



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	K.M.G.COLLEGE OF ARTS AND SCIENCE
• Name of the Head of the institution	Dr.M.Valarmathi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	+914171227306
• Mobile no	8610813180
• Registered e-mail	kmgcollege@gmail.com
• Alternate e-mail	kmgqac@gmail.com
• Address	K.M.G. College of Arts & Science Gudiyattam Railway Station Road, Ammananguppam, R.S.Post, Katpadi Tk, Vellore Dt - 635 803. Tamilnadu, India.
• City/Town	Gudiyattam
• State/UT	Tamil Nadu
• Pin Code	635803
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	Thiruvalluvar University				
• Name of the IQAC Coordinator	Ms. G. Shobarani				
• Phone No.	04171227306				
• Alternate phone No.	04171227306				
• Mobile	9842142674				
• IQAC e-mail address	kmgqac@gmail.com				
• Alternate Email address	kmgcollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://kmgcollege.edu.in/jbframework/uploads/2021/09/AQAR_2019-2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.kmgcollege.edu.in/jbframework/uploads/2020/10/calendar20-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.63	2017	30/10/2017	29/10/2022
6.Date of Establishment of IQAC			22/06/2016		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	6	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Conducted National level online FDP program on 8th and 9th June 2020 on "NAAC assessment and accreditation process". Around 352 participants attended and benefited.		
Participation in NIRF		
Produced three gold medals in university examination		
Conducted internal audit		
Organized national/international seminars to enrich the knowledge of the students		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
To conduct more extension activities programmes	Through NSS, Rotaract, YRC, Health club and Women's Club, around 11 programmes/events were conducted	
To conduct FDP on NAAC assessment	IQAC conducted two days national level online FDP. Around 352 participants attended.	

Planned to conduct internal academic audit	The internal audit was conducted on 1.4.21. Files and supporting documents for all the criterions were verified. The departments were provided with valid suggestions for the further academic developments.
To conduct National/International webinars	International webinar was organized on 03-08-2020 by Dept of English. An International special lecture was organized on "Gene cloning techniques and its applications" by the Dept of Bio Chemistry on 27.01.2021. A National level webinar was organized on the topic "Machine learning and Data Science by Dept of CS and Dept of CA. The Department of Mathematics organized a National Level webinar on "Application of Transforms and Differential Equations," held on 05.08.2020. A National level webinar was conducted by Dept of Chemistry on "Applications of group theory of Spectroscopy and Hetero cyclic chemistry," held on 07.08.2020.
To conduct seminars on Entrepreneurship	A National level webinar was conducted on 04.02.2021
To conduct workshop	An online workshop on "Internet of things" was conducted on 30.01.2021 by Dept of Computer Science
To go for environmental green audit	The College has gone for environmental green audit and got certification on 21.01.2021

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	29/12/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	05/02/2022
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	612
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	1994
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	0
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	734

File Description	Documents
Data Template	View File

3.Academic

3.1	99
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	99
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	62
Total number of Classrooms and Seminar halls	

4.2	9368790.71
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	200
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

Being an affiliated College, we are following the curriculum designed by the Board of studies and approved by the University. Based on the guidelines and annual calendar of the University, we ensure effective delivery of the curriculum and follow a well planned, documented process. The college prepares the academic calendar which is in tune

with the academic calendar of the affiliated University and all the activities of the college are planned according to that. Work allotment is done by the heads of the departments and time table is prepared. The staff members prepare the lesson plan well in advance and deliver the curriculum accordingly. Lecture method, group discussion, participative teaching-learning process etc., are adopted. ICT based learning is encouraged. The day-to-day teaching-learning activities are recorded in the work diary, which is verified by the Heads of the department regularly and counter signed by the Principal periodically. The CIA tests are conducted as per the guidelines of the affiliated University. A team of members in the examination cell executes and monitors the internal exam process. The internal marks are awarded to the students based on the marks scored by them in the CIA tests. Based on the performance of the students in the first CIA test, we identify the slow learners and we arrange remedial classes to them so as to help them to improve in their academics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kmgcollege.edu.in/jbframework/uploads/2020/10/calendar20-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college prepares the academic calendar based on the academic calendar of the affiliating University. It contains information regarding the beginning and end of the semester, number of working days, commencement of CIA and semester examinations, holidays etc. The schedule prepared in the calendar is strictly followed. The regular teaching-learning process, seminars and conferences, co-curricular and extra-curricular activities are conducted as per the schedule. Similarly CIA tests are conducted on the specified dates. Changes if any made in unavoidable circumstances with the permission of the authorities, will be communicated to the students promptly. The answer papers are evaluated by the subject teachers concerned, distributed the evaluated answer scripts to the students with a view to maintaining transparency and objectivity. Then the marks are uploaded in the University portal under the supervision of the examination committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://kmgcollege.edu.in/jbframework/uploads/2020/10/calendar20-21.pdf

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

23

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1321

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

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

The institute strives to integrate crosscutting issues relevant to human values and environment into the curriculum and offers courses like Value Education, Environmental Studies, Human Rights etc., in the regular curriculum.

