



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

ANNAI COLLEGE OF ARTS AND SCIENCE

**ANAKUDI ROAD, KOVILACHERI, KUMBAKONAM
612503**

www.annaicollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Self Study Report is being submitted to National Assessment and Accreditation Council by Annai College of Arts and Science, Kovilacheri, Kumbakonam. This report has been prepared with the approval of the Management, under the direct guidance of the Principal, Dr.S.P.Manicka Vasugi, assisted by the sincere efforts of the IQAC members with the cooperation of the Criteria Co-ordinators and the Heads of the departments.

In the year 2001, our K.K.O. Mohamed Ibrahim Education & Charitable Trust gave the banyan of Education for the beneficiary pastoral students by serving under the umbrella of Annai Group of Institutions stepping the first foot through Annai college of Arts and Science (ACAS) towards the Education Voyage. The Motto of our trust is “Quality of Education for Today and Tomorrow”. Now ACAS is marching towards 21st year with the budding of 3000 students, it gives more energy to be an active leader among the colleges in our neighborhood.

The college is located in Kovilachery village with 10.43 acres near Kumbakonam with famous Adi Kumbeshwarer Temple. The Institution is accredited with ‘B’ Grade by National Assessment and Accreditation council (NAAC) in the year 2015. It’s a co-education Institution distinguished by its excellent infrastructure, Curricular and Co-curricular activities, Research and extension, Community Service and Placement in various sectors.

Our college is well-known for its academic and extension activities, with quality of teaching and promotional measures for the welfare of student’s community. Our Institution holds “Best Social and Community Service award” and Our Cultural team “Kalai Siragugal” had secured National Award. Our funded projects are, HSRT (Hunar Se Rozgar Tak) employability - Skill development Program through the Ministry of Tourism and to promote the Entrepreneurs, DST-SERB has sanctioned fund for Entrepreneur Cell. By UBA 2.0 our college has adopted about 7 villages and renders service to the village people.

Vision

To educate and empower the students by inspiring positive attitude with quality education, team spirit, humanism, cultural heritage, integrity with Unity & Diversity to be a responsible community to preserve our environment and our great Nation.

Mission

Our Mission is to achieve excellence in education, to be honest, develop intellectual, preserve forestation and socially responsible with a positive attitude to the development of society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Students strength increases year by year.
2. Merit and Sport Scholarship are offered by management
3. No Donation! No Capitation.
4. Increasing rate of pass percentage.
5. Steady progression in attaining university Ranks.
6. Active participation of students in NCC/NSS and other clubs
7. Quality Education at affordable cost.
8. Good Administration and discipline.
9. Organizing Conference/Workshop/Seminars for dissemination of Knowledge in advanced areas.
10. Activities for Environmental protection, Social enrichment and Development.
11. Women Empowerment Cell, ICC and Anti-Ragging Committee.
12. Homely Hostels for Boys and Girls.
13. Good Sports Infrastructure.
14. Wi-Fi Campus
15. Library as a knowledge hub.
16. Conducive Environment for teaching and Learning.
17. Gender Equity/Gender Sensitization programs/Value Based Education.
18. Earn while learn concept.
19. Emphasis on holistic development of students.

Institutional Weakness

1. Rural Milieu
2. Poor Socio Economic Profile for vast majority of students
3. Transitional Problems because of Vernacular Medium background
4. Lack of genuine interest in pursuing PG studies

Institutional Opportunity

1. Strong Industry-Institute Interface.
2. Increase in number of MOUs/Linkages.
3. Convenient timings for pursuing part-time jobs for the students.
4. Organizing Seminars, workshops and Conference, Career oriented Programs.
5. FDP and Research projects.
6. Job oriented and life skills Development programs
7. Avenues for attaining Professional goals.
8. Job Oriented and Life Skills Development Programs.
9. Avenues for attaining Professional goals
10. Skill based training and promotion of women entrepreneurs
11. Escalating the job opportunities for NCC students

Institutional Challenge

1. Advent of online based learning era for students.
2. Career guidance for rural background students
3. Skill based education with enhanced employability
4. Strengthening communication skills through language labs.
5. Motivating under graduation students to pursue their post graduate degree.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Our college follows the syllabi prescribed by Bharathidasan University-Tiruchirappalli. The major goal of the college is to develop the student with competence and productive career in a challenging and competitive world. The college has earned good reputation for its quest for excellence and student friendliness.

As per the discussion in the Senate meeting at University, the Curriculum based changes or any other measures taken by the University are communicated in the Academic Council Meeting. This has resulted in content of updation and inclusion of new topics in tune with knowledge and technology development. Projects, Internship, Industrial Training and Field work occupy a significant place.

In UG and PG programmes, Professional Ethics, Business English, Functional English, Promotion of Self-Learning Group studies, Vocational Training and Life Skills Development Programmes occupy a significant place under General studies. Experimental Learning, Problem Solving, Professional and Practical Skills, Communication Skills, Computer Knowledge, General Awareness and Women issues also receive emphasis in curricular aspects.

Students are exposed to the latest developments in their respective fields through guest lectures and seminars.

Before the commencement of each semester, the faculty members frame lesson plans as per the academic calendar and these plans are implemented through the log books. Feedback is collected from the students and faculties for getting response on curricular and co-curricular activities. The college gives due importance for the development of soft skill, literary skill and entrepreneurship.

Teaching-learning and Evaluation

The teaching-learning–evaluation process is managed through systems and practices, include planning, execution, monitoring and indicators. Teaching and Evaluation schedule for a semester communicated to the students through academic Calendar. Along with the teaching schedule, strategies for evaluation of assignments and seminars are also made available to the students. The College ensures completion and transparency in the teaching and evaluation system. The Program outcome are acknowledged by the Council members of the Institution, it help the stakeholders to supervise the resources effectively to the maximum extent.

At the commencement of the academic year, Bridge Courses and induction programme is offered to the entire Fresher's. Various teaching – learning methodologies are adopted which include workshop, Group discussion ,Group Debate Forum, Thinker's Forum and Role play by students, Computer and LCD assisted sessions, Online Demo, Institutional visits, Programmed learning , Critique and Creative sessions, Case study and Management Games. Updated library and web-resources are availed by students and teachers.

The Wi-Fi Campus keeps the teachers and students active throughout the working hours. The ICT provides all students equitable access to knowledge and skills necessary for college and career readiness in the 21st century. The main objective of ICT on campus is to focus on mastery of skills and knowledge aligning with current research. The course materials are available in the department library. The blog, a new web-based tool is used as a new assistant means of teaching and attracts more attention for students. YouTube, the most popular Video -Sharing social media site, provides a good platform to visually showcase the campus and the course materials are available in our website. Power Point Presentation (PPT) and Smart class are also used effectively on campus and enhances teacher's presentations and the overall comprehension of students in a dynamic way.

Faculty members are selected on merit, experience, achievement and high qualification. None of the position is left vacant as recruitment is done as and when needed. Teachers are deputed for faculty development programmes, Refresher courses, higher studies and industrial visits, Educational Tour. They are supported and encouraged to take up Research work and Qualified Publication.

Research, Innovations and Extension

Research has been given prime importance right from the inception of the college. Considerable work is in progress in the form of Ph.D Projects. The institution has a Research Advisory Committee to guide the students and the faculty. The Committee takes up the initiative to inculcate research Seminar in the institution.

Our faculty members are highly qualified with Doctorate degree /NET/SET qualified and some of them possess M.Phil. Degree. About Four departments are recognized as research centres and 12 faculties are registered as guides for Ph.D.programme. The Institution has signed 30 Memorandum of Understanding (MOU) with leading industries, National and Foreign universities.

Research unit has been fostered inside the campus and the faculty members are encouraged to write research projects to get grants from UGC, DBT, DST, SERB etc. They are also encouraged to publish in Reputed Peer Reviewed Journals.

Over the last 5 Years, five of our faculty have registered for Ph.D and one of them have completed their Doctoral research in our college. The Academic research of the college also has more than 32 journal publications in the last 5 years. The faculty of our college has published totally 2 patents.

The College classifies the extension activities into Charity, Blood donation, Free eye Check-up, Environmental Cleanliness, Sapling Plantation, Gender equality, Counselling to School Children, celebration of National and International days through N.C.C., N.S.S Units, Youth Red cross and various Clubs of the institution have contributed to the society through their extension activities.

Mr.S.PARTHIBAN,Assistant professor in computer science,presented video programmes on"PAGE MAKER" and "ADOBE PREMIER" for Government school teachers at DIET,Aduthurai during the pandemic period.

Infrastructure and Learning Resources

The infrastructure facilities of the institution are designed to meet the requirements of the various stakeholders. The building has well-furnished and spacious classrooms with good ventilation. To facilitate the ICT enabled Teaching – Learning Process, LCD Projectors and smart Classrooms are provided. The Wi-Fi enabled Campus keeps the students updated. English Language lab is equipped with the latest software for teaching the language skills.

We have the state of the art laboratories like computer labs, Bioscience labs, Physics Lab, Chemistry Lab and a digital library, which are being continuously upgraded and modernized. The College library is an outstanding resource with a stock of 49,111 text books, 115 reference books,25 dictionaries,132 bound volumes and 7 National & International journals, 12 Magazines and 156 CDs. It is automated with OPAC and is equipped with the online journals.

The Institution has a spacious Auditorium with a seating capacity of 500, an open air Auditorium, 4 Seminar Halls and an audio visual room for organizing seminars and conferences. The Canteen provides nutritious food at concessional rate. Keeping in mind, the overall development of the students, the Institution provides access to both indoor and outdoor sports facilities. The Institution runs 21 buses around four districts

such as Thanjavur, Mayiladudhurai, Chidambaram, Thiruvarur, Mannargudi and other places in and around Kumbakonam.

Student Support and Progression

Our Institution tries to ensure support students by taking appropriate initiatives wherever required. All the students are sheltered under the group insurance scheme. To support the students from economically weaker sections with good academic records, Institutional social Responsibility (ISR) scheme provides scholarship.

The management offers scholarship for students based on their merit and sports performance. SC / ST and minority scholarship facility from the government is available for students. Services and schemes such as Mentoring, Soft Skill Development, Personal Counselling, Yoga and Meditation are operational for students.

The students from “Annai Kalai Siragugal”, participate and secure prizes in the cultural events at State and National Level Competitions. They also participate in Independence and Republic Day Celebrations organized in Collector Office. Our students Miss. Angelina Sherin, has made a Guinness record ,Mr.R.Saranraj has entered in Lincoln book of records and Mr. Gokul, have received Audience award from the Tamilnadu Government for the Short-movie “Kayal”.

The Student centered approach is reflected in co-curricular activities, teaching-learning strategies and placement efforts. The students have a suggestion box and a Grievance Redressal Cell to solve their problems. An Anti-Ragging Committee functions very effectively to safeguard the junior students throughout the year. The ICC Cell, Women’s Welfare Cell and Blossom Budding Cell functions for the safety measures for female students . Whenever there is a need our college supports the students with the help of psychologist.

During the class committee meetings, students can express their requirements and expectations. Health problems are taken care of through a Health Center in our campus. Enrichment courses like Bridge courses and Remedial classes are offered. The Earn-While-You-Learn Programme intends to train the students to identify their unique skills.

The students are encouraged to participate in the conferences, Seminars, Workshops and Cultural Fests organized by various institutions. The Institution has an Entrepreneurship Development Cell (EDC) which organizes Industrial Visit, Management meet programs, Seminars and Workshops . Our college students’ progress to higher education and many of them are recruited through Campus Placement. We have register Alumni Association and General Alumnae Meet is held annually in our campus.

Governance, Leadership and Management

The Principal, as the Head of the Institution, coordinates and monitors the academic and administrative functions of the College. All decisions, related to policy matters and planning are taken by the Governing Council consisting of the Chairman, Correspondent, Secretary, Joint Secretary and CEO of Annai Group of Institutions, Principal and IQAC Members.

During the commencement of every academic year, the Management, Principal and the IQAC Members frame the policy and action plan for the year. The plans and policies are implemented by appointing various committees and are conveyed to the stakeholders through meetings, Circulars and Publications like prospectus

and Hand book. The Academic and Administrative Bodies of the institution function at three different levels; the management level, college level and the department level.

At ACAS, the Management is participative and regular meetings are convened amongst the Management members, Principal, faculty and the students to execute efficient plans and improvising the areas, which are to be taken care of instantly. So the grievance in any form is addressed without any delay.

The decentralized governance model is evident in every sphere as each department/faculty functions as a separate sub-unit, in deciding and implementing the student-centric programmes and activities.

The issues at the department level are discussed by the HOD with the faculty team in discussion with the Principal. This gives the faculty an massive sense of belonging and pride in the institution.

Moreover, the departments are requested to present their Annual Action Plan at the beginning of every academic year with a clear cut roadmap to deliver the same.

The college has a mechanism for internal and external audit. The college has established the IQAC in 2015 and it functions efficiently under the energetic leadership of the Head of the institution in accordance with the guidelines framed by NAAC.

It is often said, *“Leaders don’t create followers; instead, they create more leaders.”*

The above motto stays good with regard to leadership grooming at the college, as delegation of authority is entertained, thus leading to emergence of new leaders.

Institutional Values and Best Practices

The Institute promotes personal safety and security practices through various cells like Women’s Welfare Cell, Internal Complaints Committee, Gender Champion Club, Blossom Budding care Cell, Grievances Redressal and Support Cell and Anti ragging Committee for ragging incident. An Inclusive Guidance and Counseling service is available to all students with holistic knowledge on Values, Self-Care, and Interpersonal Skills etc. Sanitary Pads vending machine and Automatic Electric Incinerators have been installed in women’s toilet to destroy the used sanitary pads and to maintain the women’s health in a hygienic way. We have paperless organization; we send the circular and any emergency information through the What’s app group and department email ID.

The Institution has always been instrumental in utilizing the opportunities of celebrating the national and international commemorative days in such a manner that those could be the source of inspiration, motivation, awareness, commitment, perseverance, pride, and progress for its students and the society.

The efforts taken by the Institution for overall development are crowned by the Innovations and Best Practices. The Holistic education not only prepares the students for jobs but also prepares them to face life self-confidently. Installation of solar panels, rain water harvesting system to conserve water and planting of saplings make the campus greener. Awareness Camps and rallies are the major initiatives taken to make the campus eco-friendly.

The post accreditation initiatives include smart classrooms, Student Development Programmes, Bridge

Courses, Remedial Classes, Orientation Programmes, Mentoring and Counseling Sessions, Mandatory library sessions for P.G. students, Faculty Development Programmes, CCTV Cameras and Parent- Teacher Association Activities.

Effective Placement Training and Placement drive for operational for regular and part-time job students, Extension work are done at the nearby villages, and Bharathidasan University Rank Holders are recognized with Medals.

