changes are made in the teaching-learning process. The college is ISO certified and participated in NIRF ranking.

Institutional Values and Best Practices

The College strongly believes in imparting value-based education where learners are nurtured with respect to

gender equity, environmental consciousness, sustainable waste management practices, green initiatives, and professional ethics. The College being a co-educational institution, frequently organises gender equity programmes. Women's Forum is also contributing a lot in this field. Internal Complaint Committee of the College has been working to prevent any kind of sexual harassment in the campus. The College adopts environment friendly practices by generating solar and wind energy, implementing sensor-based energy conservation lights, bio-gas plant, liquid and solid waste management, rainwater recharging pits, plastic free campus and increase in usage of LED bulbs.

In addition, the campus is made friendly for the differently abled by providing all the necessary facilities viz., special rest rooms, ramps, and rails in every entrance of the buildings and staircase, wheelchairs, scribes for writing examinations and separate parking area. The college has been celebrating all the national festivals and birth anniversaries of the great leaders of our country with enthusiasm, involving all the staff and students. Such attempts inculcate fundamental rights, duties, and patriotism among the stakeholders. Instilling social responsibility by making participation in NCC/NSS/ECO is mandatory for undergraduate students. Through these clubs, Swachh Bharath Programmes, Environmental awareness programmes, blood donation camps, various health camps and socially relevant activities have been undertaken.

The Mentor-Mentee system has made a qualitative difference in the academic performance and instilled self-confidence among students. The best practices of the college such as student's induction programme for fresher, makes the students to acquaint with the faculty, various facilities available in the college and to get themselves attached to the higher educational environment. Institute's distinctiveness is intent on the holistic development of the students and hence, the objectives are to chisel them into fine, responsible, uncorrupted citizens, imbued with virtues like universal brotherhood, for perseverance and train them "to strive, to seek, to find and never to yield."

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
IQAC / CIQA coordinator	S. Sirajudeen	04554-266033	9443805481	-	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	Rural	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	HSC	English	60	13
UG	BA,Tamil	36	HSC	Tamil	60	59
UG	BA,English	36	HSC	English	72	56
UG	BA,History	36	HSC	English	72	55
UG	BA,Economics	36	HSC	English	72	55
UG	BSc,Physics	36	HSC	English	40	32
UG	BSc,Chemistry	36	HSC	English	40	40
UG	BSc,Mathematics	36	HSC	English	48	37
UG	BSc,Zoology	36	HSC	English	40	39
UG	BSc,Computer Science	36	HSC	English	40	40
UG	BSc,Informa	36	HSC	English	48	44

	tion Technology					
UG	BCom,Commerce	36	HSC	English	72	70
UG	BCom,Commerce Banking	36	HSC	English	72	67
UG	BCom,Commerce Computer Application	36	HSC	English	48	48
UG	BBA,Business Administration	36	HSC	English	72	68
UG	BSc,Biochemistry	36	HSC	English	48	44
UG	BSc,Microbiology	36	HSC	English	40	40
PG	MA,Tamil	24	B.A.	Tamil	36	3
PG	MA,English	24	B.A.	English	36	11
PG	MA,History	24	B.A.	English	36	8
PG	MA,Economics	24	B.A.	English	30	7
PG	MSc,Physics	24	B.Sc.	English	25	23
PG	MSc,Chemistry	24	B.Sc.	English	25	9
PG	MSc,Mathematics	24	B.Sc.	English	36	28
PG	MSc,Zoology	24	B.Sc.	English	25	8
PG	MSc,Information Technology	24	B.Sc.	English	16	12
PG	MCom,Commerce	24	B.Com.	English	36	18
PG	MCom,Commerce	24	B.Com.	English	36	5

	Computer Application					
Doctoral (Ph.D)	PhD or DPhil,English	36	M.A.	English	10	0
Doctoral (Ph.D)	PhD or DPhil,Physics	36	M.Sc.	English	16	6
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	M.Com.	English	16	14
Pre Doctoral (M.Phil)	MPhil,English	12	M.A.	English	3	0
Pre Doctoral (M.Phil)	MPhil,History	12	M.A.	English	4	0
Pre Doctoral (M.Phil)	MPhil,Chemistry	12	M.Sc.	English	1	0
Pre Doctoral (M.Phil)	MPhil,Mathematics	12	M.Sc.	English	2	0
Pre Doctoral (M.Phil)	MPhil,Commerce	12	M.Com.	English	5	0

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				23				47
Recruited	0	0	0	0	21	2	0	23	30	14	0	44
Yet to Recruit				0				0				3
Sanctioned by the Management/Society or Other Authorized Bodies				0				5				86
Recruited	0	0	0	0	3	2	0	5	40	46	0	86
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				35
Recruited	23	0	0	23
Yet to Recruit				12
Sanctioned by the Management/Society or Other Authorized Bodies				41
Recruited	34	7	0	41
Yet to Recruit				0

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/ LLD	0	0	0	0	0	0	1	0	0	1
Ph.D.	0	0	0	16	2	0	11	6	0	35
M.Phil.	0	0	0	1	0	0	14	6	0	21
PG	0	0	0	4	0	0	4	2	0	10

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	2	0	10	5	0	17
M.Phil.	0	0	0	3	0	0	21	24	0	48
PG	0	0	0	0	0	0	9	17	0	26

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	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
UG	Male	369	2	0	0	371
	Female	432	4	0	0	436
	Others	0	0	0	0	0
PG	Male	39	0	0	0	39
	Female	93	0	0	0	93
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	3	0	0	0	3
	Female	13	0	0	0	13
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

NAAC

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	29	33	25	26
	Female	46	37	57	45
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	2
	Others	0	0	0	0
OBC	Male	203	221	204	216
	Female	287	291	310	319
	Others	0	0	0	0
General	Male	51	57	64	67
	Female	93	89	89	91
	Others	0	0	0	0
Others	Male	88	78	93	87
	Female	110	128	143	118
	Others	0	0	0	0
Total		907	934	985	971

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

NAAC

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
28	28	29	30	30

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of departments offering academic programmes

Response: 17

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2666	2682	2521	2520	2530

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
907	887	854	946	897

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
2433	2373	2574	2342	2294

File Description	Document
Institutional data in prescribed format	View Document

2.4

Number of revaluation applications year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	125	151	175	134

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
863	811	711	668	645

File Description	Document
Institutional data in prescribed format	View Document

3.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
159	169	151	152	143

File Description	Document
Institutional data in prescribed format	View Document

3.3

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
159	169	151	152	147

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
2418	2658	2173	1864	1985

File Description	Document
Institutional data in prescribed format	View Document

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
428	425	405	388	353

File Description	Document
Institutional data in prescribed format	View Document

4.3

Total number of classrooms and seminar halls

Response: 83

4.4

Total number of computers in the campus for academic purpose

Response: 265

4.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
24.25	72.15	81.7	81.99	55.57

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.

Response:

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

Curriculum is revised by the departments every three years for all programmes. The structure of various programmes and the contents of courses are discussed in the Internal Boards of Studies before placing the same in the External Boards of Studies. On reception of the feedback on Curriculum from various stakeholders, it is analysed in the respective departments and attainable suggestions are given due consideration while framing the syllabi.

The revised syllabi of the existing programmes and the syllabi for newly introduced programmes incorporate contents which have Local, National, Regional, Global relevance and taking into account the guidelines of University Grants Commission and Tamil Nadu State Council for Higher Education (TANSCHE).

A few have been specified below:

- Local Relevance : Poultry Science (B.Sc. Zoology), Managerial Skills (BBA)
- Regional Relevance : Herbal Medicine (B.Sc. Bio-Chemistry), State and Society of Tamil Nadu up to 1565 AD (B.A. History)
- National Relevance : Advanced Cost Accounting (M.Com.), Industrial Economics (B.A. Economics)
- Global Relevance : Data Communications and Networks (M.Sc. Computer Science), Creative Writing (B.A. English), Nuclear Particle and Astrophysics (M.Sc. Physics)

These meticulously framed syllabi were placed before the External Board of Studies Meeting for review and were presented in the Academic Council Meetings for approval.

Outcome Based Education

The 9th Academic Council Meeting held on 15th February, 2020 approved the revision of the entire curriculum structure for the implementation of Outcome Based Education (OBE). Relevant to the Local, National, Regional, and Global developmental needs, the structure and curricula were reworked for achieving Programme Educational Outcomes (PEOs), Programme Outcomes (POs), Programme Specific

Outcomes (PSOs), and Course Outcomes (COs) and the ideal combination of all these outcomes are offered in all programmes.

The quantum of research publications in National and International Journals, participation in Conferences, Workshops, Seminars etc. facilitate the staff members to utilize their knowledge of new and emerging concepts, tools and techniques all over the world in designing the relevant and need based syllabi. Topics related to national importance are included in the syllabi of all programmes to inculcate national values amidst the students.

Programmes are designed in such a way so as to provide the students a fair mix of theoretical courses to deliver conceptual knowledge, practical courses to provide hands-on training and project works to enable the students to synthesise their acquired knowledge. Skill based courses are also offered by all the departments.

The institution also motivates the students to enrol in MOOCs offered by NPTEL, SWAYAM platforms and the facilities such as classroom projectors in every classroom provide assistance in the enhancement of students' knowledge.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 100

1.1.2.1 **Number of all Programmes offered by the institution during the last five years.**

Response: 28

1.1.2.2 **How many Programmes were revised out of total number of Programmes offered during the last five years**

Response: 28

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years

Response: 7.41

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

2019-20	2018-19	2017-18	2016-17	2015-16
91	80	59	31	24

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	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(Data Template)	View Document
Link for Additional Information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Response: 33.26

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

Response: 287

1.2.1.2 **Number of courses offered by the institution across all programmes during the last five years.**

Response: 863

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).

Response: 100

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

Response: 28

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3 Curriculum Enrichment

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

Response:

The curriculum of the institution focuses on imparting moral, social, ethical, national and universal values to students in order to make them better citizens of the country.

The curriculum developed by the Departments of Zoology, Microbiology, Economics, History and English offer courses that address women empowerment through writings and studies gender equity, psychological perspectives, knowledge on male and female system, causes for male and female infertility and artificial fertilization techniques, issues relevant to environment and sustainability, human values and professional ethics. The Department of History has introduced “Women Studies in India” for the Postgraduate students in Semester-III, which focuses on the issues related to and challenges encountered by women. Courses entitled “Human Rights” and “Women’s Writings in English” are introduced to the students of the Department of History and English in the Semester-IV and Semester-V of UG courses under Skill Based Subject and Core respectively. Further, all the UG Programmes offer courses such as “Environmental

Studies" and "Value Education". The introduction of "Environmental Studies" aims to address the issues related to the environment and create awareness about environment sustainability, whereas "Value Education" focuses on the social values and the role of the spiritual and political statement 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. 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 by the Departments of the institution and the lectures delivered by the invited scholars also aim at the need for maintaining human values and for pursuing professional ethics. A course on "Research Methodology" introduced for the Postgraduate learners as well as in M.Phil. teaches Research Ethics to be followed for a fair research.

Development of Creative and Divergent Competencies:

In addition to academic enrichment, introduction of activity-based assessment of various Part-V Programmes such as NCC Army, NCC Navy, NSS, YRC, RRC, Physical Education, Human Rights Club, Eco Club, Consumer Club, Science Communication Club include event management, participation in cultural programmes, observation of National and International Days of importance. Blood Donation Camps, Rallies and several Awareness Programmes are also organized in order to create awareness about Social Service, Sustainability, Co-existence, Gender Equality, Cleanliness, Swachh Bharath, Tree Plantation, Green Environment, and Environment Protection amidst the students and the nearby community as well. Curriculum is framed in such a way that every individual student is required to enroll at least in one of the Support Services as a part of Extension activities. These programmes promote ample scope for the holistic development of the students as they integrate all the above said domains.

File Description	Document
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	View Document
Link for Additional Information	View Document

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

Response: 72

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

2019-20	2018-19	2017-18	2016-17	2015-16
21	20	24	4	3

File Description	Document
List of value added courses (Data Template)	View Document
Brochure or any other document relating to value added courses	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.

Response: 38.58

1.3.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1351	1106	1394	503	651

File Description	Document
List of students enrolled	View Document
Link for Additional Information	View Document

1.3.4 Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)

Response: 6

1.3.4.1 **Number of students undertaking field projects / internships / student projects**

Response: 160

File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	View Document
Link for Additional Information	View Document

1.4 Feedback System

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

Response: A. All 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

1.4.2 The feedback system of the Institution comprises of the following :

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

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 80.65

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1051	1071	1005	938	943

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1336	1336	1285	1194	1076

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 90.97

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
384	390	364	357	323

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Students admission to the College is done strictly following the guidelines given by the Government of Tamil Nadu. Once getting admitted, the students are given a special STUDENT INDUCTION PROGRAMME (SIP), where they are apprised with all information about the College and various facilities available to them inside the campus and they are also taken for a campus walk to see all the infrastructure available. Then the students are given opportunity to interact with their respective HoDs, Mentors and Staff. The mentors orient them with all necessary details about their courses of study. Continuous and close monitoring of the students and the periodical tests help the mentors and the staff to identify both Advanced and Slow Learners. Thereafter, these students are counseled according to their needs. Apart from the regular Programmes, the students are encouraged to do certificate courses through IGNOU Study Centre functioning in the HEI.