In addition to the courses, many activities like awareness programmes, special talks and seminars are being conducted that helps to nurture social-ethical values among the students.

Value education is a compulsory paper in the curriculum for all UG programmes. It inculcates moral and ethical values and helps character building. It also helps the students to understand the different perspectives of life.

Environmental studies is a compulsory paper for all first year UG students. It is related to ecosystem, and also addresses

environmental issues. This course brings awareness on importance of protecting the environment and how significant it is in the life of living beings.

Human Rights is a compulsory paper for all PG first year students. It deals with various laws related to human rights as enshrined in the international documents such as Universal Declaration of Human Rights of UNO, Indian Constitution, National Human Rights Commission etc., Students are made aware of basic and inalienable rights of man such as right to life, liberty, property and pursuit of happiness.

The college conducts several programs on gender equity, women empowerment, women safety, gender based violence etc., which help the students to understand the dignity and equality of women.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

202

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://kmgcollege.edu.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://kmgcollege.edu.in/feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

665

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

643

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

All the departments are continuously evaluating and monitoring the students to identify slow learners & advanced learners.

The slow learners are identified in the beginning of the semester with the help of their performance in the previous examination and during the interaction in the classes by the teachers. Remedial classes are arranged and extra coaching classes are also conducted. Peer group learning is also encouraged. The mentors of the students investigate the problems and difficulties of the students in the learning process with a view to helping them to overcome.

Advanced learners are identified through their performance in examinations, interaction in class room and laboratory, their fundamental knowledge and concept understanding etc., Students are encouraged to refer advanced textbooks, journals and websites for their improvement. Home assignments and projects are given to the students. They are also encouraged to participate in intercollegiate seminars, debates and conferences and to apply for different competitive examinations. They are motivated to participate in paper presentation, Poster presentation, quiz competition etc. The toppers

and rank holders are honored.

File Description	Documents
Paste link for additional information	https://kmgcollege.edu.in/jbframework/uploads/2022/05/2.2.1-learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1994	86

File Description	Documents
Any additional information	View File

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

Student centric methods adopted to provide Experiential and Participative Learning experience:(i)Industrial Plant visits(ii)Conducting training programs, seminars, workshops, quizzes etc.The institution encourages experiential learning by involving the students in industrial visits, Practical classes, project preparation, workshops, poster presentation etc.Unfortunately during the academic year we could not do much due to COVID-19 pandemic and consequent restrictions and protocols.However the science departments conducted practical classes under the guidance of the staff-in charge.The faculty member teach through demonstration, visual aids, case studies and conducting quiz on theory topics.Seminars, guest lectures, workshops are arranged to enhance the experiential learning of the students. Students are made to participate in paper presentation on advanced topics to enrich their learning experience.The teachers are encouraged to reduce lecture methods and encourage participative learning.The students are emboldened to ask questions freely and clarify the doubts.College gives high importance to holistic development of students beyond classroom.Co-curricular and extra-curricular activities are conducted to improve the skills of the students.The college magazine is a good platform to exhibit their writing skills, contains articles

on literary, social, scientific and cultural topics. Students participate in inter-college competitions and sports competitions. MOOC courses are made mandatory to PG students and the UG students are encouraged to register in NPTEL, Power seminars conducted by ICT Academy and Spoken Tutorial courses to promote self-learning. Problem solving methodologies are used in few departments like mathematics, computer science, computer applications and commerce where problem solving ability of the students is brought out.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://kmgcollege.edu.in/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The usage of ICT enabled tools in the teaching-learning process has increased tremendously during the COVID-19 pandemic period. The physical classes were stopped and virtual classes were conducted. So we adopted Google form online classes, Google Meet, Zoom and at present MS-Teams. Social media applications like whatsapp, telegram etc are helpful to share materials, assignments and notes.

The ICT enabled lecture rooms are used by the staff members for effective teaching-learning process. The computer laboratories, internet lab, library, office, and all staff rooms have computers with internet connectivity.

The library has subscription to INFLIBNET, NDL and the students are encouraged to use them to increase their skills.

