# CENTRAL APPLICATION PROCESSING UNIT (CAPU)
# ANNUAL QUALITY ASSURANCE REPORT (AQAR)
# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## ACADEMIC YEAR 2015-2016
### *Submitted to*

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**
**(An Autonomous Institution of the University Grants Commission)**
**NAGARBHAVI**
**BANGALORE-569 072**

### *Submitted by*

**PADMAVANI ARTS AND SCIENCE COLLEGE FOR WOMEN**
**(Affiliated to Periyar University)**
**(Recognition U/S 2(f) & 12(B) status by UGC Act, 1956, NAAC Accredited with 'B' Grade &**
**An ISO 9001: 2008 Certified Institution)**
**Opp. Periyar University**
**SALEM- 636 011, TAMIL NADU**

Ph : 0427 - 2345876

# PADMAVANI ARTS & SCIENCE COLLEGE FOR WOMEN

### (Affiliated to Periyar University)
Opp. to Periyar University, Omalur Main Road, NH-7, SALEM - 636 011.

**Dr. N. SUBBURAJ,** M. Com., M.B.A., M.Phil., Ph.D.,
PRINCIPAL

21.11.2015

To

The Director
National Assessment and Accreditation Council (NAAC)
P. O. Box No. 1075
Nagarbhavi
Bangalore -560072.

Respected Sir,

Sub: Submission of AQAR of IQAC – Reg.

We are kind to inform you that, we submit our College Annual Quality Assurance Report (AQAR) for the academic year 2014-2015 by Internal Quality Assurance Report (IQAR). Please accept this report and for your kind perusal.

Thanking you,

PRINCIPAL
PRINCIPAL
PADMAVANI
Arts & Science College (Women)
Opp: Periyar University
Salem - 636 011

Copy to:

The Joint Secretary
Southern Eastern Regional Office (SERO)
University Grants Commission
A.P.S.F.C. Building (4th Floor)
P.B. No.152,
Chirag-Ali-lane
Hyderabad – 500 001.

Ph. 23236351, 23232701, 23237721
23234116, 23235733, 23232317
23236735, 23239437, 23239627

**Extension No. 413 (CPP-I Colleges)**
UGC Website: www.ugc.ac.in

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

ज्ञान-विज्ञान विमुक्तये
**SPEED POST**

F. No. 8-17/2013 (CPP-I/C)

October, 2013

The Registrar,
Periyar University
Salem – 636 011
**Tamil Nadu**

3 1 OCT 2013

**Sub:** Recognition of College under Section 2 (f) & 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter no. NIL dated 06.09.2013 received from the Principal, Padmavani Arts and Science College for Women, Opp. To Periyar University, Omalur Main Road, NH – 7, Salem – 636 011, Tamil Nadu on the above subject and to say that it is noted that the following college is **un-aided/self financed** and **permanently** affiliated to **Periyar University, Salem**. I am further to say that the name of the following college has been included in the list of colleges prepared under Section **2 (f) & 12 (B)** of the UGC Act, 1956 under the head 'Non-Government, self financed Colleges teaching upto **Master's** Degree':-

| Name of the College | Year of Establishment | Remarks |
|---|---|---|
| Padmavani Arts and Science College for Women, Opp. To Periyar University, Omalur Main Road, NH – 7, Salem – 636 011, Tamil Nadu. | 2005 | The College is now declared fit to receive Central assistance in terms of Rules framed under Section 12 (B) of the UGC Act, 1956. However, the College, being a self financing & unaided, would be eligible to receive UGC's support only in respect of teachers & students related schemes as per the decision of the Commission dated 8th July 2011. |

The Indemnity Bond and the other supporting documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

(P.K. Sharma)
Under Secretary

Copy to:-

1. The Principal, Padmavani Arts and Science College for Women, Opp. To Periyar University, Omalur Main Road, NH – 7, Salem – 636 011, Tamil Nadu.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Secretary, Higher Education Deptt. Government of Tamilnadu, Secretariat, Chennai - 600 009, (Tamil Nadu).
4. The Joint Secretary, UGC, South Eastern Regional Office (SERO), P.B. No. 152, A.P.S.F.C. Building, IV Floor, 5-9-194, Chirag Ali Lane, Hyderabad - 500 001, (Andhra Pradesh).
5. Publication Officer (UGC-Website), New Delhi.
6. Section Officer (FD-III Section), UGC, New Delhi.
7. Guard file.

(Sunita Khanna)
Section Officer
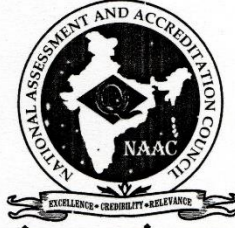
राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**
*An Autonomous Institution of the University Grants Commission*

# Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Padmavani Arts & Science College for Women
Salem, affiliated to Periyar University, Tamil Nadu as
Accredited
with CGPA of 2.52 on four point scale
at B grade
valid up to December 09, 2019

Date : December 10, 2014

Director

EC(SC)/04/A&A/19

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**PADMAVANI ARTS AND SCIENCE COLLEGE FOR WOMEN**
**Salem-11**

**The Annual Quality Assurance Report (AQAR) of the IQAC**

**Academic Year 2015-2016 (01st June, 2015 - 31st May, 2016)**

## Part – A

# 1. Details of the Institution

**1.1 Name of the Institution**

> **Padmavani Arts and Science College for Women**

**1.2 Address Line 1**

> **Opp. Periyar University**

**Address Line 2**

> **Govt. Engg. College Post**

**City/Town**

> **Salem**

**State**

> **Tamil Nadu**

**Pin Code**

> **636 011**

**Institution e-mail address**

> **padmavaniarts@gmail.com**

**Contact Nos.**

> **0427-2345876**

**Name of the Head of the Institution:**

> **Prof. Dr. N. SUBBURAJ**

**Tel. No. with STD Code:**

> **0427-2345876**

**Mobile:**

> **97877-75795, 94435-44531**

**Name of the IQAC Co-ordinator:**

> **Prof. Dr. M. JAYAGOBI**

**Mobile:**

> **96001-51614**

**IQAC e-mail address:**

> **pvcasiqac@gmail.com**

**1.3 NAAC Track ID**

> **TNCOGN17128**

1.4 **NAAC Executive Committee No. & Date:**

> **EC(SC)/A&A/19 dated 10.12.2014**

**1.5 Website address:**

> **www.pvcasw.org**

Web-link of the AQAR:

> **http:// www.pvascw.org/aqar2013-14.pdf**

**1.6 Accreditation Details**

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | 'B' | 2.52 | 2014 | Five years |
| 2 | 2nd Cycle | NA | | | |
| 3 | 3rd Cycle | NA | | | |
| 4 | 4th Cycle | NA | | | |

**1.7 Date of Establishment of IQAC:**

> **01/07/2014**

**1.8 AQAR for the year**

> **2015-2016**

1.**9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC**

   i.  AQAR for 2014-2015 on 21.11.2015

**1.10 Institutional Status**

University    State ✔    Central _    Deemed _    Private _

Affiliated College    Yes ✔    No _

Constituent College    Yes _    No ✔

Autonomous college of UGC    Yes _    No ✔

Regulatory Agency approved Institution    Yes ✔    No _

Type of Institution    Co-education [ ]    Men _    Women ✔

Urban _    Rural ✔    Tribal _

Financial Status    Grant-in-aid _    UGC 2(f) ✔    UGC 12B ✔

Grant-in-aid + Self Financing [ - ]   Totally Self-financing [ ✔ ]

**1.11 Type of Faculty/Programme**

Arts [ ✔ ]   Science [ ✔ ]   Commerce [ ✔ ] Law [ - ]   PEI (Phys Edu) [ - ]

TEI (Edu) [ - ]   Engineering [ - ]   Health Science [ - ]   Management [ ✔ ]

Others                                       [ N.A. ]

**1.12 Name of the Affiliating University**          [ **Perivar Universitv** ]

**1.13 Special status conferred by Central/ State Government--**

**UGC/CSIR/DST/DBT/ICMR etc**          [ - ]

Autonomy by State/Central Govt. / University

| | | | |
|---|---|---|---|
| University with Potential for Excellence | [ - ] | UGC-CPE | [ - ] |
| DST Star Scheme | [ - ] | UGC-CE | [ - ] |
| UGC-Special Assistance Programme | [ - ] | DST-FIST | [ - ] |
| UGC-Innovative PG programmes | [ - ] | Any other | [ - ] |
| UGC-COP Programmes | [ - ] | | |

## 2. IQAC Composition and Activities

**2.1 No. of Teachers**          [ 06 ]

**2.2 No. of Administrative Officer**          [ 02 ]

**2.3 No. of students**          [ 05 ]

**2.4 No. of Management representatives**          [ 01 ]

**2.5 No. of Alumni**          [ 02 ]

**2. 6 No. of any other Stakeholder and Community representatives**          [ 01 ]

**2.7 No. of Employers/ Industrialists**          [ 02 ]

**2.8 No. of other External Experts**          [ 01 ]

**2.9 Total No. of members**          [ 20 ]

**2.10 No. of IQAC meetings held**

<div style="border:1px solid">04</div>

**2.11 No. of meetings with various stakeholders:**   No.   | 04 |   Faculty | ✔ |

Non-Teaching Staff | ✔ |   Students | ✔ |   Alumni | ✔ |   Others | ✔ |

**2.12 Has IQAC received any funding from UGC during the year?**   Yes | - |   No | ✔ |

If yes, mention the amount   | Nil |

**2.13 Seminars and Conferences**

(i) No. of Seminars/**Conferences/ Workshops**/Symposia organized by the IQAC

Total Nos. | 11 |   International | 4 |   National | 3 |   State | 1 |   Institution Level | 3 |

**a) Workshop – Faculty Development Programme on  2015-2016**

Themes
(i)   Innovative Teaching and Learning Process
(ii)  To improve Research and Development
(iii) To introduced Technology Enabled Services
(iv)  Recent trends in Intelligent Knowledge Through Computing

**b) State level Seminar on 2015**

Theme   | Innovative Methods of Teaching through Modern Teaching Aids |

**2.14 Significant Activities and contributions made by IQAC**

**a) Significant Activities**

➢ Ensuring the perfect execution of academic and administrative activities as planned at the beginning in the academic year.