Some of the Best Practices are Annai Kalai Siragugal (Fine Arts), Student Council, Thinkers forum for Faculty and Students, Annai New Revaluation (ANR) scheme and Mentoring System. The class committee meetings are held after every internal test and feedback forms are collected from the students. Due to convenient college timings 'Earn while you learn' policy is practiced by students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANNAI COLLEGE OF ARTS AND SCIENCE
Address	Anakudi Road, Kovilacheri, Kumbakonam
City	KUMBAKONAM
State	Tamil Nadu
Pin	612503
Website	www.annaicollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S P Manicka Vasugi	0435-2402243	9894742025	-	annaiaartsiqac@gmail.com
IQAC / CIQA coordinator	R Latha	0435-2453005	8973073766	-	lathaaadhavan@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate 001 - BW.pdf
If Yes, Specify minority status	
Religious	Muslim
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	14-06-2001			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Tamil Nadu	Bharathidasan University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	20-08-2009	View Document		
12B of UGC	19-11-2015	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	29-06-2021	12	

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	Anakudi Road, Kovilacheri, Kumbakonam	Rural	10.43	16631.73

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,Tamil	36	HSC	English	66	18
UG	BA,English	36	HSC	English	110	60
UG	BSc,Physics	36	HSC	English	44	5
UG	BSc,Chemistry	36	HSC	English	66	28
UG	BSc,Mathematics	36	HSC	English	66	5
UG	BCA,School Of Information Science	36	HSC	English	253	100
UG	BSc,School Of Information Science	36	HSC	English	121	50
UG	BSc,Hotel Management	36	HSC	English	110	61

	And Catering Science					
UG	BCom,School Of Commerce	36	HSC	English	132	119
UG	BCom,School Of Commerce	36	HSC	English	66	14
UG	BCom,School Of Commerce	36	HSC	English	66	65
UG	BCom,School Of Commerce	36	HSC	English	198	104
UG	BCom,School Of Commerce	36	HSC	English	66	58
UG	BBA,Bba	36	HSC	English	187	101
UG	BSc,School Of Bio Science	36	HSC	English	44	14
UG	BSc,School Of Bio Science	36	HSC	English	33	23
UG	BSc,School Of Bio Science	36	HSC	English	44	31
UG	BSc,Forensic Science	36	HSC	English	44	0
UG	BA,Defence And Strategic Studies	36	HSC	English	66	44
UG	BSc,Visual Communication	36	HSC	English	44	20
PG	MA,Tamil	24	UG	English	39	21
PG	MA,English	24	UG	English	77	64

PG	MSc,Physics	24	UG	English	28	26
PG	MSc,Chemistry	24	UG	English	24	24
PG	MSc,Mathematics	24	UG	English	39	38
PG	MSc,School Of Information Science	24	UG	English	44	39
PG	MCom,School Of Commerce	24	UG	English	39	38
PG	MSc,School Of Bio Science	24	UG	English	28	21
PG	MSc,School Of Bio Science	24	UG	English	22	20
PG	MBA,Mba	24	UG	English	120	120
PG	MCA,Mca	24	UG	English	180	176
Doctoral (Ph.D)	PhD or DPhil,Tamil	36	PG	English	12	0
Doctoral (Ph.D)	PhD or DPhil,School Of Information Science	36	PG	English	8	0
Doctoral (Ph.D)	PhD or DPhil,School Of Bio Science	36	PG	English	4	0
Doctoral (Ph.D)	PhD or DPhil,School Of Bio Science	36	PG	English	12	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	1				20				139			
Recruited	0	1	0	1	13	7	0	20	68	71	0	139
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						65
Recruited	44		21		0	65
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						0
Recruited	0		0		0	0
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	8	4	0	12
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	13	7	0	20	13	0	54
M.Phil.	0	0	0	0	0	0	27	40	0	67
PG	0	0	0	0	0	0	21	18	0	39
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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
UG	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/LLD/DM/MCH	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
UG	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
UG	Male	619	0	0	0	619
	Female	301	0	0	0	301
	Others	0	0	0	0	0
PG	Male	263	0	0	0	263
	Female	324	0	0	0	324
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	2	0	0	0	2
	Female	3	0	0	0	3
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	118	151	132	186
	Female	122	144	126	217
	Others	0	0	0	0
ST	Male	0	1	0	0
	Female	0	1	0	0
	Others	0	0	0	0
OBC	Male	383	425	417	476
	Female	291	277	242	372
	Others	0	0	0	0
General	Male	2	5	1	4
	Female	5	2	4	5
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		921	1006	922	1260

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>? The National Education Policy (NEP) 2020 envisioned a large multidisciplinary Higher Education Institution (HEI) in every district, by the end of 2030 as the large affiliating universities result in low standards of undergraduate education. ? The NEP 2020 envisages a holistic and multidisciplinary education that would aim to develop all capacities of human beings, that is, intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. ? According to the commission, such education will help develop well-rounded individuals that possess critical 21st century capacities in various fields, including arts, sciences, humanities, and languages, social sciences, professional, technical,</p>
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	<p>and vocational. ? Ethics of social engagement, communication, discussion, debate, and rigorous specialization will also fall under holistic education. ? A liberal education enables learners to develop both sides of the brain — creative/artistic and analytic — which can make learning a joyful experience. It can unlock all human capacities — intellectual, aesthetic, social, physical, emotional and moral — in an integrated manner. ? Individuals with these characteristics will provide the bedrock for a better India and better world. Gaining knowledge in only one stream of education will no longer be enough. ? The curriculum and examinations are to be structured to provide more holistic education to students. Thus, those pursuing arts can expect to gain scientific knowledge and science students can get in touch with their artistic side. ? Overall, students, in years to come, will have an excellent, holistic higher education which would directly boost their careers.</p>
2. Academic bank of credits (ABC):	N/A
3. Skill development:	<p>? In India, the students are lacking the required skills even after completing the professional course that is the main reason why many students having a professional degree remain unemployed. ? The NEP has its vision to empower the youth through the set of vocational, employable & entrepreneurial skills provided to them at different stages of training & education. ? The skill development will help the students in getting better employment opportunities and also help them in becoming self-employed professionals. ? As the new education policy is being started to be implemented through the entire education system, the government has its vision to build a strong progressive nation and education being the backbone of that process. ? The NEP based model will follow a skill based education and will impart employable & atma nirbhar skills among the students. To make this more practical, more vocational courses will be added to the curriculum and will be taught in every university/college across the country. ? These short job oriented vocational courses will play a vital role in producing skilled graduates in tune with the industrial revolution. ? The vocational level subjects will also be implemented in the school education curriculum that will help the students get hands-on experience on the vocational training like electrical repairing, horticulture,</p>

	<p>plumbing, carpentry etc. ? The NEP has its goal to provide vocational skills to 50% students by the year 2025. These vocational training will be started from school level and will continue in higher education depending on the interest & requirement of individual students.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>? NEP 2020 is a step in the right direction to revive the ancient Bharitya wisdom, Bharitya philosophy, culture, Indian languages. It has the vision to produce responsible human beings. The primary guiding light for NEP-2020 is “the rich heritage of ancient and eternal Indian knowledge and thought”. ? NEP 2020 is a timely intervention towards making our country a global superpower, the proverbial Vishva-guru, as India has already moved towards becoming the third largest economies of the World. The promotion of inner human values through education can best service to the entire human population. ? NEP has addressed the long pending demand from leading academicians and pedagogues by making use of mother tongue/ local language as medium of instruction in the primary and preferred medium of education till standard eight. ? Ancient Bhartiya Vedic educational system from time immemorial recognized the ability and skills of different individual. Hence, not only the philosophy but also other disciplines like literature, science as well as vocational training and other multidisciplinary learning too were part of the curricula during the ancient times. ? NEP-2020 has also given emphasis on recognizing, identifying and fostering the unique capabilities of individual student; flexibility to choose learning trajectories and program according to own interest. No hard separation between curriculum and program to support for a multidisciplinary world in order to insure the amalgamation of various fields of knowledge. ? NEP-2020 has given emphasis on conceptual understanding, creativity and critical thinking, human ethical values and constitutional values.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels. Some important aspects of the Outcome Based Education 1. Course is defined as a</p>

	<p>theory, practical or theory cum practical subject studied in a semester. For Eg. Engineering Mathematics 2. Course Outcome (CO) Course outcomes are statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a course. Generally three or more course outcomes may be specified for each course based on its weightage. 3. Programme is defined as the specialization or discipline of a Degree. It is the interconnected arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree. For Example: B.E., Marine Engineering 4. Programme Outcomes (POs) Program outcomes are narrower statements that describe what students are expected to be able to do by the time of graduation. POs are expected to be aligned closely with Graduate Attributes. 5. Program Educational Objectives (PEOs) The Programme Educational Objectives of a program are the statements that describe the expected achievements of graduates in their career, and also in particular, what the graduates are expected to perform and achieve during the first few years after graduation. 6. Programme Specific Outcomes (PSO) Programme Specific Outcomes are what the students should be able to do at the time of graduation with reference to a specific discipline. Usually there are two to four PSOs for a programme. 7. Graduate Attributes (GA): The graduate attributes, 12 in numbers are exemplars of the attributes expected of a graduate from an accredited programme.</p>
6. Distance education/online education:	<p>Higher education is being pummeled by the Covid-19 pandemic. College shutdown led to a quick rush to “remote learning,” exposing the fragmented adoption of high-quality education technology and digital capabilities to our college. Online education emerged as alternate to ordinary face to face classes and classes were taken using zoom, Google meet, Microsoft teams and Webex applications .An essential lesson learned from this analysis is the need for a more holistic, realistic, and sensitive approach to emergency teaching scenarios that may enable educational institutions to better respond to such emergencies in the future.</p>

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
780	733	699	665	641
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
33	32	31	28	27

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2476	2662	2863	3199	3384
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1546	1638	1744	1662	1600

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
848	1009	1022	1041	1256

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
144	153	153	146	141

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
144	153	153	146	141

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 88

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
208.18	341.8221	417.6866	411.39	369.8233

4.3

Number of Computers

Response: 510

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:

Annai College of arts and science (ACAS) provides quality education through Innovation in Curriculum, imparting knowledge with distinct learning objectives and assessment based developments in relevance to the regional and global needs. Competency based curriculum with Choice Based Credit System (CBCS) is offered with a focus on Outcome Based Education (OBE). Our college is affiliated to Bharathidasan University, Tiruchirappalli. The courses are under CBCS are with semester pattern.

Our college has meticulously drawn the Vision and Mission of the department and designed the Program Educational Objectives (PEO). Keeping the PEOs as a base, the Program Outcomes (PO) and Program Specific Outcomes (PSO) are charted out. Program Specific Outcomes for each program have been formulated to ensure the attainment of domain-specific knowledge and skills in relation with course outcomes. The curriculum is formulated in tune with the POs and PSOs and is modified at regular intervals by the Boards of Study of each program. To promote higher order thinking through analyzing, evaluating concepts, processes, procedures and principles in education the Course Outcomes (CO) are designed for every course in line with the revised Bloom's Taxonomy.

Based on the curriculum the faculty members prepare lecture plan and maintain **Curriculum Delivery Register (CDR)** and **Academic Interaction Record (AIR)**. Before allocation of subjects, a detailed comparative analysis of subject requirement and staff skill sets are made in the form of **Subject Allocation**.

To evaluate the students, college conducts three CIAs following the norms of the University. Special attention is given for the slow learners. CIA mark Registers are maintained by class counselors. We frame the Academic calendar which includes the prescheduled events such as Quality Circle meeting, Model Examination, Conference, Workshop, Seminar, Guest lecture, and Club activities. We motivate the students to present the papers in conference, seminars, group discussion on current issue, students used to undergo implant training, project work based on their discipline and the students participate on various community activities.

Faculty members attend Refresher Programmes such as FDPs in order to gain more expertise in their subjects. **ICT enabled teaching methodology** is implemented in order to ensure that the curriculum is delivered effectively. The institution is revamping the traditional way of teaching through **Smart/Interactive Boards**. Apart from university-based curriculum, we provide Add-on Program to all the discipline. The Add-on program supports the students to carry out their studies on skill-based employment opportunity.

During the academic year 2020-2021 due to an unprecedented pandemic situation, the college chose ICT as a tool for effective curriculum delivery. in order to provide academic flexibility to the students, online

classes was planned through weekly schedules, subject materials was shared to the students through formal WhatsApp group, google classrooms and emails, once the online class has been done, attendance was recorded as per the screenshots taken during the conduct of the class. ICT tools such as ppts, audios, videos, subject related online materials, case studies and news, paper cuttings was shared to the students.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Institution adheres to the academic calendar for the conduct of Continues Internal Evaluation. The Handbook and the Academic Calendar are prepared. Accordingly, the dates for the two CIA Tests and Model Exam per semester are fixed in the academic calendar. Before finalizing the dates, it is made sure that there is sufficient time for syllabus coverage.

Attendance in all the Internal assessments is compulsory. The reports of the Assessment are sent to the parents through Department what's App group. HODs meetings are conducted regularly by the principal to speed up the syllabus coverage through online classes. The HODs, in turn, conduct departmental meetings and encourage the faculty members to complete the syllabus within the stipulated time.

The systematic planning of the lessons and the implementation of the planning is thoroughly indicated in the logbooks. The faculty members prepare lesson plans in the logbooks before the commencement of every semester with a view to syllabus coverage.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>Response: 100</p>														
<p>1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.</p> <p>Response: 33</p>														
File Description	Document													
Minutes of relevant Academic Council/ BOS meetings	View Document													
Institutional data in prescribed format	View Document													
Any additional information	View Document													
Link for Additional information	View Document													
<p>1.2.2 Number of Add on /Certificate programs offered during the last five years</p> <p>Response: 61</p>														
<p>1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>15</td> <td>9</td> <td>10</td> <td>12</td> </tr> </tbody> </table>					2020-21	2019-20	2018-19	2017-18	2016-17	15	15	9	10	12
2020-21	2019-20	2018-19	2017-18	2016-17										
15	15	9	10	12										

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

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

Response: 49.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
1380	1274	1214	1380	1996

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

1.3 Curriculum Enrichment

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

Response:

The **curriculum** is designed, developed and enriched with an aim to integrate ardent issues having national or global emphasis for future generations' sustainability. Along with a standardized learning plan, the curriculum is enriched by including the courses relevant to Gender, Environment science, value education.

The College offers a course on 'Gender Studies' for all second year undergraduate students as per the UGC guidelines. The course helps the student for in-depth understanding of the concept of gender, gender politics, the evaluation of Gender, genders subordination and gender discrimination.

The Value education develops the student's personality which helps our nation to be more democratic. The aim is to make our students cultured with human rights, learn yoga and to be socially responsible.

In addition to that the course soft skill, helps the student to maintain effective interpersonal relationship in work environment and to focus on their talents and abilities towards their goals in their life and able to develop the habits of highly effective people in the society.

The Professional English course assists the students to recognize their ability to improve their competence in using the language and for speaking with confidence and to understand the importance of reading and writing in academic life.

The Environment Science supports the students to understand the fundamentals of Environmental science and to gain the knowledge about the ecosystem and to understand the concepts of food chain, food web and energy flow in an ecosystem.

Thus the college strives to fulfill its vision and mission to educate learners and empower them to acquire self-sufficiency and become morally and ethically sound in both their personal and professional lives.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.23

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	16	17	17	14

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	
Response: 16.8	
1.3.3.1 Number of students undertaking project work/field work / internships	
Response: 416	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni	
Response: A. All of the above	
File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:
1.Feedback collected, analysed and action taken and feedback available on website
2.Feedback collected, analysed and action has been taken

- 3. Feedback collected and analysed
- 4. Feedback collected
- 5. Feedback not collected

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 42.63

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

2020-21	2019-20	2018-19	2017-18	2016-17
921	1006	922	1260	1227

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2361	2538	2662	2538	2443

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 52.84

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

2020-21	2019-20	2018-19	2017-18	2016-17
727	811	710	1062	1009

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Annai College provides inclusive need based education for all students including regional medium students, slow learners and advanced learners. Our college focuses on the first generation learners and economically marginalized women students. Curricular and co-curricular activities are designed as potential tools to suit the changing trends in higher education.