The following ICT tools are used by the Institute:

1. Projectors

2. Desktop and Laptops at Computer lab, internet lab, staff rooms and admin office

3. Printers are installed at prominent places

4. Scanners and Photocopier machines are available at all prominent places in the institute

6. Seminar hall

7. Auditorium is equipped with mike, projector, cameras and computer system

8. MOOC Platform - NPTEL

9. Digital Library resources -INFLIBNET, NDL

The teachers maintain a record of the usage of ICT tools in the class room teaching-learning process.

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

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

2.3.3.1 - Number of mentors

86

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

99

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

812

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Every department conducts class tests, CIA tests and model examinations for every subject periodically as per the schedule

given in the college calendar. This helps to assess the students performance continuously. The regulation of the affiliating University is strictly adopted. The answer scripts of all these internal examinations are evaluated by the teacher concerned and evaluated answer scripts are distributed to the students to review their performance. The internal marks awarded to the students are recorded and signatures are obtained so as to maintain transparency and establish the objectivity in assessment. Therefore the system of internal assessment is fair, robust and judicious which ultimately helps the students to improve their knowledge and learning skills.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The institution has a grievances redressal cell exclusively for examination related matters under the chairmanship of the coordinator of examinations. The students are given the liberty to represent their genuine grievances to this cell and all representation would be sorted out within the maximum of 10 days. If the students are not satisfied, they could represent the Principal. No major grievances were reported during this period. Small issues like wrong entry of marks etc., were represented and sorted out immediately.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all programs offered by the Institute are clearly stated, displayed on the college website and communicated to teachers and students. Since our college is affiliated to Thiruvalluvar University, all course outcomes of all subjects are clearly delineated by the Board of Studies and included in the syllabi. Our

faculty while imparting instructions to the students, they bear in mind the course outcomes specified and communicate to the students. POs, PSOs and COs are made available in every department and explained to the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Seminars, conferences, workshops and career guidance programs are conducted to achieve the program outcomes. The PO is evaluated from the pass percentage of the students, list of rank holders in university semester examination, progression to higher education and the feedback from various stakeholders.

To attain course outcomes, the teacher prepares lesson plan and the same is verified by the head of the department. According to the lesson plan and the academic calendar of the college, the classes are conducted and assignments are given to students. The CO is evaluated based on the marks scored by the students in the internal examination and external examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://kmgcollege.edu.in/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

722

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://kmgcollege.edu.in/annual-report-2020-2021/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://kmgcollege.edu.in/jbframework/uploads/2022/01/SSS-20-21.pdf>

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Our Institution provides healthy atmosphere, infrastructure, resources for enhancement of the capacity and competencies of students and teachers in research and innovative activities. Various activities are conducted to nurture and nourish youth's minds. These activities help students to understand the various problems faced in the society. It enables them to find out solutions for them. College has taken initiative steps towards developing ecosystem for innovations and knowledge sharing methods. The faculty members are empowered to take up research activities utilizing the inherent skills. The students and faculty are availing the facilities within the campus to carry out their research activities.

Our institute provides all necessary infrastructural facilities and a conducive environment to promote research activity in the campus. The institute encourages the faculty by providing incentives for peer reviewed publications, writing books and filing patents. Eminent personalities who have significantly contributed in

research, social activities, industries are invited as resource persons. Workshops and seminars are conducted on ICT which have proved helpful to the rural students. It has raised their confidence and expanded their horizons of creativity. The institution permits admissible leave facilities to attend seminars workshops training programmers etc. Adequate provision is made for library to procure books and journals e-journals references. Library is fully automated and is equipped with modern technologies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://kmgcollege.edu.in/annual-report-2020-2021/

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

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

4

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

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

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

25

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

4

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Extension activities are continuously carried out in our institution through NSS, YRC, Rotaract club, Health club and Women's welfare club. They organize health and blood donation camps in collaboration

with government and non-government organizations. These health, blood donation and other awareness programs are carried out in the neighborhood especially in nearby villages namely Ammanangkuppam etc., periodically. However due to COVID-19 pandemic these activities are restricted and much could not be done.

Physicians are invited to deliver talk on health, nutrition and issues related to girls. These activities among students make positive impact on health awareness and personal hygiene. Such programmes sensitize the student volunteers towards the social issues and take challenges of the lesser privileged sections of the society. Working outside the college campus with diversified social groups of people allows students to gain more self-confidence, autonomy, and appreciation for others. These activities help them to become good leaders and well mannered citizens. Working together in groups makes the students to learn leadership, negotiation, communication and manage conflicts among themselves.

File Description	Documents
Paste link for additional information	https://kmgcollege.edu.in/academic-activities-2020-2021-11/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**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 year**

2257

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The College encompasses a well maintained lush green campus spread acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

The college has 60 well-furnished, well ventilated, spacious classrooms for conducting theory classes.