Advanced Learners:

The advanced learners are encouraged to utilize all the facilities available inside the campus to upgrade their knowledge in their area of specialization. They are allowed to take up special projects, attend seminars and workshops, present research papers, publish articles in reputed journals, appear for competitive examinations, go for internship training, etc. Various Clubs and Departmental activities provide them a platform to exhibit their talents, sharpen their Leadership skills and encourage them to work in a team. The CBCS pattern also helps the students to take up Elective papers of their choice to enhance their knowledge. The Advanced Learners are also encouraged to take courses from NPTEL and SWAYAM which provide them wider knowledge of their subject of interest.

Slow Learners:

The Slow Learners identified by the mentors are counseled and their area of weaknesses are identified and attention is given in the form of remedial coaching classes after the regular class hours, conducting special tests and also providing additional study materials. Their progress in class tests and internal examinations are monitored and necessary help and guidance are given to them so that they could improve upon their shortcomings. The parents of all students are given a complete report about the progress of their wards during the PTA meetings. The mentors play a vital role in shaping the development of these students. Apart from the academics, these students are also encouraged to take part in all extracurricular activities, in sports and games. These encouragement and participation in various activities refresh their mind, body and soul to concentrate in their academics also. They are also encouraged to take part in group activities in the

class in order to overcome their fear and develop their employability and communication skills. General psychological counseling is also provided to the slow learners to overcome their mental stress.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio (Data for the latest completed academic year)

Response: 16.77

File Description	Document
Any additional information	View Document
Link for Additional 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 teaching and learning process have had phenomenal changes along with the development of technology in Higher Education. The teaching and learning have become more student centric, with their involvements and participation in all the activities taking place in the classroom and on the campus. All the classrooms have been equipped with LCD projectors to enable the teaching and learning process to be more effective. This has given the students to observe, comprehend and concentrate better in teaching-learning process. Their active participation in all the activities have helped them to hone their skills and talents and become more successful.

Experiential Learning

The students have gained a good experience in gaining knowledge and skills through their active participation in

- Interaction in Classroom activities
- Participation in Inter Collegiate Competitions
- Field works through club activities
- Volunteering in Events organizing
- Laboratory Experiments

All the above-mentioned activities provide the students with good experience, which in turn helps them to learn a lot through their own success and failures. These experiences motivate the students to take up new

challenges during their course of study and after. Interactive classroom provides a platform for the students to gain subject knowledge and interpersonal skills.

Participative Learning

The College encourages the students to participate actively in all academic and extracurricular activities which are organized in the college and at International, National and State levels. These activities provide them an opportunity to expose themselves to various challenges and win over them. Their participation in various activities helps them to acquire on field experience. The students participate in

- Assignments and Project works
- Industrial Visits
- Internship Training
- Field Visits
- Paper Presentations in Seminar and workshops
- International, National, State Level Sports Events
- Inter Collegiate Quiz and Cultural Competitions

By actively participating, the students get the opportunity to enhance their professional skills, knowledge in the area of their interest, work ethics and make them realize their responsibility. The College permits the students to participate in all kinds of sports and games, and also supports the deserving students financially. The Youth Welfare Club of the college trains the students on various cultural activities and make them compete at the National and State level competitions. This gives the students an opportunity to compete at the highest level and win prizes. Active participation in NCC and NSS activities mould the character, behavior and self-esteem of the students.

Problem Solving Methodologies

Problem solving is an art and our College students get ample opportunity to solve their academic and non-academic problems amicably. As the students take active participation in all the activities like group discussion, organizing seminars, workshops, conferences, participating in NCC and NSS camps, volunteering in the conduct of University, State and National level Sports and Games etc, they get exposed to all new challenges arising out of it and either they solve it by themselves or with the support of staff in-charge.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning process.

Response:

The teaching and learning process have become more effective after the introduction of ICT enabled tools on campus. With a fast growth in technology, all the teachers make use of the ICT tools in all their academic activities. As such, the young generation of the teachers are able switch over to modern way of teaching. The college also encouraged to such a change and quickly supported by taking certain initiatives such as

- Installation of LCD Projectors in all classrooms
- Wi-Fi enabled campus
- Introduction of LMS
- Applications of Google Classroom
- Digital Notice Board
- Introduction of Digital Library
- Online classes
- Media Centre
- Creation of WhatsApp groups

LCD Projectors in all Classes

The College took the initiative to install LCD Projectors in all the classrooms and seminar halls so that teachers could make use of it for their effective teaching. Sharing of e-Resources with the students helped them to add more knowledge to their subject. The participation of the students in the classroom activities have improved to a great extent. The traditional chalk and talk method were changed to ICT enabled interactive classes.

Wi-Fi Enabled Campus

The College campus is Wi-Fi enabled, which is of great support to the teachers and the students. They have free access to the internet, which helps the teachers to gather more e-resources on their subject and the students are free to make use of this provision to gain knowledge.

LMS

The introduction of Learning Management System (LMS), provided a better platform for the teachers to share their E-contents of their subjects with the students. The E-contents are uploaded through LMS portal in the college website and the students are allowed to browse through to get additional study materials for their reference.

Google Classroom

The Google Classroom is yet another ICT tool through which all teachers are able to share their study materials with the students.

Digital Notice Board

The Digital Notice Board installed in the campus has been a great communication tool to share any general information to the students.

Digital Library

The college General Library has been digitalized for effective usage. The Library has DELNET, INFLIBNET, digital software, through which the teachers and students can browse and download e-resources in any of their subjects.

Online Classes

Apart from regular classes, online classes are also conducted for the students through Zoom/Google meet. These online classes help the students to interact with their teachers even during vacations.

Media Centre

Our institution has a state of the art Media Centre with latest gadgets, to aid teachers prepare and provide E-content. It has lecture capturing system, Audio-video facility, and a high configuration computer with software for editing e-contents.

WhatsApp Groups

The WhatsApp groups started by the respective mentors of each classes have made the communication with the students easier and faster. The students get the first hand information about all the academic activities and other necessary information through their class WhatsApp group.

File Description	Document
Any additional information	View Document
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	View Document
Link for Additional Information	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 17:1

2.3.3.1 **Number of mentors**

Response: 155

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

Academic Calendar

The College plans all activities with the help of an Academic Calendar, which is prepared at the beginning of every academic year. A committee is constituted with the Principal as the Chairperson and a senior staff as the coordinator and two more staff as its members. This committee interacts with all the academic bodies and the college office to plan the Academic Calendar. It contains a complete blue print of the plans to be executed throughout the year. This Calendar is distributed to all the staff and students on the first day of reopening after the summer vacation. The following details are brought into the Academic Calendar:

- Vision and Mission of the College and description of the College Emblem
- College Address, Phone number, Email Id, Website address and content page
- List of College Managing Committee
- A Short History of the College
- List of Teaching Staff with Designation, List of Non-teaching staff
- List of Part V activities with staff in-charge
- List of Student Support Services with staff in-charge
- List of members in IQAC, NAAC, CDC
- Day Order details, List of holidays, date of Continuous Internal Assessment Examinations, Term End Examinations, important dates to be observed etc.
- List of Programmes offered, Fees Schedule for Aided Course
- Details of Admission and Withdrawal
- General Rules of the College and Code of Conduct
- Ragging - Govt. Ordinance, Insurance Scheme for students
- Model Leave Application, Provision for writing Time table

With such a detailed Academic Calendar, the staff and students can easily plan their schedule of day to day activities in order to be more productive in the work.

Teaching Plan

The teachers, using the schedule given in the Academic Calendar, prepare their teaching plan for each course they handle and try to complete 40% of their syllabus before the first CIAE, next 40% before the second CIAE and the remaining 20% before the last working day of each semester. The teaching plan of

each course with unit wise distribution for each staff are entered in a prescribed format. This plan is followed by every teacher individually and helps them in completing their syllabus on time. Apart from Teaching Plan, paper-wise distribution and Academic Audit Report are also prepared for each semester. These works help the teachers to closely monitor the students' progress and their own success.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	View Document
Link for Additional Information	View Document

2.4 Teacher Profile and Quality

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

Response: 99.46

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 30.14

2.4.2.1 **Number of full time teachers with *Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
54	54	44	41	41

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 9.42

2.4.3.1 **Total experience of full-time teachers**

Response: 1497

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	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 year-wise during the last five years

Response: 21

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**

2019-20	2018-19	2017-18	2016-17	2015-16
6	16	15	34	34

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	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: 4.89

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	125	151	175	134

File Description	Document
Number of complaints and total number of students appeared year wise	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution

Response:

The Examination Management System of the College has been IT integrated from the time of getting Autonomous status. The College has subscribed a software named FLAIR, from the software company CLAIR VOYANT. With the use of FLAIR software, the academic and administrative work have been made more simplified for both staff and students.

Term End Examinations

The students make use of the College website to enter into the FLAIR software and apply for the Term End Examinations and to download the Hall Ticket. The fees for the examination are paid through online mode. The database containing programme-wise and course-wise lists of question paper setters are regularly updated by the Controller of Examinations. Two sets of question papers along with scheme of valuation are received from the external examiners via email only. The examination schedule for the Term End Examinations are displayed in the College website. The College follows central valuation for the Term End Examinations. The Award Committee analyses the results and approves the same for publication. The results are published in the College website. Sufficient number of days are given to apply for revaluation through online and to get the photocopy of the answer script. Failure students in final semester only, are given chance to write supplementary examinations up to a maximum of three papers.

Continuous Internal Assessment Examinations

Under the CBCS pattern, the Continuous Internal Assessment Examinations plays an important role in the academic achievement of the students. This examination is conducted as per the schedule given in the Academic Calendar. Each student will have to take up two internal tests and submit one assignment at UG level for 25 marks, PG students will have to attend two internal tests and one seminar for 25 marks. The M.Phil. students will have to attend two internal tests and present a research paper at the International or National level Seminars and Conferences. The students will have to download the Hall ticket for their Continuous Internal Assessment Examinations from the students' portal in the College website. The Continuous Internal Assessment Examinations time table is published in the website. The internal marks are entered and updated in the FLAIR software. This helps in consolidating the final internal marks for the students.

In recent times, due to the Covid pandemic, the CIA examinations are conducted through online mode, using Google Forms. The link for the examination is sent to the students through the WhatsApp groups.

IT Integration Processes

- Marking of students' attendance through FLAIR
- Entry of CIAE marks

- Updating Students' profile
- Payment of Examination fees
- Applying for Term End Examinations
- Downloading of Hall tickets for CIAE and TEE
- Publication of TEE results
- Maintenance of students' data
- List of updated external question paper setters and external valuators
- Registration of Internal and External marks

Thus, the IT integration in Examination Management System have been a great boon for the staff, students and the Administrative officers of the College.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The HEI has incorporated Outcome Based Education (OBE) in its syllabi as recommended by the UGC. The Vision and Mission of the College emphasize the upliftment of the under privileged community and

inculcation of a sense of civic responsibility among the graduates through upgraded syllabi in all the Programmes and well trained faculty members. The College has a well-defined set of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Programme Educational Objectives (PEOs) for all the Programmes as well as Course Outcomes (COs) for all the courses. The POs, PSOs, PEOs and COs are designed to foster and strengthen the Vision and Mission of the College. Such a system aligned with outcomes helps the students to sharpen their skills and talents and to face the challenges of the changing times.

The Vision and Mission statements are displayed in strategic locations including the College website, Principal's office and in every Department premises so that they inspire the mind of both the staff members and the students. The POs, PSOs and PEOs are defined and finalized by the respective Deans of Arts and Science in consultation with the IQAC through various brainstorming sessions and intimated to the departments before the revision of new syllabi. The senior faculty members define the Course Outcomes for each course in consultation with Head of the Departments. A detailed discussion of POs, PSOs, PEOs and COs are done before finalizing the statements in the departments. After the finalization of POs, PSOs, PEOs and COs in the departments, the syllabi for all the courses are prepared by the respective course teachers. The final syllabi, POs, PSOs, PEOs and COs are communicated to the students through the college website and class mentors.

The mapping of the POs and COs are done by the faculty members for the new syllabi. These syllabi are placed in the Board of Studies (Internal and External) and then in Academic Council for the approval. Once it is approved, it is then displayed in the college website. At the end of every semester, all the departments evaluate the POs and COs by using rubrics which include direct and indirect assessment tools.