Bridge Course

Bridge course is conducted for the first year UG students after their admission before the reopening of the college. The objective of conducting bridge course is to develop the confidence level, communication skills and competencies of the students. Our college provides personalized attention to every student taking admission using various matrices including communication skills, marks obtained in assignments, ability to manifest and practice leadership/motivational qualities etc.

An Entry level test is conducted for the students. Based on the marks obtained the students are grouped into Advanced and slow learners. At the end of the bridge course an exit level test is held for all the students that shows the improvement in the learning skills and competencies of the new students.

Remedial Programme

After the course registration, an entry level test is conducted and based on that the students are categorized into slow and advanced learners. The remedial programme is conducted for slow learners. Slow learners are given extra coaching through, reading, peer group study, assignments and tests to enhance inclusive learning. The remedial programme improves the students participatory response in the classroom, internal tests and the CIA. The slow learners are supplemented with lecture notes along with important questions from the examination point of view. The mentoring system is in place to help and motivate the students to improve their overall academic performance. Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding

Advanced Learners

.Advanced Learners are encouraged to participate and present papers in various Seminars / Conferences /Workshops / Inter Collegiate Competitions and Debates, Problem Solving, Design competitions. Meritorious students are encouraged to participate in a wide range of activities through Student Clubs/Forums, Special programmes like 'Project-Expo' Exhibitions, Workshops, Conferences, Seminars enabling the students to learn new technologies over the period of graduation.Spoken English classes are conducted for all the students to enhance their academic, communication, personal and creative skills. Active learners are encouraged to enroll in MOOC Courses – Swayam. The academic achievements of the students are extremely motivated and highly praised by the College by celebrating Graduation Day every year. Students, who secured Ranks in the University Examination, are honored with Medals in the Graduation Day.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 17.19

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

During course plan development, Faculty members plan for suitable student-centric learning methods for enhancing the learning experiences of the students which has a direct impact on improving the understanding level, communication skills, problem solving and listening skills.

Teachers design lesson plans and methodology in order to achieve specific learning outcomes. Some of the strategies used in the class are:

Lecture method:

This conventional method is normally adopted by all the teachers, especially language teachers. This method facilitates the teacher to understand, explain and revise the content of a text only for better understanding of the subject by the learners.

Interactive method:

The faculty members make learning interactive with students by encouraging student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs.

ICT Enabled Teaching:

ICT enabled teaching includes Wi-Fi enabled class rooms with LCD projectors, Language Lab, Smart Class rooms, E- learning resources. Virtual class room links the guest lecture of eminent persons to develop their core knowledge in the subject. The institution has the essential equipments to support the faculty members and students. Power point presentations are used in the classrooms to provide audio visual

experience to the students.

Case Study Analysis and Discussion:

The case method is a participatory, discussion-based way of learning where students gain skills in critical thinking, communication, and group dynamics. MBA uses case studies in diverse fields of Management Marketing, Finance, General Management and Economics.

Group Learning Method:

Group Learning allows the slow learners to develop problem solving, interpersonal, presentational and communication skills to confirm quality in learning with Peer Group. Group Discussion, Management Games, Group Projects or Assignments are conducted by the MBA department under group learning method.

Project-based Learning:

In Project Based Learning effectively designed open- ended experiments are adopted. These experiments challenge the student's critical thinking, analysis and design capabilities. The students are also trained on modern simulation tools and trained in abstract writing, technical paper writing and literature survey. The final year Projects are evaluated by external experts using a well-defined detailed rubrics framework to ensure quality of the projects.

Experiential Learning:

The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, Teaching through demonstration, visual aids, Periodical industrial visits, Organizing exhibitions, Presenting papers, Analyzing case studies and Participating and conducting quiz on theory topics.

Student Seminars:

The Student seminars are organized where in the papers is presented by students on contemporary topics to enrich their learning experience.

Summer Internship Project:

Summer Internships are considered as an important career stepping stone of Hotel Management, Commerce and MBA Students. Summer internships teach valuable on-the-job skills and provide excellent networking opportunities to the students.

Outcome based education is practiced in true spirit resulting in more focused overall development of our students.

Modern Tool Usage: Technology is used for enhancing the learning ability of the graduates. Tools like Google meet, Zoom are used for online classes.

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

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

In lecture mode, modern audio-visual tools are used for the benefit of students. LCD projectors and Power-point presentations are used in the delivery of lectures. These are also facilitated by the use of internet clippings and animation modules.

Mode of delivery of lectures is blended, conventional blackboard system and power point presentations are also used. The learning ability of students is enhanced by supplementing with group discussions and webinars. LCD projectors are used to conduct the classes by our faculties and this facility is extended to encourage students to present their project/ research paper work in the classroom.

Some faculty has developed e-tutorials on specific topics which helped in making the students understand the concepts very clearly. These are YouTube based, which enable the students to replay and clear their doubts at specific bottleneck points.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

Response: 28.79

2.3.3.1 Number of mentors

Response: 86

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 100

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

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

Response: 2.45

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	4	0	5

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 0.51

2.4.3.1 Total experience of full-time teachers

Response: 74

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The institution follows formative and summative assessment approaches as a method of Internal assessment.

Formative and Summative Assessment Approaches Method:

1. Summative Assessment:

The institution follows a Continuous Internal Evaluation System for summative assessment. The main objective of summative assessment is to evaluate student learning at regular intervals by conducting CIA Tests, Model Examinations and Projects, Viva- Voce and Practical examination. Academic performance of students is evaluated both by **Continuous Internal Assessment (CIA)** and **University Semester Examinations**.

The following is the ratio of marks allotted for CIA and University Examinations.

Courses	CIA	University Examination
UG	25%	75%
PG	25%	75%
Ph. D.	-	100%

For MBA and MCA Project the internal mark is 20.

The College conducts two CIA Tests and Model Exam per semester in a centralized method. Attendance is compulsory for all assessments. CIA Exam Timetable is duly prepared and circulated among the students in advance. Portions for CIA's are divided according to the unit based on the syllabus. To ensure transparency of the evaluation process, the marks allotted are displayed on the Notice Board.

Internal Marks are calculated on the basis of the marks secured in the tests, seminars/ assignments. There is no internal minimum and the candidate has to secure 40% to pass in UG and 50% pass in PG and Ph. D.

Internal marks are not given to the absentees. The test papers of theory are distributed to the students after every internal test. The students shall go through the answer script, check and acknowledge the marks secured and return the paper to the faculty concerned. The test papers are sealed in the departments till the completion of the student's course of study. Test marks will be displayed on the Department Notice Board.

2. Formative Assessment:

Formative assessment is part of the instructional process which is done by the faculty in their respective subjects to monitor student learning and to provide ongoing feedback to improve their teaching. Some of the formative assessments are

- Activity Based Learning
- Seminar Presentation
- Role Plays
- Subjects quizzes
- Case Studies
- Group Discussions
- Debates
- Field Work/ Field Visit

Efforts are taken by the institute authority to have transparency in the internal assessment through;

1. Setting up of Internal Assessment committee for transparent assessment.
2. Display the internal assessment components in advance through College Calendar, Notice Boards and announcement system.
3. Circulating and publishing the internal assessment marks with break- up for components. Making valued answer scripts available for scrutiny.

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

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

Yes, Examination related grievances are handled maintaining transparency. The college has developed a culture which is highly supportive of students and strives to create an environment conducive to learning.

1. Time table:

Transparent: the time tables of all examinations are displayed on the notice board

Time-bound: the time tables are displayed well in advance to give adequate preparation time for the students.

Efficiency: time table is made available well in advance in academic calendar.

2. Hall tickets:

Transparent: hall tickets are issued by college reflects all relevant details of the examination.

Time-bound: hall tickets are issued to students at the proper time

Efficiency: issues reported by the students are immediately resolved in consultation with the university

3. Question paper:

Transparent: Question papers are generated by the faculty for internal examination and are transparent among the faculty.

Time-bound: The examination cell gives a schedule for submission of papers.

Efficiency: Errors in question papers are brought to the notice of the chief who informs the university and necessary action is taken. For internal examination it is informed to the examination committee.

4. Revaluation:

Transparent: Within the stipulated time given by the university circulars displayed in notice board, students can apply for photocopy of the answer paper.

Time-bound: examination committee gives schedules regarding the time of application, evaluation and declaration of results.

Efficiency: The students can apply online to the university through the college.

If the students indulge in any kind of malpractices, severe action is taken by the exam cell after discussing the matter with the Chief Superintendent. The examination cell is completely involved in dealing with examination related grievances. The cell brings the grievances to the knowledge of the Chief Superintendent immediately and right remedial action is taken. Strict instruction is given to students to maintain punctuality and late comers are not permitted to enter the exam hall after the stipulated time. Identity cards of the students are checked at the entrance of the exam hall. Students are prohibited from taking their mobile phones inside the exam hall.

The following are the some of the inconsistency in the University Examination for which letters have been forwarded through the Chief Superintendent of the college to the Controller of the Examination, Bharathidasan University:-

- Change of subject code in the student hall ticket
- Absence of subject code in the student hall ticket
- Absence of register number in the Galley
- Out of syllabus in the question papers and discrepancy
- When results of the students are withheld
- If the students who are present in the examination are marked absent and vice-versa
- If two different arrear appears/regular papers appear on the same date to the same student.

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

2.6 Student Performance and Learning Outcomes

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

Response:

Outcome Based Education (OBE) is implemented in our college as it gives emphasis on what is expected from the student when they finish their course. In line with OBE Program Specific Outcomes (PSOs), Program Outcomes (POs) and Course Outcomes (COs) are evolved. OBE provides/helps the student to achieve the outcomes of significance before leaving the Institute.

The faculty, course coordinators and the program coordinator prepare the course outcomes (CO) and map them with the program outcomes (PO) and program specific outcomes (PSO) employing numeric

weightages. They are approved by IQAC. Programme outcomes, Programme specific outcomes and Course outcomes are prepared based on the Revised Blooms Taxonomy. With the guidelines of the principal, the heads of the Departments prepare the PO's , PSO's and CO's.

The learning outcomes are disseminated to the staff and students by uploading it in the College website. The Course in-charge will explain the CO's to the students and the copies are also made available to the students. The teachers prepare lesson plans and design instructional strategies as per the required outcomes.

Course Outcomes (COs) are defined for every course, which describe the competencies gained by the student through the course. Every CO is mapped to one or more POs, and is measured at the end of the course through various assessments. These are designed specifically to measure the CO and contribute to the PO that it is mapped to.

The faculty in each of their classes addresses on these COs and their interrelationship with PO/PSOs. In the beginning of each unit of every course handled by the faculty, the Cos are emphasized in the class room for the students.

By this exercise, the students completely understand the concepts and try to enhance the cognitive skills of the course under consideration.

The COs, POs/ and PSOs are displayed in several places for ready reference.

Website:

The syllabus of all programs offered by the department is uploaded on the college website which includes the COs of various courses of the curriculum.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

The college believes in making the graduates empowered to face the challenges set by the social and economic realities of the world. With this perspective in mind, the college has evolved a system to assess the learning outcome of students in Program and Course wise.

Program Outcomes of all the programs are acknowledged at the National Level by the concerned accrediting agency.

Course Outcomes:

The course outcomes help the stakeholders to supervise the resources effectively to the maximum extent. This creates path to improve the processes continually.

Program Outcomes:

In every degree program, outlooks are listed out by the college under the Program Outcomes. This enables the stakeholders to identify and evaluate complex problems. They also learn to make solutions for problems that meet the specified needs with suitable consideration for the cultural, society and environmental wellbeing. They learn to use research-based knowledge and research methods including design of experiments, analysis and understanding of data and synthesis of the information to provide suitable conclusions. This is followed by modern tool usage, which they pick and apply with an understanding of the limitations. They apply reasoning and understand the impact of the solutions in Society and environmental context. They learn to apply moral principles and become committed to professional ethics and their responsibilities. They realize that individual and team work function effectively in multidisciplinary setting. They learn to communicate effectively with society and they are able to understand and write effective reports and design documentation. Finally, they acquire the ability to engage in independent and life-long learning.

Program Specific Outcomes:

The stakeholders recognize the nature and basic concepts of ecosystem. They analyze the relationship between human beings and nature. Based on these outcomes, the stakeholders learn goal-setting, problem solving techniques and decision making. The institution evaluates the stakeholders as Class Toppers, University Rank Holders and Best Outgoing Students. They are recognized and awarded during the Annual Day function by giving them Certificates and Cash Prize. Medals are awarded to the University Rank holders.

The Best Outgoing Students are evaluated on the basis of five criteria: Academic Performance, Attendance, and Behaviour inside the class room, Behaviour on the campus and Extracurricular activities.

The College also adopts indirect methods such as feedback from outgoing students, alumnae, parents and employers to evaluate the programme outcomes and take necessary action.

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

2.6.3 Average pass percentage of Students during last five years

Response: 82.54

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
815	972	736	771	931

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
848	1009	1022	1041	1255

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.67

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 5.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	5.81	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 6.94

3.1.2.1 Number of teachers recognized as research guides

Response: 10

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	2	2	2

File Description	Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

- The Institution is keen on taking various initiatives in creating technologies and transferring knowledge.
- To promote an Ecosystem Dr. P. Mani have designed a **unique heater box face mask**, which can effectively kill virus such as Covid-19 and other pathogens
- We cultivate water fern **Azolla, a Biofertilizer** which are used in our organic paddy fields to enrich the nutrient quality of the soil and to reduce the evaporation of water.
- Plant Saplings in the college campus are supplemented by the **biocompost** prepared by the school of Bioscience. Students are enriched with the knowledge about the methodology followed for biocomposting. This instills the value of preserving and sustaining the ecosystem in the minds of the youngsters.
- **Apiculture** is yet another activity that can be counted in the innovation eco-system. Students engage themselves in this activity by collecting honey and distribute it among faculty and students.
- In the paddy farm we use **vermicompost** prepared by school of Bioscience students for cultivating the crops in our Institution. The College offers Vermicompost to the public free of cost.
- For making the campus Green and plastic free our students show keen interest by creating hanging garden by using the waste plastic bottle and it is distributed to our staff for creating a ecofriendly environment.
- The students are encouraged to learn the technique of cultivating flowering and medicinal plants through Herbal Nursery and Miyawaki forest.
- The NSS Unit, LEO Club, Nature Club and ExNoRa Club students maintain the garden to sustain the environment greenish.

- We provide training for our students on reusing waste materials like tires, shoes, cloths, plastic bottles etc.for making useful things.

