



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

KAMBAN COLLEGE OF ARTS SCIENCE FOR WOMEN

THENMATHUR, THIRUVANNAMALAI

606603

www.kcas.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Kamban College of Arts and Science for Women was established in the year 1996 and affiliated to Thiruvalluvar University. The founder of the Institution is Thiru. E.V. Velu, who has a long time desire to provide good education to rural women students. Empowering rural women sector is the major aim of college.

The college was incepted in the year 1996 with the strength of 18 students. Now the Institution is running successfully with 3250 students and 115 faculties. The college currently offers 10 Under graduate (UG) programmes, 7 Post graduate (PG) programmes, 7 M.Phil programmes and few certificate courses.

LOCATION

Kamban College of Arts and Science is located at Tiruvannamalai which is one of the pilgrimage towns located in the foothills of Annamalai hill. This town has traditionally associated with great yogis and sidhas. Town of Tiruvannamalai is well connected with cities and towns of Tamilnadu. The town is located on the junction of Chittoor-Cuddalore highway and it is situated at 185 km from Chennai and 210 km from Bangalore (Karnataka).

Vision

To strive to inculcate the spirit along with professional and development skills for women empowerment.

Mission

The Kamban College of Arts and Science is committed to the holistic development of women to face the challenges of the world with courage and confidence.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Well qualified dynamic faculty with research experience enriched the teaching-learning process.
2. Availability of Industry, expert lectures to bridge the gap between academic and industry.
3. Practical exposure to industries through industrial visit provides opportunities for students to understand

the practical aspects of learning.

4. Co curricular and extracurricular activities organized by the college provides opportunities for the holistic development of the students.
5. Encouragement of faculty members to participate in various seminars, workshops and training programmes and to publish research articles in scientific journals and books.
6. Availability of huge play ground motivate the students to participate in various kinds of sports.
7. Increase in high success rate in examinations and pass percentage.
8. Steady progression in attaining university ranks in every year.
9. Homely hostel facilities for girls.
10. Wi-Fi facility in our campus and Active placement and counseling cell.
11. ICT enabled class rooms, seminar halls, library and well equipped laboratories.
12. Short term courses for equipping with employability skills.
13. Students strength on ascending order.
14. Activities undertaken to promote social welfare and social responsibility.
15. Active NSS unit.
16. Safe and secured environment for girl students.
17. Feedback of stake holders used for improvement in all processes.
18. Echo friendly premises.
19. Large number of initiatives undertaken for supporting slow learners and students from diverse background.
20. Transport facility provided by the college covers about 30 km radius.

Institutional Weakness

1. Non-availability of research and other grants from UGC or any central funding agencies as the college is permanently unaided.
2. Less financial contribution from alumni.
3. Number of faculties with Ph.D is less.
4. Due to the low social economic background of the students & lack of time available to them, there is a limitation on implementing more value added courses.
5. Industry-Institute interaction to be strengthened.

Institutional Opportunity

1. Scope for projects.
2. Scope for strengthening Academia-Industry linkages.
3. Transport facility helps the girl students of interior hamlets to attain education.
4. A dynamic carrier counseling and placement cell provides extensive guidance to student aspirants.
5. Faculty, student exchange programmes can be strengthened by having MoU's with research organizations.

Institutional Challenge

Strengthened Industry-Institute interaction.

1. Encouraging students for competitive examinations and placements.
2. Girl students with varied social-economic background.
3. It is still a challenge to get the students from other states.
4. To improve the learners communicative skill in English is a challenge

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Kamban College of Arts and Science for Women is affiliated to Thiruvalluvar university. The curriculum and syllabus prescribed by Thiruvalluvar University is strictly adhered. Multi-level system has been evolved in the college for planning and implementation of the curriculum in a transparent and effective manner. The courses, pedagogy and infra structure have been upgraded regularly to remain responsive to changing needs.

The academic system of subject allotment, lesson plan, work diary and feedback from students are developed and monitored regularly. Curriculum includes courses on environmental science and human rights. Effective curriculum delivery is ensured through advance planning of academic activities, formulation of objective driven teaching plan, and preparation of adequate learning materials.

Every staff maintains a course file & remedial classes are given for slow learners. Principal ensures the quality of teaching and learning through periodic review. Trust on development of knowledge and skills are provided through various programmes in the college.

Teaching-learning and Evaluation

Though the college is affiliated to Thiruvalluvar university, we ensure student centric learning. Bridge courses and enrichment courses are strategies to bridge the gap of learning. Bright students are encouraged to go beyond the syllabus and explore their potential by participation in seminars, paper presentation and project work. The remedial classes are arranged for slow learners.

The college provides ample opportunities for the faculty members to excel in their teaching by facilitating them to conduct and attend workshops / seminars and trainings. Experimental learning at every level is achieved through industrial projects, guest lectures and interaction with eminent personalities from various fields.

The continuous assessment of teacher quality is done through student feedback and evaluation by the principal. Assessment of student is done through periodic tests, preparatory examination, assignments and final

examination as per the university norm's. The college adopts the pattern of the examination and evaluation prescribed by the affiliated university which involves continuous assessment.

Research, Innovations and Extension

The very need of higher education promotes research. The concept of research should be in practice and a norm in the higher education.

The college atmosphere has encouraged the faculty members to organize seminars and conferences to strengthen the research culture. The students are also encouraged to take up real time projects. The institution is committed in inculcating the strong sense of social responsibilities among its students and faculties. The college has a few major forums like is NSS, YRC and ECO-CLUB, these forums organize programs which educate the community through gatherings and participating jointly with NGO's.

The institution offers moral support for the faculties and students for research and community extension work. Over all the college imbibes the research culture to develop analytical skill and critical thinking for practical learning.

Infrastructure and Learning Resources

The college provides a well equipped infra structure, spacious building, huge ground, computer laboratories, ICT enabled classes and library facilities to the learners. The college has three computer labs, Microbiology lab, Electronic lab, Physics lab and Digital library which are being continuously upgraded and modernized. Time table is designed to ensure the computer student ratio as 1:1 during practical's. The growth of the infra structure keep pace with academic growth of the college.

The entire computer is networked through LAN and the campus is equipped with Wi-Fi, generators and reprographic machine facility.

The institution has a spacious air conditioned seminar hall and an open auditorium. Our college has a canteen in the campus at subsidized rates.

Keeping in mind the overall development of the students our institution provides access to various sports facilities such as basket ball, cricket, football, volley ball and kho-kho etc.

The institution runs 35 buses connecting different points in and around all villages. Well facilitated hostel facilities for girls are provided with adequate water supply and power supply. The college makes adequate provision in the budget for upkeeping of infrastructure.

The college has formed committee supported by technical staff, engineer, sergeant electrician and supervisor to look into maintenance on day to day basis.

Student Support and Progression

The college plans and executes all its plans and programs keeping students betterment in focus. The admission process follows roster system as per the rules, this is managed by admission committee which councils every student during admission. Students from the same institution are supported with fee concession. Remedial coaching is conducted for slow learners with an active backlogs to improve their academic performance.

Students are given on duty permission to participate in tournaments and inter collegiate competitions, to develop leadership quality, teamwork & competitive spirit . The fine arts association organizes intercollegiate cultural festival.

On and off campus guidelines are given to students by placement cell. Pre-placement training is arranged to help the students to face the interview with confidence. There is a successful campus recruitment process in place with a substantial number of students being placed every year in leading companies.

The college has active alumni association; they are invited as chief guest to give a motivational address to students. MoU's has been signed with ICTACT, Edinbridge skill solution pvt Ltd, Chennai, and T.I.M.E, Vellore for coaching students to face various competitive exams.

Effective tutorial system is followed for individual student monitoring. Students feedback are given weightage and appropriate remedial measures are ensured. The statutory and non-statutory committees function effectively for the welfare of the students.

Governance, Leadership and Management

The management is supportive in all the endeavors of the institution. The Institution has a governing council comprising of management members, Head of the institution and senior faculties. All major decisions regarding institutional functioning are taken by the governing council.

Pro active roles are played by the principal in designing and implementing academic policies. The post of the Head of the Department gives room to groom leaders in academic and administration work of the departments in particular and of the college in general. The faculty members who produce 100% result in their subjects are appreciated and awarded.

The IQAC conducts meeting regularly and suggestions are given to various committees to ensure smooth and effective operations.

Students inculcate their leadership quality through co-curricular activity like sports, NSS, YRC, Consumer club, Eco-club and Rotary club etc.

Leadership quality is promoted among faculties & students through committees. Suggestions of both students and staff are taken to consideration in the implementation of the college activities.

Institutional Values and Best Practices

The college echo club inculcates environmental friendly atmosphere in students and disseminate the message of conservation of nature. The students are encouraged to adopt clean and green initiatives for energy conservation. Awareness is created on reduced usage of plastics in the campus.

The students are motivated to plant saplings to promote afforestation. We conduct food festival to the students to teach the traditional and nutritional values of the food. Student assembly is the special feature of the college. Assembly promotes, motivates and shares the information with the students imparting ethical values. Recognizing & appreciating students in the assembly encourages the students to participate and win laurels in Intra and Inter collegiate competitions. Placement committee makes necessary arrangements to conduct campus interview and recruitment drive.