➢ 7 Departments took up Consultancy Services at the instance of IQAC.

➢ **Research Activities**

No. of Candidates Registered for M.Phil - 122

No. of Candidates Registered for Ph.D - 02

Research Projects submitted: Minor Projects - 2, Major Projects - 1.

Research Project approved    : Minor Projects - 2

Amount sanctioned Rs. 3.23 Lakhs.

➢ **Quality Circles monitored at the instance of IQAC.**

No. of Books Publications      : 7
Co-Curricular Activities      : 46

**Modern Method of Teaching:**

Increasing the ICT enabled teaching in some of the programmes from 25% to 40%

**Introduction of Project to**

- ❖ B.B.A.
- ❖ M.Com.
- ❖ M. Sc- Maths, Physics, Chemistry, Bio-Technology & Computer Science
- ❖ M.A- Tamil & English
- ❖ B.Sc., Computer Science
- ❖ B.C.A as learning process.

➢ On-line Test conducted as one of the components of CIA.

➢ Alumni Meet was conducted in all the Department and Alumni Association is a registered

body.

➢ Pre- Placement Training: 45 hours in a Semester besides a Special Placement Training just before a day of the interview.

**Environmental Awareness:**

The IQAC implemented through NSS Programmes are

- ❖ Say No Plastics
- ❖ Save Energy
- ❖ Effect of water pollution
- ❖ Importance of Tree Planting
- ❖ Dengue Awareness rally
- ❖ Tobacco Awareness camps

**b) Contributions**

- ➢ Release of biannual IQAC Newsletter
- ➢ Conducted of Two days Workshop on Faculty Development Programme on 29th & 30th November 2013.
- ➢ Conducted one day State Level Seminar on "Best Practices in Higher Education Institution" on 02.04.2014.
- ➢ Introduced two Best Practices – Soft skills, Aptitude Training and Management Review Monitoring Mechanism for Quality enhancement and excellence in periodically.
- ➢ Documentation of various activities.
- ➢ Preparation of AQAR to be submitted to NAAC as per its guidelines for 2013-2014.

**2.15 Plan of Action by IQAC/Outcome**

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year- **Annexure-I**

**2.16 Whether the AQAR was placed in statutory body**        Yes | - |        No | ✔ |

Management | ✔ |   Syndicate | - |   Any other body | IQAC, Governing Body |

Provide the details of the action taken

> ➢ Based on the approved target programmes were decided and budgets were prepared for the academic year 2015-16.
> ➢ Targets fulfilled as per the directions given by the plan action implemented through all departments, clubs, and various cells and quality improvement initiatives were rolled out.
> ➢ The Question paper pattern carrying the maximum marks 75 and the CIA with various components carrying 25 marks are implemented from 2015-2016.

# Part – B
## Criterion – I
## 1. Curricular Aspects

**1.1 Academic Programmes**

| Level of the Programme | No. of Existing Programmes | No. of Programmes added during the year | No. of Self-financing Programmes | No. of Value added / Career Oriented Programmes |
|---|---|---|---|---|
| PhD | - | 01 | 01 | - |
| PG | 08 | 01 | 09 | - |
| UG | 14 | 01 | 15 | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | 18 |
| Others | - | - | - | - |
| **Total** | 21 | 03 | 25 | 18 |

| Interdisciplinary | 11 | - | - | - |
|---|---|---|---|---|
| Innovative | - | - | - | - |

**1.2 (i) Flexibility of the Curriculum**

- ➢ Choice Based Credit System (CBCS)
- ➢ Core Subjects
- ➢ Elective optional Subjects
- ➢ Open optional Subjects

**(ii) Pattern of Programmes**

| Pattern | No of Programmes |
|---|---|
| Semester | All UG and PG Programmes |
| Trimester | - |
| Annual | M. Phil |

**1.3 Feedback from Stakeholders***

Alumni ✓   Parents ✓   Employers ✓   Students ✓

Mode of feedback : Online ✓   Manual ✗   Co-operating schools (for PEI) N.A

**Analysis of the feedback enclosed    ANNEXURE – II**

**1.4 Revision/Update of Regulation**

Affiliated to Periyar University

- Innovative skill based subject "Quantitative Aptitude, Soft Skills and Communicative Skills" is designed for UG programmes to be taught in III, IV, & V semesters and with high standard for PG programmes in II and III Semesters to enhance the employable skills of the students.
- SPSS is introduced as practical for all the PG programmes to encourage and motivate research activity among the students.
- "Comprehensive Assessment" is designed to evaluate the subject knowledge of the students in all the subjects at the end of each academic year for all the PG programmes.
- Introduction of a Co-curricular activity "Event Management" programme conducted in IV Semester for M.Com students to enhance the event management skill and leadership quality for the students.
- MATLAB and Latex Programmes are offered in M.Sc. Mathematics programme to sensitize research acumen among the students.

**b. Extra-credit Course**

A course (pertaining to the previous semester) offered in the department or outside the department in the College as extra credit course to the aspiring UG/PG students.

**c. Question Paper Pattern**

The maximum marks of 100 can been divided into 75 Theory Question paper and 25 CIA for all UG and PG programmes.

**d. Syllabi and Scheme for Soft Skill Course**

Syllabi and scheme for "Quantitative Aptitude, Verbal Reasoning and Soft Skill Course" are framed and implemented covering all the UG and PG students of 2012-2013 batch. All the students in the Institution are undergoing the course from the stage of admission to the completion of the programme.

**1.5 New Centre introduced during the year.**

- It is provided with computer/internet/ Wi-Fi facility.
- It keeps the list of noted experts in the respected field as well as the list of learning resource centres.

## Criterion – II

## 2. Teaching, Learning and Evaluation

**2.1 Total No. of permanent faculty**

| Total | Asst. Professors | Associate Professors | Professors/ Principal | Liberians/ P.D |
|---|---|---|---|---|
| 122 | 91 | 28 | 01 | 02 |

**2.2 No. of permanent faculty with Ph.D.**   29

**2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year**

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| R | V | R | V | R | V | R | V | R | V |
| 18 | - | 05 | - | - | - | - | - | 23 | - |

**2.4 No. of Guest and Visiting faculty and Temporary faculty**   04   04   05

**2.5 Faculty participation in conferences and symposia:**

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | 24 | 204 | 35 |
| Presented papers | 24 | 186 | 43 |
| Resource Persons | 01 | 08 | 12 |

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

**Online classes, ICT method, Project Method, edmoda, peer learning, industrial visit, A-Z models, Self learning process, Academic Quiz, Group Discussion, Seminars, Poster Presentation, Animation, Role play, Food mela, Rangoli, Meganthi, Create Entrepreneurs, Exhibitions, Debate, Flipped class rooms, Vox pop and Wi-fi specialities.**

**2.7 Total No. of actual teaching days during this academic year**   180

**2.8 Examination/ Evaluation Reforms initiated by the Institution**   CBCS Pattern and Examination Centralized

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

| BOS-2 | 2 | 09 |
|---|---|---|

**2.10 Average percentage of attendance of students**   92%

**2.11 Programme wise distribution of pass percentage:**

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction (%) | I (%) | II (%) | III (%) | Pass (%) |
| **UG Programmes** | | | | | | |
| Tamil Literature | 31 | 08 | 35 | 12 | | 100 |
| English Literature | 186 | 21 | 112 | 33 | 04 | 96 |
| Commerce | 63 | 14 | 32 | 11 | 06 | 100 |
| Mathematics | 159 | 42 | 143 | 13 | - | 100 |
| Physics | 81 | 12 | 48 | 23 | 13 | 98 |
| Chemistry | 75 | 14 | 52 | 21 | 09 | 98 |
| Computer Science | 65 | 09 | 65 | 14 | - | 100 |
| Commerce with CA | 95 | 17 | 63 | 15 | 07 | 100 |
| Computer Applications | 35 | 08 | 11 | 17 | 03 | 100 |
| Business Administration | 19 | 03 | 07 | 04 | - | 100 |
| Bio Tech | 35 | 12 | 18 | 08 | - | 100 |
| **PG Programmes** | | | | | | |
| Tamil Literature | 03 | 03 | - | - | - | 100 |
| English Literature | 24 | 02 | 22 | 08 | - | 98 |
| Commerce | 23 | 12 | 16 | 05 | - | 100 |
| Mathematics | 38 | 10 | 14 | 06 | - | 84 |
| Computer Science | 27 | 12 | 12 | - | - | 100 |
| Physics | 13 | 04 | 08 | 02 | - | 100 |
| Chemistry | 08 | 03 | 09 | 01 | - | 100 |