The College has ICT Classrooms where the provision of Multimedia learning and internet access is given.

The College has a seminar hall regularly used for conducting national / international seminars, workshops, guest lectures, paper presentation and group discussions etc.

The College has two spacious auditoriums to conduct conferences, workshops, cultural programs and other events.

Fully air-conditioned, well equipped laboratory with internet connection is available during the working hours for the usage of students and staff.

The science departments has well-equipped laboratories to conduct practical sessions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kmgcollege.edu.in/kmg-infrastructure/

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

Our sports grounds are used to the maximum benefit. Provisions are made to conduct various indoor and outdoor games. All the neighboring educational Institutions, District and State Level sports organizations utilize our grounds for their important sports and other activities. We have a well developed tennis & basket ball courts. Apart from physical directors a boxing coach is appointed to train the students. Our students participated in many boxing competitions and won prizes. Inter-Collegiate sports events are being conducted to encourage the students who are involved in sports and games. Fee concession is given to students who prove themselves in sports and financial support is offered to participate in tournaments at District, State and National level. Every year we conduct inter house matches in our college and the prizes are given to the winners and runners during the sports day. Staff members are also encouraged to participate in various sports events. However due to COVID-19 pandemic and the restrictions imposed we could not conduct much activities during the year. The college has two spacious auditoriums and a seminar hall where various cultural activities through Fine Arts Club are conducted. The club conducts competitions for staff and students every year. Singing, Dance, Drama, , Drawing, Painting, Face Painting, Poetry, Quiz, Short Story, Pencil Sketch, Calligraphy, Debate, etc are the few to mention. Students are also encouraged to participate in various inter-collegiate cultural competitions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kmgcollege.edu.in/kmg-infrastructure/

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

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kmgcollege.edu.in/ict-tools/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

38.23

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college has a spacious and well equipped library with reading

room, books, E-Resources, Periodicals and newspapers. The Library is totally Air-Conditioned with seating capacity of 100 students.

We have a fully automated, integrated library management system ROVAN LMS version 6.0 since 2019. The LMS does main activities like search, issue, return, renewal and accession which saves good amount of time of the library staff. All the available books are updated in LMS for easy accessing.

Features of the library:

- The library houses 13,707 books, back volumes, theses, magazines and journals
- Many of the important journals are bound and preserved.
- The facility of Open Access System is adopted in the library
- Separate reading room is available
- New arrivals are displayed on the notice board of the library
- The Dissertations / Theses submitted by students are kept for reference
- There are five computers installed in the reading room exclusively for students to access e-journals
- A gate register is kept at the entrance of the library and the library is under CCTV surveillance
- INFLIBNET is subscribed through which access to e-books, e-journals and e-magazines can be done
- The college also has become a member of NDL.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://kmgcollege.edu.in/facilities/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

18.00

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

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

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

16

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution strives to update the IT facilities in the college annually.

- The college has three computer laboratories, net lab, language lab and one seminar hall to cater various needs.

- Two LCD projectors are kept to teach the students.
- The college has also installed smart board for the benefit of teachers and students.
- CCTV cameras are installed at various parts of the campus.
- The college has internet connection with 8 Mbps speed, Cisco Router, Cisco Switch and Cyberom Firewall.
- The college has Bulk SMS service to communicate with students, parents and alumni.
- Bio-Metric system is fully systemized in our campus for staff attendance. Library is well equipped with Internet, INFLIBNET services.
- Library has the subscription to e-books and e-journals via INFLIBNET, NDL
- Rovam, a fully automated system is used for the easy functioning of Office, Academic and Library
- All the departments, office and administrative blocks are equipped with computers, and LAN connectivity
- The college has a website with necessary details

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kmgcollege.edu.in/ict-tools/

4.3.2 - Number of Computers

185

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

53.18

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The classrooms, laboratories, library and internet labs are utilized to its maximum with a well-planned master timetable. The Institution has housekeeping staff for maintaining Buildings, classrooms, laboratories, library, playgrounds, Transports, Electric systems and Gardens etc. A supervisor is appointed to monitor the work regularly. The library is maintained by the librarian and assistant librarian. The library has standalone software for its operation. The annual stock clearing and verification are carried out every year. Binding of documents and reconditioning of old books is carried out. Regular pest control method has been deployed to prevent the books from destruction. The playgrounds are maintained by the support staff. The laboratories are maintained by the lab assistants with the help of support staff. A log book is kept in each lab which assures the proper usage of machines and equipments. The upgradations of laboratories are done whenever needed. A separate stock register for each laboratory is maintained and updated. The computer systems and other IT equipments such as Projectors, Printers, Photo Copier machines, Scanners, Servers, Bio-metric machines etc are maintained by a team of hardware and software technicians. The College has spacious well-ventilated classrooms. The desks are periodically refurbished. The seminar hall can accommodate upto 200 students where classrooms can accommodate 50 students each. Every year, annual stock verification and inspection has been carried out by the various departments. The report is submitted to the

management through Principal for further action.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kmgcollege.edu.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