On all special occasions student wear uniform coat. NSS, YRC, Consumer club, Rotatory club, Red cross and other clubs encourage the students to learn leadership quality. All National and religious festivals are celebrated. Special lectures are provided on subject and general topics through guest lectures and State level / National / International seminars. Faculties and research students have published articles in reputed journals. Students also have carved their names in Guinness record with their special talents. Sports students have not only been selected by the university but also represented themselves in national tournaments. Students are academically coached to achieve more centum is and minimum 20 ranks per year. Slow learners are concentrated through remedial classes and 100% result is achieved.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KAMBAN COLLEGE OF ARTS SCIENCE FOR WOMEN
Address	Thenmathur, Thiruvannamalai
City	TIRUVANNAMALAI
State	Tamil Nadu
Pin	606603
Website	www.kcas.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S.SEETHAL AKSHMI	04175-255401	9488029091	04175-23778 9	kcastvmalai@gmail.com
IQAC / CIQA coordinator	K.DEVIMAL IGA	04175-294144	9865491186	04175-23636 9	venbamaliga@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-08-1996

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tamil Nadu	Thiruvalluvar University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

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				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
--	----

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	Thenmathur, Thiruvannamalai	Rural	95600	65295

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,English	36	Higher Secondary	English	154	150
UG	BA,Tamil	36	Higher Secondary	Tamil	70	70
UG	BCom,Commerce	36	Higher Secondary	English	77	75
UG	BCom,Commerce Computer Application	36	Higher Secondary	English	77	72
UG	BCA,Bachelor Of Computer Application	36	Higher Secondary	English	110	106
UG	BSc,Physics	36	Higher Secondary	English	110	106
UG	BSc,Chemistry	36	Higher Secondary	English	110	109
UG	BSc,Mathematics	36	Higher Secondary	English	217	201
UG	BSc,Computer Science	36	Higher Secondary	English	110	110
UG	BSc,Microbiology	36	Higher Secondary	English	55	53
PG	MA,English	24	Under	English	40	29

			Graduate			
PG	MCom,Com merce	24	Under Graduate	English	40	19
PG	MSc,Physics	24	Under Graduate	English	26	13
PG	MSc,Chemis try	24	Under Graduate	English	26	19
PG	MSc,Mathe matics	24	Under Graduate	English	40	40
PG	MSc,Comput er Science	24	Under Graduate	English	26	20
PG	MSc,Microbi ology	24	Under Graduate	English	26	5
Pre Doctoral (M.Phil)	MPhil,Englis h	12	Post Graduate	English	3	3
Pre Doctoral (M.Phil)	MPhil,Com merce	12	Post Graduate	English	1	0
Pre Doctoral (M.Phil)	MPhil,Physi cs	12	Post Graduate	English	1	0
Pre Doctoral (M.Phil)	MPhil,Chem istry	12	Post Graduate	English	1	0
Pre Doctoral (M.Phil)	MPhil,Mathe matics	12	Post Graduate	English	3	1
Pre Doctoral (M.Phil)	MPhil,Comp uter Science	12	Post Graduate	English	2	0
Pre Doctoral (M.Phil)	MPhil,Micro biology	12	Post Graduate	English	1	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				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				112			
Recruited	0	0	0	0	0	0	0	0	0	112	0	112
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	2	9	0	11
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	1	9	0	10
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	5	0	5
M.Phil.	0	0	0	0	0	0	0	100	0	100
PG	0	0	0	0	0	0	0	7	0	7

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

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

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

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
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	11	0	0	0	11
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	2913	0	0	0	2913
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	300	0	0	0	300
	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

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	0	0	0	0
	Female	95	72	63	74
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	10	0	0	5
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	36	45	50	39
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	1129	917	913	906
	Others	0	0	0	0
Total		1270	1034	1026	1024

3. Extended Profile

3.1 Program

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

Response: 24	File Description	Document
	Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
24	23	23	23	23

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1257	994	1005	893	859
File Description		Document		
Institutional Data in Prescribed Format		View Document		

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

2018-19	2017-18	2016-17	2015-16	2014-15
1257	994	1005	893	859

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

2018-19	2017-18	2016-17	2015-16	2014-15
949	929	1002	953	900
File Description		Document		
Institutional Data in Prescribed Format		View Document		

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
112	101	91	93	91
File Description			Document	
Institutional Data in Prescribed Format			View Document	

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

2018-19	2017-18	2016-17	2015-16	2014-15
112	101	91	93	91

3.4 Institution

Total number of classrooms and seminar halls

Response: 67

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

2018-19	2017-18	2016-17	2015-16	2014-15
298.2	278.3	287.7	284.3	266.9

Number of computers

Response: 145

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Response:

The college has been following the norms and academic patterns of the Thiruvalluvar University. The University ultimately frame the curriculum and update the curriculum and syllabi at regular intervals in which the board of studies significantly contribute. The college follows action plan as per the academic calendar published every year by the Thiruvalluvar University. The Thiruvalluvar University follows the CBCS (Choice Based Credit System) that provide enough opportunity to opt courses according to the interest and the taste of the students. According to the present system, the curriculum involves the emerging areas of knowledge in Social science, Science, Management and Humanities.

+The curriculum has been provided with

- **Major subjects**- To enrich the students with their corresponding main subjects they have chosen for their degree.
- **Electives**– Additional appropriate subjects which are relevant to the course along with student willingness from the different choices given in the Thiruvalluvar University syllabus.
- **Non-Major Electives**– subjects not related to parent department, to gain knowledge relevant to computer.
- **Soft skill**– Communication skills and interpersonal skills.
- **Value based education**- Subjects related to moral values are given for the uplift of student behavior.
- **Environmental studies**– Students also provided with the skills to cope up with their environment (like pollution control, cleanliness, global warming, deforestation, irrigation systems, etc.,)

The College has Academic staff council inclusive of all the Head of the Departments of each discipline to ensure effective implementation of the Curriculum. This Council supervises overall implementation of CBCS system Lesson Plan and Work Diary and also consider the genuine grievances of the students with regard to the distribution of internal assessment marks. The committee also ensures the number of academic days as stipulated by the syllabi is met by arranging special classes in the event of loss of regular working days.

Academic Flexibility :

- Our institution develops and deploys various action plans for effective implementation of the curriculum.
- Curriculum has been revised in a constant period of time with the acknowledgement of the Board of studies of Thiruvalluvar University.
- Considering the latest technology growth and innovation in research areas in the respective field of major subjects the revision has been made.
- Students also provided with the flexibility of choosing their own choice regarding the selection of elective subjects.

Curriculum Enrichment:

The Curriculum has been designed which has been relevant, well-structured which cope up with the future enrichment of every student. This also been designed to equip the student with all the necessary skills and knowledge. The Teaching – learning process and student results are taken as the desired outcome. We are provided with electives which are suitable for the students enrichment.

Some of the important areas that is focused to enrich the student’s performance based on the curriculum are

- Teaching- Learning process
- Evaluation process
- Learning outcome based on student performance.

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

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 3.07

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 4.17

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

Response: 1

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

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

Response: 95.83

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

Response: 23

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 7.52

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
114	28	91	79	67

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

Response:

The institution has adopted the curriculum prescribed by the Thiruvalluvar University. The under graduate and post graduate programs within the college represent a rich diversity of students whose needs are shaped and addressed by the various programs that are imbibed in the curriculum. The college has the

following programs to supplement the university curriculum. 1. Indian Economy 2 .Environmental studies 3. Computer Application in Business, 4. Human Rights 5. Value Education

Personality development course is taught along with the curriculum and also by the experts from the industry to teach personal as well as professional ethics to the students. To support this, the college has various cells such as anti-ragging cell, student counseling and career guidance cell, for the students as well as the senior faculty members. The students were also given job oriented certificate programs such as Tally from experts of the industry like Edinbridge skill solutions Pvt Limited.

The women empowerment cell conducts programmes which addresses women related issues on women's day.

Gender related Seminars are periodically conducted by the Women Grievance Cell to educate girl students regarding issues pertaining to local and national levels.

Climate Changes- students conduct rallies under NSS banners to create awareness about global warning. Apart from this the college has also adopted a village Aandapattu village in Thiruvannamalai District. The students divide themselves in groups and employ themselves in various tasks like education the women, children and the senior citizens to read and to write through periodic visits to develop their interpersonal skills and socio economic and environment sustainability.

Environmental and Public Health classes are conducted as per the curriculum designed by the Thiruvalluvar University that create awareness among students about global warming, deforestation, and depletion of natural resources.

Human Rights Education Training Program was arranged to the students and faculties of our college to address human Rights issue.

File Description	Document
Any Additional Information	View Document

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

Response: 1	
1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years	
Response: 1	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 8.27	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 104	
File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A. Any 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: E. None of the above</p>
<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p>

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.02

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 76.16

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1257	994	1005	893	859

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1500	1300	1250	1250	1250

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
1257	994	1005	893	859

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:****Special Programme for Advanced learners**

- Advanced learners are identified through class tests.
- Interactions with them help to assess the level of learning ability.
- Such students are encouraged to take part in various academic related competitions held within and outside the college.
- Internet facility, advanced textbooks and journals are made available at the college general library for the advanced learners.
- Guiding for career planning.
- Discussion or seminar on the advanced topic
- Guiding and encouraging to communicate research papers in conferences/Journals
- Guiding the students for NET AND SET /Competitive Examinations.
- Training programs for gaining advanced technical know-how.
- Encouraging to participate in various symposiums like quiz, poster presentation, Conferences, inter institution competition etc

Special Programme for Slow learners

The students admitted in the college are mostly from economically weaker and disadvantaged section of society. The financial crisis is the major concern for the dropouts. Student's bio-data are collected at the entry level and the information is helpful to identify economically weaker students and are guided to get scholarships and financial assistance.

Periodical class tests, term test and observation in classrooms help the teachers to identify slow learners and are given remedial coaching to overcome the problem. Personal, as well as academic counseling is provided to those who are at the brink of drop out. They are motivated to continue their learning through the ward and tutorial system.

2.2.2 Student - Full time teacher ratio

Response: 11.22

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	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:

Experimental learning:-

Our curriculum of professional institutions aims at linking education with life skill. Develop essential values. Skills and attitudes and enhances our students capacity to working teams in a real life setting. The final component of an experiential learning experience is reflection. Our college offer students tons of opportunities for hands-on learning, oftentimes through experiences that complement or build upon our classes and coursework. Undergrads participate in internship and cooperative education programs.

They get involved in clubs and student government. Hands-on learning experiences are incredibly flexible and can be tailored to any major or career interest.

It's connecting theory to practice, in a real-world authentic setting, that has real-world constraints and parameters and consequences for decisions and behavior,"

Participating learning

Participating learning is the action of taking part in activities and projects the act of sharing in the activities of a group. Collaboration is a useful tool used within participating culture as a desired educational outcome. Working effectively and respectfully with diverse teams, exercising flexibility and a willingness to make compromises to accomplish a common goal, and making shared responsibility for collaborative work while valuing individual contribution.