Students' learning levels are enhanced by analyzing the course outcome and Programme outcome attainment levels and suggesting appropriate corrective measures. The Cos and POs attainment is analyzed by the faculty members at the end of each semester and these analyses helps them to evaluate the knowledge of their students. This also gives an opportunity for the faculty members to evaluate their own level of performance and identify the area of improvement.

File Description	Document
Upload COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Outcome Based Education helps to measure the outcomes of students' performance with respect to acquiring of knowledge, skills and attitudes. It focuses on all the activities of the students and evaluate their performance based on their attainment level of the outcomes. The POs, PSOs and COs are well defined for all the Programmes.

POs confine to the knowledge, skills and behaviours that graduates acquire as they progress through a programme. PSOs are statements that describe what the graduates of a specific programme should be able to do. The COs are defined based on Bloom's taxonomy action verbs and also considering the course content. Every course leads to specific COs indicating what a student can do after the successful completion of a course. Mapping of COs with POs and PSOs is the first process towards evaluating the attainment level of the students. The mapping levels for CO-PO and CO-PSO are fixed as 0, 1, 2 and 3 for nil, low, medium and high correlations respectively.

Direct Assessment and Indirect Assessment tools are used for computation of CO attainment levels for a course and PO attainment levels for a program. Direct Assessment tools are based on marks scored by students. Indirect Assessment tools are mostly surveys taken from stakeholders. The CO direct assessment tools for a course are computed based on marks scored by the student in the internal and external examinations with a weightage of 25:75. The CO indirect assessment tool only comprises the course end survey based on course outcomes taken towards the end of the course with values ranging from 0 to 3. The CO direct and indirect assessment tools are of the ratio 80:20. The CO attainment levels for a course in Continuous Internal Assessment (CIA) and End-semester examinations is defined as 0, 1, 2, and 3 as given below.

CO Attainment Level		**Description**
0	-	Not attained
1	-	*50%* or more students scored above *x%* of marks
2	-	*60%* or more students scored above *x%* of marks
3	-	*70%* or more students scored above *x%* of marks

Note: - *x* is a number between 36 and 100 fixed by the faculty member handling the course or set in the department.

The PO direct assessment tool for a program utilizes the final CO attainment computed for all courses based on direct and indirect tools. Each CO-PO mapping value for a course is multiplied by the respective course outcome attainment value and divided by 3 (The maximum value). An average of the PO attainment value computed above across a PO gives us the PO direct attainment levels for a course. Similarly, the PO direct attainment levels for all courses are computed. The PO indirect assessment is conducted. The PO direct to indirect tools are having a weightage of 80:20. This final PO attainment for a batch is used to propose corrective actions to strengthen the POs and COs. Assessments evaluate the learners' activities and performance in academic, co-curricular and extracurricular activities.

File Description	Document
Any additional information	View Document

2.6.3 Pass Percentage of students(Data for the latest completed academic year)

Response: 93.46

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

Response: 729

2.6.3.2 **Total number of final year students who appeared for the examination conducted by the Institution.**

Response: 780

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	View Document
Link for the annual report	View Document
Link for additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.66

File Description	Document
Upload database of all currently enrolled students	View Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution's Research facilities are frequently updated and there is a well defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

The Institution provides all necessary infrastructural facilities and conducive environment to promote research activity in the campus. The institution has high speed internet facility. The entire campus has a 24x7 Wi-Fi facility. Every research centre is equipped with necessary software, computers and LCD facility for carrying out research activities. The institution provides conference and seminar hall with LCD projector for the smooth conduct of seminar, colloquium, viva-voce examination, etc. The research departments have their own libraries equipped with books and journals. Every year the library is enhanced. The research departments of science are entirely equipped with requisite instruments. DELNET, N-List, EDZTER and INFLIBENT facilities are made available to the faculty and students to facilitate their research activities. To motivate the faculty to publish more number of books, a large shelf has been placed in the library to display the books authored by the teaching staff. The institution provides financial assistance to the faculty for becoming members of varies professional bodies and for attending workshops and conferences.

Research Promotion Policies:

The Institution provides seed money to the staff based on the recommendations by the Dean of Research. Earlier, the plagiarism checking was done by sending the papers and Ph.D. theses to the Library of Madurai Kamaraj University. Now, Copyleaks, a plagiarism software is available in the College to check the PhD theses and other research publications of Staff and Students. To encourage the faculty and students, the institution provides cash incentives based on the publication of research articles in UGC - CARE refereed journals with high impact factor. All the faculties are encouraged to apply for research funding project from various funding agencies such as UGC, CSIR, DST, ISRO, DRDO, DAE, ICSSR, etc. The institution exchanges the research expertize with other state, national and international institutions by signing MoUs. The Institution also organizes periodical seminars, workshops and conferences to promote research culture. To initiate the research activities, all the final year students of undergraduate and postgraduate are insisted to undergo field training and to involve project work.

Research Promotion Policy Committees:

Every year Research Advisory Committee is reconstituted in the institution. Faculty members are encouraged to take up research projects. Adequate supports are provided for the conduct of research projects. Faculty members are highly encouraged to pursue Ph.D. degree. The committee also monitors the overall research activities of the faculty.

Ethics Committee which is also functioning in the college insists the faculty to follow ethics in their research works. Further, the committee insists the teaching staff to get their research works checked through plagiarism software.

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
Any additional information	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, INR in Lakhs)

Response: 1.02

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).**

2019-20	2018-19	2017-18	2016-17	2015-16
1.28	1.15	1.025	1.07	0.57

File Description	Document
Minutes of the relevant bodies of the Institution	View Document
List of teachers receiving grant and details of grant received	View Document
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View Document

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

Response: 1.16

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	2	1	1

File Description	Document
List of teachers and their international fellowship details	View Document
e-copies of the award letters of the teachers	View Document

3.2 Resource Mobilization for Research

3.2.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 4.13

3.2.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.075	0	0	1.2	2.85

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

3.2.2 Percentage of teachers having research projects during the last five years

Response: 0.65

3.2.2.1 **Number of teachers having research projects during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	2	2

File Description	Document
Names of teachers having research projects	View Document
Link for additional information	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 10.06

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

Response: 16

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	View Document
Link for additional information	View Document

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

Response: 5.88

3.2.4.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	2	2

3.2.4.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
17	17	17	17	17

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Paste link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation

etc.

Response:

The College provides a conducive environment for the promotion of innovations and incubation. Guidance and the required facilities are extended to induce the students to come out with technological innovations that may fulfil the needs of the society. Workshops, Seminars and Guest Lectures are arranged on research methodology to divert the career of the students toward research. Exhibitions are organised to identify the internal areas of the students in research. Students of final year UG and final year PG are assigned project works so as to involve them in the preliminary level of research. Industrial visits are arranged to tune the interest of the students in the field of research. The Community College and Department of Zoology conduct a Hands on Training to village people on Bee Keeping and Mushroom Cultivation, sharing their technical knowledge. The Centre for Entrepreneurship and Rural Development transfers tailoring skills to the selected members of local community. UGC Sponsored Diploma Courses NSQF are conducted by the college to the people of local community irrespective of age, gender and economic status.

The college provides research base, by inviting the students of nearby schools for Lab Tour. With a view to produce Young Scientists, the college in collaboration with Tamil Nadu State Council for Science and Technology twice conducted Young Students Scientist Programme (YSSP) involving school students, living nearby villages

A faculty from the department of Zoology through his research, has come out with a finding which is first of its kind in the world, on mosquito anatomy in the field of Molecular Biology. According to his findings, **ZAP-70 Protein** is originated in the mosquito cytoplasm cells and further the HIP-55 of a mosquito is almost 70% to 80% similar to Human body. The innovation has been acknowledged and recognised by the international science magazine named ‘Springer Parasitology Research’. It is confirmed that the innovation will be a key to the scientists who have been working on spread of mosquito based diseases in field of Molecular Biology.

Another faculty from the Department of Computer Science has invented a ‘Water Alarm Indicator’. It can be fixed in the municipal water tap in houses so that it produces alarm whenever the water comes from the municipal tap. This alarm helps people to collect water from tap in time. Another purpose is the device which can be fixed in overhead water tanks and it will produce alarm whenever the tanks are overflowed with water. Such an innovation as a little stimulus has been useful in the present global scenario to save water in the Water Management System of the houses, institutions, hostels, hospitals, offices and Industries.

The college is also offering incubation facility to the local community people who are in need of infrastructural facilities to establish their business. As a result, they have earned their livelihood and they have developed their economic status with the hope of future expansion of their business.

File Description	Document
Upload any additional information	View Document

3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property

Rights (IPR),entrepreneurship, skill development during the last five years.

Response: 200

3.3.2.1 **Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),entrepreneurship, skill development year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
40	40	40	40	40

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.4 Research Publications and Awards

3.4.1 The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee

Response: A. All of the above

File Description	Document
Link for additional information	View Document

3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years

Response: 1.25

3.4.2.1 How many Ph.Ds are registered within last 5 years

Response: 20

3.4.2.2 Number of teachers recognized as guides during the last five years

Response: 16

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Response: 1.47

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

2019-20	2018-19	2017-18	2016-17	2015-16
46	43	87	30	22

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

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years

Response: 2.22

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

2019-20	2018-19	2017-18	2016-17	2015-16
40	75	38	80	110

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

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

Response: 5.48

File Description	Document
Bibliometrics of the publications during the last five years	View Document

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

index of the Institution

Response: 6.5

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 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

Response: 6.49

3.5.1.1 **Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).**

2019-20	2018-19	2017-18	2016-17	2015-16
2.21525	2.89802	0.6625	0.4082	0.30115

File Description	Document
List of consultants and revenue generated by them	View Document
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View Document
Any additional information	View Document

3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).

Response: 15.01

3.5.2.1 **Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	9.057	0	4.272	1.676

File Description	Document
List of training programmes, teachers and staff trained for undertaking consultancy	View Document
List of facilities and staff available for undertaking consultancy	View Document
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View Document

3.6 Extension Activities

3.6.1 Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years

Response:

Every department of the college organizes various extension activities for the local community and nearby villages in order to help students better understand and apply their academic knowledge, identify the scope for applying their academic knowledge, identify the needs of the local community and villages, and find scientific solutions to issues, and utilize their skepticism and be dedicated to the growth of the local community and rural people, to understand our culture and tradition as it is exhibited in rural regions, and to provide the basic and immediate needs of the local community on a first-come, first-served basis.

NCC Army, NCC Navy, NSS (6 units), Youth Red Cross Society (YRC), Red Ribbon Club, Consumer Club, Eco Club, Human Rights Club, Science Communication Club, Department of Physical Education of the college organized a good number of extension activities for the local community and the rural population. Various extension activities on various themes have been held in nearby villages such as Ammapatti, Rayappanpatti, Hanumanthanpatti, Puthupatti, Vaikaalpatti, Kaakilsikkayanpatti, Melasinthalacherri, Gokilapuram, Seeppalakottai, Chinthalaicheri, Odaipatti, Erasai, NT Patti, Surulipatti over the last five years. Open Defecation, Gender Discrimination, Communal Harmony, Drug Addiction, Women Empowerment, Child Labor, and Women Health Issues, Skill Development, Marital Issues have all been discussed with students.

Students have also organized Swachh Bharat, Digital India, Rain Water Harvesting, Dengue Prevention, Plastic Hazards, Eye Camps, Tree Plantation, Blood Donation Camps, Non-Violence, and Fundamental Rights awareness programmes. Volunteers contributed funds to assist those impacted by the GAJA cyclone. The college is a participant in the Unnat Bharat Abiyan Scheme. Each NSS Unit sends students to the adopted hamlet to gather data from every household. This method educates pupils about village infrastructure, living conditions, family kinds, rural needs, educational standards, basic necessities, culture and tradition and the disparity between rural and urban sectors, as well as their financial situation. Extension programmes have also been established by the college to empower rural women. The NSS Units of the College have held a number of seven-day camps in the surrounding communities. During the camps, student volunteers visit nearby communities and undertake different activities such as Right to Education Awareness Campaigns, Student Sensitization to Issues of Cleanliness and Hygiene in the Environment, and

Voter Awareness on a regular basis. The activities provided them with a wealth of knowledge about rural life and enhanced their self-esteem.

Benefits of Extension Activities

These extension activities help the students to experience the grass root life of the rural community and the problems confronted by them in their day to day life. Further, the contact with the common people offers the students to find out solutions to their problems by applying their academic knowledge. Students emphasize on the need for a clean environment, hygiene, sanitation in the neighborhood, and waste disposal in the respective adopted villages which have made them to be in the status of good citizens of India.