498

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

94

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://kmgcollege.edu.in/activities-2020-2021-3/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

105

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

94

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

05

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college has 'Students' Representative Council' which comprise students representatives from each class. The prime duty of the members of this council is to represent the grievances of their class mates, which are addressed immediately. Being a member of this council, the students develop leadership qualities, coordinate fellow students, and help the teachers in coordinating various curricular, co-curricular and extra-curricular activities and events like fresher's day, farewell, and inter & intra collegiate programs.

Two units of NSS team are functioning in the college with around 100 volunteers. The primary focus of the NSS is to inculcate social responsibilities among students fraternity. These members take care of the discipline inside the campus on many occasions and help teachers in smooth conduction of various events. Our NSS volunteers also serve other organizations outside the campus such as regulating public in voting booths, vaccination camps, etc. on the request of Government officials.

During the pandemic period, above 50 students registered as volunteers in the Government portal of 'e-district Tamil Nadu' and served as volunteers to assist the police and revenue officials to effectively implement Lockdown in Gudiyattam town and other neighbouring area.

File Description	Documents
Paste link for additional information	https://kmgcollege.edu.in/jbframework/uploads/2022/03/Index-5.3.2-Student-Representative-Name-list-2020-21-1.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

The college has a very vibrant and registered Alumni Association but during 2020-2021 it was not very active. However some of the prominent and well placed alumni used to visit the College and guide the students. During pandemic period , they addressed the students about career guidance and competitive examination through online mode.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

Our governing body is so reflective and its prime focus is on the vision and mission of the institute. Our institution has an atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society. Governing body with the help of the departments designs and executes short-term, long-term plans. It meets often to review the functioning and development of the institution. Being the head of the institution, the Principal gives timely instructions to the heads of the departments through council meeting. The Principal holds the meeting with the committee whenever there is a need. The staff council includes Principal, Vice Principal, Heads of the departments, IQAC Co-Ordinator, COE and office administrator. Teachers play a vital role in conducting many events/activities. For the smooth functioning of the institution, number of committees are framed with teachers as convener and members. IQAC, library advisory committee, discipline committee, anti-ragging committee, exam committee, act hand in hand with the management and contribute their suggestion in developing the institution. Besides, there are few more committees constituted, a few to mention, NSS, Rotaract Club, Women's Welfare Club, Internal Complaints committee, Envirolub, Health club, Fine Arts which plans and implements many activities to achieve the vision and mission of the college.

File Description	Documents
Paste link for additional information	https://kmgcollege.edu.in/jbframework/uploads/2022/03/club20-21_20220321_0001.pdf
Upload any additional information	View File

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

For the trouble-free and smooth administration of the college, the responsibilities are divided among IQAC and heads of the departments.

Principal:The Principal is the head of the institution and all the suggestions for the development of the college and quality initiatives are proposed by her. She is assisted by a team of faculty members who are taking care of various departments and cells. **IQAC:**The prime function of IQAC is to monitor the quality of services being provided by the institution to its stakeholders. An IQAC committee is formed and approved by the governing body to take care of quality assurance strategies and processes. **Heads of the Departments:**All the department activities are carried out by the heads of the departments with the help of the staff members. They oversee the workload, timetable, teaching plan, discipline of students and its execution. They also draw plan for conducting seminars, workshops, competitions and other academic activities and strive to execute them successfully. **Committees and Cells:**Every committee constituted at college level has the faculty member as convener with one or more faculty members as committee members. The convener of the Committee will look after the committee's activities and events. These committees assist the Principal in the discharge of their duties and smooth functioning of the college.

File Description	Documents
Paste link for additional information	https://kmgcollege.edu.in/jbframework/uploads/2022/03/club20-21_20220321_0001.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development:To enhance the Teaching-Learning process, Outcome Based Education (OBE) has been introduced by the affiliating University from the academic year 2020-2021. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes have been defined by faculties and are made available in the college website. During pandemic period, online classes were taken for the students through Google Meet, Zoom and MS Teams. Training classes have been conducted for staff members for handling those meeting Apps.

Environment:To ensure green environment in the college campus, the institution underwent environment and green audit on 21.01.2021.

MoUs with institutions, industries, corporate houses :To bridge the gap between the Industries and College, four MoUs have been signed/renewed/active in the academic year 2020-2021. Number of webinars and induction programmes has been conducted for the benefit of the students.