Problem solving methods:

Formation and appreciation of problems

Collection of relevant data and information

Organization of data

Drawing of conclusion

Testing conclusion

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

Response: 87.5

2.3.2.1 Number of teachers using ICT

Response: 98

File Description	Document
List of teachers (using ICT for teaching)	View Document

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

Response: 11.22

2.3.3.1 Number of mentors

Response: 112

2.3.4 Innovation and creativity in teaching-learning

Response:

INNOVATION AND CREATIVITY IN TEACHING LEARNING:

Student centered methods are an integral part of the pedagogy adopted by the faculty. The institution has made a conscious effort to shift from the traditional teacher–centric approach to a student-centric one. Experimental learning, participative learning, and problem solving methodologies are used for enhancing learning experiences. The teacher’s role is that of a facilitator who supports self development of knowledge, holistic development and skill formation through participatory learning activities such as:

- Internship/Project Work, Mini-projects, Technical Symposium, Seminars, Workshops and paper presentations etc.
- Group Discussion and seminars, Peer teaching, Tutorials,Modelling, organizing exhibitions, Intercollegiate and interdepartmental competitions, Interactive guest lectures,Brainstorming,Role play and industrial visits etc.,
- Free access to the internet and e-journals make them self-reliantand self-regulating learners.
- Moodle and other learning management systems.
- Conference halls were equipped

And also, the management constantly motivates the faculty to go beyond the tried and tested teaching methods to investigate and innovate so that there is efficient learning. The dynamics of globalization, evolving new technologies, explosion of knowledge on one hand and rapidly changing attitudes, learning interests and goals of students on the other hand, have made innovation essential for the teacher. Incentives given by the management for faculty research also encourage the faculty to explore new approaches to teaching. The impact of innovative teaching is studied through student feedback which seeks the students’ opinion on innovativeness of the Teacher. Some of them are as follows:

- Incorporating recent technologies
- Teaching through projects
- Creative approach to the syllabus teaching
- Increased use of web resources Innovation in effectiveutilization of lecture time (40 minutes for instruction, 10 minutes for interaction)
- Research oriented teaching – projects, seminarsInterdisciplinary teaching (common course)
- Use of GD, Role Play, Poster Wall Magazine etc., as part of class room teaching
- Focus on student centered teaching

Supplementary Teaching

- Guest Lectures/Invited Lectures by Industry Experts
- Workshops/Value Added Courses
- Placement related Training
- Industry Visits
- Organizing Seminars/Technical Symposia
- Presentations by using LCD and Over Head Projector (OHP).
- E-learning methods
- Delivery of lectures through Video Conference by the Professors from IITs and NITs to the students.

Innovative Culture:

Innovative culture refers to optimum collaboration between the teacher and environment.

Our Institutions are integrating

Innovation into our Cultures by adapting the following:

- 1) Placing a Priority on teaching Innovation in classroom
- 2) Strategic Planning for implementation of Innovation
- 3) Establish Innovation Metrics and Reward Innovation for faculties
- 4) Focus on overall Vitality and enthusiasm in teaching
- 5) Educating faculties about Creativity and Innovation with teach-in aids
- 6) Designing Workshops and Group Activities designed to Stimulate Creativity and Innovation
- 7) Rewarding Most Creative person in the institute (Everyone in the institute should know)
- 8) Keeping an Innovation Journal Holding Innovation Days, Jams & Contests (kind of a Science Fair for Innovation!)
- 9) Creating Web-based Innovation Programmes and Portals
- 10) Actively Participating in Open Innovation (people at various levels of the institute should involved)

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

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

Response: 0.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	0	0

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 4.22

2.4.3.1 Total experience of full-time teachers

Response: 473

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

Response: 2.05

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	0	0

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college conducts two tests and awards internal marks to the students under CBCS system, from the current academic year one test and preparatory examination is conducted based on which students internal evaluation is done. The last date for the marks submission is decided and communicated to all the staff members. After valuation the papers are given to the students and the marks and scheme discussion is undertaken in the class to acquaint students to the university valuation mechanism.

The faculty also provides the inputs regarding how the evaluation process is conducted at the university level, method adopted by university while valuation of scripts is done. The valuation procedure at the university level is discussed in the classes so that the students get acquainted with it.

The valued answer scripts will be retained by the faculty and the record of marks is made both manually

and digitally. At the end of the semester the valued answer scripts will be preserved until the results of the semester is declared by the university.

The subject teachers give at least 3 assignments per subject and each assignment is evaluated, marks are allotted for each assignment.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment test, Seminar, Regular attendance, participation in extra and co circular activities, Assignment.

Assignments: Assignments are given to the students by the subject teachers for which a stipulated time is given to the students to submit the same. After it is submitted it is evaluated on predetermined criteria which are also communicated well in advance and the same is returned back to the students after it is valued.

Announcements of internal test & exam dates: Similarly the exam committee makes an announcement of the test and the preparatory time table well in advance through public address system and in the examination notice board.

Attendance: Attendance percentage is also be taken into consideration for allotting the internal assessment marks. Every month attendance list is put up in the respective class rooms so that the students will know their attendance status.

Based on the marks secured in internal test as well as in the preparatory examination along with assignment that is submitted the mark is allotted to the candidates.

Extracurricular considerations: Apart from this if the student participates in any of inter- college events either for sports or for cultural or any others like fest, etc., or if they represent the university teams in any sports or extracurricular activities. The attendance is given at the end of the semester based on the details given and certified by the sports department or by the concerned committee convener.

Allotment of marks: The internal marks is displayed on the notice board before within the prescribed last working day as per university calendar of events. Student grievance regarding internal assessment marks is clarified by the examination committee and finally it is uploaded to the university portal online

The grievance regarding internal assessment marks is clarified by protocol of contacting the subject teacher in case of unsolved grievance students contacts the Examination Committee for the clarification.

Extracurricular & Co-curricular marks: As per university regulations 50 marks is awarded for extracurricular & co curricular. The College conducts many events under its various committees, the participation in these activities is considered to allot EC & CC marks. The college has designed a common

template which is handed over to class counsellors who is empowered to allot Extracurricular & Co-curricular marks, 5 marks is allotted for each event participation, 25 marks is allotted to students who attend NSS and allied camps.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

At the university level, the students have to follow the system of applying for revaluation, taking photo copy of the answer scripts, getting suggestions from the faculty regarding the same if found that the marks are not awarded properly then they can apply for re valuation or challenge the valuation.

In case of any other grievances, the college takes complete responsibility of solving them. The student approaches with the office staff who is in charge of examination, office staff in turn identifies the grievance and prepares letters and send it to the university with required proof. The follow up of the candidate's grievances is undertaken frequently through constant visits to the university.

In case of any online discrepancy on the part of the institution, the office administration is held responsible and the data which is uploaded relating to the student is cross checked to make it error free. Besides, if any errors are found the office contacts the online service providers through university and get the problem resolved.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution is affiliated to Thiruvalluvar University hence the academic calendars of events such as opening and closing of the semester, examination; notification of valuation is followed on the basis of university calendar of events. The college also prepares the Internal Semester wise calendar to include co-curricular and extra-curricular activities.

The institution plans its schedule for tests and preparatory examination well in advance through meetings conducted under the chairmanship of the principal. Post conduction of the exam and test the evaluation date finalization is done which is circulated to all the teaching staff. Internal assessment marks, Extra Curricular (EC) and Co-Curricular (CC) marks and Non-core subject internal marks is finalized by the examination committee within the scheduled framework given by the university.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college has clearly stated learning outcomes of the programs and courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- Hard copy of syllabi and Learning outcomes are available in the departments for ready reference to the teachers and students.
- Learning outcomes of the programs and courses are displayed on the walls outside each department.
- Soft copy of curriculum and learning outcomes of programs and courses are also uploaded to the institution website for reference.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and college committee meeting.
- The students are also made aware of the same through tutorial meetings.

- **Program Specific Outcomes and course outcomes**

Bachelor of Science : It concentrate on providing opportunities for students to show outstanding performance at subject knowledge and understanding, intellectual skills related to subject, transferable skills and attitudes through introduction of a wide range of topics, reasoning through unfamiliar problems, critical and analytical thinking. It provides the tools to investigate topic in depth, in order to find a systemic approach in analyzing and building up knowledge to reach a solution. The development of teamwork and leadership abilities is imbibed to give importance to Safe Laboratory Practice.

Bachelor of Arts : The course aim to provide students with a basis of sound knowledge in their chosen areas of study, the ability to apply the knowledge they have required, the ability to communicate effectively in arrange of ways, the ability to work both independently and collaboratively, the skills to connect across geographical, disciplinary, social and cultural boundaries, an understanding of the value of ethical behavior, independent and lifelong learning skills.

- **Bachelor of Commerce ;** It aims to provide students with the knowledge, tools of analysis and skills with which to understand and participate in the modern business and economic world, to prepare them for subsequent graduate studies and to achieve success in their professional careers. Demonstration of knowledge in major theories and models is key areas of organizational behavior. Demonstrate knowledge of Economics. It acquired knowledge of basic mathematical and statistical skills. It provides opportunities for an exciting career in accounting, a field that offers challenge, variety and job satisfaction, an opportunity to travel and work overseas and the opportunity to develop career into varies sectors of the business community.

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

Response:

Evaluation process : The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct and indirect evaluation process.

Direct evaluation process is provided through University Examinations, terminal exams, internal and home assignments, unit test, surprise tests, open book test etc.,

Indirect assessment continuously monitored through feedback from student, employer, alumni, parent which is collected analysed and necessary action is initiated.

The method of measuring attainment:

1. Annual and End Semester University Examination is conducted by affiliating University as per semester and annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.
2. Internal assignments are given to the students with the purpose that students will refer the text books and reference books to find out the best answers and understand the expected objectives of the given assignments.
3. The students are assessed and evaluated throughout the year at Institutional level through unit test, surprise test, terminal examination and the performance of the students is analysed for assessing the attainment level of programme outcomes and programme specific outcomes.

2.6.3 Average pass percentage of Students

Response: 90.04

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

Response: 841

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

Response: 934

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process**

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 12.5

3.1.2.1 Number of teachers recognised as research guides

Response: 14

File Description

Document

Any additional information

[View Document](#)

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

Response: 0

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

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

Response: 112

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The College does not have the incubation centre but intended to have it in future. In the absence of the center, the college encourages the students to take up entrepreneurship as the career. Hosts National Service Scheme (NSS) which brings awareness to build environment cleanliness. The undergraduate and post graduate students are encouraged to provide innovative strategies of development. In every semester, awareness about social welfare has been conducted by NSS co-ordinators. For women's health care, a special lecture has been given by a specialized doctor Dr. Sambathkumari to all students and faculties.

Attendance records are maintained for students and all the faculties involved in conducting classes. Internal assessment of students is done by teaching faculty based on their regularity. Provides buses for all areas and attendance records are maintained by respective bus faculty members. The attendance has been taken while the students enter and leave the bus to ensure student's safety.

Department of Mathematics:

Conducted a special lecture on ideas of mathematics by Dr. Lau Gre Choon, which initiated student's knowledge.

