THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BY

K.M.G.COLLEGE OF ARTS AND SCIENCE

GUDIYATTAM

YEAR OF REPORT-2017-2018

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> K.M.G. COLLEGE OF ARTS AND SCIENCE

1.2 Address Line 1

> RAILWAY STATION ROAD

Address Line 2

> AMMANANKUPPAM GUDIYATTAM, VELLORE (D.T)

City/Town

> GUDIYATTAM

State

> TAMIL NADU

Pin Code

> 635 803

Institution e-mail address

> kmgcollege@gmail.com

Contact Nos.

> 04171-227306/04171-227906

Name of the Head of the Institution:

> Dr. M. Jayasri Rani M.Sc., M.Phil., B.Ed., Ph.D.,

Tel. No. with STD Code:

> 04171-227306/04171-227906

Mobile:

> +91 9894164345

Name of the IQAC Co-ordinator:

Dr. D.Manikandan

Mobile:

09952121139

IQAC e-mail address:

kmgiqac@gamil.com

1.3 NAAC Track ID *(For ex. MHCOGN 18879)*

TNCOGN27508

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

BC (SC)/28/A7A/58.1

1.5 Website address:

Kmgcollege.edu.in

Web-link of the AQAR:

http://www.kmgcollege.edu.in/AQAR2017-18.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	**1st Cycle**	**B+**	**2.63**	**2017**	**2022**

1.7 Date of Establishment of IQAC :

22/06/2016

1.8 AQAR for the year *:*

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)***

Not Applicable

1.10 Institutional Status

University   State ✓   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution   Yes ☐   No ✓
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ✓   Men ☐   Women ☐

                       Urban ☐   Rural ✓   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ✓   UGC 12B ✓

            Grant-in-aid + Self-financing ☐   Totally Self Financing ✓

1.11 Type of Faculty/Programme

Arts ✓   Science ✓   Commerce ✓   Law ☐   PEI (Phys Edu) ☐

EI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify) ☐

1.12   Name of the Affiliating University | **Thiruvalluvar University** |
        (for the Colleges)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR

Autonomy by State / Central Govt. / University | University |

| University with Potential for Excellence | NIL | **UGC-CPE** | NIL |

| DST Star Scheme | NIL | **UGC-CE** | NIL |

| UGC-Special Assistance Programme | NIL | **DST-FIST** | NIL |

| UGC-Innovative PG programmes | NIL | **Any other** (*Specify*) | NIL |

| UGC-COP Programmes | NIL |

2 . IQAC Composition and Activities

2.1	No. of Teachers	9
2.2	No. of Administrative/Technical staff	1
2.3	No. of students	2
2.4	No. of Management representatives	2
2.5	No. of Alumni	1
2. 6	No. of any other stakeholder and Community representatives	1
2.7	No. of Employers/ Industrialists	1
2.8	No. of other External Experts	NIL
2.9	Total No. of members	17
2.10	No. of IQAC meetings held	9

2.11 No. of meetings with various stakeholders: No. [9]   Faculty [4]

Non-Teaching Staff [2]   **Students** [2]   **Alumni** [1]   **Others** [   ]

2.12 Has IQAC received any funding from UGC during the year?   Yes [   ]   No [✓]

If yes, mention the amount   [NIL]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [8]   International [-]   National [-]   State [✓]

Institution Level [-]

(ii) Themes [   ]

2.14 Significant Activities and contributions made by IQAC

- ✓ IQAC has been functioning in the college since 2016 with an objective of academic excellence. The main objective of IQAC is planning and monitoring and this is accomplished through the following functions:
  - Assurance Cell meeting. Based on the suggestions from the members of the Internal Quality Assurance Cell, further follow up action is planned and disseminated to the Heads, Officers and Tutors for implementation.
  - Development programmes for staff, Faculty and Students
  - Documenting the various quality enhancing programmes and activities of the college.
  - Consolidating the Feed Back responses from students, parents and other stake holders.
  - Feed -back from students and alumni is analysed