File Description	Document
Upload Any additional information	View Document

3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years

Response: 58

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

2019-20	2018-19	2017-18	2016-17	2015-16
12	11	13	15	7

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 70

3.6.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
11	24	16	8	11

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

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

Response: 75.3

3.6.4.1 **Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
756	2109	3173	1962	1665

File Description	Document
Reports of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Response: 12.2

3.7.1.1 **Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

2019-20	2018-19	2017-18	2016-17	2015-16
28	27	4	1	1

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.7.2 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: 29

3.7.2.1 **Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	8	12	2	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 Institutions 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 infrastructure and physical 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 classrooms are **79**. They are spacious, airy with sufficient light and LCD projectors. Each Department has a separate room for the staff. In addition, the Departments of English, History, Mathematics, Chemistry and Commerce have 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.

Laboratories:

The laboratories are well equipped with latest apparatus / instruments needed for conducting practical classes. The total number of laboratories is 17. The diesel generator ensures the uninterrupted power supply to the laboratories.

Computing Equipment:

We have a total of 265 high configuration computers with internet connectivity at the ratio of 1 computer for every 8 students. The College is a Wi-Fi enabled campus with the broad band internet leased line connection of more than 50 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 Office, Managing Committee Office, Department Staff rooms, College Office, Library, Deans’ Office, IQAC Office, Continuous Internal Assessment Examinations 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 authorized accessibility helps in the easy administration of Academic and Administrative works. To keep the attendance records of teaching and non-teaching staff, biometric system is installed.

The details of the computer labs and the number of computers:

- Computer Science - 41
- Information Technology - 62
- Commerce with Computer Application - 52
- Language Lab - 60
- Library - 40
- Commerce - 10

Media Centre

Our institution has a state of the art Media Centre with latest gadgets, to aid teachers prepare and provide e-content. It has lecture capturing system, Audio-video facility, and a high configuration computer with software for editing e-contents.

Add-on facilities available in the College:

Separate waiting rooms for women students and staff are provided. Twelve college buses are operated for transportation of outstation women students. Staff and students have separate prayer halls. Two wheeler parking shed, standby generators, UPS, purified drinking water, 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 facilities 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. The Controller of Examinations Office is fully automated.

File Description	Document
Upload Any additional information	View Document
Paste link for additional information	View Document

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

Response:

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 the deficit 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 set up 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

Facilities for Outdoor Games:

- Cricket 1
- Football 1
- Ball badminton 1
- Kho-kho 1
- Kabbadi 2
- Volleyball 1

- Tennikoit 2
- Throw ball 1
- Atheletics 400 meters Track 1
- Obstacles course 1
- Firing Range 1

Facilities for Indoor Games:

- Chess 4 sets
- Carrom 2 boards
- Volleyball 1
- Badminton 1
- Basket Ball 1
- Table Tennis
- Skating Ring (Practice)

The College has appointed a Director of Physical Education in the permanent vacancy approved by the Government. In addition to the Department of Physical Education, the Management has appointed a woman Assistant Physical Director to encourage the sports activities. 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 competitions are also conducted 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
Upload any additional information	View Document
Geotagged pictures	View Document
Paste 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. *(Data for the latest completed academic year)*

Response: 96.39

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 80

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)

Response: 68.53

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
14.89	32.04	75.77	60.31	39.19

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Link for any additional information	View Document

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 rooms 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. 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 the library networks like DELNET, N-List and EDZTER, which help 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.

Library Advisory Committee has been constituted with the Principal as the Chairman, the Librarian as the Coordinator/Convener, faculty members 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 FLAIR software from the year 2014, which is partially automated. The ILMS is updated in June 2017 with the latest version 8.0.

File Description	Document
Upload any additional information	View Document
Paste Link for additional information	View Document

4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc	View Document

4.2.3 Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 9.31

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
7.96	6.27	24.06	3.74	4.52

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 9.91

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

Response: 280

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 ***Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities***

Response:

The College has subscribed to 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 a phased manner. 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 also come 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 Examinations 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 given below:

1. Desktop Systems - 309
2. Laptops - 8
3. Printers-Supportive - 28
4. Printers & Copiers-standalone 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 50 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 and INFLIBNET 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
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 10:1

File Description	Document
Upload any additional information	View Document
Student - computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution.

Response: ?50 MBPS

File Description	Document
Upload any additional information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Institution has the following Facilities for e-content development

1. **Media centre**
2. **Audio visual centre**
3. **Lecture Capturing System(LCS)**
4. **Mixing equipments and softwares for editing**

Response: A. All of the above

File Description	Document
Upload Additional information	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 31.47

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)**

2019-20	2018-19	2017-18	2016-17	2015-16
9.36	40.11	5.93	21.68	16.38

File Description	Document
Upload any additional information	View 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:

For the smooth conduct of academic activities and the holistic development of the students, the Institution takes every effort to provide a conducive environment and sufficient functioning infrastructure. With meticulous planning and generous spending by the Management, the Institution creates, develops and maintains commendable infrastructure needed to keep pace with the introduction of new programmes. The Campus Area of the Institution covers a sprawling 25 acres of land with a good green cover and tar roads. It is well connected with computer network with Wi-Fi facility and monitored by CCTV. To suit the topography of the area and the location, nine buildings have been ergonomically built with enough space for easy movement.

Maintenance of Campus

The College has Green, Environment and Energy Policies. The campus is an eye-catching landscape bestowed with a good number of trees and lush green plants which are periodically pruned and weeded. The Institution has an 'Environment Committee' which issues guidelines to keep the campus spick and span. The campus is litter-free and plastic-free since the use of plastics is deterred and the garbage is collected and properly disposed of. The volunteers of NSS also take part in campus cleaning. All the rooms are swept clean daily and the repairing works are immediately attended to. The rest rooms, dining halls, canteens are kept intact and hygienic because of the scheduled assignment of the staff and by providing with cleaning materials and disinfecting chemicals.

The RO-Treated drinking water is supplied throughout the campus through a number of water points. A teaching staff designated to ensure the purity and the availability of the drinking water monitors the periodic cleaning, repairing and replacing of old water filters to ensure that the water is pure and potable. All the electrical and electronics items are regularly examined and maintained by the hired technicians or by the staff working in companies/agencies which, by contract with the Institution, undertake service and maintenance work. The fire extinguishers are available in all the floors, laboratories, library and canteen.

Laboratories

The Heads of the Departments with the help of teaching staff estimate the required materials and chemicals. The stock records for the same are maintained by the lab assistants to replenish or replace whenever needed. The equipments and apparatus are kept intact and functioning. All the safety measures

are followed to safeguard the students and staff while they work in laboratories.

ICT Classrooms / Seminar Halls

Besides 4 Seminar halls, a multipurpose indoor auditorium and the state of art smart classroom are in service. The Non-teaching Staff trained in handling the ICT- equipments are given the task of ensuring the functionality of the equipments by immediately fixing the repairs and technical glitches.

Computer and Network (Wi-Fi, CCTV.) facilities

An expert committee of teaching staff offers suggestions for the establishment of laboratories and the purchase of ICT- devices, computer hardware, and software, Photocopiers, printers, scanners and other required equipments such as CCTV- surveillance cameras, Wi-Fi routers, monitors and also supervise the process of maintenance.

Library Maintenance

The library is automated. The availability, the borrowings and returns of the books by the staff and students are recorded with help of exclusive software. The library functions on all working days from 9 A.M. to 5 P.M. and open access system is followed. The spacious, airy and well-furnished reading rooms and well stocked volumes make the library a landmark inside the campus. To inculcate the reading habits among the students, the Institution arranges annual book exhibition cum sale with the help of publishers. Further, many Departments have included library hours as part of their curricula. The ‘Library Committee’ chaired by the Principal recommend the Management to allocate the amount required for the purchase of new books, journals and periodicals. The staff and the students can also inform the librarian to purchase new titles.

The damaged books are replaced with new volumes but those which are beyond usable state are discarded. Back volumes of journals, copies of the Staff and students’ research articles, M.Phil., and Ph.D., theses are preserved as archives. Biennial stock audit of the books is undertaken. A sum of rupees 3 lakhs on average, is spent towards subscription of journals and purchase of books in the last five years. Besides, departments also maintain separate libraries.

Maintenance of Sporting facilities

Adequate sports and games equipments are kept in stock to enable the staff and students to practice hindrance-free sports and games activities. The sports complexes (indoor and outdoor) and the equipments can be used from the early morning throughout day.

The sporting skills and talents of the students are brought forth by conducting annual sport events. The staff with passion in sport are inducted in the sports committee and they assist the Directors of Physical Education, to identify the potentiality of the students and mentor them in their interested fields. The students are trained and encouraged to participate in various zonal, inter-zonal, University, State and National levels sporting events.

The grounds/courts for football, cricket, volleyball, badminton, kabbadi and cricket net practicing spots are all maintained well. The indoor sports stadium houses facilities for playing basketball, shuttlecock, table tennis, carrom, chess, skating ring and an exclusive modern health fitness center. A large sum of money is

spent in augmenting and maintaining these facilities. The purchase and stock audit of sportswear and equipments are carried out every year. The worn out sports goods are properly discarded and replaced with new ones.

Transport facilities

To cater to the transport needs of women staff and students the Institution operates 12 buses. The buses ply in the routes with inadequate public transport facilities. To port and deport the staff and students in a safe manner, experienced drivers are appointed. Through regular checkups and mandatory examination, it is ensured that the buses run safe. A non-teaching staff is given the responsibility of coordinating the drivers, scheduling the operation and the maintaining the buses in good condition and keeping the records pertaining to buses.

File Description	Document
Upload any additional information	View Document
Paste 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 last five years

Response: 21.65

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2019-20	2018-19	2017-18	2016-17	2015-16
426	478	504	628	747

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	View Document
Upload any additional information	View Document
Institutional data in prescribed format	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 and non-government agencies during the last five years

Response: 1.44

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2019-20	2018-19	2017-18	2016-17	2015-16
53	73	42	9	12

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Institutional data in prescribed format	View Document

5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology

Response: A. All of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.

Response: 60.97

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

2019-20	2018-19	2017-18	2016-17	2015-16
1980	1112	1025	1618	2132

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies

2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View 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: 2.89

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

2019-20	2018-19	2017-18	2016-17	2015-16
59	17	25	19	10

File Description	Document
Upload any additional information	View 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: 37.16

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 337

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

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 24

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.)*) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
210	52	23	31	27

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

2019-20	2018-19	2017-18	2016-17	2015-16
624	203	123	134	143

File Description	Document
Upload supporting data for student/alumni	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 51

5.3.1.1 **Number of awards/medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
40	1	8	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

The College has an active, lively and effective student council with representation from various disciplines. The student's council meeting is conducted every year chaired by the Principal and the Coordinator of Extension activities. New members are nominated in the first meeting of the academic year and the Head of the institution explains the objectives, role and responsibilities of the student council to the members. He also informs the action based on the minutes of the previous meetings. Equality is given to all the members to raise their grievances, complaints and give suggestions. Members of the council interact with each other and represent their collective suggestions. On a priority basis, the action is taken to fulfill their suggestions. They also have an adequate representation in academic bodies such as Internal and External Boards of Studies, Academic Council, Library Committee and Readers' Club, Magazine Committee, Physical Education etc. In Boards of Studies and Academic Council, Students suggestions on Curriculum, Evaluation Process, minor/major changes in the course content are discussed and due considerations are given. In the Library Committee, students' suggestions on the purchase of new books/magazines/journals are taken into an account. Readers' club is active and organizes Book Reviews, Competitions and Book Exhibitions in the campus. Readers' club, IQAC, Grievance Redressal Cell, ICC, Deeniyath, Fine Arts, NSS, Youth Welfare and other co-curricular clubs' innovative activities provide a platform for the students to express their views. These clubs are involved in learning and promoting the quality of lateral thinking. Students are given responsibilities as class representatives nominated by the students concerned to inculcate leadership qualities based on their merits, in administrative bodies like Department Associations, placement Coordination Committee, Organizing Committees of Seminars, Conferences and workshops. They are monitored and trained by the faculty of the respective departments. Our college is committed to

having safety, violence-free, gender discrimination-free campus and is keen on avoiding exploitation, harassment and intimidation of any kind. As per the guidelines of UGC, Anti-ragging committee and Internal Complaints Committee are formed with students from representation disciplines. These committees meet periodically and send reports to the Office of the Joint Director of Collegiate Education /University. The Sports committee comprises of student members, and recommends the purchase of sports articles and preparation of layout for intramural tournaments, and conducts University zonal level and college level competitions. Students are also a part of various temporary committees in the college during function and festival days. Periodical meetings of these committees help for the smooth functioning of the college. Arrangements have been made to the students to register their complaints and grievances through online mode also either in the ICC or Anti Ragging Committee or Grievance Redressal cell. All these measures help them to learn leadership quality from different categories.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

5.3.3 Average number of sports and cultural events / competitions organised by the institution per year

Response: 25.8

5.3.3.1 **Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
46	51	12	12	8

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events / 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 other support services.