Structured feedback from stakeholders:To ensure effective Teaching-learning process, feedbacks on curriculum design and teaching-learning process had been collected from all the stakeholders and are analyzed.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://kmgcollege.edu.in/
Upload any additional information	View File

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

ADMINISTRATIVE SETUP:The Principal is the academic head of the institution.The HODs are incharge of the respective departments.A College Development Council comprising all HODs presided over by the Principal discuss and chalk out the program for developing the college.After thorough discussions,they and framed and placed before the management for consideration and execution.Thus participatory management system is ensured in the college.The Institutional

Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical setup is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. It has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. Appointment and Service rules: The appointment of teaching and non-teaching staff is carried out as per the guidelines of The Tamil Nadu Private Colleges (Regulation) Act, 1976. The management takes utmost care to ensure the academic standards of the teachers during recruitment. The applications are screened thoroughly and interviews are conducted by a panel of experts where the subject-knowledge, communication skills and other qualities of a good teacher are observed. The management motivates the staff members to engage and involve themselves in research activities, FDPs and workshops to keep them up-to-date.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://kmgcollege.edu.in/our-team/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institution recognizes all its employees as the most valuable resource and provides a caring and supportive working environment to all staff which enables them to develop and optimize their full potential.

Existing welfare measures for teaching and non-teaching staff:

- The maximum numbers of casual leaves in a calendar year are 12 days
- Five days special leave can be granted/availed in case of accident, hospitalization or getting operated due to serious illness of employee
- Women employees of college except those on casual basis may be granted maternity leave for a period of 3 months
- The Institute permits on duty to any staff member to take special assignments with other institutions or industrial units for any official purpose, to visit faculty programs, for observer duty, to attend conferences, FDPs, seminars and workshops for professional and research enhancements
- Staff is encouraged to attend conferences/workshops/Faculty Development Programmes and training programmes every year
- Sponsorship is given to attend and present papers in the national and international conferences
- Free transportation facilities for all teaching and non-teaching staff
- PF Contribution
- Incentives for publishing research papers in reputed journals
- Interest free Loan are given to teaching and non-teaching staff to meet medical expenses, educational expenses etc.
- Free education for the children of non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

10

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

23

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The performance of each employee is assessed annually after completion of one year of service. The idea is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

Teaching Staff

- The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).
- The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accord appropriate weightage for these contributions in their overall assessment.
- The PBAS proforma filled by the faculty member is checked and verified by the Heads of the Departments.

Non-Teaching Staff

- All non-teaching staff is also assessed through annual confidential reports and annual performance appraisal.
- The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institutional accounts are audited regularly by both Internal and statutory audits. The institute has a mechanism for internal audit. Verification of all vouchers of the transactions are carried out in each financial year. In addition to that external auditors verify and certify the entire Income Expenditure and the Capital Expenditure of the Institute every year.

Since the college is run by Kunja Kousalya Ammal Govindarajan Educational Charitable Trust, a charitable trust registered under Registration Act of the Government of India. The institution is non-commercial organization. The audited statements are filed with the office of the Registrar of Trust every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Institution is a self-financed college and managed by Kunja Kousalya Ammal Govindarajan Educational Trust. The student tuition fee is the major source of income for the institute.

Utilization of funds:

Sizable amount of the fee collected is spent on the salary of the staff. Sufficient funds are allotted for the effective teaching-learning practices such as organizing seminars, training programmes, workshops for staff and students, and for the up gradation of the library and infrastructure. The faculty members are honoured for their achievements in research publications and professional services. Cash prizes are awarded to the students for their achievements in studies and sports. The alumni of the students are given fees concession when they join PG in our institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning. The Institute IQAC meets regularly.

The IQAC prepares, evaluates and recommends the following for approval by the relevant authorities:

- (a) To prepare and submit Annual Quality Assurance Report (AQAR)
- (b) To facilitate preparation of AISHE and NIRF Reports
- (c) To collect and analyze Self Appraisal System from teachers
- (d) To frame and collect Feedback from Stakeholder's and action taken report
- (e) To conduct Internal and External Academic Audit
- (f) Organising FDP periodically
- (g) Evolving Best Practices of the Institution to enhance Quality Education in the Campus especially Teaching-Learning process
- (h) Facilitating the Departments and various clubs to organize seminars / Conferences / Workshops / Career Guidance Programmes / Skill Development Programmes / Add on and Certificate courses etc.,

File Description	Documents
Paste link for additional information	https://kmgcollege.edu.in/annual-report-2020-2021/
Upload any additional information	View File