**2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes**

IQAC assures that the quality initiatives are implemented in the institution through the following activities

1. To conduct programmes on recent teaching and learning process

2. To conduct the meeting for fixation of target

3. Periodical review meetings conducted to fulfil the target and achievements related to students and faculty

4. Periodically feedback collected from stake holds (students)

**2.13 Initiatives undertaken towards faculty development**

| Faculty / Staff Development Programmes | No. of Faculty Benefitted |
|---|---|
| Refresher courses | - |
| UGC – Faculty Improvement Programme | - |
| HRD Programmes | 01 |
| Orientation Programmes | 03 |
| Faculty exchange Programme | - |
| Staff training conducted by the university | 02 |
| Staff training conducted by other institutions | 08 |
| Summer / Winter schools, Workshops, etc. | 36 |
| Others   : FDP conducted by the Departments | 22 |

**2.14 Details of Administrative and Technical Staff**

| Category | No. of Permanent Employees | No. of Vacant Positions | No. of Permanent Positions filled during the Year | No. of Positions filled Temporarily |
|---|---|---|---|---|
| Administrative Staff | 09 | Nil | Nil | Nil |
| Technical Staff | 06 | Nil | Nil | Nil |

## Criterion – III

## 3. Research, Consultancy and Extension

**3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

- ➢ At the initiatives of IQAC the Research Committee has been functioning to monitor, co-ordinate and guide the Research departments in research activities.
- ➢ At the suggestion of IQAC, the departments have been arranging Guest lecturers / seminars on themes related to Research and its Methodologies.
- ➢ To conduct the hands on training programme of SPSS by the concerned departments.

**3.2 Details regarding Major Projects**

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | - | - | - | 01 |
| Outlay Rs. (in Lakhs) | - | - | - | Rs.14. 32 Lakhs |

**3.3 Details regarding Minor Projects**

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | - | - | - | 5 |
| Outlay Rs. (in Lakhs) | - | - | - | Rs.30 Lakhs |

**3.4 Details on Research Publications**

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 13 | 18 | - |
| Non-Peer Review Journals | - | - | - |
| e-Journals | 03 | - | - |
| Conference proceedings | 14 | 82 | - |

**3.5 Details on Impact factor of publications:**

Range  0.5- 3   Average  2.271   *h*-index  3   Nos. in SCOPUS  3

**3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations**

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---|---|---|---|
| Major projects | - | - | - | - |
| Minor Projects | 2015-17 | ICSSR | 3lakhs | Awaiting |
| Interdisciplinary Projects | - | - | - | - |

| | | | | |
|---|---|---|---|---|
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects *(other than compulsory by the University)* | 2015-16 | TNSCST | 12,000 | 12,000 |
| Any other(Specify) | - | - | - | - |
| Total | - | - | 3,12,000 | 12000 |

**3.7 No. of Books Published**  i) With ISBN No.  | 03 |   Chapters in Edited Books  | 01 |

ii) Without ISBN No.  | 05 |

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

UGC-SAP | - |   CAS | - |   DST-FIST | - |

DPE | - |   DBT Scheme/funds | - |

**3.9 For Colleges**   Autonomy | - |   CPE | - |   DBT Star Scheme | - |

INSPIRE | - |   CE | - |   Any Other (specify) | - |

**3.10 Revenue generated through Consultancy** | - |

**3.11 No. of Conferences organized by the Institution**

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | 02 | 05 | 01 | - | - |
| Sponsoring Agencies | College | College | College | - | - |

**3.12 No. of Faculty served as Experts, Chairpersons or Resource Persons** | 15 |

**3.13 No. of Collaborations**

International | - |   National | - |   Any other | 05 |

**3.14 No. of linkages created during this year** | 03 |

**3.15 Total budget for Research for current year in lakhs:**

From Funding Agency | - |   From Management of University/College | 4,14,000 |

Total | 4,14,000 |

**3.16 No. of patents received this year**

| Type of Patent | Status | Number |
|---|---|---|
| National | Applied | - |
| | Granted | - |
| International | Applied | - |
| | Granted | - |
| Commercialised | Applied | - |
| | Granted | - |

**3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year**

| Total | International | National | State | University | Dist. | College |
|---|---|---|---|---|---|---|
| 33 | 01 | 01 | 01 | - | - | 30 |

**3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them**

| 3 |
|---|

| 4 |
|---|

**3.19 No. of Ph.D. awarded by faculty from the Institution**

| - |
|---|

**3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF | - |   SRF | - |   Project Fellows | - |   Any other | - |

**3.21 No. of students Participated in NSS events**

University level | 62 |   State level | 06 |
National level | 01 |   International level | - |

**3.22 No. of students participated in NCC events:**

University level | - |   State level | - |
National level | - |   International level | - |

**3.23 No. of Awards won in NSS:**

University level | - |   State level | - |
National level | - |   International level | - |

**3.24 No. of Awards won in NCC:**

University level | - |   State level | - |
National level | - |   International level | - |

**3.25 No. of Extension activities organized**

University forum | - |   College forum | 13 |
NCC | - |   NSS | 16 |   Any other | 4 |

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

- Conducted of NSS Special Camp for seven days from in Karuppur Village covering Vellappatti and Sengaradu hamlets
- Tree Plantations
- Celebration of national Yoga day
- Awareness drive on dengue
- Road safety awareness rally
- Tobacco awareness rally
- Plastic eradication drama
- Helping orphanages
- Programme on Hepatitis Disease Awareness – HEP – 2016
- Swine Flu Awareness Programme
- Free Eye-Camp, General Health Camp
- Cardiologist Camp
- Anti-Corruption Awareness Rally
- Programme on Election Awarenes

## Criterion – IV
## 4. Infrastructure and Learning Resources

**4.1 Details of increase in Infrastructure Facilities**

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|---|---|---|
| Campus Area | 10.61 acres | - | Padmavani Educational & Charitable Trust | 10.61 acres |
| Class Rooms | 89 | - | " | 89 |
| Laboratories | 8 | - | " | 8 |
| Seminar Halls | 2 | - | " | 2 |
| No. of important Equipments purchased ($\geq 1$-0 lakh) during the current year. | | Air Conditioner -06 Battery – 60 Light Fittings and other Electrical EPBAX System - 01 ENOVA Software - 01 | | |
| Value of the Equipment purchased during the year (Rs. in Lakhs) | | | | Rs.16,73,256/- |
| Others | | | | |

**4.2 Computerization of Administration and Library**

The following cells/Centres are entirely making through computerised and interlinked with LAN and Wi-Fi connection from 2014-15 are listed below.

- ❖ College Office
- ❖ Exam Cell
- ❖ Training and Placement Cell
- ❖ e-Library
- ❖ Admission Cell
- ❖ NSS Cell
- ❖ Counselling and Guidance Cell
- ❖ Redressal and Grievance Cell

### 4.3 Library Services

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No.(s) | Value | No.(s) | Value | No.(s) | Value |
| Text Books | 18,798 | Rs.44,73,390.00 | 1,654 | Rs.9,78,430.00 | 18,780 | Rs.54,51,820.00 |
| Reference Books | 158 | Rs.1,26,106.00 | 652 | Rs.4.15,170.00 | 810 | Rs.5,41,276.00 |
| e-Books | 1,613 | Rs.61,500.00 | 7,027 | Rs.16,500.00 | 8,640 | Rs.78,000.00 |
| Journals | 54 | Rs.1,47,750.00 | 17 | Rs.31,779.00 | 71 | Rs.1,79,529.00 |
| e-Journals | 268 | Rs.63,060.00 | 1,210 | Rs.1,08,700.00 | 1478 | Rs.1,71,760.00 |
| Digital Database | 1 | Rs.90,000.00 | 1 | Rs.7,000.00 | 2 | Rs.97,000.00 |
| CD & Video | 1,956 | Rs.1,01,712.00 | 154 | Rs.33,264.00 | 2,110 | Rs.1,34,976.00 |
| Others (specify) | --- | --- | --- | --- | --- | --- |

### 4.4 Technology Up-Gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depts. | Others | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | NSS | Phy.Edu. |
| Existing | 201 | 2 | 5 | - | 1 | 3 | 12 | 1 | 1 |
| Added | 69 | 1 | 6 | - | 6 | 2 | 2 | 0 | 0 |
| Total | 272 | 3 | 11 | - | 7 | 5 | 14 | 1 | 1 |

### 4.5 Computer, Internet Access, Training to Teachers and Students and any other Programme for Technology UG (Networking, e-Governance etc.)