Response:

The Alumni Association was started in 2002 and registered in 14.03.2019 / Registration No. SRG/ Periyakulam/ 37/2019, under Tamil Nadu Societies Registration Act, 1975. The Alumni of the college have distinguished themselves in all walks of life. The administration of Association rests with an Executive Committee consists of a President, a Vice- President, a General Secretary, a Joint-Secretary, a Treasurer and five Members. The purpose of the Alumni Association is to foster a spirit of loyalty, to promote the general welfare and to strengthen the ties between Alumni, the Community and the Institution. The Alumni have a great affinity for their alma mater. A large number of Alumni have been serving as efficient doctors, eminent educationists, legal luminaries and engineers. A few are on the editorial boards of famous Tamil Magazines. Some are busy film directors and TV personnel. In fact, some of our old students are reputed IAS and IPS Officers. The list is very long. Some Alumni shine in the Political arena holding eminent positions even to the level of Chief Minister of Tamil Nadu. It would not be out of context here to state the fact that one of our notable Alumnus, Chairman, The Best Medic in the USA has donated 1.75 Lakh Rupees to install purified drinking water plant in the college for the use of the staff and the students. The First Batch of B. Sc Computer Science (1988- 1991) contribute an amount of Rs. 30,000 every year to the Computer Science students as Merit Scholarship. With the active support of our students and the Alumni Association, we hope to develop our college as an illustrious institution. Alumni Meet is conducted every year by the Departments. Hundreds of Alumni attend the Meet. They share their reminiscence, ideas and opinions regarding the development of the college. Many Alumni have contributed schemes for the welfare of present students. The Alumni Association conducts Seminars, Conferences, Workshops, Endowment lectures and other Academic activities and also keep in touch with the college faculty, non-teaching staffs and students. The association has created Alumni Endowment for granting scholarships, prizes and medals to the students showing high proficiency in their studies. Efforts are taken to start a Chapter in the USA as more than 20 alumni have been working there. Alumni working abroad now and then enlighten the students of Computer Science with the latest trends in the computer field through online mode.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response: E. <2 Lakhs

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 pledge and responsibility taken by the Managing Committee stands akin to fulfil the vision of the Founder as well as the Social and National values. The commitment of the college, as in the Mission statement is to produce talented, duty- bound citizens to take up the challenges in the changing environment and make them globally competent. Thus, the aim 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 extracurricular activities, the development of infrastructures in tune with the increasing 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 college General Library 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.

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, Coordinators, Conveners and the staff members of various Committees and Clubs, with the view to decentralize the work. Thus, the Coordinators carry out various works effectively with the support of the committee members in the 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.

As a part of Staff participation in decision making, the Heads of the Departments actively participate in the 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 members as Coordinators/Conveners.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.1.2 The effective leadership is reflected in various institutional practices such as decentralization and participative management.

Response:

The College by drawing parallels from the Indian Constitution endorses decentralization of power and ensures participation of key stakeholders to facilitate the smooth functioning of the institution. The delegation of power is carried out through different councils, committees, and independent cells to establish daily activities with the right supervision and execution strategies. Principal, the Head of the Institution delegates the authority to the following committees such as IQAC, NAAC Steering Committee, Office of the Controller of the Examinations, Curriculum Development Cell, Research Advisory Committee, Continuous Internal Assessment Examinations Cell, Library Advisory Committee, Extension Activities Committee, Office of the College.

The Staff Council is responsible for the academic related matters and convene meeting twice every semester to assess the academic progress of the college.

The Curriculum Development Cell (CDC) is pledged to ensure the curriculum followed is in-line with the latest developments in academia while providing a holistic knowledge to the students. The Heads of the Departments work in tandem with CDC to drive the initiatives in their respective departments.

The College administers various financial aids to the students such as Students Welfare Fund for Non-Muslim students and Baithulmal for Muslim students. Baithulmal is an Arabic term which means as ‘House of Money’ or ‘House of Wealth’. The money is spent for the welfare of the poor people. Baithulmal is a charitable body, to which staff and well-wishers provide fund for Muslim minority students. Taking this concept in to account, to help the needy students to meet their academic financial requirements. The contribution to this scheme comes from the college teachers and well-wishers in the society. This scheme is managed by a committee headed by the Principal with a Co-ordinator who is assisted by the three teaching staff members of the committee. Between the academic years 2015 and 2020, a sum of Rs. 4, 02, 600/- (Four Lakhs, Two Thousand and Six Hundred Rupees only) has been distributed to 160 beneficiaries.

File Description	Document
Any additional informatiom	View Document
Link for strategic plan and deployment documents on the website	View Document
Link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

In the era of e-learning and online classroom teaching, the College has rightly addressed the requirement of digital learning capabilities in the institute. One of the flagship initiatives taken is the implementation of Learning Management System (LMS). LMS is a digital repository where the study materials like lecture notes, presentations, references etc. are uploaded and made accessible for the students. This ensures the students to get all their study materials in one place, accessible at anytime from anywhere.

Speaking of accessibility, the College is completely Wi-Fi enabled to provide uninterrupted internet connection for the students. Necessary firewalls and restrictions are put in place for the Wi-Fi facility to make sure it is used only for academic purposes. A few of the professors also have YouTube channels that help deliver live classes and upload video lectures. Many students from other institutions are also making use of this quality content.

Moreover, the institute has a well-established digital infrastructure of ICT classrooms, digital board. In view of encouraging our students to widen their knowledge horizon, the college provides DELNET library along with a collection of comprehensive e-journals. The college has taken utmost efforts to not hurdle free academic pursue of our students during this pandemic period by implementing online lectures, discussions via Google Meet, online examinations through different platforms. Attendance has been duly recorded to assess the effectiveness and inclusiveness of these activities.

File Description	Document
Any additional information	View Document
Link for Strategic Plan and deployment documents on the website	View Document
Link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

Governing Body

The College has a well-structured governance mechanism to ensure the functioning at its best. The key powers are drawn from the College Managing Committee as it 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 Members of the Managing Committee and one University Representative nominated by the

Madurai Kamaraj University, Madurai. 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

From the Governing Body the key initiatives are implemented through the administration. The College Principal is the Head of the administrative setup of the institution. The IQAC is the think-tank of the college and gives progressive suggestions to the Principal to implement academic and non-academic activities. The Principal discusses these suggestions with the Staff Council which comprises the Heads of the Departments, the Academic Deans, the Controller of Examinations, the CDC, the IQAC, the Librarian, the Director of Physical Education and the Office Superintendent. All activities are thoroughly discussed in this council and steps are taken to implement the suggestions in a democratic manner.

Functions of Institutional 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 Academic Deans give guidelines for framing of syllabus to the respective departments and prepare the final draft to be passed in the Academic Council. The Research Dean looks after the research activities of the departments. He also extends support to the teaching staff who carryout research activities. The two Study centers, IGNOU and NPTEL provide certificate and online courses for a better employability in future.

Recruitment

The College follows the UGC guidelines for the appointment of Faculty members. The college goes along with the regulations of State Government and other regulatory bodies. Once employees complete two years of service under probationary period, then they are confirmed and as Permanent Employees. Employees' benefits are given on the basis of the Service Rules of Tamil Nadu Government.

File Description	Document
Any additional information	View 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. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document
Link for additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

Response:

- Utmost care is given for the welfare of teaching and non-teaching staff. It is imperative that all staff members are self-content in working at the Institution the backbone of the college.
- Starting from the first step of the employment lifecycle, with the appointment of the staff, the college extends a helping hand in meeting their expenses such shifting the family. Keeping in mind that the sanctioning and release of salary from Government would take time, the college provides interest free monthly loan to the staff. This is a huge relief for the staff to they start working without any constraints lingering in his/her mind.
- To the faculty working in the self-financing section, they get their salary credited on the last working day of every month without fail. The Management also contribute of the salary to mention towards the Employees' Provident Fund and Employees' State Insurance Scheme.
- Flexible policies such as Casual Leave, Medical Leave, Maternity Leave, Vacation Salary, incentives for M.Phil. / Ph.D. degree holders etc. are implemented to ensure the faculty spare time peacefully with their family and to work in the best of their ability.
- In case, any physical discomfort troubles any staff, during working hours, college has a fully functional Health Care Centre in its premises where all the staff can avail free medical assistance.
- During festivals, the college joins in making the life of its staff merrier by providing the festival advance. The management provides festival advance to the self-financing teaching and non-teaching staff.
- The college values motherhood and understands its importance in a child's life. Women staff members are given the provision to avail maternity leave during the time of childbirth. The maternity leave is complemented with full salary for the first delivery and fifty percentage salary for the next deliveries.
- A Day Care Centre has been provided in the campus to create a stress-free environment for women faculty.
- Hi-Tech fitness centre (Gymnasium) has been established to promote the physical fitness and create awareness about healthy lifestyle among the students and teachers.
- College comes forward to publish the books authored by the staff.
- The college has purchased wheelchairs and provides separate two-wheeler parking space for the benefit of physically challenged teaching and non-teaching staff.
- Toilets are renovated. Toilets for physically challenged have been constructed. Ramps have been

provided at the entrance of all the building.

- Banisters are provided in all the staircase for the safe movement of the Differently-abled.
- Publication of Books and research articles are recognized and appreciated by the college with cash incentives.
- Also, the retiring teaching and non-teaching staff are honoured by the institution during the Annual College Day function.
- Muslim Staff are permitted to go on pilgrimage to Makkah, Saudi Arabia with the permission of Directorate of Collegiate Education, following the rules laid down by the Tamil Nadu State Government.
- Rest rooms are provided in every building for both men and women staff

File Description	Document
Any additional information	View 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: 37.37

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**

2019-20	2018-19	2017-18	2016-17	2015-16
141	52	27	54	20

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

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

Response: 5

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

2019-20	2018-19	2017-18	2016-17	2015-16
9	6	5	4	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 21.38

6.3.4.1 **Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
142	6	10	7	4

File Description	Document
IQAC report summary	View Document
Institutional data in prescribed format	View Document
Any additional information	View 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:

The college maintains a transparent methodology to deal with the financial matters. Therefore, both internal and external Financial Audits are done periodically. Every year, the Finance Committee carefully, reviews the income and expenditure heads. In the beginning of the Academic year, it proposes the budget

for the academic year concerned. The laboratory equipments, library books, office equipments, teaching aids, furniture and other maintenance expenses are the common heads to which funds are allocated. The budget proposal is placed before the Managing Committee for approval. Once it is approved, fund is sanctioned for purchase through the Heads of the Departments and Office Superintendent. In course of the Academic year, the amount is spent for which vouchers are prepared and presented by the staff. The Principal on his discretion, taking into account the expenditure nature, sanctions the amount to be spent for smooth administration.

Internal Audit is conducted by the Internal Auditor who clarify the queries made to keep the income and expenditure account as per the common regulations. Following the Internal Financial Audit, two types of External Financial Audit are conducted. The first type of Audit is conducted every year by the Audit Section of the Office of the Joint Director of Collegiate Education, Madurai, which has been done up to the financial year 2019-20 and the records are maintained in the college office. The second type of External Financial Audit is done by CAG, Central Government Agency lastly in the year 2009-2010.

The College has a Statutory Auditor for Income Tax and GST purpose. In addition to the financial Audits, the college conducts internal physical audit through various nominated verification committees.

File Description	Document
Any additional information	View 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 and V) (INR in Lakhs)

Response: 10

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	2

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

The college handles its financial resources with utmost care and sensitivity. To manage the administration of the college, it generates funds through the following sources

- Income from the College Trust Properties
- Students fee
- Funds from the Government Agencies
- Autonomous Grants
- Hiring charges for centres in college campus
- Rent from canteen, E-Service Centre, and Students Amenities Centre
- Scholarships
- Alumni Funds
- Baithulmal and Students Aid Fund

Income from the College Properties

The college is governed by the Management of Hajee Karutha Rowther Howdia College Society. It has agricultural properties through which certain amount is earned as income.

Students Fee

The college admits students under Aided stream and Unaided stream. The college mobilizes funds from the students through Admission fee, Exam fee, Lab fee, Amenities charges, Fee for Certificate Courses, Diploma Courses, etc are sources of income to the college.

Funds from the Government Agencies

Government of Tamil Nadu grants salary to the Aided Teaching and Non-Teaching Staff. Funds have been also sanctioned by the University Grants Commission under the UGC XI plan.

Autonomous Grants

The college has been receiving the UGC Autonomous grant from 2013. From this year it has been utilizing Autonomous Grant for developmental purpose.

Hiring Charges

The college offers its infrastructural facilities to the Government and Non-Government bodies. The college has been the Study Centre for Indira Gandhi National Open University and conducts classes and Examinations every year. Tamil Nadu Public Service Commission (TNPSC), and B. Ed Examinations are also conducted here for which the rent is collected from the authorities concerned.

Rent from Service Centre

The college has given place to run Service Centres such as E-Service Centre, Students Amenities Centre, Canteen. Rent is collected from them which is a source of income to the college.

Students Scholarships

The college helps the Backward, Most Backward, Schedule Caste and Schedule Tribe students in getting scholarships.