Inaugurated Ramanujam's Association and arranged guest lecture on "Application of Mathematics in our day to day life" by Dr. A. Annamalai M.sc., M.phil., Ph.D.,

Department of Bachelor of Computer Applications:

Initiated Programmes like Networking Security's advantages and communication programmes to enhance the student's knowledge. Codemania'18 was technological meet, the objective of conducting Codemania'18 is a technical meet to expose their talents, utilize their knowledge and testing the skills of the students. Through this event the students can able to learn about new ideas and current trends in the IT field.

Department of computer Science:

Organized workshop on Personal Career Profiling to develop student's personal talents. Conducted career awareness programme on corporate secretariship.

Department of commerce:

Conducted technofun'18, which allowed the students to learn about new ideas and expose their talents in different ways

Department of Tamil:

Tamil faculty members teaches the students, the story of ethics which brings prosperity in life.

Department of physics:

Conducted State level seminar on Recent trends in NanoScience and Technology by Dr.R. Jayavel Professor and Director, Anna University.

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

Response: 9

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	1	0	2	0

File Description

Document

List of workshops/seminars during the last 5 years

[View Document](#)

3.3 Research Publications and Awards

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

Response: No

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: No

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

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

File Description

Document

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

[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.22

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	6	2	0	1

File Description

List of research papers by title, author, department, name and year of publication

Document[View Document](#)**3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0.04

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	0	0	0

File Description

List books and chapters in edited volumes / books published

Document[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

Extension is an integral part of Home Science education, therefore, the college offers extension papers in all five areas of specialization. The college has earned a reputation for being an established institution of higher education with high regard for social responsibility.

The college alumnae and faculty remain committed to engaged citizenship. Many have contributed and continue to work for social change in the field of education, empowerment of women and for inclusive society. Department of Development Communication & Extension spearheads higher education in extension through community empowerment and involvement, focusing on issues such as women education, public health, environment and other development programmes. The college faculty and students are involved in multifarious activities for promoting the idea of institute neighborhood community network. The extension activities are integral to UG and PG teaching at the college. Engagement of students in these activities is the first window to observe life closely at the grassroots. They become sensitive to the challenges of a developing society like ours and observe the inequities and the challenges they pose towards development potential of people.

Major Extension Activities at Kamban College of arts and science:

- Eco Club
- NSS
- NCC

Adult Literacy Programme and development of new literacy materials (YRC)

- JRC

The Department of Development Communication and Extension is actively involved in making extension activities at the core of Kamban College of arts and science ethos through the following:

Adopted communities–Weekly intervention by the students takes place in the villages and resettlement habitations namely Nallavanpalayam and Kolakudi. The programme has been running successfully over several years. As a part of the camp students put up information about cleanliness to the villages. Based on need assessment interventions are done by the students with youth groups, women Self Help Groups (SHGs), Balwadi centres and local health functionaries.

Training of field functionaries – As a part of the training practical, post graduate students conduct annual trainings using a participatory approach for field functionaries on a development issue.

Each one Enable one programme – This is the oldest and the most popular form of extension activity, which has been carried out by the department since 20 years. Every year nearly 200 students volunteer spend their hours in teaching and capacity building.

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

Response: 4

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	1	0	1

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

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

Response: 29

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

2018-19	2017-18	2016-17	2015-16	2014-15
17	8	4	0	0

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

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

Response: 29.65

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

2018-19	2017-18	2016-17	2015-16	2014-15
512	310	305	208	195

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

3.5 Collaboration

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

Response: 11

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	2	1	0	0

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

3.5.2 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: 6

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The College Campus is of 24 acres with an area of about 10,29,300 Sq.ft at Tiruvannamalai. The campus comprises of five academic blocks with spacious classrooms, well-equipped laboratories, spacious library, large auditorium, air conditioned seminar halls, well maintained hostel, hygienic mess, canteen and administrative block. The institution has well built infrastructure .The institution always decides to provide and enhance the infrastructure facilities for effective teaching and learning. The management of the college keeps in mind the infrastructure and development policies and plan to create the required and adequate infrastructural facilities when there is a need and demand. The institution has

- Totally 64 class rooms.
- Well furnished and fully equipped staff room that includes computer.
- One fully air conditioned seminar hall.
- High configured computer laboratories consisting of 171 systems with latest software's.
- 32 college buses with first aid box and emergency exit windows. The buses ply to various areas around the college.
- Alumni association constitutes network of KCAS graduates for career opportunities
- Various information's are informed to the students by the principal during common prayer conducted every Monday
- The management periodically discusses with principal and HODs for the needed infrastructural facilities and enhancement to provide for effective teaching and learning.
- Placement cell organizes pre-placement training on Soft & Interview Skills, Projects and Campus Recruitments for students.
- One Generator (30kW) facility.
- RO Drinking water facilities to the students.
- Canteen with stationary facility, spacious library, adequate rest rooms, Suggestion Box, First Aid Box are available for the benefit of students.

File Description	Document
Any additional information	View Document

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

Response:

- The institution has all necessary facilities for sports and games.
- The college ground is spread across an area of 11,683 sq. feet.

- A spacious play ground with indoor and outdoor games facilities provided. A playground with open stage for conducting various sports events in the premises. The play field is well maintained for practice and play.
- We have established fine arts club. They are conducting cultural activities periodically and our students are participating in intercollegiate cultural competitions. Store room, rest room, Xerox copying room, vehicle shed, stores for office stationary are available.
- Auditorium with 3500 seating capacity and a seminar hall with audio visual resources are established for the conduction of cultural programmes, workshops, seminars, conferences, debates, college celebrations, various meetings and inter collegiate meet.

File Description	Document
Any additional information	View Document

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

Response: 7.46

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 42.32

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

2018-19	2017-18	2016-17	2015-16	2014-15
109.3	116.5	119	125.9	126.65

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
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:

Library is a Learning Resource which provides a number of books, periodicals, News Clippings, Reference books and Net facilities. It enables to gather information and update themselves to current world. The library uses INFLIBNET Software, as part of ILMS. It is very helpful to manage the circulations of books, member's details entry and Catalogues and Accessioning etc. This is one of the latest web centric library management softwares incorporating latest technologies that enables library to serve its users more efficiently using.

- Browser – based access
- Improved user – friendly OPAC
- Easing out Import / Export data
- Quick report generation in different formats etc..

The Layout – Reading book, rare collection of book, rare collection in the form of CDs & DVDs ext Periodicals, back volumes, thesis, project report and magazines details are staked in the reading room and easy access is made available to our students to increase the knowledge resources.

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

Response:

It started with a few gifted books and today it has more than 12787 documents (books and bound journals) in its collection. It has rare collection of books, reports and other knowledge resources. The library has a rare collection of autobiographies, self development books which are beneficial for the students wholesome development

Rare Books :

- Microbial DNA and Host Immunity

- Essentials of Molecular Biology
- Clinical Epidemiology and Biostatistics
- Urban Entomology
- Tamil Lexicon
- Soaps and Detergents
- Business policy
- Tax reform in disequilibrium Economics
- Medical Laboratory Technology

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

Response: 4.61

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

2018-19	2017-18	2016-17	2015-16	2014-15
4.50	5.00	5.30	4.75	3.50

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

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

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 45.29

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

Response: 620

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Internet in education has been incredibly useful as it facilitates both the information and communication. The internet has increased the accessibility of education at all levels has turned out to be a giant repository of knowledge. Considering this, our institution provides up-to-date computer facilities to the students as well as the teachers. 3 separate computer labs are available in our college campus. Systems are provided in the faculty rooms, administration Officer's room and in the Principal's room. Different types of system configuration are provided in our college systems which are of the latest configuration. WIFI facility is provided in the institution for the faculty to download the necessary subject content to handle the class with the power point presentation. PowerPoint is prepared by our faculty members and is shown in the Audio Visual theatre to make the students understand their lesson easily. The students get motivated by the staff and prepare the PowerPoint Presentations during seminar or workshop organized by concern department or other colleges. Apart from the Power Point Presentation the faculty use LCD projectors as a supplement for the lecture method and the college has Eleven halls equipped with LCD projector. Each hall can accommodate with minimum of 60 and maximum of 100 students. The rapid development of IT has shrunk the world to a global village. It is the e-world everywhere and all the way and the concept of e-learning has become a prominent feature in the field of education. Realizing this, our

institution has introduced e-learning in our day to day classroom teaching , by which the latest information on various subject are downloaded from the internet and are presented in AV theatre for the better understanding and enrichment of the knowledge of the students. As we are self financing institution whenever we face problem it will be rectified immediately by systems team.

4.3.2 Student - Computer ratio

Response: 8.67

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 42.32

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)

2018-19	2017-18	2016-17	2015-16	2014-15
109.3	116.5	119	125.9	126.65

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Any additional information	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:

- Annual Maintenance Contract are signed up with various Companies to ensure the maintenance of infrastructure.
- Stock registers are maintained in the College and maintenance of the computers is done by the technician.
- Stock verification is done in all the departments at the end of the academic year. The office superintendent takes care of all the major/minor repair works before the Semester starts.
- Annual budget is prepared and the funds are allowed for the servicing and repairing of the instruments.
- College focuses on maintaining a proper sanitization of the class rooms and all other rooms of the campus by the house keeping department.
- Suggestion boxes are opened every weekend.
- Sufficient amount of Drinking water is stored.

Sl.No.	Details	Maintenance With		Fr
1	Computers	Pranav Infotech ,Bala Computer	As and w	
2	Printers	Pranav Infotech ,Bala Computer	change the drums	
3	Projectors	HITACHI	As and w	
4	Xerox Machine	Abhishek Enterprises, Bangalore,	As and when repair	Bang
5	Scanners	HP	As and w	
6	Water Purifier	Private	As and w	
7	Fans and tube lights other maintenance.	ELECTRICIAN	As and w	
8	Fire safety Equipment	CO2		
9	CCTV	Pranav Infotech ,Bala Computer	As and w	

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 8.36

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

2018-19	2017-18	2016-17	2015-16	2014-15
78	52	119	80	82

File Description

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

Document

[View Document](#)

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

Response: 9.65

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

2018-19	2017-18	2016-17	2015-16	2014-15
118	87	91	132	54

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

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

Response: 74.99

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

2018-19	2017-18	2016-17	2015-16	2014-15
1123	396	872	611	778

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

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

Response: 84.83

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

2018-19	2017-18	2016-17	2015-16	2014-15
994	923	873	728	720

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: No

File Description	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: 16.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
214	195	205	102	52

File Description	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: 19.28

5.2.2.1 Number of outgoing students progressing to higher education

Response: 183

File Description	Document
Details of student progression to higher education	View Document

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

Response: 80

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	2	3	2

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	2	3	2

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

5.3 Student Participation and Activities

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

Response: 9

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	4	1	3

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

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

Response:

The Students' Council is a student body comprising 63 student representatives. The Council also has an Executive Committee composed of 10 members. The President, two Vice Presidents, the General Secretary, two Joint Secretaries and four Executive Committee Members are the office bearers of the Students' Council. The first Students' Council of the University was sworn in on July 7, 2009. During its tenure, the Council conducted various academic and extra-curricular programs and initiated several student welfare measures. During the historic event of the foundation tree planting ceremony for its permanent campus of Kamban College of Arts and Science for Women, the Students' Council organized road safety awareness program for the public through mime, drama and cultural activities. The Council organized the National Youth Day Celebration and a debate was conducted on Youth and Social Reformation on January 12, 2013. The Council organized World Environment Day.