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

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 48

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	6	12	10	10

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0.5

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 05

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

Response: 10

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

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

Response: 0.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
14	5	3	5	5

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

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

Response: 0.14

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	3	4	5

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

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

- The institution has connected well with neighborhood community and adopted number of measures to enhance the extension activities in terms of impact and sensitizing students to social issues and holistic development.
- With the help of Amity Succors Club of the college handles classes for Tribes, Provided stationary to the school students and cots to the oldage home, Provided food for roadside people, Leprosy patients, orphanage and oldage home, Conducted environmental Awareness Programme to the School students and Heritage and Cultural awareness Programme and conducted carrer Guidance programme to the School students.
- Rotary Club the College organized blood donation camp, eye care camp, plantation of saplings, girl child saving campaign, narcotics and tobacco free life and problems with sexually transmitted disease mainly HIV through the recreational program to HIV positive Children.
- The college organized sanitary survey and Swachh Bharath Awareness Program jointly with Cholapuram Panchayat. The Department of Bioscience organized awareness programs on Dengue to the nearby rural society and distributed the Nilavembu decoction to the college students and staff members.
- The college has implemented the activities through NSS, RRC, YRC, Rotaract clubs and NCC.

The NSS Unit organized eye care camp at Vilanthagandam Panchayath and

- **Leo Club** organized awareness rally for Eye Donation at Kumbakonam.
- **ExNoRa** Club distributed the Vatha Sura Kudineer to be safer from Corona and **Leo Club** issued Kabasura Kudineer.
- In the Covid Pandemic period ACAS provided Grocery and vegetables to the neighboring society and distributed food to the victims in the Pandemic period.
- **YRC** organized a Marathon from Thirupanandal to Kovilacheri to create Awareness for "Cent Percentage Voting" in which more than 500 students participated.
- The Rotary Club organized a Awareness Programme on "Road and Safety Measures" to the Society through online (Webinar)
- The Department of Hotel management and catering Services organized awareness program for Women's Welfare Society at Mannargudi in the topic "**Good Health and Good Nutrition**" and handled session to the Govt. Girls Higher Secondary School students at Kottur village about "**Nutrition Deficiency**".
- The Department of BHM handled a session on "Nutrition and Hygiene" at Govt. Girls Higher Secondary School at Velgudi village to lead a healthy life.

Every Year ACAS conduct career Guidance Programme to the nearby village schools.

Mr.S.PARTHIBAN,Assistant professor in computer science,presented a video programme on"PAGE MAKER" for Government school teachers at DIET,Aduthurai from 28.6.21 to 30.6.21.

Mr.S.PARTHIBAN,Assistant professor in computer science,presented a video programme on"ADOBE PREMIER" for Government school teachers at DIET,Aduthurai from 1.7.21 to 4.7.21

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

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

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

Response: 44

3.4.3.1 Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	13	11	7	5

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

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 30.39

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
518	1856	682	346	902

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

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 3

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	0	0

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 25

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	8	5	2	1

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Infrastructure:

The college is spread over in an area of 10.43 acres of land and runs 21 UG courses, 12 PG courses and 4 Research Programmes. It has well furnished 87 class rooms, 6 laboratories, library, 4 seminar/conference Hall, 2 Auditoriums, 21 buses, canteen and parking area for the vehicles.

Class Rooms and education System:

The college has 87 spacious classrooms with good air circulation. Special attention is given to slow and active learners by the tutors and they monitor the academic and disciplinary issues pertaining to the students.

Seminar Hall and Auditorium:

Two auditoriums are available in the college premises.

- Open air Annai auditorium and
- Dr.A.P.J Abdul Kalam Movie Theater auditorium

4 air conditioned **seminar halls** with a seating capacity of 150 members are equipped with computers, LCD projectors and audio system to facilitate the conduct of meetings, seminars, workshops and conferences

Name of the department	Name of the seminar hall
Science	CV Raman hall
Computer Science	Shiva Ayyadurai hall
Commerce	Chanakya hall
language	Thiruvalluvar hall

Audio - Visual Room:

The college has Audio-Visual room with audio, video systems, LCD, Wall Speakers and LED TV.

Examination cell

Separate examination cell is established with xerox machines and adequate stationary for the conduct of

internal and external Examinations.

Language Laboratory

The lab is equipped with 20 computers and audio visual accessories

Laboratories:

Advanced research instruments such as high speed centrifuge, laminar air flow chamber, binocular microscope, digital colony counter, hot air oven and autoclave are equipped in the science laboratories. Air-conditioned Computer labs with 532 computers are available. Licensed and Open Source Operating System and software are used.

Specialized facilities and equipments for teaching:

The following facilities and equipments are available for effective teaching:-

- Smart Board
- LCD Projectors.
- Digital Library
- YouTube Channel
- Online Class Through Google Meet & Zoom Meet

Internet Facilities

A High-Speed internet facility with a speed of 100 mbps leased line connectivity is available and Wi-Fi facility.

College canteen:

There is a Canteen facility available in the campus to provide the good catering service at low cost.

Security and CCTV Camera:

The task of providing security is outsourced and twenty-four hours security is provided to the entire campus. Every important place is installed with 77 CCTV cameras with 7 installed DVR for surveillance.

Transport Facilities:

The Institution runs 21 buses around four districts such as Thanjavur, Mayiladudhurai, Chidhambaram, Thiruvarur, Mannargudi and other places in and around Kumbakonam to enable the students to reach the college on time.

Other facilities:

- Each department is provided with separate staff rooms along with computer and printer facility.
- The R.O. water purifier is available to provide purified and safe drinking water.
- Solar plant facility is provided to reduce electricity usage.

- Parking sheds are available for students.
- For emergency medical issues First-aid is provided by “Annai Naturopathy and Siddha Hospital”
- Napkin Vending Machine and Automatic Electric Incinerators have been installed to destroy the used sanitary pads.

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

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

Response:

Sports and Games:

The institution provides facilities for the events of sports and games. The full

time Physical Director is responsible for conducting all the sports events. Inter-Collegiate sports events are being conducted to encourage the students who are involved in sports and games. The institution organizes Inter-School Sports for every year in the college premises to motivate the school students. Sports Students are given tuition fee scholarship.

Indoor Games:

The institution provides facilities for the indoor games such as Carrom and Chess. The students are well trained and make them participate in National or State level events.

Outdoor games:

The institution also provides facilities for the outdoor games such as Volley ball, Throw ball, kho-kho and Athletic events such as long jump, high jump, shot put and disk throw. Cricket nets, Basket Ball court are available in the campus. The students are well trained to participate in national or state level events.

Yoga:

Every year on June 21st, the International Day of Yoga is celebrated where all the students and faculty proactively participate. Best performers are rewarded to encourage active and more participation.

Gymnasium

A gymnasium is functioning for the health benefits of students and staff.

Cultural activities:

Every year in the month of February our college conduct a Mega Inter & Intra Cultural Program through our Fine arts Club. The Inter/Intra school and college students participate in the Five Days Mega Cultural Programme.

Extra– Curricular activities:

Three NSS (I, II &III) units are available for boys and girls, through which many social activities are being conducted. Other facilities such as RRC, YRC, ExNoRa Club, Nature Club, Gender Championship Club, LEO Club, CCC, Rotaract Club, ED Cell and Fine Arts Club are available for extra-curricular activities.

Nature Club:

The club organises field work, seminars and awareness programme to create a “clean and green consciousness” among the students. Waste water is properly dispersed for plantation. The College also ensures for Green Environment.

Service Club:

The college conducts various health-related awareness programs, and sanitation programmes through our Service Club.

Oratorical Club:

Communicative ability and public speaking skills among students are developed by regularly conducting competitions, events and seminars.

The English and Tamil Departments organize various Literary Programs every year for the students to improve their public speaking talent.

Health and Hygiene:

The college has very special concern for the health and hygiene of the students and staff. Vehicle will be provided for sick students in emergency cases. A sick room is also available in the college campus. Automatic Electric Incinerators have been installed to destroy the used sanitary pads. First aid kit is provided. Waste water is properly dispersed. The College also ensures the campus is Smoking and plastic free.

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

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 38.64

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 34

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 3.27

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

2020-21	2019-20	2018-19	2017-18	2016-17
6.30486	13.28842	11.30684	9.69002	16.14940

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The College library has

- 42111 number of text books,
- 115 reference books,
- 156 CDs,

- 25 dictionaries,
 - 132 bound volumes,
 - 57 donated books,
 - 7 National Journals
-
- National journals include Indian Journal of Marketing, Indian Journal of Finance, Prabandhan Indian Journal of Management, SCMS Journal Indian of Management, Journal of Chemical Reviews, ASIAN Journal green chemistry, ICT Journal.

DELNET is accessibility for digital library.

The Library also 03 daily news paper such as The Hindu, Thina Thanthi, Dinakaran,.

The library has full flourished reading hall with capacity of 70 students. In the library, various departmental sections are available for Chemistry, Bioscience, Physics, Mathematics, Commerce, BBA, Information Science, Tamil, English, Hotel Management, Visual Communication, Defence, Forensic Science and separate library for AICTE approved course MBA and MCA. Faculty publications of their Journals, proceedings and Books are available in the library.

The Faculty and students donate the books in Department Library and General Library. These books are freely accessed by the students and faculty. Our College functions with Integrated Software.

Data Requirement for last five years: Upload a description of library with,

- Name of ILMS software = Senayan Library Management System
- Nature of automation= Fully Automated
- Version = SLiMS 9 Bulian

- Apache web server version 2.4;

MySQL version 5.7 and or MariaDB version 10.3;

PHP version 7.4;

PHP GD enabled;

PHP gettext enabled;

PHP mbstring;

phpMyAdmin and or Adminer (optional).

- Year of Automation =2022

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

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

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

Response: 1.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.34817	0.27048	1.03387	1.45274	1.08380

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 11.07**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 290

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

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The College adopts best practices for scalable and sustainable implementation of all IT services. It provides computing and networking services such as desktops, laptop and internet for all the departments and clubs, library and office. Appropriate standards are followed for selection, purchase, set-up maintenance of all computing and networking School of Information Science department. For the easy accessibility of computers the pen drive provisions are connected with secured antivirus software equipment. The College provides necessary training to the users through the. Procurement of computing and networking equipment are made through ICT committee & System Administrator.

College strictly adheres to the terms and conditions of license agreements of IT resources software usage. It insists upon use of licensed or open source software and strictly prohibits the usage of pirated and unlicensed software. Licenses of all software are maintained by the system Administrator. Internet is available through Wi-Fi connection. The College has LAN facility and has adopted Wi-Fi facility which is protected by **Fortigate** firewall and password.

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

4.3.2 Student - Computer ratio (Data for the latest completed academic year)**Response:** 4.85

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

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 96.41

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

2020-21	2019-20	2018-19	2017-18	2016-17
200.5283	328.2632	405.3458	400.2495	352.5900

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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

Response:

1. Library: -

Library is providing open shelf system for its users. Student need to present their valid photo ID for facilitating check out. They can borrow two books for seven days and faculty can borrow three books at a time.

The library is accessible for students and faculty during the week days 8.30am to 6.30pm, Holidays 9.00am to 4.00pm and during Exam days 8.00am to 8.00pm.

The library is headed by the Librarian and supported by the Assistant librarian. Library updates its books repository on a yearly basis. Proper inspection and verification of stock takes place at the end of every year.

2. Laboratories-Equipment-Maintenance:

The equipment and machines in the laboratory are maintained by the lab- admin with the advice of HOD.

Maintenance of the equipment is done on a regular basis.

Lab attenders, under the supervision of lab assistants, clean the lab equipment daily.

Periodical calibration of equipment is done in all laboratories.

Stock verification is done in all laboratories every year.

3. Computer software & UPS: -

The computer is maintained in the institution by ICT Team, this division provide the integrated IT services like smooth running of automation, up-gradation and maintenance of websites, biometric, hardware, networking equipment melding intermit etc.

4. Transport facility

The buses are plying covering all the routes for faculty and students. A emergency van is available in the college for students and faculty at the time of emergency.

5. Physical education Department: -

This department is facilitating students to make the play in sports ground and providing play kits. Outdoor games such as, Shot put, Kho-Kho, Disk throw, Cricket nets, *shuttlecock* , Basket Ball, Volleyball, Throw-ball, Ring-ball, Khabbadi and for Indoor game like Carrom board and chess.

6. Health care: -

Annai Naturopathy and Siddha Hospital is available for any emergency treatment.

7. Amenities: -

Optimum working condition of all properties/ equipment in the campus is ensured through Annual maintenance includes Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from

contract workers, the college has trained in - house electricians, plumbers, Civil Engineer administered by the Estate Officer.

Adequate In - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staffs assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full-time gardener. Further our Social Club students support our Campus with greenish and clean environment.

The IQAC Cell through internal audit verifies the stock register and the equipment maintenance of the department at end of the each semester.

The campus maintenance is monitored through surveillance Cameras and Security team.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 3.15

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

2020-21	2019-20	2018-19	2017-18	2016-17
94	86	122	85	61

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 16.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
1060	867	150	33	42

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

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

Response: 3.48

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

2020-21	2019-20	2018-19	2017-18	2016-17
69	87	117	123	115

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

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

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

Response: B. 3 of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 7.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
79	90	70	96	43

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 72.88

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 618

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

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

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

Response: 16

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	3	3	5

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

Our college encourages the participation of student representatives in various decisions making, academic and administrative committees, to enable them in acquiring better academic environment. Student opinions and suggestions are considered to take measures in view of students' perception. Institute puts efforts for the overall development of a student. For the Welfare of the students we operate two Clubs, one for academic department wise and another one is Social welfare clubs is in College level.

Every department has an active student club consisting of student members. The student members of the club is elected through democratic process of election in which student cast their vote to candidates of their choice. The constitution of the student club comprises of President, Vice President, Secretary, Joint Secretary, Treasurer and student council members. The Club is monitored by the senior faculty members who are responsible for the smooth conduct of the Club meetings and events. The student Club plays a dominant role in many activities related to fine arts, sports and other co-curricular activities of the department and the students. Various co-curricular activities organized by the Club include Guest Lectures by experts, Seminars, Workshops, Symposium, National Level Conference and Inter-collegiate meet to develop the personality and skills of the students' ability. Eminent speakers and industrialist deliver speeches on topics relevant to current educational scenario.

The lists of Department clubs are:

S.No	Name of the Department	Name of the Club
1.	Tamil	EXNORA to conduct the Inter School Me
2.	English	
3.	Maths	
4.	Vis.Com	
5.	English	KOINONIA
6.	BCA	ITRIX
7.	Bio Science	BIO SPECTRA
8.	Physics	
9.	Chemistry	
10.	Commerce	COMMERCIO
11.	BBA	SPARTANZ
12.	Computer Science	CHAMPION CLUB
13.	MBA	GESTION

Student of the Social welfare clubs also observe important days like National Festivals, Birth/Death Anniversaries of important leaders, International Women's Day, International Yoga Day, Sports Day, Non-violence Day, Teachers Day, Freshers Day, Farewell Party, **Joy of giving Week**, World Literacy Day, World AIDS Day, etc. It also organizes cultural festivals like Ifthar, Diwali and Pongal.

Few of them are explained below.

Women's Grievance Redressal committee: The girl students are part of the committee to address issues on women welfare.

Class Committee: the student representatives from each class discuss the conduct of class work, delivery of lecture and overall discipline. Based on the minutes of the meeting, action is initiated to improve the academic performance of the class.

Anti-Ragging committee - To create awareness on zero tolerance to ragging in the campus.

The students have representation in many other committees in the college such as Womens welfare cell, Students grievance cell, Students council cell, Student support cell and Gender champion club and in the department clubs.