Alumni Fund

Alumni Fund is generated from the contributions by the likeminded Alumni. Alumni fund is also collected from the outgoing students and the amount is mostly distributed as scholarship to the needy students.

Baithulmal

Baithulmal, a charitable body, functioning in the college has been receiving donations from the likeminded persons. The private donors who are interested in promoting education besides the staff of the college liberally contribute towards it. It is managed by a co-ordinator and supporting staff. The money collected through this charitable body is distributed to the poor Muslim students to pay their fees.

Students Welfare Fund

To help the needy Non-Muslim students to meet their educational expenses, the college has set up another charitable body called Students Welfare Fund. The likeminded staff contribute towards it and the amount accumulated in it is distributed to the needy non-Muslim students and it is managed by a co-ordinator and supporting staff.

Utilization of Financial Resources

The finance committee suggests the optimum utilization of the resources for

- Infrastructural development
- Scholarships
- Meeting the Administrative expenses
- Distribution of salaries to Self- Finance Staff

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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 visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Response:

Providing Quality higher education is possible only if relevant efforts are made consistently. In the process of quality enhancement, the IQAC with the positive response from the Management and the Head of the Institution, has implemented the following developmental activities during the post-accreditation period consistently.

Academic Area

- The number of programmes increased to 36.
- The curriculum is updated / revised once in 3 years
- Outcome Based Education (OBE) is implemented
- The college has been conferred as an Autonomous institution
- Results of the Term End Examinations are published within 30 days
- All the class rooms are equipped with LCD projectors for ICT teaching and learning
- Mentor-Mentee system is implemented
- National Academic Depository is implemented
- Feed Back from stakeholders are collected and suggestions are implemented
- Total number of computers for academic purpose is 265.
- Conducting Students Induction Programme (SIP).
- NPTEL online courses initiated.
- Suggested the Managing Committee to appoint candidates with highest qualifications like D.Sc., D.Litt., and Post-Doctoral Fellowship for the post of Assistant Professor.

Research Area

- The number of Research Centres have been increased to 3.
- Number of Staff with Ph.D. is 54.
- Number of staff obtained Guideship increased to 16.
- Business Lab has been setup to promote research in Commerce.
- DELNET and INFLIBNET facilities have been provided in the Library.
- Publication of Books with ISBN increased.
- Publication of research articles in refereed journals increased.
- Number of MoUs increased to 29 including one with a foreign university.
- Cash incentives are provided to the staff publishing books and research articles.

Administrative Area

- The total number of students increased to 2688.
- Number of Teaching staff increased to 158.
- Number of Women teaching staff increased to 67.
- All the required facilities have been provided to physically challenged students.
- Number of buses increased to 12
- A separate block has been provided to COE office with latest infrastructural facilities.
- Internet bandwidth is increased to 50 Mbps.
- One EB Transformer has been installed inside the campus exclusively to meet the power consumption of the College.
- English Language Lab has been setup.
- Indoor stadium, outdoor gallery, modern Fitness Centre (gymnasium) have been constructed.
- Online admission facility for students has been introduced.

- Participation in NIRF.
- College Website has been developed.
- A smart class room has been setup.
- Alumni Association has been registered.
- Staff to provide Personal Counselling and Free Legal Aid have been appointed.
- Health Centre, E-Service Centre and Students Amenities Centre have been setup separately for boys and girls.
- Second floor has been constructed in the Main Building.
- A Computer Lab for the non-computer Science students has been set up.
- Day Care Centre has been set up.
- Media Centre has been set up.

Green Initiatives:

- Green Audit
- Environment Audit
- Energy Audit
- Herbal Garden
- Biogas Plant
- Rain Water Management
- Renewable energy sources -Wind mills and Solar Power Plants
- Installation of LED bulbs and monitors
- Plastic Free environment
- Institutional Swachh Bharat Ranking System

File Description	Document
Any additional information	View 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 and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Example 1: Blended Learning – classes with LCD projectors

The process of Teaching and Learning is endless in nature and it has to be reviewed periodically so that the scope for further development can be identified. Considering this idea, the IQAC has the mechanism of analysing the Internal and External Audit reports and the feedback of the stakeholders. After analysing them, the IQAC has decided to implement the concept of Blended Learning during the post- accreditation

period. It is a hybrid teaching methodology developed and implemented in the current decade to make the Teaching Learning Process more effective and lively. Under this concept, traditional class room teaching is combined with online activities, using a variety of electronic devices. Of the devices, the LCD Projectors play pivotal role in connecting students on one side and online devices on the other. Therefore, it was observed by the IQAC that as a step towards innovative learning, the LCD projectors should be installed in all the class rooms for the implementation of Blended Learning.

Resolution to this effect was passed in the IQAC meeting and it was approved by the Management and Principal.

Objectives of the Practice

- To make the students to participate in the Blended Learning
- To equip the faculties as Digital Teachers
- To have the Teaching Learning process on par with global standard
- To implement Blended Learning strategies, learned by the faculties in the Orientation/Refresher Programmes.
- To enable the students to visualise the Teaching – Learning contents.

In order to implement the Blended Learning, LCD Projectors were installed in all the class rooms at a line at the cost of 10,87,823 by the College Management. Teachers are developing competency for ICT teaching under the digital environment. The faculty members display delivery contents in the form of PPT, PDF, images, videos etc. to the students while engaging classes. To facilitate such digital practice, the campus has been enabled with free Wi-Fi internet connectivity with a speed of 50 Mbps. The faculty members operate the LCD projectors using their smart phones, pen drives, laptops through internet. Such a new set up has led to successful blended learning.

Outcome

- The faculties have become digital teachers
- The Teaching and Learning process has been made on par with global standard
- Students have been more attentive while learning
- Students voluntarily come forward to present research papers and engage seminar classes.

Example 2: Preparation of E-contents in Media Centre

Up to the recent decade, teaching and learning was bound by space and time i.e. class rooms of the institution and class hours according to the time table. But it is felt that such a conventional system is likely to become outdated in coming year. Gradually it is changing to a new system of remote learning at any time. Accordingly, the faculties have to prepare required and relevant lectures and e-study materials and make them available to the students in the college website. To facilitate the students, the faculties have to adopt such technologically advanced teaching-learning process. The IQAC has recommended the setting up of Media Centre in the college and subsequently the Management and Head of the Institution implemented the recommendation.

Objectives

- To prepare and provide e-content.

- To promote and ensure remote Teaching and Learning.
- To ensure transmission of knowledge possible at any time.
- To enable the stakeholders to access digital contents with ease.
- To offer technical support to the developers in editing, uploading and delivering multimedia contents.
- To enable the students to have access to e-PGPathshala.
- To facilitate the students to have association with SWAYAM Prabha.

Practice

Implementing the recommendation of IQAC, the Multimedia Centre has been set up in a spacious hall with 50 seating capacity. To air multimedia contents, an HD Television, LCD projector, amplifier, lecture capturing device, high speed internet connectivity, a high resolution camera, cordless mike for audio output, studio lighting, Dish antenna and device for editing e-contents have been installed in the multimedia centre.

The Media Centre is kept open on all working days of the college. The faculties visit the centre and prepare e-contents and upload the same in the college website. The whole process is called as Learning Management System (LMS) MOODLE administered by a Coordinator and two members, from teaching faculty appointed by the Principal. Besides facilitating the faculties, the Media Centre has been providing physical platform to the students to have access to ***e-PGPathshala,*** an initiative of the MHRD under its National Mission on Education through ICT (NME-ICT) being executed by the UGC where in the PG students get e-contents. Apart from it, the students are taken to the Media Centre to listen to the high quality educational programmes telecasted by the **SWAYAM PRABHA**.

Outcome

- For the benefit of the stakeholders, so far the faculties have prepared more than 1000 e-contents in the form of videos, PPTs, PDFs and word document.
- The prepared e-materials are uploaded in the college website.
- Efforts are being taken to convert the books authored by our faculties as e-books.
- The students who failed to attend the regular classes due to valid reasons can be in touch with the learning process.
- The students have been trained to access e-PGPathshala and SWAYAM Prabha.

By implementing the practice, the IQAC has digitalised the Teaching-Learning process, the core academic activity of the HEI towards global standard.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **Any other quality audit recognized by state, national or international agencies (ISO Certification)**

Response: All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Paste web link of Annual reports of Institution	View Document
Link for additional information	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Gender equity is a topic which needs to be addressed at various levels. The institution organizes programs and events at regular intervals to spread awareness about the same. The college offers admission to people from all sectors of the society regardless of their sex, religion, or caste. The college has various committees to promote institutional values. Gender Equity has been a significant part of curriculum too. The syllabi consist of “Women’s Writings in English”, “Feminist Criticism Theories (Translated version of the Tamil course)” and “Women Studies in India” courses.

Women empowerment is much needed in today’s world. Since 2015 – 2016 with senior female faculty and staff members, the institution has constituted various committees such as Anti-Ragging Committee, Grievance Redressal Cell and Internal Complaints Committee (ICC), as per rules and regulations of Statutory Authorities of UGC, MHRD, etc.

The complaints related to the violation of disciplines are reported to the staff concerned and placed before the Principal and the members of the respective committee. Complaint boxes are placed in the campus for continuous monitoring of the security. The entire college functions with co-existence and harmony of all the students and the faculty members without any discrimination.

The objectives of committees formed pertaining to Gender Equity are

- To promote gender equity and deal with issues related to the safety and security of girl students and female faculty members
- To ensure gender equality and equal opportunities
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence
- To undertake necessary and reasonable steps to assist the affected person in terms of support and preventive action

The Internal Complaints Committee of the college investigates any sexual harassments and recommends for strict action. The college Grievance Redressal Cell has kept complaint boxes at various places in the campus, which are checked every fortnight for necessary actions to be taken, if any. The Anti-Ragging Cell looks after any complaints against ragging related issues.

The Women’s Forum constituted in the college, discusses the gender related issues and come up with necessary resolutions. Awareness programmes on Rural Women Empowerment, Social Justice and Women, Workshop on Women Studies and the importance of Breast feeding were conducted by the Women’s Forum in the college premises and female staff and students whole-heartedly participate in the programme. Various cultural activities are conducted regularly by different clubs such as Science Communication Club, Eco Club, NSS, Fine Arts, etc., without any gender discrimination. National festivals like Independence Day, Republic Day, Samathuva Pongal, International Women’s Day are

celebrated by all. Women's Forum organizes various competitions like rangoli, cooking, art from waste, hair-do, mehandi, jewel making, placards, vegetable carving and cultural events every year. Gender equity is attained by conducting programs like seminars, debates, group discussions for both boys and girls on a single platform.

File Description	Document
Specific facilities provided for women in terms of: a.Safety and security b.Counselling c.Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Hajee Karutha Rowther Howdia College is located at the serene place of Theni district and inspires inhabitants to remain eco-friendly. Devoid of congested city environment, the staff and students enjoy the beauty nature intimately on the campus. The College has taken conscious efforts to enhance and foster the eco-friendly environment and always strives for sustainable environment in the campus. A dedicated team

of gardeners and sweepers take care of lawns, gardens, trees and plants to maintain the green environment in the campus in a regular manner. The Institution has taken all initiatives as outlined in the Swachh Bharat Abhiyan Mission to sensitize the student and staff through different activities like seminar, NSS programmes, etc.

Waste Management Mechanisms followed by the Institution are as follows:

Solid Waste:

- The campus is cleaned daily
- Green and blue colour waste bins are placed in each building corridors to segregate degradable and non-degradable wastes, respectively.
- Old newspapers, used papers and journal files, etc. are given for recycling to external agencies.
- The waste generated in the campus includes wrappers, glass, metals, paper, etc. are put together in the garbage pit.
- Glass, metals and other non-biodegradable wastes are given to external agencies where they are segregated and disposed/ recycled according to its nature.
- Non-biodegradable and plastic wastes are disposed by municipal collection centre.
- Leaf litter which can decompose systematically over a period of time is used as manure for the gardens in the institution.
- Sanitary Napkin Incinerators have been installed in the girls' hostel to facilitate disposal of sanitary napkins in an environment-friendly way.

Liquid Waste:

- Sewage, Laboratory, hostel, and canteen effluent waste are the major liquid waste.
- The laboratory wastewater does not contain hazardous chemicals and periodical monitoring is done by the maintenance team.
- The college is strict on the source reduction of chemical waste.
- Laboratories are purchasing minimum quantities of chemicals for necessary purposes and share surplus chemicals with other laboratories inside the campus.
- Laboratories have shifted the experiments from macroscale to microscale in order to reduce the chemical waste.

Biomedical waste:

- The College does not have any source to generate Biomedical waste.