- ❖ Google Forms : "Digital Framework for Enhancing Teaching Learning Process"
- ❖ Digital Frame work for Enhancing Teaching Learning Process (Microsoft Excel-Advanced functions)
- ❖ Enhancing Teaching Learning Process using Google Classrooms
- ❖ Hands-on Workshop on MS-Excel for Administration for Non-Teaching Staff
- ❖ Data Analysis for Research –Conceptual Framework
- ❖ Data Analysis using SPSS
- ❖ One day Workshop on "Application of SPSS-Univariate & Multivariate Analysis"
- ❖ Peer Learning Session for faculty on Teaching Digital Natives through Flipped Class room
- ❖ Enriching learning Experience through SPOKEN TUTORIAL
- ❖ Spoken Tutorial for enhancing the Learning Experience
- ❖ Online Book Publishing

> **Technical training for students:**
>
> 1. Advanced MS-Excel training
> 2. Clinical research & Pharmaco vigilance
> 3. Separation techniques

**4.6 Amount spent on Maintenance Rs in Lakhs**

| | | |
|---|---|---|
| i) ICT | | Rs. 6.20 |
| ii) Campus Infrastructure and facilities | | Rs.19.56 |
| iii) Equipments | | Rs.5.43 |
| iv) Others | | Rs.10.79 |
| **Total** | | Rs.41.98 |

## Criterion – V
## 5. Student Support and Progression
**5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

1. To conduct the programmes like Guest Lectures, Workshops, Seminar, and conferences for the support of curriculum to students.
2. To conduct the programmes on career opportunities and competitive examinations through special classes.
3. Technology is used to engagement and dissemination of information to students community.
4. Peer learning are conducted to improve the academic potential of the students
5. Holistic development programme, like Yoga, and psychology are conducted properly.
6. One to one mender sessions are conducted at frequent intervals.

**5.2 Efforts made by the institution for tracking the progression**

The institution has been instrumental in taking efforts to help students in progression through various means. Mentoring system guide them to enhance their educational pursuits. Placement drives industrial visits, interaction with eminent academicians and skilled personalities, participation in various activities inculcate leadership and organisation skills

**5.3 (a) Total Number of Students**

| UG | PG | Ph. D. | Others/M.Phil. |
|---|---|---|---|
| 2866 | 351 | 02 | 122 |

(b) No. of students outside the state   -

(c) No. of International Students   -

| No | % | |
|---|---|---|
| - | - | Men |

| No | % | |
|---|---|---|
| - | - | Women |

| **Last Year (2014-15)** | | | | | | **This Year(2015-16)** | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 03 | 174 | 4 | 1240 | - | 1139 | 07 | 166 | 04 | 1150 | | 1327 |

Demand ratio 1:1.56          Dropout % :0.003%

**5.4 Details of student support mechanism for coaching for Competitive Examinations (If any)**

Numerical aptitude classes are conducted to prepare for banking service, civil services & other competitive exams. Communicative English classes like BEC are conducted to help the students to qualify for competitive exams.

No. of students beneficiaries | 270

**5.5 No. of students qualified in these examinations**

NET | - | SET/SLET | 01 | GATE | - | CAT | -

IAS/IPS etc | - | State PSC | 03 | UPSC | - | Others | 01

**5.6 Details of student Counselling and Career Guidance**

Counselling assistance is provided to students in different areas like academic, career and personal. Career guidance programs are organised to guide the students through the process of identifying their career goals, to equip themselves suitably according to their career preferences, to find suitable jobs and to excel in their placement.

No. of students benefitted | 272

**5.7 Details of Campus Placement**

| On Campus | | | Off Campus |
|---|---|---|---|
| No. of Organizations Visited | No. of Students Participated | No. of Students Placed | No. of Students Placed |
| 13 | 220 | 56 | 42 |

**5.8 Details of Gender Sensitization Programmes**

Gender sensitization programs are conducted regularly to bring awareness about gender issues. Women empowerment cell frequently organize self-defence training program to prepare the girl students to defend themselves in times of harassments from society.

**5.9 Students Activities**

**5.9.1  (a) No. of students participated in Sports, Games and other events**

State/ University level | 17 | National level | 02 | International level | -

**(b) No. of students participated in cultural event**

State/ University level | 692 | National level | 22 | International level | 03

**5.9.2    No. of Medals /Awards won by students in Sports, Games and other events**

Sports:  State/ University level | 1 | National level | 1 | International level | -

Cultural: State/ University level | 13 | National level | 08 | International level | -

**5.10 Scholarships and Financial Support**

| Scholarships and Financial Support | Number of Students | Amount (Rs. in Lakhs) |
|---|---|---|
| Financial support from Institution | 136 | 7.86 |
| Financial support from Government | 800 | 22.93 |
| Financial support from other sources | 16 | 1.66 |

**5.11    Student Organised / Initiatives**

Fairs        : State/ University level | 01 | National level | - | International level | 1

Exhibition: State/ University level | 02 | National level | - | International level | -

Seminar /Conferences : National Level | 08 | State Level | 01

**5.12    No. of social initiatives undertaken by the students** | 06

**5.13 Major Grievances of students (if any) Redressed:**

Free Transport Facility provided for all Students and Faculty to their residence in all routes. Yoga sessions, Canteen facilities, Stationery store, and installed sanitary napkin vending machine.

# Criterion – VI
# 6. Governance, Leadership and Management

**6.1 State the Vision and Mission of the institution**

**Vision**

 *To mould name as one of the premier Institutions in this region to offer Excellent and Innovative knowledge and skills in the field of Arts and Science leading to Sound, Character, Discipline and Patriotism.*

**Mission**

 *To provide holistic education to build strong character with Social and Moral Values and to give them skill sets for ready employment.*

**6.2 Does the Institution has a Management Information System :**  Yes

**6.3 Quality improvement strategies adopted by the institution for each of the following**

### 6.3.1  Curriculum Development

- Seminar on current trends, Human Values and Professional Ethics were conducted. Value-added courses imparting transferable and life skills were organized for the holistic development of the students.
- Orientation Programmes for faculty (fresher's) has been organized to train them in effective teaching-learning and evaluation methods.
- Session on outcome based education were conducted
- Blooms taxonomy concepts were implemented in the internal question paper setting
- Constituting Industry Advisory Board for framing content beyond syllabi.
- Bridge courses and remedial coaching are given to students from cross major and slow learners respectively.
- Programme exit feedback is collected from the final year outgoing in order to measure the level of attainment of programme outcomes.

### 6.3.2  Teaching and Learning

- Adopted experimental learning through group discussion, field based assignment, industry immersion etc.,
- Enhance use of technology through Google classroom, flipped classroom etc.,
- MOOC courses were introduced for faculty and students
- Faculty feedback analysis and follow up action were initiated

### 6.3.3  Examination and Evaluation

- Continuous Internal Examination and Model Examination is centralised

- A Standard Procedure is been set for the preparation and display of timetable, submission of question paper to the exam cell and for the conduct of Examination.

- Outcome based education and blooms taxonomy structure is inculcated in preparation of the question paper.

- Evaluation of questions papers within three days and providing feedback to students on performance.

- Remedial classes are scheduled based on examination results.

- Display of answer keys & discussion in the classroom regarding the same is initiated.

### 6.3.4  Research and Development

- The Research Committee is formed with one representative faculty from each discipline (Commerce, English, Physics, Chemistry, Bio-Tech and Tamil) which is headed by Principal.

- The Research and development cell of the College disseminates information on conferences, funding assistance and encourages the faculty in their research publications.

- The Research Committee meets at regular intervals to plan and monitor the activities of the cell.

- Research and development cell guides and helps to apply for government funded projects.

- Monitor the database of faculty presentations and publications.

- Organising FDPs and workshops to upgrade their research skills.

### 6.3.5 Library, ICT and Physical infrastructure / Instrumentation

To increase the usage of library and to motivate the faculty and students in the following activities are initiated.

- Book review session in library.

- Libstar award for maximum utilization of library resources.

- Enhancing the annual budget for library resources

- Conducting awareness programme for students and faculty on the usage of library
- Monitoring the statistics regarding the usage of library and taking actions wherever necessary
- Upgrading the knowledge by attending faulty development programme on library related trends.