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

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 4.2

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	5	4	4

File Description	Document
Upload any additional information	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Our college has a alumni association registered on 19th February 2014 under “Tamilnadu Registration Act 27 of 1975”. It serves to strengthen the network among the alumni, faculty and the management. All alumnae are encouraged to register online. Around 2442 members have registered so far. The Alumni Committee is constituted with 9 office bearers and is very active in various activities.

The main aim of this association is to promote and foster interaction amongst the alumni, faculty and present students in order to raise the college at different levels and so to help fellow alumni through various initiatives. Additionally, such groups often support new alumni, and provide a forum to form new friendship and relationship with people of similar background. Alumni generously support college activities and priorities financially and with their time, expertise and enthusiasm.

The College has arranged alumni meeting **once per year**. It provides a platform to all students to share their experiences and suggestions, motivating students towards betterment of the College. Alumni also helped by donating about **28 books** to respective departments.

Alumni has informally contributed in the development of the College through modes like helping in organizing expert lectures, project co-

guides, aiding in organizing industrial visits, study tours and mentoring current students. The alumni have also contributed for quality enhancement by participating through online feedback system.

The College is making use of social sites like Face book, WhatsApp, as tools to connect and keep up with alumni other than direct communication. The College is also having a functional online

alumni portal which can be accessed through College's official website. (<http://alumni.annaicollege.org.in>). Alumni also contributed by being the part of social extension activities organized by the College time-to-time. Alumni often visit on request to guide the currently enrolled students about future career opportunities.

Following are the activities that take place on behalf of Alumni Committee:

1. **Alumni Meet** – Every Year in the month of February Alumni Day is celebrated.
2. **Sessions by Alumni** – Every department invites alumni to share their experiences with the juniors which further helps them in their future endeavours.
3. **Fund raising** – Each alumni contributes Rs.100/- as Alumni Cell development fee (once during passing out) for the strengthening of the cell.
4. **Helping in Placement** – There are a good number of alumni in college who help in placing the final year students with their reference or sometimes in their own organization.
5. **Contribution** – the fund raised by alumni is used for
Donating clothes ,conduct creativity contests among students and planting saplings.

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

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

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	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 and in tune with the vision and mission of the institution

Response:

Vision:

To educate and empower the students by inspiring positive attitude with quality education, team spirit, humanism, cultural heritage, integrity with Unity & Diversity to be a responsible community to preserve our environment and our great Nation.”

Mission:

Our Mission is to achieve excellence in education, to be honest, develop intellectual, preserve forestation and socially responsible with a positive attitude to the development of society.

The vision and mission of our institution describes that we emphasize on quality, humanism, cultural heritage, through integrity in order to make our students community as responsible. Hence we used disseminate knowledge with culture, moral, discipline and focus. In our institution we give more importance to students and staff discipline in all our governance, perspective plans and participation of teachers in decision making. The above process starts right from the governing council by discussing the execution of academic process with the principal. Then the principal will discuss the perspective plans such as admission strategy, academic strategy, extra-curricular and co-curricular activities with academic council, and then the same will be discussed with HOD meeting and the staff meeting. In all above process from planning to execution we ensure all has aligned with the vision and mission of our institution.

We, at ACAS, are committed in achieving standards of excellence in all our activities, namely, teaching, learning, mentoring, placement, industrial visits, and scholarship for meritorious students and creating advantageous environment for research.

ACAS College was instituted in Coimbatore with the noble aim of serving the quality educational requirements for the economically and socially retroflected students.

The Vision and Mission of the college serve as the beacon light and focus, through the co-ordinate activities of all the stakeholders involved.

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

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and

participative management

Response:

Every month there will be chairman meeting for the group of institutions. The minutes of the above meeting will be discussed in the academic council. The governing council meeting commences in the beginning of the academic year to discuss the execution of academic process. Further on the governing council minutes are discussed in academic council with the members. The academic council gathered twice in a year (odd and even semester). In academic council the members will discuss the list of schedules to be followed in the semester with the approval of members such as following.

1. Admission strategy
2. Academic strategy
3. Extra-curricular and co-curricular strategy.

In addition to IQAC, R&D meeting will be commenced twice in a month, further on exam cell, administrative office, cultural committee, library committee meetings will be conducted to discuss and implement the task assigned by the governing council.

The decentralized governance model is evident in every sphere as each department/faculty functions as a separate sub-unit, in deciding and implementing the student-centric programmes and activities.

The issues at the department level are discussed by the HOD with the faculty team in discussion with the Principal. This gives the faculty an massive sense of belonging and pride in the institution.

Once a year, a get together meeting between the staff and Governing Council members is indeed a moment to appreciate, where in all issues of importance, including the strategic ones are discussed with an equal opportunity for all the staff members to express their beneficial suggestions to the council.

The meeting of the President with the staff at the beginning of every semester is indeed a indication of the participative style of the Management.

? The meetings of the Principal with the Heads of the Departments make the administrative work decentralized.

? The Administrative officer assigns daily work schedule to the non-teaching staff and he convenes meetings with the non-teaching staff weekly once.

? Examination committee monitors all the activities relating to CIA tests and University. Examinations in line with the directions given by the Principal cum Chief Superintendent. The Placement officer takes care of training and placement activities.

? College Committee, Internal Compliance Committee, Discipline Committee, Anti-Ragging Committee, Committee for SC/ST, OBC Cell, Admission Committee, Examination Committee, Placement Committee are the committees to name a few and the committee members take care of the related issues.

? IQAC contributes to the upliftment of academic quality in the institute.

It is often said, “Leaders don’t create followers; instead, they create more leaders.”

The above motto stays good with regard to leadership grooming at the college, as delegation of authority is entertained, thus leading to emergence of new leaders. Based on the performance appraisal of the staff members, suitable leadership positions and timely promotions are given. The instances include Assistant Professors being elevated to the cadre of Associate Professors and some of them are asked to Head the Departments.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Being the academic head of the institute, the Principal is asked to present his/her strategic plan for the growth and development of the institution at the time of their selection itself. There lies the significance the top management assigns to the concept of having strategic plan in place. The meritocracy of their ideas, inputs and the means with which they propose to attain the same will get evaluated.

It is in the genes of ACAS that “No things should happen as a product of circumstances; instead, in fact, everything should be a product of the decisions” and to contemplate on the above are the following:

Under the headship of Principal, the 11 major strategic imperatives were identified and necessary efforts are taken to improve the thrust areas. They are,

1. Enhanced Teaching and Learning
2. FDP
3. Introduction of New Courses
4. Improving Infrastructural Facilities
5. Enhancing Research and Consultancy
6. Employability of the Students
7. Co-Curricular Activities
8. MoUs
9. Public Relations
10. Extra-Curricular Activities
11. Alumni Association

Faculty Development Programmes are routine and are organized at regular intervals in order to train the teaching team about recent advancements in their respective discipline.

In synchronization with the quote; 'To Improve is to Change; and to be perfect is to change often', the Annai College of Arts and Science has never been reticent to go for the change in catalog of the course as equally as introducing new courses in the recent years. After a careful analysis on the growing demand and the industry requirements.

Progress is impossible without self-initiated change. To embark on the above, it has been ensured over the years that each department is provided with LCD facilities and the teaching fraternity has constantly been encouraged to adopt ICT enabled teaching while imparting their courses. It is worth mentioning that 24*7 un-interrupted Wi-Fi facility brings in necessary value addition.

MoUs with various insitutions were signed in the last five years alone, which gives the strategic advantage to all the stakeholders and benefits reaped out of it were vividly evident in terms of productive outcomes such as Internships, Industry-Institute Interface, Placement Assistance, Hands-on Training and Certifications to name a few.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

Our organogram starts with The Chairman, Under the chairman there will be the principal of the college. Report academic, research cell, placement cell and administration all are reporting to the principal. principal there will be Dean/Vice principal, library, exam cell are functioning. Under Dean/Vice principal Head of the department and all the clubs are functioning. Under HOD professors - associate professors - assistant professors - assistant and lab assistant are hierarchically functioning. Under activity clubs corresponding coordinators are functioning. Under library chief librarian and assistant librarian are functioning. Exam cell hierarchy is starting from chief superintendent through convener to members. Under administration A.O office, infrastructure and maintenance, transport office and security officer are functioning with corresponding departments.

The Management gives empowered leadership to the Principal, who in turn leads the college towards the achievement of the vision and mission. She takes care of the effective administration of the college and executes all the university and academic requirements. The Principal also provides effective leadership and valuable guidance to the teaching and administrative staff members. She gives counseling to the staff members whenever necessary. She plays a major role in formulating the Future Plans for the institution after discussing with the Management.

The Principal convenes meetings and delegate authority to the academic and administrative staff to carry out the assigned task within the stipulated time with expected outcome. The Meetings are held in a democratic fashion. The tasks are

assigned only after detailed discussions. A Convener and a Core Committee is formed to carry out each mission, as a regular practice.

The Principal monitors and gives necessary suggestions and support to the committee all through the job and makes sure that the outcome matches the mission. She also reviews the academic and co-curricular activities periodically for coordination and improvement.

All the academic and non-academic activities undergo methodical process to ensure quality outcome. There will be proper planning, regular monitoring and periodic review to ensure quality at each level of performance. IQAC plays an active role in the conduct of these processes. ACAS has a proactive IQAC with a Senior Faculty Member as the Coordinator, the Principal, Faculty Members, Administrative Staff, Technical Staff, External Experts and Alumni. The primary aim of IQAC is to develop a system for awake, reliable and catalytic action to improve the academic and administrative performance of the Institution.

This is done with the help of Academic and Administrative Audit (AAA) by Internal and External experts. It sensitizes the staff regarding the prominence of NAAC.

Proper planning, regular monitoring and periodic review ensure quality at each level of performance. In all the plans of the College, IQAC plays a prominent role.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View 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:

TEACHING STAFF

1. CHILDREN EDUCATION ALLOWANCE: A sum of Rs. 200/ per month shall be sanctioned as CHILDREN EDUCATION ALLOWANCE to the employees who fulfilled the following conditions.

Employees, who completed five years of continuous service in this Institution, are eligible to draw CEA.

CEA of Rs. 200/ shall be paid for studies from LKG to 2 only. CEA shall be paid only up to two children.

2. PATERNITY LEAVE: Male Employees will be granted Paternity Leave for four working days.
3. SHORT LEAVE: An employee can take three permissions per month for one hour, with the approval from the respective Department Head and Principal.
4. COMPENSATORY OFFS: An employee, who has worked on a holiday, is eligible for a Compensatory Leave.
5. SCHOLARSHIP FOR RESEARCH: The liberal management has helped many researchers with financial support to pursue their Ph.D. Programmes. They also pay travel fare and registration fee for participating in seminars and workshops.
6. SABBATICAL LEAVE: Sabbatical Leave of 30 Days of paid leave is available to undertake research or other appropriate study related to an individual's academic or professional field. Sabbatical Leave can be availed by the staff when he/she agrees to continue service for three years after completing the research degree
7. TRAINING PROGRAMS The Management periodically arranges special coaching classes for the faculty members to appear for the SET/NET examinations. Tie ups have been made with leading agencies, especially for this purpose.
8. OTHER AMENITIES TO FACULTY MEMBER: Our College shows the Keen interest to motivate our faculty member in Publication . Our College combined with International Journal to publish the paper once in the year. On Honoring of our Faculty who continued their Services in ACAS for 10 years, Our Management provides the plot for their sustainable Service. Make our Faculty to be more excited and enthusiastic through

Birthday, wedding day Celebration and "Seemantham" for pregnancy women faculty. Provide Remuneration for our Faculty Member to Participate in Seminar, Conference and Workshop. Honoring of our faculty with Certificate and Cash prize, who achieved 100 results in the University Examination.

NON-TEACHING STAFF

1. CHILDREN EDUCATION ALLOWANCE: As a goodwill measure, the Management has decided to extend financial support to the employees, with children, for their school studies. A sum of Rs. 200/ per month shall be sanctioned as CHILDREN EDUCATION ALLOWANCE to the employees who fulfilled the following conditions.

Employees, who completed five years of continuous service in this Institution, are eligible to draw children.

CEA of Rs. 200/ shall be paid for studies from LKG to 2 only.

CEA shall be paid only up to two children if the spouse of an employee is also working in this Institution, any one of them is eligible to draw CEA.

2. COMPENSATORY OFFS An employee, who has worked on a holiday, is eligible for a Compensatory Leave.

3. PATERNITY LEAVE Male Employees will be granted Paternity Leave for four working days.

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

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

Response: 1.9

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	2	3	2

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, 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: 4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	5	3	3	2

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

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

Response: 4.45

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	15	1	3	2

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The Institution is having a comprehensive Appraisal System which is adopted through the following approaches.

Staff Self-Appraisal:

Staff Members at ACAS are given an opportunity to carry out self-assessment which helps them to identify where they stand, and what skills they possess. Staff self-appraisal is carried out through a well- structured staff self-appraisal form, which is to be filled and submitted by each faculty at the end of every academic year.

Books and Research Publications by the faculty members play a vital role in the appraisal of staff.

The Heads of the Departments evaluate these self-appraisal forms and give suitable recommendations to the Management. These recommendations are in turn evaluated by the Principal and CEO before arriving at decisions regarding appraisal.

Semester Feedback Evaluation:

A well-structured feedback form is designed to collect the feedback of students on various aspects of teachers such as the preparedness of the teacher for the class, usage of ICT enabled teaching methods, innovative methods of teaching, punctuality and discipline of the teacher in the class room, effective delivery of lecture, body language and eye contact. This feedback is collected twice from the students – middle and end of the academic year. This feedback received from the students is evaluated by senior faculty members and the Principal and rate the quality of teachers. The best out of the lot are duly recognized, whereas those who fall below the expectations are instructed to undergo training and refresher courses.

Administrative Responsibilities:

The institution has various club and committees such as Leo club, Exnora Club, Nature club, Consumer citizen club, Rotract club, Gender championship club, Youth Red Cross (YRC) NSS, Anti-Ragging Committee, Grievance Redressal Committee and also the college conducts various events such as Graduation Day, Independence Day, Republic Day and College Annual Day and cultural Day. All the faculty

members are assigned a significant role in these committees vested with serious responsibilities. Staffs are also evaluated on these aspects such as execution of the responsibilities, and their leadership effectiveness in heading these committees.

Appraisal Interview

Apart from evaluating the self-appraisal form of the faculty and feedback on the faculty by students, the Management also provides an opportunity for the faculty to discuss with the Principal and CEO regarding their performance. During this interaction, the staffs get to know the Management's expectations about them. The faculty also gets an opportunity to discuss with the Management their difficult areas and the necessary support required from the Management to overcome their difficulties. During one-to-one, the results produced by each faculty are also discussed and recognized.

Appraisal of the Non-Teaching Staff

The Principal, and the Administrative officer observe the performance of the non-teaching staff. They discuss their opinions and views with one another and try to appraise their performance. Appreciation is given to those whose performance is good and counseling is offered to those lag behind.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The management committee is the apex body to monitor effective and efficient use of financial resources. The funds are optimally used and standardized auditing procedures are adopted to scrutinize the utilization of the same. The audited statements of expenditure and utilization certificates are submitted to the concerned agencies on time. Management adopts a systematic policy for the control of expenses and usage of funds. The college accounts are subjected to internal and external audit. Audit is done annually. All financial transactions are checked by the financial consultants and internal auditors appointed by the management. No major irregularities were found in the audit.