E-waste:

- Electronic goods are put to optimum use; the minor repairs are set right by the laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused.
- The cartridges of laser printers are reused through refilling by the vendors from outside the college campus.
- The college has entered into MoU with **Tritech Systems, No. 26, Arcot Road, Porur, Chennai -116 / Authorization No. EWM/AMB/06 Proceedings No. JCEE(M)/ TNPCB/ E-Waste/ F.06-EWM/ AMB/ 2017 Dt. 17.08.2017** which buys the damaged computers and other non-repairable e-waste and issues a recycling certificate.

- UPS Batteries are recharged / repaired / exchanged by the suppliers.

Hazardous chemicals and radioactive waste:

- Hazardous chemicals are not used and radioactive waste is not generated in the campus.

File Description	Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Hajee Karutha Rowther Howdia College is not only well known for its endeavour towards academic excellence but also for its nature of inspiring empathy, societal consciousness, and harmonious relationship with its ambient culture. The students join together and celebrate each festival, and wish each other on their respective religious and social occasions. The College celebrates traditional occasions and birth anniversaries of national and eminent leaders with cultural fervour in the campus through cultural programmes, speeches, and talk sessions. The NSS Units of the college has undertaken many socially responsible drives, charity initiatives towards the underprivileged in the local community.

- **Pongal Celebration**

Pongal Celebration (Harvest Festival) is the tribute to Sun God that falls on January 15. The students with the guidance of teachers cook sweet Pongal, wearing dhoti and sarees exhibiting the culture and tradition.

- **Muththamizh Vizha**

Every year in the month of March, Muththamizh Vizha is organised to highlight the ancient nature of Tamil language by inviting renowned Tamil Resource persons to deliver literary speeches.

- **Meelad Day**

In commemoration of Our Prophet’s Birth Day, the Deeniyath Committee organizes various competitions viz., Quiz, Qirath, Oratorical and Essay Writing Competitions. The chief guest of the day will render an inspiring speech on Prophet Muhammad (Sal).

- **Onam Celebration**

Students and staff members from different communities celebrate Onam with flower decoration, group song and traditional Thiruvathira dance.

- **National Nutrition Week**

National Nutrition Week is celebrated by conducting Slogan Writing and Poster Making competitions to students to enhance the nutritional practice and to create awareness among student community to make a

Healthy Nation.

- **'Book Exhibition'**

Book Exhibition is organized for four days in the college premises in which books on a variety of subjects are displayed for the benefit of the aspiring staff and students of our college.

- **NCC and NSS Day**

Every year, NCC and NSS Day is celebrated in the month of March to create the social consciousness of students and provide them with the opportunity to work with the people around the educational campus. The cultural programmes are performed by the students to the audience.

- **Founder's Day**

Founder's Memorial Day is observed with Ceremonial Solemnity on 6th August, every year with a silent procession and floral tributes to the Founder's tomb.

- **Dr.A.P.J Abdul Kalam Birth Anniversary**

In memory of our Former President and Scientist, Dr. A.P.J. Abdul Kalam, a series of lectures is organized by inviting reputed speakers.

- **The Old Age Home Visit and the Awareness Programmes on World Food Day, "Unavae Marunthu", Breast Feeding and Anti-Dowry rally** were some of the other activities organized by the NSS Women volunteers.

NSS Men and Women Volunteers are engaged in census collection, sapling plantation programmes and also distribute study materials to the students of the primary school. Besides a community feast, awareness programmes on Health and Hygiene, the negative effects of plastic usage and open defecation are also organized in the adopted villages of Ellapatti and Ambasamuthram.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Hajee Karutha Rowther Howdia College is fully aware of its noble role as shapers and influencers in the creation of India's next generation. The goal of all education is to uplift the country's future citizens. The College is well aware of its constitutional roles and responsibilities. It is committed to the philosophy

espoused by the Indian Constitution, in word and spirit. All special occasions commence with inaugural speeches that mention and laud our forefathers' vision. The College has proactively promoted awareness of one's constitutional roles and responsibilities and they are discussed below

Independence Day

The Independence Day is celebrated on 15th August every year in a grand manner on the campus with flag hoisting, parades and cultural events. Special lecture is given by the chief guest to instill patriotism among students.

Republic Day

Students and staff of the institution assemble on 26th January on the occasion of Republic Day and attend flag hoisting followed by a systematic parade by NCC cadets and chief guest addresses the students and staff on fundamental duties and rights of citizens. “New India” pledge is taken by all.

Gandhi Jayanti

Gandhi Jayanti is celebrated on 2nd October in unique manner in remembrance of Mahatma Gandhi. Remembering his principles, the student volunteers keep alive the spirit of the Father of our Nation through their tributes.

Voter’s Day

Voter’s awareness rally was organized by the NSS volunteers of our college, to sensitize the citizen about the importance of exercising their right to vote. Every year, it is conducted to impart knowledge on voting procedure and use of Electors Photo Identity Cards (EPIC) for different government schemes, passport application, and opening bank accounts etc.

Road Safety Awareness Day

Road safety week is organised in the month of January, to create awareness about the traffic rules and regulations, wearing helmet, overspeed, use of mobile phones while driving vehicle, etc., among the students and society.

Human Rights Day

The day is celebrated in the month of the December, every year to instruct the basic dignity and integrity that every human needs to live with. It gives people the reassurance that it is their choice as what they want in life and how they want things to be.

Swachh Bharat Abhiyan

In keeping with the values and ethics of Community Service, the College routinely conducts Swachh Bharat Abhiyan and Poshan Abhiyaan.

Fit India Movement

The NSS volunteers watched the LIVE Programme of the launching of the **Fit India Movement** by our Honourable Prime Minister Mr. Narendra Modi.

Blood Donation Day

In association with government hospitals, Blood Donation Day & Donation camps are organized every year. National Service Scheme (NSS) sensitizes the students of the College with the pressing need for more individuals to become blood donors.

File Description	Document
• Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document
Any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

National and International commemorative days, events and festivals are celebrated in the Institution with great enthusiasm every year in a variety of ways. Thoughts of great Indian personalities are indoctrinated among the students through the celebration of different days. Different commemorative days are also

regularly posted in the website pages of the college.

- **International Yoga Day**

In commemoration of **International Yoga Day**, the NSS volunteers were taught certain asanas to emphasize the significance of yoga and meditation in our daily life.

- **National Science Day**

Every year, National Science Day was celebrated on 28th February, under different themes announced by Department of Science and Technology and provide special lecture and organized various competitions for our College Students.

- **National Energy Conservation Day**

Science Communication Club has celebrated National Energy Conservation Day on 14th December, every year to apprise people about the importance of energy as well as conserving more energy.

- **Teacher's Day**

Students of various clubs and departments organize events in the commemoration of the birth anniversary of Dr. S. Radhakrishnan on 5th September, to mark the significance of teachers.

- **International Women's Day**

Women's Day is celebrated on 8th March every year to show respect towards women in all the efforts taken by them to manage the personal and professional life and for their contributions. Various competitions are conducted and prizes are distributed to the winners.

- **World Environment Day**

Our Institution celebrates World Environment Day on the 5th June by plantation of trees in the campus to keep the campus green.

- **International Youth Day**

An Awareness Programme on **Skill Enhancement** was organized by YRC in commemoration of **International Youth Day**, to familiarize the volunteers on the significance of soft skills for employment.

- **"Van Mahotsav"**

An annual tree-planting Festival was celebrated in the month of July, to cultivate awareness on the importance of nature, forests, and diverse wildlife. Saplings are planted inside the campus by the volunteers.

- **Water Conservation Day**

An Awareness Programme on the requisite of water was organized with the authorities from the

Collectorate as resource persons.

- **World Literacy Day** was observed by organizing competitions and pledge was taken by the NSS volunteers for holistic nourishment.
- **International Ozone Day** was commemorated on 16th September, by conducting various competitions such as Drawing, Essay and poem Writing to spread awareness to future generation about the depletion of Ozone Layer.
- **International Day against Drug Abuse and Illicit Trafficking** observed organizing an Awareness programme and a pledge was taken by the students not to take drugs.
- **International Peace Day –** observed organising human chain to promote global peace.
- **World Wild Life Day** was observed to create awareness by organizing various competitions related to the wild life.
- **National Inventor's Day –** Documentary movie on Youngster's inventions are shown.
- In addition to these, **World Soil Day, World Population Day, World Student Day, World youth Skill Day, etc., were also celebrated.**

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice I

Title of the Practice: Adoption of the Village

Objectives of the Practice:

Taking inspiration from Mahatma Gandhi who spoke the significance of the villagers in order to develop India, Madurai Kamaraj University has set a visionary with each college establishing at least one model village in their local, with the goal of improving the standard and quality of life of the residents in the village by initiating steps to improve socio-economic and standard of education in holistic way that is centred on the village community. Following are the key objectives of this practice:

- To encourage self-help and self-reliance, while fostering the spirit of cooperation social harmony and peace amongst everyone.

- To make cleanliness a part of the lifestyle and ensuring a right balance of developing the village in consonance with preserving the ecology.
- To educate the village community for a better social and economic compass.
- To build a liaison between students and the village community.

The Context: Majority of the villages in Tamil Nadu still face issues with access to education, health facilities, drinking water, roads and information technology. Against this background, the ambitious village adoption program of Madurai Kamaraj University has set extensive plans for villages especially in backward regions. The ventures would ensure holistic and integrated development of the villages.

The Practice: The college has been endlessly working to achieve the highest of educational standards for each student at the college. However, the college has never failed to look around and act upon the welfare of the society. Adoption of Pudhur village in Uthamapalayam Taluk is one among the many welfare activities initiated by the college. With a population of 300 families, Pudhur has agriculture as its major occupation. As a contribution to our Honourable Prime Minister Shri Narendra Modi is Swachh Bharat Mission the college clean the village premises and the surroundings of the Saint Saveriyar Primary School with the help of a group of enthusiastic volunteers.

The adoption program was inaugurated on 13th March 2017 by the Secretary and the Correspondent of the college. From then the program was welcomed and lifted to heights by teachers and students of Hajee Karutha Rowther Howdia College. The people of Pudhur wholeheartedly embraced the representatives of the college with great joy. The college provided special tuitions for the students who had discontinued their schooling due to various sorrowful reasons. Adding to it, college also started an “E-Service Centre” at Pudhur for the benefit of public as well as the student community. The students, staff and the public are being benefitted through the service centre.

Apart from this, in order to get well versed in daily events, newspapers such as Daily Thanthi, Dinamalar and The Hindu are being provided to the students of the panchayat school under the supervision of the Headmaster of the school. Teachers and Students of the college indulged in Pongal celebration in the village and built a sense of togetherness with the people. They also organised an awareness programme on smokeless Bhogi. Students of our college visited farmlands to understand the problems of the farmers.

Members of various Extension Activities clubs of the college extended their helping hand to the people of Pudhur. Hajee Karutha Rowther Howdia College students and teachers have implicated one-year plan with a handful of events like spoken English classes for the school students, self-help activities for women like tailoring, free medical check-up, civil service training for undergraduate students etc., This service will continue for another five years. The people of the village are happy and have shown their gratitude for the services provided by the college.

Evidences of Success:

The college has provided intensive classes for the higher secondary students and educated them the general basic e-services facilities which are useful for them.

Problems encountered and resources required:

The major issues faced while conducting the programs was the availability of the villagers. As mentioned earlier, agricultural being the major occupation of the village, both men and women were engaged in their

farm lands during the daytime.

We faced issues while introducing the E-Service Centre as most of the people in the village were digitally illiterate and it was time consuming in getting them accustomed to computers.

Best Practice II

Title of the Practice: Academic Research Incentives

Objectives of the Practice:

Research is an attempt to make systematic inquiry or investigation into a subject in order to discover facts or revise the known facts or put the facts into theories. Genuine research induces creative powers, analytical thinking and a communication with others. It also satisfies one's pursuit of knowledge. Every higher educational institution has been a conducive ground for the teaching faculties to venture into research. Considering these aspects and the significance of research in the institutions of higher education, the College Management has initiated the practice of providing cash incentives and thereby, the efforts of the faculties doing the research for achieving academic laurels are appreciated and recognised. This best practice Academic Research Incentives has the following objectives:

- To promote research culture
- To recognise and enhance the academic excellence.
- To make this practice as a source of inspiration to pursue research and author research articles.
- To create an interface for the inter-disciplinary research.

The Context:

The College Management envisions to foster the active academic excellence and research environment for the development of the institution. To keep abreast of the societal, national and global educational challenges, the teaching fraternity has to switch to the advancement in the research-based teachings. Due to rural geographical location of the college, the staff members have the limited opportunities to conduct researches both in pure sciences and social sciences. Further, the high expenses incurred on the laboratory-based researches, field visits, data collection, data analysis, publication etc., also pose a major problem. In such a scenario, the recognition of the research related activities will become feasible stimuli for the teaching staff pursuing research and authoring research articles.

Practice:

The College Management has introduced this practice as an integral part of the institution for the long-term benefits. On the College Annual Day Celebrations, the staff members are recognised by way of incentives for the following activities / contributions.