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

The IQAC conduct periodical meetings with IQAC members throughout the academic year. Academic review of the departments is conducted by the Principal by collecting information on academic activities, such as completion of syllabus, conduction of internal tests, assignments, seminars, quiz, education tour and other activities. The Heads of the Departments meet regularly with relevant services to assess academic and administrative issues. Important issues are discussed in meetings with IQAC and HODs. This setup has evolved into successful review methodology for improvement in teaching and learning process. Thus, the IQAC keeps track of the continuous development of teaching-learning process. IQAC always encouraged teachers to utilize ICT tools for teaching theory and practical. Since online classes had become compulsory in the pandemic period, training programme on using ICT tools and Meeting applications

like MStTeams, use of e-mail, handling ICT instrument etc had been conducted. The institution reviews and evaluates its teaching learning process by taking feedbacks from its stakeholders periodically. The Principal meets the departments individually to discuss about the feedback and takes appropriate corrective actions. The students' performances are monitored by conducting various internal examinations, assignments and seminars. Advanced and slow learners are identified and appropriate care is given to them. Further, Mentor-Mentee system is in practice through which the students are closely monitored and the mentors try their best to sort out the problems of the students.

File Description	Documents
Paste link for additional information	https://kmgcollege.edu.in/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://kmgcollege.edu.in/annual-report-2020-2021/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

To promote gender equity among the students, the institution provides equal opportunities to both men and women in all programs and activities such as representations in sports, cultural activities, co-curricular and extra-curricular activities, NSS etc. Awareness programs on gender-equity are organized periodically highlighting Gender-Based Violence, Molestation of ladies, usage of 'Kavalan' App. Usage of number '1081' in times of emergency by women have been regularly explained. The College installed CCTV cameras to prevent any kind of misuse of the opportunities given in the campus. Through Women's Welfare club, the College conducts regular Gender Sensitizing activities like awareness programmes, invited lectures etc for girls and women faculty members. Specific facilities provided for women in terms of: i. Safety and security: The Discipline committee with the help of the securities checks the ID cards of students and staff and details of visitors to ensure the security of the students. The College campus is under CCTV surveillance. Separate buses are available for the girl students. The college also provides separate Hostel for girls. ii. Counseling: The institution has Grievance Redressal Cell and Internal Complaints Committee which provides information and guidance to the girls on their safety and security. Further the girl students can meet their mentor at anytime for guidance on anxieties and personal/academic/other issues. iii. Common Rooms: The college has common rooms for the girls for recreation, a spacious place to relax, study, to have informal discussions in available leisure time and to observe communal harmony with other department girl students. The common room is equipped with basic amenities like First Aid kit, Newspapers, Journals, and magazines.

File Description	Documents
Annual gender sensitization action plan	https://kmgcollege.edu.in/jbframework/uploads/2022/03/7.1.1-old-2-10.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://kmgcollege.edu.in/jbframework/uploads/2022/03/7.1.1-old-2-10.pdf

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

B. Any 3 of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Microbiological waste management: All the liquid and solid wastes generated during the decontamination is properly used by using autoclave and steam under pressure. The autoclave cycle parameters are 121°C for 15 minutes at 15 lbs pressure. After proper decontamination, all the microbiological wastes were disposed. After the completion of decontamination cycle, the autoclave is run with empty cycle of same parameters mentioned above without any glassware and microbial culture media. Only then the normal sterilization cycle can be carried out.

2. Liquid waste management: The Department of Chemistry, Microbiology and Biochemistry disposes all the old peripherals and condemned items with proper disposal methods. Concentrated acids are diluted using tap water and sent into drain. In volumetric experiment 0.05N solution is used to minimize the soil pollution. Concentrated acids are neutralized using washing soda or bicarbonates and discharged into the drain. The solvents mostly used in the lab are ether, acetone and n-hexane. These solvents are stored in the air tight containers.

3. Waste recycling system: The Department of Biochemistry tends to deal with degradable and non-degradable products. Compost is made from kitchen waste of canteen.

4. Hazardous chemicals and radioactive waste management: Outdated Laboratory chemicals are disposed with proper method. In chemistry laboratory, concentrated acids and bases were diluted using water and sent into drainage. Sometimes concentrated acids and bases are neutralized using washing soda or bicarbonates and discharged into drain in order to minimize soil pollution. Broken glasswares are stored in a labeled robust waste bin separately from other solid waste for recycling. Exhaust fans and fume hoods are used to remove the fumes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <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 	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	C. Any 2 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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 200 words).

To promote friendly ambience in the campus the college conducts

various cultural and sports activities. International and National commemorative days like Yoga Day, Women's Day, Independence Day, Republic Day, and Voter Day are being observed.