### 6.3.6 Human Resource Management

- Strengthening of performance appraisal system
- Rewarding faculty for receiving research funding through incentives
- Conducting faculty development programmes and encouraging participation in workshop, conference etc.,
- Provision of welfare facilities apart from health check-up, Yoga classes, Medical facilities at concessional rate and flexible work timing for feeding mothers etc.,
- Encouraging faculty participation in various managerial activities through forming committees

### 6.3.7 Faculty and Staff Recruitment

Faculty recruitment will be done through a set of procedures given below.
- Advertisement in newspaper and website
- Constitution of selection panel consisting of the Director, the Principal, respective Head of the Departments and external subject experts.
- Candidates are selected based on the subject knowledge, teaching skill and communication skill etc.,

### 6.3.8 Industry Interaction / Collaboration

1. Six MoUs signed with industries for faculty and student enrichment
2. Industry immersions have been initiated for faculty and students
3. Industry Interactions through guest lectures, seminars, workshop, industrial visit and internships were conducted

### 6.3.9 Admission of Students

- Admission committee has been formed to scrutinize the process of admission.
- The admission process springs during the month of March/April and advertisements are published in local, regional and national dailies.
- The College ensures the rules, regulations and eligibility criteria prescribed by Periyar University.

- Information regarding admission process, programmes offered etc., is published through websites and brochures.
- A Prospectus that highlights the details of various programmes offered by the College is prepared every year prior to the commencement of admissions.
- A help desk is set up during admissions for providing information relating to admission process.

**6.4 Welfare schemes for**

| | |
|---|---|
| Teaching | <ul><li>Flexible work timings</li><li>Contributory Provident Fund</li><li>ESI facility</li><li>Gratuity</li><li>Employee Deposit Link Insurance</li><li>Contribution towards medical insurance</li><li>Loan facilities for health care</li><li>Concession given for medical expenses</li><li>Maternity leave</li><li>Research funding assistance from management through seed</li><li>money</li><li>Special permission for Research</li><li>Incentives for research funding assistance from external agencies</li></ul> |
| Non-Teaching | <ul><li>Flexible work timings</li><li>Contributory Provident Fund</li><li>ESI facility</li><li>Gratuity</li><li>Employee deposit link insurance</li><li>Contribution towards medical insurance</li><li>Loan facilities for health care</li><li>Concession given for medical expenses</li><li>Maternity Leave</li><li>Festival loan facilities</li><li>Uniform for the maintenance</li><li>Refreshments during working hours for administrative staff</li></ul> |
| Students | <ul><li>Welfare activities such as disbursing scholarships and Financial Aid</li><li>Supporting the students in getting concession bus passes</li><li>Organised bridge programmes for the first year students</li><li>Organised medical camp for students</li><li>Conducted seminar on culture, values, nutrition and health leading to holistic development</li><li>Career Guidance provided for students to</li></ul> |

|   |   |
|---|---|
|   | enhance their employability |
|   | • Placement programmes organised to get them placed |
|   | • Fitness equipments are provided for maintaining their physical fitness |
|   | • Part Time Jobs |

**6.5 Total corpus fund generated**  | **Nil** |

**6.6 Whether annual financial audit has been done**   Yes ✓   No -

**6.7 Whether Academic and Administrative Audit (AAA) has been done?**

| Audit Type | External | | Internal | |
|---|---|---|---|---|
|   | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | TUV Rein land | Yes | Certified internal Auditors |
| Administrative | Yes | TUV Rein land | Yes | Charted Accountant |

**6.8 Does the University/ Autonomous College declares results within 30 days?**

For UG Programmes   Yes ✓   No -

For PG Programmes   Yes ✓   No -

**6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?**

| Not Applicable |
|---|

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

| Not Applicable |
|---|

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

**Alumni Women Entrepreneur (AWE) Meet -** Alumni women entrepreneur meet was held on 25th March 2016 @ PADMAVANI. To gather the alumni entrepreneur to share their business ideas and also to get connected with peers.

**Alumni Meet 2015 -** Annual alumni meet was held on 1st May 2015 and around 700 alumni from various batches have attended and cherished their olden days. The PADMAVANI – alumni scholarship was distributed to the UG students of PADMAVANI.

**Book Fare -** Book Fare – "A Joy of Giving" was organized on 22ⁿᵈ January 2016 to 31ᵗʰ 2016. This initiative motivated the faculty members, alumni and the present students of PADMAVANI to donate around 750 books to the alumni association.

**Alumni Interaction Towards Placement -** Interact and share their interview experiences with the final year students of various departments.

**PADMAVANI – Alumni Scholarship -** PADMAVANI – alumni scholarship worth Rs.8, 00,000/- was distributed to 80 students.

**Motivational Talk By Alumni –** Alumni who were in good position in industry were invited to interact with a final year students and motivated to attend the interviews

**6.12 Activities and support from the Parent – Teacher Association**

Parent – Teacher Meet is conducted to provide feedback aspects. Career plan will also be discussed with the parents to improve the students

**6.13 Development programmes for support staff**

- Staff development programmes are organised within the campus and they are also motivated to attend programmes outside the campus with management sponsorship.
- Staff are motivated to use the ICT facility and training programmes were conducted on Excel for data analysis, Usage of College Management System, google docs, etc.,
- Training programme on file management, disaster management etc., are also conducted.
- Sessions and training programmes on GST were conducted.
- Health camp, Yoga Education and EVS programmes were also conducted.

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

- All vital communications and circulars are circulated a soft copy layout in order to move towards the concept of establishing "Paperless Office".
- Efficient utilization of water and electricity is undertaken in order to minimize the wastage of energy.
- Sapling plantation drive is conducted in all important events and occasions of national importance.
- The campus boasts of a variety of species of flowering and non-flowering plants which gives a pleasing manifestation to the campus.
- Solar lamps have been installed.

## Criterion – VII
## 7. Innovations and Best Practices

**7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution.**

> Free Internet access
>
> Peer learning sessions for faculty
>
> Periodically to conduct of Faculty development programmes
>
> Web assignments
>
> Orientation and Induction programmes for first year UG
>
> & PG students Bridge courses for students
>
> Communicative English class conducted for all students
>
> Promotion of entrepreneurship through Yuvathi Angadi- an
>
> initiative by EDC Flipped Class rooms
>
> Career counselling and guidance Programmes conducted regularly
>
> Fee concession to meritorious students in +2 examinations at the time of admission as well as and extended to further semesters also.
> - Introduction "Soft skills and Aptitude Training" to all the UG and PG students as core course.

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

> Annexure – III

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

> **Best Practice No 1**
>
> **1.Title of the practice: Mentoring System**
>
> Mentoring on one to one basis with the students enables an upliftment in their academic and personal issues. Mentoring helps to tune the students thoughts in making their minds healthy which is a prerequisite for acquiring knowledge and gaining confidence to face the competitive world. Awareness is created among the students to improve the learning process in a better and systematic way. Moral and ethical values are also incorporated in students life. Upgrading the students in academics by enhancing them to participate in various seminars, paper presentations, workshops and tests. Mentoring also serves as a platform to exhibit the hidden talents of students. Eventually, the students are moved to the next level by setting personal and professional target and achieving the same.

## 2. Objective of the practice Objectives

1. To ensure that every student feel free to expose their views and talents.
2. To solve the grievances among the students in academics and personal issues.
3. To create an awareness through counselling in a wide range for propitious life.

Intended Outcome

- Positive change in student's attitude.
- Inculcating the culture of continuous improvement in academic, curricular and co- curricular activities.
- Improvement of the personality and soft skills development among the students.
- Aids in Development of personal and academic proficiency.

Underlying principles / Concepts of this practice

- To enable the overall development of students through a supportive environment.

## 3. The Context

- Students today are facing multiple challenges in terms of technology influence, less attention from parents, multiple diversions etc., The college atmosphere adds to the differences and students find the difficult to approach the faculty for guidance. In this context mentoring system will provide a open atmosphere to share their talks and will enable the students to develop their academic achievements

## 4. Practice

- It is mandatory to give counselling thrice in a semester. In case of necessity, counselling will be given anytime. Mentoring is done as per the scheduled time, as it is always required in teaching-learning processes.
- Constraints and Limitations
- Hesitation in the minds of students to open up with their mentor.

## 5. Evident of Success

*Academic*: Success is seen among the students in their academic performance as well as co-curricular activities such as participation and awards in technical session, quiz, competitions, paper presentations and poster presentations.
*Extra-curricular:* Ample participation and accolades in inter and intra-collegiate competitions.
*Sports:* Students participation in indoor and outdoor games at college level, University level, District level, State level and National level.

## 6. Problems encountered and Resources required

Awareness must be created among the students to utilize the mentoring system more effectively to excel in their field of interest.

Best Practice No 2
Title of the practice: Communication Enhancement
1. Each one takes one - *Students can pick a book to their home for reading*
2. Happy hours – *After 2pm students can make use of the books for reading.*

Reading as a source of information is one of the main goals of learning in general. Reading skill had been emphasized in learning books through Grammar and translation method. English is the most demanding skill as it has become global community language. Also, English is the most available nowadays through the ample internet resources and libraries. Therefore, the goals of reading development programs should be developing reading skill, promoting reading as a lifelong activity, providing with an enjoyable reading experience. These reading development programs undergo changes to serve the goals better. The description of the reading development programs; shapes their teaching methodologies; reveals their problems and strong points; confronts these programs to an extensive reading program; gives the basis for the implementation of an extensive reading program. Extensive reading will contribute to better results in developing general language competence among the students. It will encourage positive attitude toward reading and formation of reading as lifelong habit among the learners.