Finance Committee:

Monitoring and planning for the institution's financial position and financial control systems is normally undertaken by a finance committee. Its role is key to ensuring that the governing body discharges its financial responsibilities correctly and that the institution remains financially viable at all times.

External Audit: It is done by a Chartered Accountant appointed by the management, once in a year. External audit is done by the scheduled chartered accountants.

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

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

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

Response:

Established in 2001 as a self-financing institution offering 4 UG programmes, there has been an incredible progression in the growth of ACAS College in terms of quantity and quality. Being a Private Institution, the College Management has constructed all necessary buildings and classrooms with state-of-the art facilities and latest equipment. The Management takes care of the salary of all the staff. Apart from this, the Management also sanctions funds for the conduct of Seminars, Guest Lectures and Conferences.

The following are the sources through which the College generates income:

1. Collection of Tuition Fees from the students
2. Collection of Bus Fees from the students
3. Collection of Hostel/Mess Fees from the students

The income generated through the Bus fees and Hostel/Mess Fees are utilized for the planned purposes. The Tuition Fees collected serve as the main source of income for the Institution.

It also spends a considerable amount by the way of concession to the deserving students like Army family and physical disabled students. It offers free seats for meritorious, sports, cultural and economically weaker students.

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

6.5 Internal Quality Assurance System

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

Response:

The IQAC is a part of the institution towards the realization of the goals in quality enhancement. The main function of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution. IQAC shall evolve mechanisms and procedures for ensuring the successful completion of academic and administrative responsibilities. It has to Optimize and integrate the modern methodology of teaching and learning. IQAC is facilitating the quality education and faculty involvement to adopt the required

knowledge, technology ideas for participatory teaching and learning process. Developing and maintaining the institutional record for the purpose of enhancing the institutional quality.

Our IQAC was formed on 25th Feb 2015. It functions effectively under the leadership of the Head of the Institution. The role of IQAC Coordinator and members is to work accordance with the guidelines framed by NAAC. IQAC is responsible for co-ordination of the departmental activities. It monitors all the academic matters of the Institution and suggests any improvement in order to achieve excellence in Education. IQAC Meetings are conducted along with the HODs of the Departments and Club Coordinators. The said meeting which follows the meetings with the Governing Council which is conducted previously and to ensure the implementation of suggestions for academic and administrative excellence.

New courses are introduced every year based on the current trends, regarding that an IQAC Meeting is convened at the beginning of every semester to discuss about the introduction of new courses in the presence of the Management members, Principal and Heads of the Departments. During the discussion, suggestions are put forth by the members for the starting of new courses. These suggestions are analyzed and the final conclusion is taken by the Management, Principal and IQAC Members.

S.NO	ACADEMIC YEAR	NEW COURSES INTRODUCED
1.	2020-2021	1.M.A (Tamil) 2.B.Sc (Forensic Science)

		3.Ph.D (Computer Science)
2.	2019-2020	B.A (Defence & strategic Management studies)
3.	2018-2019	1.B.Com (Computer Application) 2.B.Com (Bank Management) 3.B.Com(Corporate Secretarship)
4.	2017-2018	M.Sc (Micro Biology)
5.	2016-2017	1.B.Com (Commerce) 2.M.Com (Commerce) 3.M.Sc (Physics)

Our Faculty Members are motivated and encouraged to publish their articles regularly in the reputed journals such as UGC approved, Journals and the Conference Proceedings published by various institutions. publications were made in UGC approved journals, Scopus, Indian citation Index, Science Citation Indexed Journals. Publications in Journals/ Conference Proceedings and patents were made by the faculty members. In the field of research, 12 Faculty Members posses Research Guideship .

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

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC monitors the post accreditation quality initiatives in the Curricular, Co-curricular and extracurricular enhancement, are successfully implemented during the last five years. The following quality initiatives have been taken:

Curricular Enhancement:

- 6 UG Programmes, 3 PG Programmes and 1 Research Programme are introduced.
- ICT enabled Teaching Methodology is strengthened
- Academic Counselling – Mentoring System are followed.
- Class Committee for Academic
- Structured Feedback Mechanism
- Well-planned Lesson Plan with Planned, Actual Date and the reason for deviation for both Dates.
- Internships/ Field Projects
- Enhancing strategies were followed for advanced learners and slow learners.
- Student centric methods are strengthened.
- More No. of University Rank Holders.
- Annual audit for Academic (Internal and External audit) and Internal Administrative Audit.
- Value-Based Education.
- Collaboration with ICT Academy.
- Established ED and Incubation Cell.

- Increase in number of Research guides
- Increases in number of Research Publications in UGC Approved Journals and Patents.
- Increase in number of MOUs/ Linkages/Foreign MOUs
- Increase in Number of Higher studies and Placement.
- Increase in No. of workshop, Seminars, Faculty Development Program.
- Increase in number of Industrial Visits/ Field Trips by the students

Co-curricular Enhancement:

- Introduction of new Value-added Certificate Courses - Communicative English, Personality Development, Open Source Training, Big Data with Cloud, Medical Lab Technician, Medical coding, Drug Design, Logistics, GST, EXIM Management.
- Value added Program like Yoga, Soft skills, Communication skills, Personality development, Tally, DMLT etc.,
- Bridge Courses, Orientation and Induction Program are organized for Freshers
- Students' /Faculty enrollment in Online Courses such as MOOC and Swayam.
- Each department have unique best practices such as Honesty shop from the School of

Commerce, Hobby Electronics from the Physics Department, making of candles,

Soap, Phenyl from Chemistry department, Department of Mathematics Teach astronomical models to school children and School of Bio science maintained Vermicompost, Apiculture and Azolla.

- NET/SELT Coaching Classes are conducted for faculty and Students.
- Self application online software were Developed for E-Governance.
- Thinkers Forum conducted for Faculty and Students for sharing their new Views and topics.
- Established “Annai Aacthiyar Academy” to provide coaching classes for TNPSC, Group and UPSC Exams.

Extra Curricular Activities

- More than 20 service clubs such as NSS Unit-I,II and III,LEO club, Nature Club, RRC, Rotaract club, EXNORA, YRC ect..organized services like Blood Camp, Eye Camp, Covid vaccination Camp, Awareness rally on Environment Day, Cent Percentage Voting, AIDS Awareness, Rain water Harvesting, Plastic free, Kargil Day, Word Pollution control day and also provide service to orphanage and oldage home.
- Achieved “Auropath Global Awards 2019” for Best Social and Community Service and Bhumi Campus Award.
- Collaborative Extension activities with NGOs and Local Bodies in the neighborhood community for Holistic Development.
- Established National Cadet Corps (NCC)
- Initiated Internal complaints Committee and Blossom Budding Care Cell to create awareness about sexual related issues, POCSO act by self protecting lecture and awareness video from the Government for both Gender.

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The institute promotes gender sensitivity through various initiatives actions for creating safe, secure and healthy atmosphere in the campus. Events relating to gender equity promotion are carried out throughout the year in the campus.

Safety and security

The Institute promotes personal safety and security practices through various cells like Women's Welfare Cell, Internal Complaints Committee, Gender Champion Club, Blossom Budding care Cell, Grievances Redressal & Support Cell and Anti ragging Committee for ragging incident.

We have a Security Office with well-trained person who constantly patrol our campus round the clock. A separate lady warden for ladies hostel and male warden are employed. Separate Canteen for Women's Students and Separate bus operated for women students in some route.

The campus is under the surveillance of 54 CCTV cams which ensures 100% safety in terms of theft and any form of vandalism. CCTV restricts the students from indulging themselves in disruptive behavior.

A sick room is available in the college campus and First aid kit is available in department wise. We have tie-up with Hospital of Annai Naturopathy services of doctor are availed, one part-time doctor has been appointed to give treatment to the sick students. We have Ambulance for emergency cases.

Suggestion/ Complaints boxes are made available at defined locations for the students and faculties to drop in their cause of concern in the form of a written complaint.

Counseling Cell

An Inclusive Guidance and Counseling service is available to all students with holistic knowledge on Values, Self-Care, Interpersonal Skills etc, Both male and female students are getting counseling from counseling cell and organize the Gender awareness Programmes to understand the difference between gender and

sex as sociological and biological respectively, made aware of that gender differences are social made and are not natural.

The College incepted Women Welfare Cell and Internal Complaints Committee to create awareness of the Women's Rights and to empower women. The Cell aims at promoting an ethnicity of respect and equality inside the campus irrespective of genders. It provides abundant opportunities for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right.

Aiming at rational and social uplift of the female students, the cell stands for facilitating women's liberation through guest lectures, seminars, awareness programmes and other welfare activities for the rural women.

Our institution also celebrates International Women's Day every year inviting eminent speakers to deliver speech on Women Empowerment and rights.

Every department having student's mentor in Class wise and also offers support to the students in dealing with a wide range of concerns in academic, personal, emotional, family or peer related through counseling.

Common Room:

The common rest rooms is allotted for the students and staff separately. Adjoining Washrooms are maintained separately for boys and girls for both common rooms. For female welfare Sanitary Pads wending Machine and Automatic Electric Incinerators have been installed in women's toilet to destroy the used sanitary pads to maintain the women's health in a hygienic way.

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

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

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

Response: A. 4 or All of the above

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

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

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

Response:

Solid waste management

Leaves being shed are a major solid waste generated. They are collected and kept in the pit for decomposing and it is used in garden for bio fertilizer.

There is a regular practice of segregation of chemical waste generated in Chemistry and Bioscience Laboratories with proper Manual Procedure .

The vegetable scraps and fruit peels are used in Bio-gas fuel and which is to be used in the College Canteen & Department of Hotel Management laboratories.

The Department of Bioscience has implemented vermiculture composting in culture house. The manure generated out of this process is used for Campus Garden.

Liquid waste management

Chemical decomposes to give different colour to the water and it also gives bad odour to the liquid. The sewage water is managed to get it free from pollution and can be reused for Greenery Environment.

Domestic Sewage Treatment Septic Tank and Soak Pit structure has been constructed near the College hostel to safely discharge the liquid waste of toiletries. The water consumption for domestic purpose is gradually reduced.

In RO system, We get 3000 liters of recycled water for producing 1000 liters of RO water. The Recycled water are used for College washroom.

E-waste management

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

The E-waste and defective apparatus from computer laboratory is properly and safely stored in a room allotted. It is sold to vendors periodically with MOU organization.

Waste recycling system

It is important to take our recycling habit into our College; it is estimated that 75% of water is used at College on recycle basis.

Displayed wastes recycle awareness Board in college cafeteria to reduce the amount of food waste thrown away. Plastic free Zone campus. All over

the campus the container kept for degradable and non-degradable product.

All plastic bottles can be reused; the empty bottles can be used for making hanging Garden in the entrance of our college. Waste tire, Clothes and shoes can be replenished and it is used to decorate the Garden.

We have paperless organization; We send the circular and any emergency information through the What's Up group and department Mail ID.

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

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

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

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

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

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

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

Response: B. 3 of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: B. 3 of the above

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

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

Response:

Our nation is all set to achieve unity in diversity and in order to promote inclusive environment with tolerance and harmony our institution has been indulged in activities to promote cultural, regional, linguistic, communal socioeconomic and other diversities.

As a part of creating harmony in cultural diversity, every year we used to conduct Pooja Celebrations (last two Days of Dhasara Festival), Samathuva Pongal Celebration, Ifthar (Ramzan) Celebration, Christmas and Green Diwali where all stake holders of our institution were come together irrespective of their community and religion they celebrate all festivals with inclusiveness and harmony. In that day our management is used to provide gift hamper to the staff members.

In lieu of spreading the linguistic awareness and practice to the society, our department of Tamil celebrating world literacy day through signature awareness program for our students in their mother tongue.

To Inculcate Harmony to the environment we have conducted various activities through our service club such as planting saplings in the nearby schools. NSS unit organized "Human Rights Day" at Government Higher Secondary School Sholapuram. On 09.12.2021, Awareness Rally was organized by Annai College of Arts and Sciences in association with Leo Sangam Kumbakonam for Donating the Eyes.

An awareness Camp on Traditional Diets to the school students, a self defence practice awareness has been given to the Students and a training session on traditional cooking has been organized for our students. On 16th March 2021 Marathon Awareness for "Cent Percentage Voting" organized by our Institution. It was presided by Mr.Vijyan, RDO,Kumbakonam and Mr.Kannan,Thasilthar.The Marathon begins from

Thirupandal to Kovilacheri

more than 500 students participated in the Marathon.

During Pandemic we have organized several awareness activities such as a webinar is been conducted to the Higher Secondary school students in the following topics, easy way to create Android App, Basic Web Development, Social Networking and Social Media (Secure) and Public law Guidance for Students. Distribution of Food to the Victims in the Pandemic period

To promote Communal & Socioeconomic Diversity, Socioeconomic Diversity among the society the following activities has been conducted, from Department of Hotel Management presented the awareness program for Women's Welfare Society at Mannargudi in the topic "Good Health and Good Nutrition". Our NSS unit organized Vaccination Dose-I & Dose -II in the pandemic period, our Department of Hotel Management has handled a session on "Nutrition and Hygienic at Govt. Girls Hr. Sec., School, Velgudi and "Nutrition Deficiency" to the Govt. Girls Hr. Sec. School students at Kottur, On 23.10.2021 Cadets from NCC to Clean the Plastic Waste at St. Joseph High School, Ammanpettai, our NSS Unit-III students went Rally around Kovilacheri to create pollution awareness to the society on "World Pollution Control Day", our Anti - Ragging Cell organize a awareness program for the students. The session was addressed by Mr. Vijayakumar, Sub-Inspector, Sollapuram, Kumbakonam and NSS Unit organized Cleaning work and Awareness seminar on "Avoiding of Tobacco" at Panchayat Union Middle School –kallur a Corona Awareness Rally in Vilanthakandam Panchayath and finally a Plastic Eradication Awareness rally was held in Vilanthakandam panchayat.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

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

Response:

Every educational institution has its own responsibilities to adhere and spread the awareness on constitutional values, rights, duties and responsibilities of citizens. The institution has initiated various activities to the students and employees to make them feel proud of being an Indian are as follows To Inculcate patriotism to our students.

In the event of honoring and respecting our flag, every Monday we organize

general assembly with Flag hoist and a keynote address about freedom fighters has been done by our students. We have organized an Online program (Webinar) "Awareness Program on Road and Safety Measures" On 25.01.2021 for our students. In that event the following resource persons were participated and presided over the session Mr.Jaisankar, RTO, Kumbakonam, Mr. Senthamarai, Motor Vehicle Inspector and Mr.Elangovan, Rotary Club, Kumbakonam. We also administered a Pledge against Untouchability On 30-01-2021, where our students have taken pledge against untouchability.

In the event of eradicating labour slavery we have organized a Pledge Against slavery on 9.02.2021, Labour Slavery Day. In order to create awareness about road safety our institution has organized "Road and Safety Awareness" programme for the students On 17th Feb'2021 by NSS Units in association with Annamali Toyota, Kumbakonam.