The institute celebrates Pongal, 'The festival of harvest' in a grand manner. Students wear traditional costumes on that day and competitions like cooking, Rangoli and others are conducted in order to bring communal harmony among students and staff members. Similarly 'Vijayadasami and Saraswathi Pooja' is being conducted every year, where students perform pooja in their class rooms to get the blessings of Goddess Saraswathi. Students belong to all religion actively take part and enjoy the celebrations. This also creates positive interaction among people of different racial and cultural background.

Thus, the college has enormously extend its support in developing and ensuring tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities in every aspects.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

K.M.G. College of Arts and Science educates students to understand and develop the qualities to be a responsible citizen. For this, number of outreach programmes have been conducted. Due to COVID outburst and restrictions enforced by Tamilnadu Government, we could do much. However, the college managed to celebrate few events as listed.

Through Electoral club, Voter's awareness Day is being observed every year in order to create awareness among the students about the importance of voting. Special camps have been conducted to enroll new voters. National Service Scheme has celebrated "Voters awareness day" on 25.01.2021 and took pledge on "Democracy and Our responsibilities towards voting".

To highlight the importance of freedom and Indian constitution, the

institute celebrates Republic day and Independence day every year. Through NSS, Women's welfare club, YRC and health club, various seminars, camps (blood donation camps, cleaning camps, awareness camps etc) and rallies had been conducted. The students are taken to nearby orphanages and old age homes regularly to provide financial and moral support to the needy people. Citizen and Consumer club facilitates the students with wide knowledge of consumer rights by conducting seminars and awareness programmes about the rights of a consumer. This club also nurtures students mind and mould them to be a responsible citizen.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://kmgcollege.edu.in/annual-report-2020-2021/
Any other relevant information	https://kmgcollege.edu.in/academic-activities-2020-2021-16/

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

K.M.G. College of Arts and Science is the place where the students can grow up in a harmonious atmosphere.

A Statue of Mahatma Gandhi is situated at the prime location of the institution. This statue symbolizes the patriotism towards nation among students.

Every year, the Independence Day and Republic day have been celebrated to pay respect to the Freedom Fighters and to inculcate patriotism and nationalism among students.

Teachers' Day has been celebrated every year on 05th September. International Women's day has been celebrated every year.

Annual Day and Sports Day have been conducted every year in order to promote unity and positive nature among students.

Founder's Day has been celebrated every year on July 26th. Teachers who are shown excellent performance are appreciated and honored on that day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE : I

Title : Online Teaching - Learning process among the students

Objectives of the Practice

The institution has implemented MSTEAMS software for conducting online classes and maintenance of attendance.

The Context

The internet accessibility and ICT tools are highly demanded.

The Practice

Ensures opportunities and provides a new paradigm for the educators.

Evidence of Success

Online teaching is delivered digitally which enriches the collaborative learning.

Problems Encountered and Resources Required

- Problem of internet connectivity.
- Lack of technical/Software Knowledge.

Conclusion

The online teaching proposes effective classroom teaching through digitalization.

BEST PRACTICE: II

Title : Mentor-Mentee System

Objectives of the Practice:

Mentor-Mentee System guides the students in personality building.

The Context

Mentor-Mentee System minimizes the challenges faced by the students during their course work.

The Practice

In the first year, a mentor is allotted for each group to regulate the students' involvement.

Evidence of Success

The care given by the mentors are tremendous and fruitful.

Problems Encountered and Resources Required

- Lack of interest in studies

- Over-dependence on the mentor.

Conclusion

Mentoring is a great opportunity to bring positivity.

File Description	Documents
Best practices in the Institutional website	https://kmgcollege.edu.in/best-practices/
Any other relevant information	https://kmgcollege.edu.in/jbframework/uploads/2022/05/bestpractices-with-index_compressed.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Towards moulding socially-marginalized and economically-weaker students:

KMG College of Arts and Science is located in the rural background. The institution service the cause of rural students, who are socially-marginalized and economically-weaker. Majority of the students who enroll at KMG College have completed their higher secondary education in Government schools and studied in Tamil-medium. To mould those students and to make them cope up with the new educational environment, the institute conducts bridge course for first year students. To support economically and socially-weaker students, the institute helps them in getting SC/ST scholarship, Minority scholarship, Beedi workers scholarship etc., The institute finds out the slow learners and remedial classes are being conducted to improve their academic performance. Mentor-Mentee system is in practice and the mentors meet the students periodically to give an ear to their grievances and counsel them.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To conduct more faculty development programmes on NAAC accreditation
2. To sign more MoUs and collaborations
3. To bring more certificate/Add-on courses
4. To conduct conferences
5. To add few more projectors to improve ICT learning