2. **Objective of the practice Objectives**

Each One takes one –

1. To motivate the students to inculcate the habit of extensive reading.
2. To develop the vocabulary and to enrich the art of speaking
   good English. Happy Hours –
3. To improve English language skills (Listening, Speaking, Reading and Writing)
4. To develop ideas, concept and sequence in the novels, stories and plays.

**Intended Outcome**

- Development of reading, speaking and writing skills in English provides a forum for inculcating thirst for continuous learning.

- Increase the confidence level of students in communicating English there by enables the overall personality development.

**Underlying principles / Concepts of this practice**

- To enhance the reading skills and through reading skills development of knowledge, wisdom and learning proper English language.

**3.The Context**
- A good percentage of students are admitted in the college lacks English communication skills irrespective of the rural and urban backgrounds.
- Lack of communication skills hinders the development of overall personality of the students and also the career opportunities.
- In this context the "Each one take one programme" add impetus to the all other initiative college in all other activities.

**4.Practice**
- Students were given books and reading habit is slowly inculcated.
- Gradual improvement in the language skills.

**Constraints and Limitations**
- Initially students would be slow in the beginning to read the books later they gradually develop.
- Some would be hesitant to read – A superficial reader.
- In certain cases, a few students take the book but return it without reading.

**5.Evidence of Success**
- Special attention for the best reviewer.
- The best reviews are read in the classroom as a token of motivation.
- Hesitant and unaffordable persons and non-book readers get an opportunity to use any available books for reading.

**6.Problems encountered and Resources required**

- Time - Imbalance between academic and leisure reading time.

- Faculty needs to invest time in follow up and to motivate students.

- Inadequate book shelves and books.

**7.4 Contribution to environmental awareness / protection**

- Awareness for chemical free environment
- Awareness for Energy conservation
- Awareness for Dengue Fever

**7.5 Whether environmental audit was conducted?**     Yes [     ]     No [ ✓ ]

**7.6 Any other relevant information the institution wishes to add.**

**STRENGTHS**

Most sought private women's College, by the students and parents in this region
- ❖ Strategically located in the NHAI-7 of the city
- ❖ Supportive and encouraging College Development Council
- ❖ Collective leadership and teamwork is the cornerstone for the growth of this College
- ❖ Experienced, dedicated and highly qualified faculty members and willingness of the faculty members to take challenging assignments
- ❖ Continuous evaluation of teaching-learning process is carried out through the Internal/External audits
- ❖ Excellent academic records with positive progression by means of securing University Ranks, Gold medals and Awards

- ❖ Enhancing employability of students through placement training and Communicative classes
- ❖ Outstanding Placement Record
- ❖ More than 32% of faculty members are with Ph.D. qualification and

more than 30 % of faculty members are pursuing Ph.D
- ❖ Conductive environment for research studies in M.Phil and Ph.D
- ❖ Connectivity through wireless networks with access to internet
- ❖ Uninterrupted power supply
- ❖ State of art laboratories to provide subject wise extensive training towards practical skills
- ❖ Scholarships to students
- ❖ Funded Projects are being undertaken from leading funding agencies
- ❖ Eco – friendly and amicable working atmosphere
- ❖ Excellent Free transport facility is made available to the students and the staff for commuting from various parts of the city
- ❖ Transport facility is made available to the students and the staff for commuting from various parts of the city
- ❖ Orientation courses/Faculty Development Programs for the junior faculties
- ❖ Effective mentoring system for academic as well as personal counselling
- ❖ Exceptional coaching classes to improve the soft skills and employability of the students
- ❖ Special coaching for slow learners and remedial classes for failures
- ❖ Medical care through run by the same trust
- ❖ Clubs and associations for the holistic development of the students
- ❖ Yuvathi Angadi has been initiated by EDC to inculcate entrepreneurial skills among students.
- ❖ Yoga and self-defence programs are organized for the holistic development of the students.
- ❖ The Literary Association activities aims towards training the students to improve their literary talents and oratorical skills.
- ❖ Effective teaching through Technology enabled Learning evidenced by the college being featured under the category 'Technology Enablement' by ICT Academy of Tamil Nadu.
- ❖ Dynamic alumni cell serving as a platform for diversified activities beneficial to alumni as well as to students' community.

## WEAKNESS

- ❖ Lack of autonomous status.
- ❖ Industry Advisory board to be initiated to train students" enabling them to be in par with Industrial requirement
- ❖ International collaboration with foreign universities and industries to be improved

## OPPORTUNITIES

- ❖ Inter-disciplinary research and collaboration with sister institutes to

  provide effective solutions for the problems in the fields of medical,

  dental, pharmacy, etc

- ❖ Scope for Students" project internship in industries and national laboratories
- ❖ Innovation in teaching – learning process
- ❖ Development of web-based online training courses and widen the learning through self-learning courses viz., MOOCs, e-learning resoures

- ❖ Possibility of offering electives in the emerging areas in collaboration with industries
- ❖ Networking and sharing of facilities with other institutions and industries
- ❖ Leveraging the strong links with distinguished alumni to increase the engagements with industry for development projects, consultancy works etc

## CHALLENGES

- ❖ Balancing administrative, academic and research work.
- ❖ Competition from other institutions and foreign universities that may setup their operations in India in near future.
- ❖ Fast changing technologies, and educational ecosystem that is certain to place huge demands on the efforts to mobilize resources for upgrading human resources and physical infrastructure.
- ❖ Introducing competitive examination skill development programs in emerging areas.
- ❖ Increased number of Higher education colleges.
- ❖ Most of the students are admitted only for attaining degree.
- ❖ Lack of motivational and aptitude skills among the students.

**Looking Ahead: Future Plans**

1. To conduct professional training and research programmes in various subjects for the benefit of students and scholars.

2. To encourage the faculty for obtaining funding projects.

3. To conduct seminars, symposium and conferences in all the disciplines at International level

4. To introduce the institute "College Management Software" CMS- software for maintaining the records of stakeholders and the college.

5. To intensify futuristic research by providing seed money for faculty by the Management

6. Exploration of opportunities for collaborative research with leading institutions/organizations

8. **Plans of institution for next year**

Annexure -IV

Name: Prof.Dr.M. Jayagobi                    Name: Prof.Dr.N.Subburaj
                                                                    *Principal*
*Signature of the Coordinator, IQAC*          *Signature of the Chairperson, IQAC*

**IQAC PLAN FOR 2015-2016**

| Sl.No | Target |
|---|---|
| 1. | **Curricular Aspects**<br><br>• Provide Certification courses for students<br>• Strengthening of lesson plans and feedback<br>• Motivating Faculty immersion in industries<br>• Introduce Innovative project based assignments for students<br>• Develop the ground work to strengthen the usage of google class rooms<br>• Introduce Peer Learning Programmes and content beyond classrooms to know the recent developments.<br>• Utilize Alumni to motivate/mentor students initiatives.<br>• Introduction of new courses/Continuous affiliation<br>• Motivate faculty to attend and organize more conferences, FDP & SLP Programmes. |
| 2. | **Teaching Learning Process**<br><br>• To enhance the ICT infrastructure with an emphasize on experiential learning.<br>• Organize FDP's to motivate the staff to upgrade their skills and to improve the teaching learning process.<br>• Depute faculty members to attend faculty development programmes in Teaching Learning process.<br>• Motivate the students to enrol for self-learning programs. |
| 3. | **Research, Consultancy and Extension**<br>• Motivate the faculty members to attend and present/publish papers in conferences/Journals.<br>• Motivate the Life Science and Commerce departments to start M.Phil./ Ph.D in respective disciplines.<br>• Organize program in proposals writing/and other research skills.<br>• Motivate faculty to apply for grants to various funding agencies to conduct seminars, workshops and FDP"s.<br>• Motivate the faculty to publish their papers in peer reviewed reputed journals with good impact factor.<br>• Encourage the faculty to apply for research funding projects.<br>• Motivate faculty to publish books in their respective areas.<br>• Encourage the research scholars to write SLET, NET and CSIR exams.<br>• Encourage the students to participate in Extension activities.<br>• To start the spade work needed to publish an e-international journal.<br>• To enhance the Extension Activities through NSS, YRC & RRC. |

| | | |
|---|---|---|
| | • Motivated the faculty members to undertake consultancy services. | |
| 4. | **Infrastructure and Learning Resources** <br><br> • To enhance the ICT infrastructure in terms of bandwidth, LAN connections, and LCD facilities in class rooms. <br><br> • To increase the number of books and e-resources in the library. <br><br> • To establish and Audio visual hall with needed infrastructure. <br> • To upgrade the infrastructure in the seminar hall <br> • To create a Health Awareness Club <br> • Planning to increase e-journals. | |
| 5. | **Student Support Services** <br> • MOOC courses for students <br> • Motivation of library usage <br> • Planning to make the students "Street Smart" by introducing self-defense programmes <br> • Motivate to participate in more sports/yoga activities <br> • To introduce support mechanism for competitive examinations <br> • To provide trainings in communication, Aptitude and soft skill programmes to improve their placements. <br><br> • Introduce Skill development programmes. <br> • Guest lectures by industry practitioners to gain contemporary knowledge <br> • To provide special coaching for interested students in various games <br> • To enhance the NSS initiatives and students participation. | |
| 6. | **Governance, Leadership, Management** <br> • Plan and adopt to ISO 2008:14 standards <br> • Apply to UGC for funding assistance for setting up IQAC <br> • To strengthen the faculty performance appraisal system <br> • To strengthen the Feedback system for the stakeholder <br> • Planning to apply for institution membership with various <br> • industry/professional associations <br> • Strengthen the alumni database and interaction <br> • Conduct motivational session for faculty. | |
| 7. | **Innovations & Best Practices** <br><br> • To depute faculty to industries for learning the current practices through Industry Immersion Programs <br> • To enable students to get trained in industry for understanding the best practices <br> • To introduce innovative project assignments. | |
| 8. | **Training for Non-Teaching staff** <br> To conduct program on; <br>      • Disaster Management <br><br>      • Office Automation and Management <br><br>      • Soft Skills | |