The Students' Council initiated two important initiatives - The Blood Donors Forum and the Eco Club. The Blood Donors Forum is a forum of students, teachers and staff who are willing to donate blood. The Eco Club was formed to organize various nature related programs and to take up eco friendly initiatives. Hon'ble Dr. Sai Prasanna is the Chief Guest The Students' Council took up problems regarding various student welfare issues such as fellowships, facilities etc. and successfully resolved them during its term.

The council has organized women's day celebration on 8th March, 2017. And on the same day they conducted Food Festival. The students have participated and won the prizes. Students also actively represented the college at the National Sports and Games Meet.

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

Response: 33

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

2018-19	2017-18	2016-17	2015-16	2014-15
37	29	29	29	41

File Description

Document

Number of sports and cultural activities / competitions organised per year

[View Document](#)

5.4 Alumni Engagement

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

Response:

The Alumni association Executive Committee (AAEC) acts as the executive arm of the association providing leadership and direction regarding alumni affairs. In its yearly meetings on campus, the AAEC focuses on addressing the alumni's interest in ongoing college affairs and includes discussion of college policies to gain an alumni perspective. The AAEC also looks at the development of communications between the college and its alumni and strives to foster an open dialogue between the two.

The AAEC plays a key role in building and maintaining lifelong relationships between alumni and the college, providing bridges across generations of Kamban College graduates, developing valued services for classmates and friends, and giving a helping hand to current Kamban students.

Student Representatives attend the three yearly meetings and serve as a link to the current Kamban community. They provide information about events, trends and opinions on campus. Keeping the committee and other alumni aware of students needs and opinions. They also will learn about issues of importance to alumni, and convey those back to student's council.

ABOUT ALUMNI

The involvement of alumni in supporting and providing contributions voluntarily to their university is important for maintaining and expanding a university's development. By establishing channels that can facilitate closer ties between the alumni, students and college, it can provide crucial benefits in enriching the student's experience while being at the college. Every alumni has experienced being a student to become a unique and different graduate, hence there is potential for all alumni to contribute to the college in different ways and scale.

ROLE MODEL AND INSPIRATION

Alumni are an effective role model and can be easily accepted by students. with the return of the alumni to support the college, they bring with them credibility and justification as part of a successful college, having breathed the same air and encountering similar challenges faced by the students. Experiences that are shared by the alumni with students whether in time management, financial management, development of self discipline and character or in career management can be more easily accepted as guidance and inspiration by students.

CAREER MENTOR

Competition in entering the work force is becoming more intensive as a result of a higher number of graduates compared with a limited number of graduates compared with a limited number of job opportunities. Job availability is more critical in certain sectors. In the final year of their studies, students must identify seriously their career prospects. This is the right time for alumni to support the students by mentoring them on their career opportunities in the industry and opening channels for the students for acceptance, either in undergoing practical learning or work experience in the institutions where the alumni

reside in. Alumni can be a reference for the faculty concerned in meeting the needs of students and graduates in obtaining work in selected fields. The curriculum at the college can be improved as to fulfill the work aspirations of the students.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

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

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION:

We, Shape and Transform youth with utmost care, innovative and dedicated service for the cause of morals and education – A deal which needs no applauses but our products are our ambassadors.

MISSION:

We, at Kamban College of arts and science for women is committed to create an intellectual women society by providing best education to rural women. We believe that education would make women more perfect and educated individual women will lead the nation in correct way. Empowerment of women will make them to come forward and contribute towards the upliftment of the country.

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

6.1.2 The institution practices decentralization and participative management

Response:

ROLE OF MANAGEMENT:

- The Management provides quality education at moderate fees structure.
- The management satisfies the employee demands.
- Creates an Eco-Friendly environment to fulfill the job for Faculties.
- Management introduces new Job Oriented courses & Workshops for faculties.
- Fees concession is given for the students, those who continue their PG degree in our college.
- To ensure the equality among the students, Uniform is followed as the dress code.
- The College will follow the day-order system; days are followed with number of hours mentioned in the time-table. The first day order will be followed on the re-opening day. The Second day order will be

the next working day and so on.

ROLE OF THE PRINCIPAL:

- The Principal maintains good relationship among teaching faculties, non-teaching faculties, management and students.
- The Principal monitors every class in a day.
- The Principal monitors the admission process, curricular, co – curricular and extracurricular activities.
- The Principal reviews the teaching faculty notes, examination Question Papers of each department and the examination results periodically to ensure the quality of the Teaching –learning process.
- Motivates the teaching faculties to reach the ultimate goal of attaining 100% result.
- Motivates the teaching faculties to handle the smart way in taking classes.

ROLE OF THE FACULTY:

- Faculties prepare their own study material for each subject of each class they handle.
- Faculties prepare question papers for Continuous internal assessment (CIA's), Model examinations as per the reference of the previous year question papers.
- Periodical Parents –Teachers meetings were conducted and examination results were conveyed through letters.
- Faculties wear their common coat while taking classes with proper hair-dressing.

Motivate the students to take part in all activities.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

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

Response:

Departmental Committee of TIC: Student's performance in examinations and their results are discussed in the meetings of individual departments with the Director and in the Staff Council meetings. Measures are implemented to enhance students' performance.

Academic Committee controls and monitors the academic workload and exam results of students. This committee along with time table committee scrutinizes the student-teacher ratio and sanctioned workload are adherence to time table. It also decides and monitors internal assessment and marking scheme of practicals. This committee looks at revision and newer approaches in delivering of syllabus.

Time table committee: The PG departments along with central time table committee decide workload twice a year. After the UG time tables are prepared by central committee, PG department time table committee then prepares the post graduate time table. Time tables are uploaded on the website before the session begins every semester.

Development Committee and Building Committee monitors the upkeep and maintenance of the building. The committee facilitates repairs and replacements as and when required in the building as per the needs of curriculum.

File Description	Document
Any additional information	View Document

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

Response:

The college functions under the supervision of the governing body whose powers are defined by the Vice Chancellor of our organization. The Rules and Regulations are finally approved by Registrar. Principal is the chief executive and administrator of the college who coordinates all the activities of the college.

Principal is also the chairperson of the Staff Council which functions through various committees to carry out various functions of the college. The decisions related to academics like workload calculation, library purchases, time tables, maintenance of infrastructure, admission etc. are taken by the Staff Council through its committees, subject to provisions and ordinances of the organization.

The Head of the Department and Teacher Incharge of 10 departments, Warden, Librarian, Administration Officer, Senior Personal Assistant, Senior Technical Assistant, Computer Facility Provider and Student Staff Advisor report to the Principal and carry out all the functions of the college. The college has a well defined organizational structure in the administration staff and laboratory staff. Hierarchy of the staff, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism are defined as per the rules of the Management and university approved staffing pattern of the UGC.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

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

Response:

Kamban College of Arts and Science for women Tiruvannamalai has been running successfully for the past 23 years. The institution works with 10 major departments to its credit with 115 teaching staffs, 15 non-teaching staffs and 3000 candidates approximately. The apex governing body of the college is the council which comprises of all the head of departments, librarian and physical director with the principal as the chairperson of the council. The work in the institution at all the levels is assigned to various committees. These committees are constituted and decided in the council meeting.

Faculty members of the institution are members of various committees comprising of a coordinator and two members. These committees conduct meeting at various intervals. Agenda of the meeting will be fixed by the committee in consultation with the principal. Minutes of the meeting and resolution made in the meeting are recorded. These resolutions made are implemented quite systematically for the welfare of the students.

In one such council meeting it was decided, discussed and resolved to convene a discipline committee to maintain overall discipline in the college campus. Based on this six day order schedule with two slots of timing was fixed and all the faculty members were involved in this work.

Aim of the Committee:

Six day order was followed with two batches. One batch in the morning slot from 9AM to 10AM and another batch in the afternoon slot from 12.30PM to 2.30PM., with a minimum of 4 to 6 members drawn from various departments, along with the physical director and physical instructor, who look in to the overall discipline inside the campus.

Since 75% of the students are coming from nearby villages with less transport facility, to adhere them to college timing and make them come on time and also to control them from unnecessary wandering in the college campus.

The committee split into groups and visits each wing and maintains discipline. The committee also insists on the wearing of identity card and also stresses on the dress code of the students thereby molding the students to be even more cultured.

Impact of the Committee:

Implementation of the discipline committee has brought about a drastic change in the students' behavior. They are on time to college and well behaved, unnecessary loitering in the campus is totally curbed. This system has worked out to be very effective and it is being followed regularly every semester.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

As per the UGC norms the following facilities are available to all teaching and non teaching staffs

1. NET/SET, Ph.D staff increment in salary
2. OD for present paper on conference, participation in workshop and seminar
3. FDP
4. Exam cell
5. Transport facility
6. Canteen
7. Funds for organizing seminar, workshop
8. Maternity leave
9. Non teaching staff
10. All leave facilities are as the government rules & regulations
11. RO water facility\

12. Wifi facility

Review of the appraisal by the immediate superior, immediate feedback to the individual, the Principal's regular meet to appraise department performance based on agenda, academic performance indicator system for the promotion of teachers, healthy & hygienic work environment, well-maintained staff rooms, Ph.D incentives, CL & ML, Holidays, leave for exams for the enhancement of the staff

File Description	Document
Any 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: 5.32

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

2018-19	2017-18	2016-17	2015-16	2014-15
16	8	1	1	2

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

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

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	2	1

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

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

Response: 2.37

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	4	2	4

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

- Confidential reports of Principal and HODs enable to find out and identify the performance appraisal system.
- Student's feedback on Teachers, Academic performance and quality in teaching learning process appraise and identify the performance appraisal system of the faculty.
- The management offers increment in salary and other benefits on the basis of the outcome of appraisal report for faculty.
- Incentive is given to Ph.D, NET/SET qualification of the faculty members.