Social justice is the need of the hour topic whereas due to the social, cultural, economic discriminations our country is facing many threats on social justice, in order to spread awareness about civil and social justice related topics. We have organized the following events, On 20.02.2021 Department of Defense and Strategic Studies organized awareness program on "World Civil and Social Justice day". On 22.02.2021 Department of Tamil organized awareness program on "Thai Mozhil Thinam".

As our country giving more importance for national security and defense moreover our government is allocating more fund to nation defense in order to face the threats on national security Our institutions is giving more importance for spreading awareness about nation's security and defense On 26th Feb'2021 ExNoRa Club distributed the Seed Ball to the students. On 1st March 2021 Department of Defense organized "World Civil Defense Day" On 16.03.2021 organized Marathon to Create awareness program on 100% voting in Election and pledge undertaken by the students. On 26th July 2021 National Level Webinar was organized by the Department of Defense and Strategic Studies in the topic of "Victory in Kargil" by Lt. Col. Muruganantham, Indian Army. On 15.08.2021 Independence Day was celebrated.

In order to build our nation as rich as high in literacy to make the citizens live with ease and harmony we create awareness through the following events: On 19.08.2021 NSS Unit-III students have undertaken Oath on Reconciliation Day. On 08.09.2021 World Literacy Day organized and awareness given to our students through Signature by their mother tongue. 8(Tn) Bn NCC Celebrated Social Harmony Events on 15.11.2021 in the title on "Peace and Unity". On 26.11.2021 "Constitution Day of India" pledge was taken by our 8(tn) Bn NCC Students. On 10.12.2021, 8(TN) Battalion NCC students pay their tributes to mortal remains of CDS General Bipin Rawat and the soldier.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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

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

Response: B. 3 of the above

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

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

Response:

The Institution has always been instrumental in utilizing the opportunities of celebrating the national and international commemorative days in such a manner that those could be the source of inspiration, motivation, awareness, commitment, perseverance, pride, and progress for its students and the society.

All important national days, especially Independence day and Republic day, are celebrated in a grand manner. The National flag is hosted by Police or Army Person officer.

The Institution organizes National festivals and birth / death anniversaries of the great Indian personalities through our club activities. We have 9 clubs like NSS, Youth Red Cross, and Leo Club, Red ribbon club, Gender Championship club, Rotaract Club, Exnora Club, Citizen Consumer club, Nature club and Women's Welfare Cell. The eminent guests like advocates, Army Persons, poets, writers and social workers are invited as chief guests. Through their thought provoking

speeches, they instill Personal and patriotic ardor in the minds of the students.

The List of National days were celebrated in our Institutions

- January 1-7 Road Safety Week
- January 12 National Youth Day (Birthday of Swami Vivekananda)
- January 25 National Voter's Day
- January 26 Republic Day
- January 30 Anti-terrorism Day
- March 8 International Women's Day
- April 7 World Health Day
- May 21 Anti-terrorism Day
- May 31 World No Tobacco Day
- June 5 World Environment Day
- June 26 International Day against Drug Abuse and Illicit Trafficking
- July 8-14 International Literacy Week
- July 11 World Population Day
- August 1-7 World Breast Feeding Week
- August 15 Independence Day
- August 20 Sadbhavana Diwas
- September 5 Teachers' Day
- September 8 International Literacy Day
- September 15 International Peace Day
- September 24 NSS Day
- October 1 National Blood Donation Day
- October 2 Gandhi Jayanthi/Communal Harmony Day
- October 11 World Sight Day
- November 19 National Integration Day
- December 1 World AIDS Day
- December 7 Armed Forces Flag Day
- December 10 World Human Rights Day
- Every year on July 26th we salute “Kargil Day” through Procession for remembrances of our Indian Army Soldiers’

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

7.2 Best Practices

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

Response:

BEST PRACTICES-I

ANNAI KALAI SIRAGUGAL

Title of the Practice

Annai Kalai Siragugal: It is the fine arts club which has formed to encourage the students' fine arts participation in various events.

Objectives of the Practice

- For Promoting our culture and traditional dance like Karakattam, Mayilaattam and Kavadiaattam along with culture Musical Instruments like Thari, Thaippattai, Nadhaswaram, Melam (Drums) etc....
- To Develop and demonstrate skills in fine arts especially in the area of Speech, Writing, dance solo, especially folk, traditional and western.
- To create a team, by perform in the various state and national level competitions, and to exhibit the student talents in the public.

The Context

The Annai Kalai Siragugal team which has started performing to exhibit the talents of students in the fine arts in dance(Solo, Group) especially in the folk and traditional dances. Through the Annai Kalai Siragugal students learn from one another and share their abilities in different aspects of Art. Annai Kalai Siragugal students participated in several cultural, literacy and academic intercollegiate competitions conducted by various state level and national level institutions and won many 'overall winners' prize for the institution. The Fine Arts Club thus provides a channel for exhibiting the varied talents of the students. The students overcome their stage fear and develop leadership qualities and show personality development in the state and national level competitions

Which help them develop their life as well inter personnel skills which will make them do several achievements in the life time.

The Practice

The institution has developed a fine arts team with the expert masters to nourish fine arts talent of our students. The Fine Arts activity of the college is always active and vibrant with activities by participated in various state and national level competitions and won many prizes. Students interested in fine arts are identified as soon as they have got admitted in the college and they are motivated to perform well. The Annai Kalai Siragugal – The Fine Arts Club caters to those students who have an attitude for music or other fine arts. Students are encouraged to participate in inter collegiate and other competition in fine arts. Students regularly participate in inter-collegiate and university level cultural meets, besides taking part in

special day celebrations and in intra-college competitions. The Annai Kalai Siragugal provided necessary infrastructure such as dedicated rooms, musical instruments such as Dolak, Miruthangam, Thabela, flute, Nadhaswaram needed resources such as woden sticks, fancy dresses, makeup tools etc.. The Annai Kalai Siragugal provided necessary training and practices to the students on day to day basis in the college itself, the college also provided essential academic related support and there is full time master available for the students to practice dances. Through the Annai Kalai Siragugal activities that enables the students to make the quality of self-reliance which ultimately equips them in life skills necessary for seeking high level employment opportunities.

1.5. Evidence of Success:

Details are enclosed in the below link

Download

1.6. Problems Encountered and Resources Required

The Annai Kalai Siragugal faced many problems when participating in the various national level events. The team has the practice of travelling across the boundaries on various states and territories, though the students are coming from rural background have excellent talents but they have faced several problems related to social, cultural and economical. Though they come from socially and economically deprived environment the college has provided necessary support to the students to overcome these barriers. **We provide free seats and Fee concession for our economically challenged Kalai siragugal students.**

The kalai sirakugal students have faced language barriers when travelling across the states but they have also managed to overcome the barriers with their skills through the day to day practices. The students also faced some competitive barriers from the lacking of facilities; this has been overcome from the support from college that has provided necessary facilities such as infrastructure and necessary instruments. In the initial stage the students were faced resistance from their parents and guardians for travelling long distances; this has been overcome by the students from the support of faculty members.

1.7. Notes (Optional)

BEST PRACTICES-II

THINKERS FORUM

1. Title of the practice: Thinkers' Forum

1. Objectives:

- To create a forum which will act as a platform to nurture and develop students knowledge beyond their subject.
- Implementing regular activities on the forum to enable the students to practice knowledge search, preparation and presentation of knowledge they gain.
- To regularize the forum as a co-curricular activity.

- To establish a standard platform to develop students' thought process, and to motivate them to prepare, present and discuss the topics.

1. Context:

The **Thinkers' Forum** is an initiative of our students to provoke their thought process by discussing topics such as current affairs, contemporary subject related topics, research reports and articles in the classroom. It has been kindled by the staff members to nurture the students' knowledge beyond their subject. This can be done by initiating brainstorming sessions which have been planned as the co-curricular activities.

1. The practice:

As per the implementation part students will be given or motivate them to choose a subject related and contemporary topics from articles, reports, news and analysis, ask them to prepare by doing home works on it, by planning a scheduled brainstorming as the sessions ask them to discuss and present. Concerned staff members on their part will tune the students on their topic selection, preparation and presentation and also provide feedbacks at the end of the session.

1. Evidence of success:

Details are enclosed in the below link

Download

1. Problems encountered:

While implementing the above mentioned practices some of the slow learners fumbled to come forward to select topics and present them. In this case faculty members support their students on their lacking area and motive them to come up from their difficulties.

Notes:

BEST PRACTICES-III

1. ANNAI NEW REVOLUTION.

2. Title of the practice: ANR(Annai New Revolution)

3. Objectives:

- To support students who comes from economically socially deprived.
- To support the students financially to meet out their educational cost.
- To include every stake holders to contribute.
- To create an eco system to support the scheme.

1. Context:

Our college (Annai college of Arts and Science) is situated in the rural area as well as it is offering

educational services to the economically and socially downtrodden students. However our government as well as our management trust is offering enough scholarships still there are students in need of financial assistance for the accomplishment of their studies. For the same reason our college students has initiated a scheme called ANR (Annai New Revolution) whereas the each and every students will contribute rupee one per day to assist the deserved students for paying their fees.

1. The practice:

In today's context free education is not a complete one, to accomplish the same students itself has taken the initiate to assist their fellow students for their educational expenses. For that they have formed the following committee:

Fig: 1

As mentioned in the Fig:1 ANR scheme's organization has been working, with the president who is the Principal of the college under his purview secretary and treasurer will be working, under the secretary there are three committees will be nominated working committee, general committee and inspection committee.

Working Committee:

This committee comprising a president, secretary, treasurer, three volunteer professors and two volunteer students. The above mentioned secretary and treasurer will be selected from senior.

Professors:

The duty of this committee is to recommend the deserved candidates after the intensive examination of mark scored, family background and economic state.

General Committee:

A male and female student from each class will be selected to be a part of this committee they will be selecting the deserved student based on their economic background to the working committee. As well as this committee will collect the fund from volunteer students in their class and submit the same to the treasurer.

Inspection Committee:

This committee comprises of concerned head of the department or any faculty nominated by him as well as a member general committee and working committee. Their duty is to collect the recommended application and directly visiting the applicants home, examine the family and economic state of the applicant and finalizes the same.

Tenure:

Tenure for the president post is three years and one year for other committees.

Annai's admission process:

ANR students will be screened in the admission itself, deserved candidates will be selected on the basis of their family and economic background will be carefully examined with the help of working committee. The working committee will recommend the students after the intensive inspection of the above mentioned state of the candidates.

Principal's contribution:

1. Students who are victims of natural calamities and due to the same reason they are unable to bare their educational expenses can be included by the principal.
2. Students who belong to adopted villages as well as passed their +2 from govt. schools are unable to bare their educational expenses can be included by the principal.
3. Evidence of success:
4. Problems encountered
5. Initially the scheme faced lot of practical problems to make the stake holders understand and to became a part of this scheme.

Evidence of success: Download

Problems encountered

Initially the scheme faced lot of practical problems to make the stake holders understand and to became a part of this scheme.

Notes:

BEST PRACTICES-IV

DEPARTMENT CLUBS

1.1. Title of the Practice

Students Associations of Department and College

1. Objectives of the Practice

- To develop personality, communication skill and conceptual skills.
- Encourage students to show their innovation and creativity.
- To enhance the democratic and team approach to encourage them to work as groups.
- To nourish the entrepreneurial skills of students.

1. The Context

The institution has the motto of recognizing the talents of students through the regular co-curricular activities (club activities) has formed departmental clubs to conduct departmental academic support activities to enlighten the talents of students to nourish team work, societal binding and entrepreneurial activities and to the importance of its role in the bringing up the talents by identifying them through the

variety of competitive activities the departments has been formed the clubs and conducting the club activities. Club has been formed with a view to also promote further the academic, cultural, sporting, social and scientific activities of the college. The Students' Clubs in the College has been with appropriate objectives which collaborate through various committees with the various Faculties in supervising the co-curricular and extra-curricular activities, which aim at achieving the above said objectives. It is platform for students to participate actively in the activities conducted by students 'clubs.

- Each department of college has its own students'clubs.
- These clubs are working on methods of ?for the students, by the students and from the students means these associations are made by students for student's development.
- In the clubs students may works as volunteer on post such as Chairman/president, Vice President and secretary. They are selected from students by inviting applications from interested students.

1. The Practice:

Students from Various departments of the institution has formed their formal clubs for getting involved in activities such as inter and intra college activities that has to help and mingle students meet new people with whom they share interests. Through the clubs students will improve their social skills as a result. club activities also help students expand their networks, which is beneficial for finding career opportunities after graduation As the development of the well-rounded individual is a principal goal of club activities on various college and university campuses, the numerous experiences these activities afford positively impact students' emotional, intellectual, social, and inter-personal development. By working together with other individuals, students learn to negotiate, communicate, manage conflict, and lead others. Taking part in these club activities helps students to understand the importance of critical thinking skills, time management, and academic and intellectual competence. Involvement in activities helps students mature socially by providing a setting for student interaction, relationship formation, and discussion. Club activities in the classroom with diverse groups of individuals allows for students to gain more self-confidence, autonomy, and appreciation for others' differences and similarities.

Students also develop skills specific to their career path and imperative for future job success. Students have opportunities to improve their leadership and interpersonal skills while also increasing their self-confidence.

Club activities involvement allows students to link academic knowledge with practical experience, thereby leading to a better understanding of their own abilities, talents, and career goals. Future employers seek individuals with these increased skill levels, making these involved students more viable in the job market. Specifically, participation in these club activities and leadership roles in these activities are positively linked to attainment of one's first job and to managerial potential. Many researches indicates that club activities involvement has a positive impact on attaining a bachelor's degree and on educational aspirations. Students who are actively engaged are more likely to have higher educational ambitions than uninvolved students.

1.Evidence of Success:

The following are the different clubs of our departments

- | | |
|-----------------|--------------------------|
| 1.B.B.A | -FEBA Club |
| 2.B.A (English) | -Koinonia Club`/ "QUEST" |

3.B.Litt (Tamil)	-Velvi Club/“Valarpirai Mutrum”
4.B.A (Defence & Strategic Studies) – Squadron Five	
5.B.Sc (Chemistry)	– Marie Curie Club
6.B.Sc (Mathematics)	-Diamond Club
7.B.Sc (Physics)	-Quantum Club
8.B.Sc (HM)	-Energy Club
9.B.Sc (Vis.Com)	-V Club
10.School of Bioscience	-Bio Pearl Club
11.School of Commerce	-Youth Accounting Association(YAA)
12.School of Information Science	– Spark Point Association
13.MBA	-Matrix/Gestion management meet
14.MCA	-Digits.

Problems Encountered and Resources Required:

- As the students of the college are predominantly from rural background they are hesitating to take part in activities and work as team. They produce less cohesiveness because of lack of confidence and daring.
- Most of the students are coming from govt. schools and lack of these club activity practices because of the lacking awareness they feel less confidence to participate in activities.
- All the students have start up problems once it has been kick started most of the students show better results.

1.Notes (Optional)

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

7.3 Institutional Distinctiveness

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

Response:

In the competitive world of economic benefits, it is the duty of Educational institutions to provide a foundation for holistic progress of life, inclusive of education, employment, social accountability and responsibility. After careful study and analysis, it has been found that affordable quality education is the need for the day and hence, the Institution has implemented various components as listed below.

I Moral Training:

We conduct Value Education class to help the students to understand the values and in turn it reflects in their attitudes and behaviour, and also transforms them to be ethical and moral for the welfare of the society.