**ANNEXURE II**

**Student Feedback**

The quality of teaching is assured through the academic performance review process. For this purpose a structured feedback collected from students which emphasis on the programme outcome and course outcome. They are:

* Course Feedback

* Programme Feedback

* Faculty Feedback

The above said feedback are designed with suitable criteria and collected from the respective stakeholders to evaluate the curriculum delivery, use of innovative teaching methods and technical support in the process of mapping the course outcome and programme outcome. The feedback so collected are analysed and the results are utilised for enhancement of future teaching-learning experience.

| S. No | Factors | Evaluation | | |
|---|---|---|---|---|
| | | **Excellent** | **Good** | **Fair** |
| 1 | Learning Resources and Process | 25 | 71 | 04 |
| 2 | Teaching and Evaluation | 36 | 59 | 05 |
| 3 | Infrastructure | 27 | 70 | 03 |
| 4 | Teacher - Student Relationship | 32 | 64 | 04 |
| 5 | Schemes and Opportunities for Employment | 16 | 83 | 01 |
| 6 | Promoting Research Culture | 16 | 75 | 09 |
| 7 | Student Support and Progression | 28 | 64 | 08 |
| 8 | Means to mould Student's Personality | 24 | 66 | 10 |
| 9 | Chances to acquire Leadership | 27 | 68 | 05 |
| 10 | Overall Rating | 22 | 72 | 06 |

**Alumni Feedback**

Alumni placed in reputed organisations and successful entrepreneurs are invited to their almamater for guest lectures, motivational sessions, entrepreneurship meet and for the Annual Alumni Meet and feedback is collected on such occasions. This is done to assess the attainment of programme specific objectives which helps them in their current career assignments.

| S. No | Factors | Evaluation | | |
|---|---|---|---|---|
| | | **Excellent** | **Good** | **Fair** |
| 1 | Motivation given by the Institution towards the Student's progress. | 82 | 18 | - |
| 2 | Infrastructure Facilities (Classrooms, Laboratory, Seminar Halls, Library, Hostels etc). | 74 | 26 | - |
| 3 | Chances to participate in Co-curricular and Extra-curricular activities. | 53 | 47 | - |
| 4 | Care and Concern for Individual Student | 74 | 26 | - |
| 5 | Financial Assistance given to Students. | 37 | 56 | 07 |
| 6 | Programmes and Opportunities to Mould student's Personality | 44 | 53 | 03 |
| 7 | Coaching for Competitive Examinations | 42 | 53 | 05 |
| 8 | Job Opportunities | 21 | 73 | 06 |
| 9 | Guidance given to the Students to develop their Research Interest | 28 | 67 | 05 |

## Employer Feedback

Inputs are taken from the industry to bridge the gap between academia and industry. Industry Advisory Board (IAB) will be formed by taking inputs from the feedback to enrich the skill set of the students in meeting the industry requirements. To make students industry ready, certificate programmes and self-learning courses will be introduced.

## Parents Feedback

Feedback from the parents is collected at the time of parent teacher meet. It is organised in regular intervals in order to update the progress of their children, discuss their career plans and also to receive feedback on the coaching, faculty, infrastructure, placement training offered and placement opportunities.

## ANNEXURE III

| Curricular Aspects | |
|---|---|
| **Targeted** | **Achieved** |
| • Strengthening of lesson plan and feedback | The Lesson plan and feedback form was revamped |
| • Motivating Faculty immersion in industries | 2 faculty members attended the industry immersion programme |
| • Introduce innovative project based assignments for students | Introduced field visits, arranged internships etc., |
| • Develop the ground work to | Google class room were introduced to all the courses |

| | |
|---|---|
| introduce google class rooms | class materials youtube videos and other kits were shared |
| • Introduce Peer Learning Programmes | Faculty participate programmes in other institutions will share their knowledge through peer learning programmes. |
| • Utilize Alumni to motivate/ mentor students initiatives | Around 20 alumni have recorded their presence through motivational talk to the final year students of various departments sharing their interview and working experience. |
| • Introduction of new courses | **Applied for 2015-2016**<br>**UG Programmes:**<br>  B.Sc. Botany<br>  B.Sc., Statistics<br>**PG Programmes:**<br>  M.Sc., Bio-Technology<br>**Research Programmes:**<br>M.Phil., Tamil<br>M.Phil. Chemistry |
| Motivate faculty to attend and organize more conferences, FDP & SLP programmes | 4 FDP programmes were organised for faculty members |

### Teaching learning process

| Targeted | Achieved |
|---|---|
| To enhance the ICT infrastructure with an emphasize on experiment learning | 10 mbps provided for faculty and students |
| Organize FDPs to motivate the staff to upgrade their skills and to improve the teaching learning process | 4 FDP were organised to improve the teaching learning process. |
| Depute faculty members to attend faculty development programmes in teaching learning process | Faculty members were deputed to attend faculty development programmes in teaching learning process, |
| Motivate the students to enroll for self-learning programs | 875 students were benefited through 11 self-learning courses |

### Research, Consultancy and Extension

| Targeted | Achieved |
|---|---|
| Motivate the faculty members to attend and present/publish papers in conferences/ Journals | Conference Presentation -157<br>Journal Publications -32<br>Book Publications -03 |
| Motivate the Life Science and Commerce departments to start | **Applied for 2016-2017**<br>M. Sc., Botany |

| M.Phil./Ph.D. in respective disciplines | B. Sc., Zoology |
|---|---|
| Organize program in proposals writing/ and other research skills | FDP programme and workshops was organise to enhance the research skills and writing proposals. |
| Motivate faculty to apply for grants to various funding agencies to conduct seminars, workshops and FDPs. | 5 proposal were submitted to ICMR, UGC and TNSCST to conduct seminars, workshops and FDP's |
| Motivate the faculty to publish their papers in peer reviewed reputed journals with good impact factor | All faculty members were motivated to publish their papers in peer reviewed reputed journals with good impact factors. 4 papers were indexed in Scopus and 2 papers were indexed in web of science |
| Encourage the faculty to apply for research funding projects | 3 projects proposals were submitted to various funding agencies |
| Motivate faculty to publish books in their respective areas. | 3 books were published by our faculty members in various disciplines |
| Encourage the research scholars to write SLET, NET and CSIR exams. | Special talks were organised to motivate the research scholars to write SLET, NET and CSIR exams. |
| Encourage the students to participate in Extension activities | Each department has organised an extension activity to encourage the students |
| To start the spadework needed to publish an e-international journal | Due to UGC norms the plan to start an e-journal is temporarily stopped. Because accountability will be done only, if the paper is published in UGC listed journals. |
| To enhance the Extension Activities through NSS, YRC & RRC | NSS, YRC and RRC organize extension activities like rally, seminars, guest lectures, yoga blood donation caps and many others for the students. |
| Motivated the faculty members to undertake consultancy services | Faculty members has taken initiatives for consultancy services. |