Proper result analyses were made and respective remedies were taken. The Management appreciates the faculties, on the basis of rewards and awards

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts regular internal and external financial audits as per the requirement of UGC. Various types of internal and external financial audits are conducted in a systematic manner. Auditor M.D Vasudevan is the college internal and external auditor and submits a detailed quarterly report to the college. The college knows its significance and hence it is carried out regularly on an annual cycle. It involves the Financial Accounting and Treasury team. External audit clarifies the specific elements of the college activity such as legal expenditures if any, pension scheme, Research grants and contracts and other teaching and learning expenses.

The external audit which is a statutory requirement provides an assurance that the accounts maintained is true and fair. It is an essential proof for proper expenditure. Internal audit is distinct from and is independent of the college's external audit system. The internal auditors constantly report to the college's governing body and council. It conducts audits on the system of governance, risk management, internal control, quality maintenance and the strategic initiatives towards the achievement of goals at all measures. Hence the scope of the internal audit is wider than the external audit. It covers even the non-financial areas of the college's operations. It undertakes multiple audits each year. Though internal audit is not a substitute for good management, the senior faculty take up the responsibility and deliver an effective performance. They are highly critical and thereby support and promote the improvement and efficiency. Due to internal audit, the objectives of the college and departments are realized meticulously. The risks are managed effectively. The constant financial review by it aids in financial regulation.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

Response:

As per this budget the college meets the expenditure. The resources are allocated to various heads/activities in the college depending upon the activities planned/participation in the intracolleges or inter college fest. The Forum Conveners have to prepare an optional budget of their respective forum activities on the authorization of the Principal. This budget will be forwarded to the trust for the approval and college administrative staff will take responsibility to draw a cheque and again the cheque will be sent to the trust office for the signature of the General Secretary. Once the budget is approved from the Trust, the administrative staff prepares a cheque signed by the Principal. The proposal will be sent to the Trust for final approval.

6.5 Internal Quality Assurance System

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

Response:

The internal quality assurance aspects of the college, especially regarding the teaching learning process has been for several months under the purview of the academic committee of the college. The IQAC was established on 08/01/2019.

IQAC conducts meetings with teaching and non teaching staff relating to the academic development of the students such as lectures, guest lectures, seminars, workshops, faculty development programs, co-curricular activities, competitions, result analysis and industrial visit. Teachers are motivated and appreciated in order to develop the teaching, learning, evaluation and professional skills.

Various key areas for regular monitoring and documentation by IQAC are

- Curriculum development
- Options of skill papers in order to enhance quality bar
- Organization of lectures by prominent speakers in different areas
- Organization of annual lectures by each department every year
- Participation in innovation and research funded projects
- Consultation with various organizations
- Extension activities for the community development
- Organization of remedial classes and student counseling session
- Feedback from stakeholders which was earlier taken by individual teachers and PG departments will now be documented by a centralized committee
- Collaboration with industry and placement meet
- Effective involvement of alumni

Quality assurance is a dynamic process and we are moving towards documentation of strategies and processes as per the new guidelines for IQAC.

File Description	Document
Any additional information	View Document

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

Response:

Post-accreditation IQAC will be reconstituted as per the NAAC guidelines. However, the institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at

periodic intervals through its various Staff Council committees like the Academic Committee, Internal Assessment Committee, Placement Cell, etc. Students' Internal assessment and attendance is monitored and evaluated at periodic intervals. Placement cell organizes annual placement mela. The academic committee reviews the results and plans activities for the academic growth of the institution at large.

Various quality initiatives for improving the teaching-learning process taken by the Institute have been-

- Organization of seminars, workshops, faculty enrichment programs and training for faculty as well as students

- Value-added courses for students initiated.
- Use of ICT in teaching and learning encouraged.
- E-resources for various courses are regularly shared with students. These have been detailed in different criteria before this.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

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

Response:

Regular feedbacks were taken in the past from students and shared with teachers to improve the curriculum transaction.

- Feedback system has been formalized and structured. Students, parents and alumni feedback is collected on curriculum and infrastructure.
- Students' request for a dedicated time slot to pursue add-on courses and extracurricular activities was acknowledged.
- Dissemination of salient findings on quality parameters and feedbacks in General Body meeting are also discussed.
- Documentation has helped to map lacunae and revisit policies. Although placements were done at a professional level, however, a need was felt to promote placements at the undergraduate level.
- In view of the academic feedbacks from all stakeholders the curriculum was revised for CBCS and contemporary concepts were incorporated. Feedback from institutions where students go for internships has helped to equip students with the skill sets required by prospective employers. Student visibility has increased in the development sector and industries.
- As an outcome of the Students' feedback regarding infrastructure, mapping of college facilities has been initiated and washrooms have been renovated.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 27

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	6	5	1

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

a) Safety and Security

b) Counseling

c) Common Room

The **Women Empowerment Cell (WEC)** has been composed to empower and safe guard the rights of faculty members and students of the Institution. It produces pleasant atmosphere in the campus. It organizes workshops and sensitization program both for faculties and students by eminent psychologists and social workers. The committee also addresses similar kind of issues on various occasions like Women's day, Mother's day and Father's day.

Grievance Redressal Committee (GRC): The Statutory Committee and Grievance Redressal Committee

(GRC) are formed as per Clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987) AICTE. The Committee has been formed in order to ensure transparency by technical institutions imparting technical education in admissions, preventing unfair practices, complaints of suspected discrimination by students of Scheduled Caste, Scheduled Tribe, OBC, Women, Minority or Disabled Categories, scholarship issues and sexual harassment and to provide a mechanism to innocent students and stakeholders for redressal of their grievances.

Basic Functions of Cell:

Any grievance reported is inspected and necessary actions are always taken by the Cell. In case of emergency, the principal conducts meetings and addresses the problems immediately. When a complaint is received by the cell, it conducts an enquiry to identify the gravity of the offence. Based on the first hand information and prime-facie evidence, the committee submits its report to the Principal for further action. No sexual harassment complaint has been recorded so far.

Counseling: The WEC also attend to the Grievances of the distressed students and attend their problems. It also provides platform for social interactions and compatibility among the students. All proceedings of the counseling shall be recorded and signatures of participants shall be taken. The Cell will provide assistance to the Faculty for taking preventive steps in the matter of gender discrimination and sexual harassment.

Common Room: The Institution has established a separate rooms to take rest, if required and it is produced with other facilities required for women. For any medical assistance the doctor is also always available at institution premises.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 124730.9

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 5.2

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

Response: 1622

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 31182.73

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

College adopts the policy of Reduce, Recycle and Reuse. The Institution is conscious of its responsibilities to the environment and has taken the following initiatives to maintain an Eco friendly campus.

Waste Management steps including Solid waste management:

- The Green-colored dustbins are meant for wet and biodegradable wastes. Other color dustbins are meant for disposal of plastic wrappers and non-biodegradable wastes.
- Cleaning or emptying of the dustbins is being done on a regular basis from 7.00 am to 9.00 am and at 4.30 pm every day.

Solid waste management:

1. The major solid waste which is generated in the Campus includes Paper, Leaf litter and Kitchen waste.
2. Leaves being shed are a major solid waste generated.
3. Metal and wooden waste is given to authorized scrap agents for recycling
4. The chemical waste generated in Life Science and Bioscience Laboratories are segregated

regularly.

5. The vegetable scraps and fruit peels are used in vermin composting.
6. Single sided used papers are reused for writing and printing in all departments

Liquid waste management:

1. A proper system has been implemented to discharge the liquid waste generated in campus for watering the saplings and trees planted.
2. Liquid waste from the points of generation like the canteen, laundry and toilet is segregated and disinfected and let out as effluent into a common drainage facility.
3. This liquid waste effluent could trigger various infections and can cause disease outbreaks among the people
4. Periodic check-up of plumbing lines is undertaken to ensure minimal loss of water due to leakage. Effective reuse of waste water from RO plant is being used for irrigating the green areas.
5. All electronic equipment used in the campus are regularly maintained and repaired to ensure minimum e - waste.

E-waste management:

1. The E-waste generated in the college premises is very less in quantity. The cartridges of Laser Printers are refilled outside the college campus.

In case of any repairs, computers are collected from different locations of the campus by designated technicians and sent to the institute computer center. At the center, the computers are sometimes repaired and some are likely not repaired due to the level of damage. The un-repaired are inspected by the authorities and its open for disposal through contractors or vendors, who pay certain amount of money to dispose them.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

We have implemented Rainwater harvesting, which has saved significant amount of water expenses. All the buildings have rainwater harvesting structure and the rainwater is allowed to go underground through the structures. The college also takes serious steps in making the ambient competitive and innovative environment with its own benchmark. Extensive rain water- harvesting

activity has been undertaken at various parts of the campus, which results in the increase of groundwater. It is done in eco-friendly and in an economic way.

Rainwater Harvesting is utilized in the campus. The institute has rain water harvesting facility with rain water storage tanks around the building. This system renews the bore wells not only of the institution but in surrounded area. Two drain pits are used to sink the water and recharge the ground water table. The huge volume of rain water from the roof is collected. This water is partially used for gardening and the remaining water is used for ground water level improvement and for improving the water level in the wells. The college campus is on the significance of the water conservation and explains to student the importance of preserving and saving it. Students are encourage to use water wisely and only when necessary they also act immediately upon witnessing any wastage and take necessary action to stop it. One of the ways of preserving water in the college is rain water harvesting.

Rain water is collected from rooftops of buildings from existing down takes, connected to a common header and led to a trickling sand filter. The filtered water is then used for domestic purpose after chlorination. A full time maintenance supervisor is appointed for looking after the maintenance of the buildings, water supply, sanitation and gardens and take up petty works. Runoff from the open area is converted in to recharge through recharge trenches along road and walkways.

The rainwater from roofs of the buildings of the colleges diverted in to various connections with each other and then the rainwater is brought to the top most layer below the group which is said to be as Recharge pits.

The institute encourages on conserving water through the following strategies:

1. Sustainable approaches for implementation of innovative water-efficient technologies such as rainwater harvesting, treatment and reuses of water etc.
2. Promote water efficiency practices to all the stakeholders in the campus.
3. Monitoring and minimize water consumption in the campus.
4. Promote the culture of planting saplings in the campus every year during World

Environment day by students and NSS teams.