- Authoring books
- Authoring research articles published in referred / indexed journals
- Authoring a topic / chapter in the edited volumes
- Authoring study materials or a portion thereof for distance learners
- Receiving awards for academic excellence / contributions
- For completing Research Degree, Doctor of Philosophy

Evidence of Success:

This practice is welcomed by the faculties ever since it was introduced and the college has witnessed a notable change after the announcement of honouring the staff members coupled with cash incentive schemes. The number of staff members registering Ph.D., completion of Ph.D., degrees, exhibiting staff members academic calibre by way of authoring books and Research Article has steadily increased after the introduction of this practice. The achievers feel honoured as they receive the incentives from the hands of Distinguished Chief Guests amidst the large crowd attending the College Day Celebrations. Satisfied with such practice, some faculties have come forward to join hands with the Management to extend this practice by establishing endowments in memory of their departed parents. Suggestions have also come from the faculties to extend this practice for the award of M.Phil., degrees and staff/ students clearing SET/NET examinations. The total number of beneficiaries of this scheme is increasing every year.

Problems encountered and resources required:

The expenses incurred for the completion of research degrees as well as authoring the research articles have been increasing year by year, due to the increase in the basic and incidental expenses caused by inflation. Therefore, it is felt that the incentive amount could be raised. If such healthy changes are introduced, a greater number of publications by the staff members can be expected. Since the teaching faculties are interested in involving themselves in this best practice scheme, they may be permitted to setup endowments for this purpose.

File Description	Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The area distinctive to the vision of the college is to provide the best type of higher education to all, especially to students from, rural agricultural families and other deprived under-privileged section of the Society.

The college founded by Hajee Mohamed Meera Rowther popularly known as Hajee Karutha Rowther was an agriculturalist, a Staunch Nationalist, and Freedom Fighter. Induced by the essence of the religion, he founded this college in 1956 to provide quality higher education to the Cumbum Valley people. Never in the history of higher education was so much done to so many by so humble a person. This college attained the dignity of being the first seat of higher education in the erstwhile Madurai District. The Founder was not discouraged by his fellow men's view that the concept of college in the rural area is oxymoron.

After the demise of the founder, his sons and grandsons did not compromise with the vision of the college despite the limited financial resources. The college had a humble beginning with very few programmes

but with firm commitment, now the successors have upgraded the college with 17 UG, 11 PG, 5 M.Phil. programmes and 3 Research Centres.

Best type of Higher Education

To ensure the best type of higher education, the Management keep the vacancies always filled with qualified and talented staff. Attainment of Autonomy, latest technological teaching and learning facilities including campus free Wi-Fi, LCD projectors in all class rooms, Media Centre, DELNET, N-List, EDZTER and advanced computer and natural science labs exhibit the execution of the vision of the college.

Mission meant to the downtrodden

Over the decades, the college adheres to its vision. It has been providing academic shelter to a large number of BCM, MBC, and SC category students both in regular and self-financing scheme. No capitation is collected from the students. The college is now the best academic hub for higher education to the students in Theni District. The effort of the Management enabled 3,522 BCM, 3626 MBC,1365 SC and 10 ST students to obtain degrees in the last six Academic years and of them a total of 2077 students belonged to the first generation of higher education category.

Upliftment of Women

'If a woman is educated the whole family is educated', this unforgettable observation of Jawaharlal Nehru is the case of this college. The institution had been meant only for men students up to 1993. Considering the responsibility of empowering women through Higher education, the Management converted the college into a co-educational institution as instructed by the Government. Therefore, the college admitted women students and such a trend over the years led to the strength of women students numbering out men students. In the last 6 years a total of 2153 BCM, 1878 MBC and 966 SC women students have obtained degrees. Affordable quality education, safety and security, operation of 12 buses exclusively for the conveyance of women students, appointment of 64 women professors and hostel facilities have made the women folk of Cumbum Valley seek admission in this college. This desirable change ultimately liberated them from the restricted socio-economic status and paved the way for the establishment of gender equity in the agricultural rural belt.

Scholarships

The Execution of the vision by the administration of the college does not stop with accommodating the downtrodden and providing physical facilities alone. In addition to Government scholarships to the students, financial assistance is extended to the eligible students through Private Scholarships, Baithulmal and Students Welfare Fund. The fund of Baithulmal is offered to the Muslim students while the Student Welfare Fund is distributed to non-Muslim students.

It is understood from the data that a sum of Rs. 60,86,269/- is distributed as Government scholarship and a sum of Rs. 7,06,114/- is distributed as private scholarship in the last five years.

Outcome

Over the decades, the Higher education imparted by the college to the deprived class people of the

Cumbum Valley has left immense socio-economic impact in the society. A large number of MBC, BCM, and SC graduates of this college have been leading comfortable life as Teachers, Bank employees, Professors, Soldiers, Lawyers, Police Men, Public servants etc. From the last five batches of students, 24 have joined police force, 66 have joined Army and 2,333 have joined other jobs. The children of Agricultural coolies are no longer farm workers. The children of illiterate and uneducated are now the proud first generation graduates / post graduates. The higher education acquired has made them people of self-respect experiencing social justice. Similarly, the educated Most Backward, downtrodden and minority students have acquired the leadership qualities to promote the welfare of their respective communities.

In view of the execution of the vision of college the cherished dream of the Founder is near the point of fulfilment. It is no exaggeration to say that this peasant turned patron of higher education has won the hearts of the people of Cumbum Valley.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The college was founded by Hajee Mohamed Meera Rowther popularly known as Hajee Karutha Rowther who was basically an agriculturalist, a staunch Nationalist, Freedom fighter and leading Philanthropist of his time. He had association with Shri Sri Prakasa, former Governor of Madras Presidency, Thiru P.T.Rajan, a founding member of Justice party and former Chief Minister of Madras Presidency etc.. The college founder being orthodox and associated with Qodariya, a prominent Islamic spiritual order, well understood the essence of religion that serving to the needy of his native is the correct way to express his gratitude to the Almighty. Therefore, utilizing his wealth, he founded charitable institutions like Hajee Karutha Rowther Howdia Government Hospital, Hajee Karutha Rowther Howdia Madarasa, Hajee Karutha Rowther Government Elementary School, Middle School and Higher Secondary School, all sister institutions to Hajee Karutha Rowther Howdia College.

The college has produced many notable alumni. To name a few, Thiru O.Panneer Selvam, the former Chief Minister of Tamil Nadu, Thiru Krishnan Sudanthiran, an Indo-Canadian Businessman in USA, Thiru A. Sermarajan, IPS and Dr. A. Basheer Ahmed, former professor of Arabic, Jawaharlal Nehru University.

Since its inception the college has been instrumental in uplifting educational and socio-economic status of Cumbum Valley. The college has won many outstanding awards including Best Communal Harmony Award and Moulana Abul Kalam Azad National Education Award 2019, for having contributed a silent social revolution in Cumbum Valley. Following foot-steps of the founder, his son and grandsons administer the college as a non-profitable institution, purely a service oriented institution. The Management has been providing best type of Higher Education to the people of Cumbum Valley implementing the Vision and Mission of the college, realising the dream of the great philanthropist Late Hajee Karutha Rowther.

Concluding Remarks :

Our College has been catering to the educational needs of the minorities, marginalized and underprivileged sections of the society for more than six decades. Besides, the college has also been functioning as a Centre in facilitating various activities conducted by the Government and Non-Government organizations. Electricity Board, Revenue, Police & other departments of the State, and voluntary organizations conduct their programmes both during the zero hours and working hours without interfering in the academic engagements. The College supports these organizations with human resources and permits them to access infrastructural facilities to the optimum.

Since its establishment, the College has been serving as a symbol of insignia representing excellence in education in the Cumbum Valley by transforming the rural populace into knowledgeable literates. The College bears the testimony of bestowing quality education and strives forward in serving the humanity in general and the Nation in particular.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

<table>
<tr><td>Metric ID</td><td>Sub Questions and Answers before and after DVV Verification</td></tr>
<tr><td>1.1.2</td><td>Percentage of Programmes where syllabus revision was carried out during the last five years.

1.1.2.1. Number of all Programmes offered by the institution during the last five years.
Answer before DVV Verification : 35
Answer after DVV Verification: 28
1.1.2.2. How many Programmes were revised out of total number of Programmes offered during the last five years
Answer before DVV Verification : 35
Answer after DVV Verification: 28

Remark : HEI input is edited as per supporting document. excluding M.Phil. and Ph.D. programs, number of programs where syllabus revision was carried out is 28.</td></tr>
<tr><td>1.2.2</td><td>Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).

1.2.2.1. Number of Programmes in which CBCS / Elective course system implemented.
Answer before DVV Verification : 35
Answer after DVV Verification: 28

Remark : HEI input is edited as per given data, excluding M.Phil. and Ph.D. programs Choice Based Credit System (CBCS) / elective course system has been implemented is 28. .</td></tr>
<tr><td>1.3.2</td><td>Number of value-added courses for imparting transferable and life skills offered during last five years.

1.3.2.1. How many new value-added courses are added within the last five years
Answer before DVV Verification:
<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>20</td><td>27</td><td>30</td><td>9</td><td>9</td></tr></table>
Answer After DVV Verification :
<table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>21</td><td>20</td><td>24</td><td>4</td><td>3</td></tr></table>
Remark : HEI input is edited, certificate Program is not considered.</td></tr>
<tr><td>1.3.3</td><td>Average Percentage of students enrolled in the courses under 1.3.2 above.

1.3.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</td></tr>
</table>

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1351	1729	1710	802	890

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1351	1106	1394	503	651

Remark : HEI input is edited as per metric 1.3.2

2.1.2 **Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
813	832	788	763	765

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
384	390	364	357	323

Remark : HEI input is edited as per given data, Filled seats should not exceed ear marked one. If any excess admission made in the categories to be considered as General Merit.

2.4.3 **Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

2.4.3.1. **Total experience of full-time teachers**

Answer before DVV Verification : 1512

Answer after DVV Verification: 1497

Remark : HEI input is edited As per data template excluded physical education and librarian teaching experience value.

3.4.3 **Number of research papers per teachers in the Journals notified on UGC website during the last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
49	44	90	30	23

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
46	43	87	30	22

Remark : HEI input is edited as per given supporting Document.

3.4.4 **Number of books and chapters in edited volumes / books published per teacher during the last five years**

3.4.4.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
71	83	44	143	167

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
40	75	38	80	110

Remark : HEI input is edited as per given supporting document.

3.7.1 **Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

3.7.1.1. **Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
32	27	4	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
28	27	4	1	1

Remark : HEI input is edited as per given supporting documents.

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

LMS, etc. ***(Data for the latest completed academic year)***

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**
Answer before DVV Verification : 83
Answer after DVV Verification: 80

Remark : HEI input is edited as per given supporting document.

4.2.4 **Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**

4.2.4.1. **Number of teachers and students using library per day over last one year**
Answer before DVV Verification : 380
Answer after DVV Verification: 280

Remark : HEI input is edited as per library log book data

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

5.2.1.1. **Number of outgoing students placed year - wise during the last five years.**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
527	462	492	515	463

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
59	17	25	19	10

Remark : HEI input is edited as per given appointment order and valid proof.

5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/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 won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) year - wise during the last five years.**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
44	1	11	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

40	1	8	1	1

Remark : HEI input is edited as per given e certificates and award Letters.

5.3.3 **Average number of sports and cultural events / competitions organised by the institution per year**

5.3.3.1. **Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
55	68	18	18	10

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
46	51	12	12	8

Remark : HEI input is edited as per given data, Events cannot be split into activities.

5.4.2 **Alumni financial contribution during the last five years (in INR).**

Answer before DVV Verification : A. ? 15 Lakhs
Answer After DVV Verification: E. <2 Lakhs

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

6.3.4.1. **Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
160	6	13	8	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
142	6	10	7	4

Remark : HEI input is edited as per given supporting Documents.

7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures** 1. **Solar energy** 2. **Biogas plant** 3. **Wheeling to the Grid** 4. **Sensor-based energy conservation** 5. **Use of LED bulbs/ power efficient equipment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: A. 4 or All of the above
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above
7.1.5	**Green campus initiatives include:** 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants** Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: A. Any 4 or All of the above
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Divyangjan friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above
7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct**

	3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of programs offered year-wise for last five years** Answer before DVV Verification: 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 35 | 34 | 33 | 31 | 28 Answer After DVV Verification: 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 28 | 28 | 29 | 30 | 30
2.2	**Number of full time teachers year-wise during the last five years** Answer before DVV Verification: 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 158 | 167 | 151 | 145 | 145 Answer After DVV Verification: 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 159 | 169 | 151 | 152 | 143
2.3	**Number of sanctioned posts year-wise during last five years** Answer before DVV Verification: 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 159 | 169 | 151 | 152 | 149 Answer After DVV Verification: 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 159 | 169 | 151 | 152 | 147
3.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1041	1041	990	948	859

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
428	425	405	388	353

NAAC