### Infrastructure and Learning Resources

| Targeted | Achieved |
|---|---|
| To enhance the ICT infrastructure in terms of bandwidth LAN connections, and LCD facilities in class rooms | The institution is equipped with wi-fi facility of 10 mbps bandwidth and LAN connections has been extended. The classrooms are equipped with LCD facility. |
| To establish and Audio visual hall with needed infrastructure. | G3hall was fubshed to Audio-Visual hall with good infrastructure for conducting technical |

| | sessions |
|---|---|
| To upgrade the infrastructure in the seminar hall | The seminar hall was refurnished with LCD projectors and furnitures. |
| To create a Health Awareness Club | Health Awareness club was initiated by Botany and Bio-Technology Department. |

| **Governance, Leadership, Management** | |
|---|---|
| **Targeted** | **Achieved** |
| Plan and adopt to ISO 2008:14 standards | Progressing towards ISO 2008:14 standards. |
| Apply to UGC for funding assistance for setting up IQAC | Submitted proposals for funding assistance from UGC to setting up IQAC cell. |
| To strengthen the faculty performance appraisal system | Faculty performance appraisal has been revamped |
| To strengthen the Feedback system for the stakeholders | Feedbacks are collected from stakeholders to improvise the programme outcome. |
| Planning to apply for institution membership with various industry/ professional associations | The institution has become an institutional member with ICT Academy of Tamilnadu. |
| Planning to increase the number of MoU's in respective departments to increase the industry interaction and collaboration | All the departments has signed and MoU with various industries to increase the industry interaction and collaboration. |
| Strengthen the alumni database and interaction | The alumni cell has taken initiatives to strengthen the alumni database. |
| Conduct motivational session for faculty | Sessions through Webinars on leadership skills and guest lecturers were organized to motivate the faculty members. |

| **Innovation & Best Practices** | |
|---|---|
| **Targeted** | **Achieved** |
| To depute faculty to industries for learning the current practices through Industry Immersion Programs | 25% of Faculty members of various departments are deputed for industrial immersion programmes. |
| To enable students to get trained in industry for understanding the best practices | Students are motivated to undertake the real time projects, internships, training and to understand the current trends and best practices in industries. |
| To introduce innovative project assignments | Students are assigned to take-up innovative project assignments. |

| **Training for Non-Teaching staff** | |
|---|---|
| **Targeted** | **Achieved** |
| To conduct program on:<br>• Disaster Management | FDP programme on disaster management, office automation and soft skills were organized for |

| • Office Automation and Management<br>• Soft Skills | Non-Teaching Staff members to enhance their skills. |
|---|---|
| **Student Support Services** ||
| **Targeted** | **Achieved** |
| MOOC courses for students | 876 students of our institution has been benefited through MOOC courses. |
| Motivation of library usage | Faculty and students members are motivated to utilize the library at least 2hours/week |
| Planning to make the students "Street Smart" by introducing self-defense programmes | Street smart programme was organized for students by Women Empowerment Cell. |
| Motivate to participate in more sports/yoga activities | Yoga and sports activities are organized to make The students physically fit. |
| To introduce support mechanism for competitive examinations | Guest lectures were organized by department of mathematics to support students for competitive examinations. |
| To provide trainings in communication, Aptitude and soft skill programmes to improve their placements | The placement and training cell takes initiative in organizing communication aptitude and soft skill programme to improve the placement opportunity for students. |
| Introduce Skill development programmes | The clubs and association has taken initiatives to introduced. |
| Guest lectures by industry practitioners to gain contemporary knowledge | Experts from industry are invited to give special talks for students to gain contemporary knowledge. |
| To provide special coaching for interested students in various games | Special coaching for Hockey, Foot Ball and Kabadi were organized for students wellness |
| To enhance the NSS initiatives and students participation. | Programmes like Swacch Bharat, Clean city are initiated by NSS. |

**IQAC PLAN FOR 2015-2016**

| Sl.No | Target |
|---|---|
| **1.** | **Curricular Aspects**<br><br>• Industry Advisory Board (IAB) to be framed by all the departments and inputs on enrichment of the curriculum to be obtained from the experts.<br>• Value-added courses imparting transferable and life skills to be planned and organized for holistic development of the students.<br>• To introduce certificate programmes to students (with more than 30 hours of duration).<br>• Introduction of Diploma programmes to students for acquiring entrepreneurship / employability skills.<br>• To encourage faculty to become members in academic and professional bodies of various Autonomous Colleges and Universities.<br>• To motivate final year Under Graduate and Post Graduate students to undertake field projects and internships in various industry/institution/organization/research laboratories of their relative discipline.<br>• To arrive at a mechanism to achieve the course outcomes based on blooms taxonomy and to analyse the same with the help of course feedback.<br>• To conduct programmes on cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics to be organized. |
| 2. | **Teaching Learning Process**<br>• To enhance the visibility of the institution through participation in international and national educational fairs.<br>• To motivate advanced learners to participate in national / state level seminars, conferences, competitions, competitive exams and pursue professional courses.<br>• To offer remedial coaching and special guidance for slow learners.<br>• To enrich the teaching-learning with the use of learner centric innovative teaching methods such as field based assignments, industrial visits, corporate in-house training, knowledge sharing sessions, outbound training etc.<br>• To encourage faculty to adopt ICT enabled innovative teaching methods with the use of google classrooms, flipped classrooms, Moodle and also to utilize e-resources.<br>• To motivate faculty to enroll and complete doctoral programmes.<br>• To encourage faculty to apply and obtain awards, recognitions and fellowships from recognized institutions.<br>• To familiarize outcome based education to faculty and students by uploading course outcomes, programme outcomes and programme specific outcomes in the institution's website.<br>• To understand and develop a mechanism for mapping the attainment of course outcomes and programme outcomes.<br>• To strengthen continuous internal assessment by introduction of online tests.<br>• To encourage faculty and students to secure high pass percentage. |
| 3. | **Research, Consultancy and Extension** |

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|---|---|
| | • To motivate the faculty members to submit the research proposals to funding agencies for collaborative research projects. |
| | • To increase the number of proposals submitted to funding agencies by faculty members and research scholars. |
| | • To increase the number of research projects funded by government and non-government agencies. |
| | • To provide seed funding assistance to faculty members for their innovative research projects. |
| | • To increase admissions in research programmes. |
| | • To motivate faculty members to publish research papers in the reputed journals notified on UGC website. |
| | • To motivate faculty members to publish books in reputed publications. |
| | • To encourages the faculty members by giving incentive to the doctorates. |
| | • To establish Code of Ethics in the institution to check malpractices and plagiarism in Research. |
| | • To provide incentive to faculty members who receive state, national and international recognition/awards. |
| | • To motivate faculty and students to participate in extension activities with Government Organisations and Non-Government Organisations. |
| | • To encourage NSS/YRC/RRC units to participate in more extension activities naming towards community building. |
| | • To motivate faculty and students to receive awards from Government/ recognised bodies for extension activities. |
| | • To increase the number of MoUs with industries. |
| 4. | **Infrastructure and Learning Resources** <br> • To enhance ICT enabled classrooms. <br> • Enable instant communication through Short Messaging Services (SMS) for Students and Parents. <br> • To implement College Management System. <br> • To enhance the availability and usage of e-journals, books and to increase annual budget for purchase of books and journals. <br> • To upgrade library management system. <br> • To increase the bandwidth of Wi-Fi in the campus. <br> • To establish hockey, foot ball, kabadi and throw ball court in hostel. <br> • To enhance gym facilities in campus. <br> • To establish system and procedure for maintaining and utilizing physical, academic and support system. |
| 5. | **Student Support Services** <br> • To disseminate information related to scholarships to every student to avail the same. <br> • To enhance the competency of the students various capability enhancement and developments schemes like coaching classes for competitive exams, career guidance, remedial classes are systematized. <br> • To conduct Bridge courses for first year students to channelize and familiarize them to their major subjects and vocational training programmes to sharpen their skills. <br> • To encourage students to participate in intercollegiate activities Viz. Quiz, Debates, sports and other events. <br> • To inculcate spiritual values and personal wellbeing through yoga and meditation and counselling session to address various issues from personal to psycho-social. |

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|---|---|
| | • To provide information regarding opportunities for higher studies. |
| | • To invite student participation representing the academic and administrative committees of the institution. |
| | ● To find avenues to enhance the alumni database and shaping the performance trajectory of the institution. |
| 6. | **Governance, Leadership, Mangement** <br><br> • To empower faculty members through decentralization and participative management. <br> • To implement „e-governance" in Planning and Development, Administration, Finance and Accounts, Students Admission and Support and Examination through the implementation of College Management System. <br> • To create a conductive environment for the teaching and non-teaching staff by providing welfare measures. <br> • To provide financial assistance to faculty to attend conferences, workshops etc. <br><br> ● To augment the knowledge and skills of faculty and non-teaching staff to conduct development programmes and deputing them for programmes conducted by outside colleges. <br><br> ● To initiate academic audits regularly. |
| 7. | **Innovations & Best Practices** <br><br> • To depute faculty to industries for learning the innovative practices through Industry Immersion Programs. <br> • To provide hands-on training to the students industries. <br> • To organize more number of programs that relate to sensitization. <br> • To conserve energy through the use of LED bulbs, installation of renewable energy practices, green practices, no 2 wheeler/4 wheeler day and vehicle pooling. <br> • To develop the Code of conduct handbook for students, teachers, governing body, administration including Principal /Officials and support staff. <br> • To display the core values in the institution and on its website. <br> • To increase the number of national festivals celebrated. <br> • To plan and organize seminars and activities that will augment consciousness about national identities and symbols and other constitutional obligations. <br> • To conduct the seminars for promoting universal and human values. <br><br> ● To take initiatives to engage with and contribute to local community. |