5. The harvesting water is used for gardening and cleaning requirements at hostels.

The institute has taken initiative step for storage of water during summer. Cost of buying water was becoming a financial burden. The only alternative to the water crisis was to use the available water more effectively. During rainy season, there is abundant water available and the tanks store that water which is then used for gardens, lawns and other trees.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

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

Response:

Students and faculties of KCAS AITS use:

- a) **Bicycles:** No such facility is available in the institute campus.
- b) **Transport:** A full-fledged Transport department functions in college with 32 buses to provide transport facility to students and staff from various places.
- c) **Pedestrian Friendly roads:** We are having the two Pedestrian Roads. The goal of these Pedestrian friendly roads is to preserve and enhance pedestrians and to encourage walking as an attractive means of transportation as well as for leisure, recreation and health.

Plastic Free Campus: The institute encourages students and staff not to use plastic bags. The security guard makes sure that no one enters the institute campus with polythene bags. Students are educated on the harmful effects of plastics. The management conducts awareness Program.

Paperless Office: For the paperless office, our faculties are using hard drive server for data sharing. For making paperless office, we are sharing documents using official emails / personal emails and whatsapp messages.

Green Landscaping with Trees and Plants: Environment consciousness is enshrined in the objective of the institute and tree plantation is the major concern of the management to maintain the pristine purity and beauty of the institute to provide a congenial atmosphere for the academic and non-academic pursuits.

Felling of one tree for the construction of building to meet the growing academic requirements is replaced by planting a few trees on the campus. Green audit of the campus is carried out by the staff periodically by supervising the maintenance of the existing trees and locating places for planting new trees. Areas are assigned to NSS Volunteers and the departments for planting, watering, weeding and maintaining the plants, greens, herbs and trees.

File Description	Document
Any additional information	View Document

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

Response: 1.48

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

2018-19	2017-18	2016-17	2015-16	2014-15
5.4	4.8	4.2	3.6	3

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

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

Response: 20

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	4	4	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

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

Response: 20

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	4	4	1

File Description	Document
Any additional information	View Document

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

Response: Yes

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

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

Response: Yes

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

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

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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

Response: 6

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	1	1

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Response:

1. **Republic Day:** Republic Day is celebrated on January 26 to commemorate the adoption of constitution. On this day, events include flag-hoisting and followed by “constitution awareness program” in which students and staff members got information of their duties towards our nation and rights given to them by our constitution. By organizing such type of events institute does its share to immersed patriotism and awareness to next generation.

2. **Independence Day:** Our college celebrated Independence Day on 15th august by first

Hoisting the flag and then doing noble works like cleaning parks and premises.

1. **Teachers Day:** Our students organize teacher’s day celebration on 5th September. They invite teachers from all the department and honor them by presenting them with gifts and greeting cards. The students also prepared charts with teacher’s day special drawings and quotes. The students also conduct cultural activities dedicating it to the teachers.

2. **NSS Day:** Our students celebrated the NSS day on 24th September by hoisting flag and giving

inspirational speeches.

3. **Sports day: Sports days** are events staged by many school and college people are participate in sport activities, often with the aim of winning trophies or prizes.
4. **Women's Day:** The College organized women's day celebration on 8th march to honor and respect the women in the campus. Since our college is exclusively for women all inspiring women's was honored on that day.
5. **Pongal Celebaration:** Thai Pongal is a harvest festival dedicated to the Sun God. It is a four-day festival which according to the Tamil calendar is usually celebrated from January 14 to January 17. Thai Pongal corresponds to Makara sankranthi, the harvest festival celebrated throughout India.
6. **Ganesh Chaturthi:** The College organized a Eco Friendly Ganesh Chaturthi and students participated and made Eco Friendly Ganesh models.
7. **Durga Pooja: Durga Puja**, also called **Durgotsava**, is an annual Hindu festival originating in the Indian subcontinent which reveres and pays homage to the Hindu goddess, It is particularly popular in the Indian states of West Bengal, Assam, Bihar, Tripura, and Odisha, the country of Bangladesh, and the diaspora from this region, and also in Nepal, where it is celebrated as Dashain

File Description	Document
Any additional information	View Document

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

Response:

e maintain complete transparency in academic, administration, fees collection and finance.

The institution believes in high moral values and strong ethics. Though its teaching and functioning it strives to inculcate these values in its students and faculty as well.

Financial Transparency

- The students pay fees through bank, while salaries to the staff are also made through bank. Collection of fees is mentioned in the prospectus.
- The expenses are appropriately mentioned. The entire financial management is audited each year by external auditors.
- Students desirous of financial aid are being supplemented with scholarships by the management, thus attaining the human value segment.
- The college follows a practice of inviting quotations before purchase of equipments, consumables, computers, furniture and fixtures for use in laboratories and campus.
- Comparative statements of quotations is prepared and put up for sanction after recommendation by Head of the Department, Principal and IQAC. Purchase order is placed and payments towards the purchase are made through cheques.
- Canteen and security contracts are also dispensed after inviting quotations.
- The college plans its activities with the budget for the year and places it before the college CDC for

commendation.

- The policy manual of the college defines the limits of expenditure for routine activities as well as the limit of expenditure for self-development programs for faculty.
- Budget based operations are carried out at the institution level. Information about budget availability is informed to all the staff.

Academic Transparency

- The college conducts two Unit examinations and one model university examination, which are based on university paper pattern. The papers are evaluated immediately after the examination and handover to the students.
- Correct subject allocation is followed in the subject allotment according to faculty specialization.
- The junior staff is given priority to choose the subjects for the coming semester. The HODs of the concerned stream looks into the proper allocation of practical and theoretical subjects.
- Lesson Plan is prepared and work dairy is maintained by all the faculties monitored by the HODs and the Principal.
- The teaching workload is allocated to the faculty members of the respective department for the following Academic year at the end of the previous Academic year. The subjects are assigned as per the specialization and expertise of the teacher in consultation of the Head of the Department.

Administrative Transparency

- The college administration is always pleased and enthusiastic in extending complete support for the overall development of the student.
- The college administration is divided into various departments like admission and eligibility, accounts, examination, scholarship, University work, salary disbursement and work of Directorate of Higher education.
- Each department is responsible for execution of the work allotted to it and is also responsible for any lacuna.
- The administration of the college is centered with the College Office Superintendent. Decisions that affect various departments are only taken after a joint meeting of all concerned faculty and departments.
- All the decisions related to effective administration are taken through meetings of academic council and the recommendations are implemented. This exhibits the administrative transparency of the college.

7.2 Best Practices

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

Response:

Response: Best Practice: I**Title of the Practice – Value Based Education****Objectives of the Practice : (100 words)**

To emerge as an institute of excellence in higher education. To inform value based education in line with global standards. To promote leadership qualities and to develop entrepreneurial skills amongst students. To groom students to become socially responsible citizens. To create a strong learning environment. To provide holistic education. To reach the heights in academic excellence. To motivate the students to improve their academics. Accelerate the pace of quality, acquisition past and to the point enable interaction between students and faculties with the best academic and industry experts. To encourage faculty members to participate and present their research papers in National and International conferences/Seminars/Workshops/Symposiums.

The Context :(150 words)

Value based education aims at inculcating the highly creditable values such as service, devotion, contentment, love, peace, truth and wisdom in the minds of students. The Institute has been shouldering the responsibility of providing quality education at the right time to students. The system enhances academic achievement and develops students social relationship skills. The skills they imbibe during their course of study not only help them get placed in reputed firms but also last throughout their lives. The Institute consistently works to impart social, moral, integrity, character, spirituality, etc along with regular classes and learning system. It builds the qualities of humility, strength and honesty in students who are shaped to become better citizens of our country. As part of extension activities students are taken out to get along with society thereby apprehending the actual social branch and its issues. The college organizes Seminar/Conferences/Workshops on various research themes.

The Practice (400 words)

The College regularly celebrates the national festivals like Independence Day, Republic Day, and Gandhi Jayanthi during which eminent social activists are invited as guests. They deliver inspiring speeches to the students highlighting the importance of human values. The Institution, in collaboration with an NGO, organized a massive awareness program on voting rights and Awareness programme on child line in the college premises. The programmes have been successful in enlightening the students. Consumer Club has been formed and functioning with an aim to create awareness among the students about consumerism. The Green Club in college has been established to turn the staff and students to be environment friendly. Agriculture is significant for multiple reasons. Due to the advent of science and technology, people pay least attention to farming and farmers. Realizing the hourly need to make the students understand it, the NSS held awareness workshop for our students. The Service also offers a variety of topic-specific workshops throughout the year, like pre-marital Counselling, Anti-ragging, Child-line etc. Institute is affiliated to Thiruvalluvar University, the rules and regulations for evolution process are laid down by the affiliating University and are communicated to students through syllabus copies supplied in the beginning of the first year of their academic program. Syllabus for internal assessment will be communicated to students well in advance. Question papers are set based on Course outcomes and are approved by heads of the department. For every subject, respective faculty prepares 2 set of question papers that covers equal

number of questions from each unit, covering all the topics. Department internal exam coordinator under the guidance of HOD, checks for the standard of the question sets. College Internal Exam Coordinator along with an Exam team selects the final internal questions for each subject from the question sets. Question papers are given to the internal exam coordinators of the department on the day of test, after approval from the Principal. A centralized two internal exams and one model exam were conducted. A Centralized valuation system is followed. Internal exam Results are published within a week.

Evidence of Success : (200 words)

The students through the NSS and YRC conduct awareness programmes about the ill effects of Dengue, the importance of agriculture, water and energy conservation, blood donation campaigns etc. When they interact with their own community, they are able to identify the problems faced by common people. They gain practical knowledge out of the act. They spread love and trust and sometimes render materialistic help to the poor and the needy. Through these programmes, the teaching and learning community is constantly in touch with the society. The Institution is brimmed with pride and happiness to witness the successful implementation of value based education system wherein the students are taught to engage with all aspects of human existence like emotional, moral and spiritual on par with their materialistic reach. They are developed with a sense of compassion for their community. Regular activities and special camp were conducted. All the central government plans were implemented like rainwater harvesting, beti padhao beti bachao, swatchha pakhawada programmes etc, were implemented.