II Spiritual:

“Unity in Diversity” as the word proves in our Institution, every year we celebrate all religious festivals.

III Social Values Promotion:

We sow social values to the students through various Service clubs and cells such as: National /International Days Celebrations, contributing during the Natural Calamities, donating for Orphanage and Old age homes, and Career Guidance for the School students.

IV Fine Arts Club:

Annai Kalai Siragugal Academy is promoting our culture and traditional dances like Karakattam, Mayilaattam and Kavadiaattam and Instruments like Tharai, thappai and so on.

V. Annai Aatchiyar Academy (AAA)

To Increase the knowledge and confident level of the students in the core areas of competitive examination we are conducting training courses through AAA.

VI Academic:

Every year more and more number of students secure University ranks in our Institution and are honoured with Medals. To promote the Research activities and Publication skills a number of Seminars, Conferences, workshops and Webinars are conducted.

VII Management Free Seat & Fee Concession

Fee Concession is provided for Sports and Annai Kalai Siragugal students. For economically downtrodden students a few free seats or 50% Fee Concession is provided.

IX Administration:

The following meetings are conducted for the administrative purposes:

- Yearly once - Governing Council Meeting.
- Yearly twice - Academic Council Meeting, University Result Analysis Meeting and IQAC Meeting.
- Every month - Academic Review Meeting.
- Every Saturday - Management Meeting.

- Every Friday - Heads Meeting.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

1. Department Associations:

With a view to foster development of students in co-curricular activities the following associations are functioning in our college.

1. B.B.A	-FEBA Club
2. B.A (English)	-Koinonia Club / “QUEST”
3. B.Litt (Tamil)	-Velvi Club/“Valarpirai Mutrum”
4. B.A (Defence & Strategic Studies)	-Ferocious Five
5. B.Sc (Chemistry)	- Marie Curie Club
6. B.Sc (Mathematics)	-Diamond Club
7. B.Sc (Physics)	-Quantum Club
8. B.Sc (HM)	-Energy Club
9. B.Sc (Vis.Com)	-V Club
10. School of Bioscience	-Bio Pearl Club
11. School of Commerce	-Youth Accounting Association (YAA)
12. School of Information Science	- Spark Point Association
13. MBA	-Matrix/Gestion
14. MCA	-Digits.

2. National Service Scheme:

To identify the needs and problems of the community, the College adopts the Villages and does betterment services to the society.

3. Leo Club:

To develop the individual qualities of LEADERSHIP, EXPERIENCE and OPPORTUNITY (LEO) among youth.

4. Youth Red Cross (YRC)

The YRC movement protects health and life, and does service to the sick and suffering.

5. Rotaract Club

Rotaract provides opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development.

6. Red Ribbon Club (RRC):

The club conducts the regular activities to encourage Voluntary Blood Donation and increases Awareness on AIDS.

7. Citizen Consumer Club (CCC):

To spread awareness on **consumer** rights and to help **consumers** get justice when affected.

8. Women Welfare Cell (WWC)

To create awareness about the problems of **women** and gender discrimination.

9. Internal Complaints Committee (ICC):

This cell sensitizes students and staff to work diligently to prevent sexual harassment in the college.

10. Grievance Redressal & Counselling Cell:

Grievance Redressal System provides a secure and contented environment to all its Staff and Students.

11. Nature Club

Members of this club serve to protect the environment.

12. Entrepreneurship Development Cell

This cell develops the spirit of Entrepreneurship among the students.

13. Annai New Revolution (ANR):

The students donate the money to educate the economically downtrodden.

14. ExNoRa Club:

The main objective of this club is to instill civic sense in the younger minds.

15. Alumni Association

Alumni Association consists of all the former students of the College.

16. Gender Championship Club:

Gender Champions are envisaged as responsible leaders who will ensure that girls are treated with dignity and respect.

17. Coaching Classes for Entry into Services (Annai Aatchiyar Academy)

Students desirous of writing competitive examinations like UPSC, TNPSC, CSIR, IBPS, UGC etc. are given coaching free of cost.

18. Value Added Programme

The College offers programmes like Yoga, Soft skills, Communication skills, personality development, Medical Coding, Tally, DMLT, etc.,

19. Sports and Games

The department of Physical Education provides regular practice, training, matches and tournament.

20. Thinkers Forum:

Every Thursday Thinkers Forum is organized to review the books and share their knowledge.

21. Piyanthamil Kavi Arangam:

This Forum is organized to inculcate the poetic skill of Students and Faculties.

22. Valarpirai Mutram:

The efficiency of student's skills are evaluated and executed.

23. History Club

The History Club gives a creative space for students to debate, deliberate and express their perspectives of historical events.

24. Oratorical Club

Communicative ability and public speaking skills among students are developed by regularly conducting competitions, events and seminars.

25. Blossom Budding Care Cell

This cell gives Special attention to our students' usage of technology and its cyber-crime.

26. Student Support Cell (Quality Circle)

Quality Circle Meeting is organized once in every month to know the problems and difficulties of the students.

XI Faculty Support Cell:

Staff Welfare

- Faculties with 10+ years of service with the Institution are provided free land.
- For Staff marriages & condolences, Rs.5000 is provided.
- Diwali Gift Pack, Loan and Group Accident Insurance for faculties.
- Birthday, Wedding Anniversary & Baby Shower of Staffs are celebrated.

- Psychology counselling, YOGA, Tour and Trekking for staffs.
- Faculties Welfare-Health and Allied Insurance Policy

Coaching classes for Computer literacy, SLET/NET to all faculties.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

The Institution provides education to the students at rural background to enhance their skill. The skill is enhance through Self developed online application, software's maintaining under our Internal Server such as Open source integrated Library Management System, Moodle, Inventory Management System, Social Club Activity management system, Department Activity management system, College Judicial Document Management system, and College Regular activity Information system all are available in E-governance on our website. Software has been purchased for Online Payment, Tally ERP 9, Bulk SMS for Students, Essl software for Biometric, Chemdraw for Chemistry department.

The life skill training given to the students through various programmes is Value-added Courses, Personality Development, National and International Day Celebration by NSS Unit, GCC and WWC programme on Gender Sensitivity. The Diploma courses are conducted for Minority students. The Fine Arts Committee trains the students to participate in University level competition. During the month of February five days Cultural Programme where conducted for Inter School, Inter College and Annual Day celebration. The Institution releases the "Vannavil Magazine" every year on the Annual Day.

The Principal with Senior Faculty and Club co-ordinators organize the programme for effective functioning of the college. The components of the programme includes Moral Training which include Weekly Assembly, Value Education class, Weekly Awareness Programme for Female Students by Women Welfare Cell. Students are given awareness programme by short film every Week end. The 'Green Diwali' is celebrated by issuing notice to the students "GO GREEN" towards pollution control. The Management Meeting is conducted every Saturday while Heads Meeting-for Academic Review on every Friday and Quartly once IQAC Meeting is done. The Student Support Cell Organize the QC Meeting every month to find out the merits and demerits of the students. The economically downtrodden students of our Institution are given free education. Every year interested students are taken for trekking

For Staff Welfare, the faculty for Cent-percent result is honoured with cash award, remuneration for publication, Workshop and child allowance is given. Birthday and Wedding Anniversary of faculty members are celebrated. In Thinkers Forum Faculty review the Books. FDP (Faculty Development Programme), Tours and YOGA Classes for Faculty Refreshment and Computer literacy Programme is operational.

Concluding Remarks :

Annai College of arts and science is a centre of higher learning to impart quality education by integrating traditional and innovative practices. The college offers Ph.D, PG, UG and Certificate programmes which includes innovative, career related and skill based programmes. About Four departments are recognized as research centres and 12 faculties are registered as guides for Ph.D programme. The Institution has signed 30 Memorandum of Understanding (MOU) with leading industries, National and Foreign universities. Center for research has been fostered inside the campus and the faculty members are encouraged to publish in Reputed Peer Reviewed Journals.

To facilitate the ICT enabled Teaching – Learning Process, LCD Projectors and smart Classrooms are provided. Our college has Wi-Fi enabled Campus, English Language lab, Auditorium, Seminar Hall and an

audio visual room. The Canteen provides nutritious food at concessional rate.

The Institution provides access to both indoor and outdoor sports facilities. Scholarship for students is based on their merit and sports performance. SC / ST and minority scholarship facility from the government is available. Services and schemes such as Mentoring, Soft Skill Development, Personal Counselling, Yoga and Meditation are operational for students. The students from “Annai Kalai Siragugal”, participate and secure prizes in the cultural events at State and National Level Competitions.

A fully automated library with open access system ensures the academic need of student and teachers. All science departments have well-equipped laboratories and other facilities to enable experiential learning. Our students have bagged awards and medals in various arts, sports and cultural competitions at college, university, state and national levels.

The alumni association of the college is vibrant and active . Effective Placement Training and Placement drive for operational for regular and part-time job students, Extension work are done at the nearby villages.

Some of the Best Practices are Annai Kalai Siragugal (Fine Arts), Student Council, Thinkers forum, Annai New Revaluation (ANR) scheme and Mentoring System. Firmly rooted in its motto and core values, guided by the vision and mission and commitment to societal causes, our college continues its academic journey towards to gain the potential to be an autonomous institution.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above</p>																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS / Elective course system implemented. Answer before DVV Verification : 31 Answer after DVV Verification: 33</p> <p>Remark : DVV has updated the data as per the programmes offered by the HEI</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>1</td> <td>9</td> <td>10</td> <td>12</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>15</td> <td>9</td> <td>10</td> <td>12</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	16	1	9	10	12	2020-21	2019-20	2018-19	2017-18	2016-17	15	15	9	10	12
2020-21	2019-20	2018-19	2017-18	2016-17																	
16	1	9	10	12																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
15	15	9	10	12																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1380</td> <td>934</td> <td>1214</td> <td>1380</td> <td>1996</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1380	934	1214	1380	1996										
2020-21	2019-20	2018-19	2017-18	2016-17																	
1380	934	1214	1380	1996																	

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1380	1274	1214	1380	1996

1.3.2 **Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13	16	17	17	14

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
14	16	17	17	14

1.3.3 **Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year**

1.3.3.1. **Number of students undertaking project work/field work / internships**

Answer before DVV Verification : 416

Answer after DVV Verification: 416

1.4.1 ***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders***

1) Students

2) Teachers

3) Employers

4) Alumni

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

1.4.2 **Feedback process of the Institution may be classified as follows:**

Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**

3. Feedback collected and analysed**4. Feedback collected****5. Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website

2.1.1 Average Enrolment percentage (Average of last five years)**2.1.1.1. Number of students admitted year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
921	1006	922	1260	1227

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
921	1006	922	1260	1227

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
921	1006	922	1260	1227

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
727	811	710	1062	1009

Remark : DVV has updated the data as per the documents provided by the HEI

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

2.3.3.1. Number of mentors

Answer before DVV Verification : 154

Answer after DVV Verification: 86

Remark : DVV has updated the data as per the mentor allotment letters provided by the HEI

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
51	46	45	47	42

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	4	4	0	5

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

3.1.2.1. Number of teachers recognized as research guides

Answer before DVV Verification : 12

Answer after DVV Verification: 10

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

3.2.2.1. Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	07	12	11	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	6	12	10	10

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years

Answer before DVV Verification : 231

Answer after DVV Verification: 05

3.3.1.2. Number of teachers recognized as guides during the last five years

Answer before DVV Verification : 12

Answer after DVV Verification: 10

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	4	5	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
14	5	3	5	5

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	3	4	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	3	4	5

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	4	5	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	17	12	8	13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
8	13	11	7	5

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1160	1779	431	572	1891

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
518	1856	682	346	902

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9	8	1	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	0	0

Remark : DEVV has updated the data as per the letter of collaboration provided by the HEI

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9	8	5	2	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	8	5	2	1

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 91

Answer after DVV Verification: 34

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6.30486	13.28842	11.30684	9.69002	16.1494

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6.30486	13.28842	11.30684	9.69002	16.14940

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: C. Any 2 of the above

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.52313	0.0062	0.86965	0.30815	0.61892

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.34817	0.27048	1.03387	1.45274	1.08380

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

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

Answer before DVV Verification : 1682

Answer after DVV Verification: 290

4.3.3 **Bandwidth of internet connection in the Institution**

Answer before DVV Verification : B. 30 MBPS – 50 MBPS

Answer After DVV Verification: B. 30 MBPS – 50 MBPS

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
83.84166	185.4585	239.4040	237.4853	191.1774
	9	1		

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
200.5283	328.2632	405.3458	400.2495	352.5900

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
730	779	913	1120	1152

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
94	86	122	85	61

5.1.2 Average percentage of students benefitted by scholarships, freships etc. provided by the institution / non- government agencies during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1060	867	150	33	42

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1060	867	150	33	42

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

- 1. Soft skills**
- 2. Language and communication skills**
- 3. Life skills (Yoga, physical fitness, health and hygiene)**

4. ICT/computing skills

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
60	418	496	118	647

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
69	87	117	123	115

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has updated the data as per the documents provided by the HEI

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
98	141	134	133	70

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
79	90	70	96	43

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural

activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	9	6	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	3	3	5

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	39	49	39	28

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	5	4	4

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

Answer before DVV Verification : A. ? 5 Lakhs

Answer After DVV Verification: D. 1 Lakhs - 3 Lakhs

6.2.3 Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : HEI has provided only the bills for the Tally software purchased

6.3.2 Average percentage of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	2	3	6

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	2	3	2

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	4	2	3	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
8	5	3	3	2

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

6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
49	59	33	17	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

12	15	1	3	2
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7.1.2	<p>The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: A. 4 or All of the above</p>
7.1.4	<p>Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above Remark : As per the documents provided by the HEI</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: B. 3 of the above Remark : As per the documents provided by the HEI</p>
7.1.6	<p>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : A. Any 4 or all of the above</p>

Answer After DVV Verification: B. 3 of the above
Remark : As per the documents provided by the HEI

7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : As per the documents provided by the HEI</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="193 1512 986 1630"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1092</td> <td>1092</td> <td>1059</td> <td>960</td> <td>942</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="193 1704 986 1823"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>780</td> <td>733</td> <td>699</td> <td>665</td> <td>641</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1092	1092	1059	960	942	2020-21	2019-20	2018-19	2017-18	2016-17	780	733	699	665	641
2020-21	2019-20	2018-19	2017-18	2016-17																	
1092	1092	1059	960	942																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
780	733	699	665	641																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="193 1975 986 2094"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>30</td> <td>29</td> <td>27</td> <td>27</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	31	30	29	27	27										
2020-21	2019-20	2018-19	2017-18	2016-17																	
31	30	29	27	27																	

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
33	32	31	28	27

2.1 Number of students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2580	2662	2863	3199	3384

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2476	2662	2863	3199	3384

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
921	1006	922	1260	1227

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1546	1638	1744	1662	1600

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
815	972	736	771	931

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
848	1009	1022	1041	1256

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
144	153	153	146	141

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
144	153	153	146	141

3.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
144	153	153	146	141

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
144	153	153	146	141

4.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 91

Answer after DVV Verification : 88

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
281.48	397.3	446.3	432.35	396.35

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
208.18	341.8221	417.6866	411.39	369.8233

4.3 **Number of Computers**

Answer before DVV Verification : 532

Answer after DVV Verification : 510