Problems Encountered and Resources Required: (150 words)

In this era of technology, most of the people are violent and intolerant. The present generation of youth hailing from India, a developing democratic country like India is brought up in a society which is characterized by ragging change, cultural and religious diversity, dislocated families and unemployment. Here, education can be used as a powerful device for inculcating values in students. The values can be incorporated in everyday classroom practice. One of the major challenges faced in this regard is to change the mind sets of students from curriculum to community service. As the world speedily paces after materialistic sophistication, the students of the present generation have been well trained at home itself to struggle with challenges pertaining to economic growth. The morning assembly plays a vital role in this to bring all together physically and mentally. Verses from The Gita, the Bible and the Kuran unite all irrespective of creed, caste and religion. The celebration of “Samacheer Pongal” gives life to Indian Culture and tradition Nowadays, more emphasis is unconditionally laid on knowledge-based and information-oriented education which looks after the intellectual development of the child. But the Value Based Education system of the institute is the key to unlock an all -round and well-balanced personality of the students. It also aims at developing all dimensions of the human intellect with which the youth take our nation to be more democratic, interconnected, culturally rich and intellectually modest nation.

BEST PRACTICE - II

Title of the Practice: Green Initiatives

Objective of the Practice: (100 words)

Green Initiatives – Sustainability and Conservation of Nature, Green Energy. Besides the operational integration, EcoCampus is the first and foremost an education programme which empowers students to lead for sustainability and endeavours to extend learning beyond the lecture theatre to develop responsible attitudes towards the environment, culture and society and create value for the wider community. College adopts the policy of Reduce, Recycle and Reuse. The Institution is conscious of its responsibilities to the environment and has taken the following initiatives to maintain an Eco friendly campus. The Green Campus Initiatives (GCI) will enable the institutions to develop their campuses as a living laboratory for innovation.

The Context: (150 words)

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program. Institute has to work out the time bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. Every institute under DTE will work with students, faculty and support staff to foster a culture of self-sustainability and make the entire campus environmental friendly.

The Practice: (400 words)

The College has been drawn to ensure and sustain harmonious blend of human and environmental well-being. Accordingly, spaces for academic, administrative and recreational areas are delineated in harmony with the topography to ensure an eco-friendly campus. In an endeavour to preserve healthy ecosystem, Our college has embarked on agro forestry plantation drive on a scientific basis ,at multi locations spread over the campus. The methodology involved in developing geo and plant-specific bio-fertilizers through culture helps in cost-effectiveness and nature-friendly management of plantation. In this connection, it may further be added here that this bacterium can be used as a potential bio-fertilizer that helps in increasing the plant growth hormones in many agricultural crops, thereby increasing the yield. In continuation of this study, a patent has been filed for application of this bacterium as biofertilizer. The kaleidoscopic nature-grown cropping of neem, Custard apple, mango trees, guava tree, teak wood, Badam tree, Ashoka tree etc.. are a spectacle to watch. These are being protected carefully. Bordering strips of unused land on the campus are used for planting tamarind trees. Plans are afoot for planting medical plants too. It is envisaged that these plantations would serve as demonstration farms and seed gardens to promote scientific research in crop development and inter-cropping..The college has paid equal attention to sustainable water management and land use. A network of manmade water drains and channels along the stretch of 2 kilometres ensures redistribution of excess rain water. The natural vegetation enhances the scope for recharge of ground water and prevention of excess water flow during monsoon season. Organized planting of trees, bushes and

lawns to stabilize slants and ridges have been expensive but quite rewarding, enriching the beauty of the campus. Crafting a comprehensive master plan for the campus development in consonance with the environmental heritage and instil eco-consciousness into every facet of the University life Making sure the involvement of faculty and students and leveraging the research pursuits in shaping and sustaining an eco-friendly campus.

Evidence of Success: (200 words)

The success of Campus sustainability initiatives is evident at a glance of the vast green canopy permeating the college campus. The carefully nurtured vegetation, flora and fauna are a visual treat and speak volumes of eco-friendly culture unique to our campus. Inspired by the concern for environment, the faculty and NSS students of the college have taken up studies and research in areas of tissue culture, pest resistance, bio-fertilizer production and medicinal plants. Besides mapping the flora and fauna, the campus has also taken up measures of protection of bio-diversity. It is done not only to meet the needs of the College community but also to replenish and maintain the ground water level of the local community. The College with its support staff has an efficient waste management system, which includes the collection of waste and garbage, transport and disposal of waste. Waste is segregated into degradable and non-degradable waste. To create a milieu for sustainability in the pursuit of higher education. To ensure protection of bio-diversity and safeguarding of flora and fauna. To institutionalize sustainable solutions through instruction, teaching, research, innovation and extension activities with live concern for the Campus and its neighbouring community.

Problems : (150 words)

While the prospects of exploring environment-friendly options the actions dedicated for sustaining a green campus call for investment of resources and integration of efforts are encourages. Building of fencing, water-pool and dug-well are done under expert advice and investment of resources. These have significantly minimized the excess rainwater flow and contributed for the substantial recharge of ground-water. Selection and preparation of sites for academic, administrative and other buildings called for expertise in soil corrosion management, drainage, placement of retaining walls and plans for suitable landscape. Attention to these details did cost many a resource. However, the positive outcome has been magnificent buildings and office blocks that blend harmoniously into the landscape. Organized planting of trees, bushes and lawns to stabilize slants and ridges have been expensive but quite rewarding, enriching the beauty of the campus.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

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

Response:

The Vision of the Institute focuses on three aspects essentially: Value based education, Innovation and social contributions. The institute has established its distinctive approach towards this comprehensive vision by working on the up-liftment of the academic quality of the students of this region. Our priority has been in reaching out to the backward areas of the region and counsels the students for achieving higher education, thus enabling the process of developing the society and the nation at large. The first step toward achieving this goal was to maintain the infrastructure and manage the campus for our stake holders. Then the stake holders were encouraged to participate in lifelong learning through industry and academic interactions. The institution also organized socially relevant programs to benefit the humanity.

Infrastructural Relevance

The institution has made great efforts in maintaining the infrastructure from the beginning and has not hesitated in expanding as the need has arrived. The various departments are situated with ample spacing and facilities.

Life Long Learning

The institution has given quality education to the students which have come in hand for them to show out their talents in various technical fests. Students are also promoted and given support to do in-house projects.

Social Connect

The institution situated in the rural area has done its part in the development of the locality. The various programs conducted by the institution has promoted the people in the region towards education and the need for the same. The institution also has given general awareness to the inhabitation nearby about the ethical aspects of life and how to lead a better life.

The institute has established its distinctive approach also in the following aspects

1. Counseling for higher education.

- 2.Campus recruitment training.
- 3.Calm atmosphere for learning.
- 4.Lake view for peaceful mind.
- 5.Scholarships

Mission of Empowering Women:

Our mission has firmly stood the test of time and the college has worked towards empowering the women force, in particular for national development. The college education aims towards capacity building for entrepreneurship, improved health and quality of life and communication for desirable behaviour change. The disciplines are artistic, creative, culturally rooted and contemporary. The college faculty and students are responsibly engaged with people and communities, fulfilling its role in making knowledge and information accessible to people. These experiences enrich education, research and curriculum development and expand the quality of academic work across specializations. The students receive the benefits of knowledge from advanced research activities even in the undergraduate classes.

Awards and Prizes

(i) Dr. S. SEETHALAKSHMI , Principal of our college has been honoured by “**NEHRU GROUP OF INSTITUTION** “, COIMBATORE with “**Best Faculty 2018**” award.

(ii) Dr. S. SULOCHANA Head , Department of Tamil has been awarded ‘**SATHANAI SEMMAL AWARD - 2019** “ by **KURINJI KABILAR TAMIL SANGAM** “ & She has Presented her papers in **SAHITYA AKADEMI CONFERENCE ON 23.01.2016**.

(iii) Prof. P. SUMATHI Assistant Professor , Department of Tamil has been awarded “**SATHANAI SEMMAL AWARD - 2019** “ by “**KURINJI KABILAR TAMIL SANGAM** “ .

(iv Dr. S.SULOCHANA Head , Department of Tamil has been awarded “ **SENTAMIL THILAGAM AWARD** “ by **TamilAyya Kalvi kazhagam** on **23.07.2011**.

(v) Our Student **R.Prabhavathi II B.Sc Maths** has been honored by “ **WORLD BOOK OF RECORDS – UNITED KINGDOM** “ for discovering the **New Largest Weird Number (Mathematics) with 386 Digits on 25.08.2019.**

File Description	Document
Any additional information	View Document

NAAC

5. CONCLUSION

Additional Information :

1. The College exclusively for women provides an opportunity for every girl child in and around the rural population to get educated & improve their knowledge & skill. Education of women helps the economic empowerment & independence. They realize their rights for justice through proper education.
2. The NSS 2 unit extends its service to the community. Outreach activities are carried out in villages.
3. Students are included in various club activities & sports activities that mould them to achieve team work, learn time management skill & leadership skills.
4. The soft skill trainees / certificate courses offered gives them a cleanse to grab the placement & also in developing their overall personality.
5. The marketing system helps the students in character building & counseling.
6. The scholarship through college helps the economically backward students to continue their education.
7. The students participation in various competitions, paper presentation in National / Inter National Seminars/ Participation in Workshops in & out side the college being out their hidden talents & give them a confidence to excel further.
8. They provide their excellence academically by scoring more marks, getting centurms & many University ranks in the University examinations every semester.
9. Special children / differently baled students are extra care by getting special permission from University & are provided with extra time during their University examination.
10. The management/ Principal/ Staff work together to regular & maintain an amicable & scholastic environment of the college.

Concluding Remarks :

1. Rights from its inception in 1996 with a strength of 18 girl students the institution has grown leaps & bounds educating women population inspire of various barriers that includes sociological, gender stereotyping, gender segregation, economic concern, constrains, parental reluctance to educate girl child. Women education ensures awareness of rights & entitlement in society, so that women's enhance their participation in society on an equal footing in all areas.
2. Women education provide economic independence & awareness that help curtail the vicious cycle of

reinforcing negative stereotypes & aid women in chartering paths as individuals in their own rights, contributing to society. Awareness programs to girls about their safety are organized by the help of police department frequently. Also psychiatric related issues and counseling are done as and when required. Women's day celebrated with all pride every year.

3. The institution has been constantly refining its focus as well as modus operandi in achieving the Vision it has set for itself. The descriptive summaries and the accompanying data under each criterion are a proof of the sincere efforts of the Institution in this direction.

4. Institution follows a transparency in all its operations and grooms the leadership attitude among staff and students through participative management in the college policies. The college is particular about meeting statutory requirements of the Government and the affiliating university.

5. To constantly refresh & upgrade their knowledge, teachers participate/ present/ articles in National/ International seminars & conferences & also publish books, all of which is invigorating & prevents intellectual or academic stagnation.