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To prepare the College for the NAAC team Visit for the Certification of Accreditation	The Expert Committee Visit took place on September 18 and 19, 2017.
The Department of Tamil plan to organize one day Tamil Literary Association Meeting in 2017	Department of Tamil to conduct one day Tamil Literary Association on 7th August'2017
Department of English plan to conduct a Intercollegiate Literary fest in 2017	The Department of English organized one day Intercollegiate Literary fest on "ENGLISHIANA-2017" on 12th August'2017
Department of Biochemistry to conduct a state level seminar in 2017	The Department of Biochemistry organized one day state level seminar on "Antioxidant Studies on Phytoligands from medicinal plants: an Invitro and insilico approaches" , on 9th August'2017
The Department of Commerce to conduct a seminar in 2017	Department of Commerce organized one day seminar on "Demonetisation and its impact on Indian Economy", on 8th August'2017
The Department of Business Administration to conduct a seminar in 2017	Department of Business Administration to organized a seminar on "GST-A Boon for Indian Economy", on 11th August'2017
Department of Computer Science and Applications to conduct a state level seminar in 2017	The Department of Computer Science and Applications organized one day state level seminar on "Network Security-Next Generation Firewalls", on 9th August'2017
The Department of Microbiology to conduct a seminar in 2017	Department of Microbiology organized one day state level seminar on "Stem Cell Technology", on 8th August'2017.
Department of Mathematics to conduct a seminar in 2017	The Department of Mathematics to organized one day seminar on "Queuing Theory and Its Applications", on 10th August '2017
The Department of Chemistry to organize a seminar in 2017	Department of Chemistry conducted a one day state level seminar on "Exploitation of Chemistry in Organic Synthesis" on 10th August '2017

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No -

Management -   Syndicate -   Any other body IQAC

Provide the details of the action taken

APPROVED

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	1	-	-	-
PG	8	2		
UG	10	-		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others M.Phil	05			
Total	24	02		

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**UG-10** **PG-2** **M.Phil-2**
Trimester	**Nil**
Annual	**Nil**

1.3 Feedback from stakeholders* *(On all aspects)*

Alumni ✓   **Parents** ✓   **Employers** ✓   **Students** ✓

Mode of feedback :

Online ✓   **Manual** ✓   **Co-operating schools (for PEI)** ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Regulations and syllabi are framed by Thiruvalluver University
> Regulations and Syllabus are revised in 2017 and the pattern is CBCS

1.5 Any new Department/Centre introduced during the year. If yes, give details. Nil

Criterion – II

2. Teaching, Learning and Evaluation

	Total	Asst. Professors	Associate Professors	Professors	Others
2.1 Total No. of permanent faculty	**101**	**100**	**01**	**-**	**Nil**

2.2 No. of permanent faculty with Ph.D.   12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	4	-	-	-	Nil	Nil	Nil	Nil	Nil	1

2.4   No. of Guest and Visiting faculty and Temporary faculty

Nil	01	Nil

2.5   Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	14	04	13
Presented papers	09	-	-
Resource Persons	-	-	-

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

Healthy interaction beyond the classroom learning such as ICT, NPTEL,Spoken tutorial programme of IITs , lecture programme were conducted.

Well-equipped internet laboratory

Group-discussions, case studies, problem based learning practices are followed.

Presentations like PPT, smart class room teaching are regularly being used apart from conventional black board teaching.

2.7   Total No. of actual teaching days During this academic year

183

2.8   Examination/ Evaluation Reforms initiated by The Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NIL

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

3	-	

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise

   Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A(English)	58	--	17	08	Nil	42
B.Com	60	--	04	37	Nil	68
B.Com(CA)	34	02	30	02	Nil	94
BBA	66	03	30	20	Nil	80
BCA	87	14	86	Nil	Nil	76
B.Sc(CS)	76	15	77	09	Nil	62
B.Sc(Bio-Chemistry	34	01	11	09	Nil	62
B.Sc(Chemistry)	44	Nil	52	06	Nil	54
B.Sc(Micro-biology)	44	04	21	02	Nil	76
B.Sc(Mathematics)	28	60	32	Nil	Nil	92
M.A(English)	10	Nil	10	Nil	Nil	100
M.Com	27	Nil	22	05	Nil	100
M.Com(CA)	05	Nil	60	Nil	Nil	60
M.Sc(IT)	04	Nil	04	Nil	Nil	100
M.Sc(Bio-chemistry)	12	04	08	Nil	Nil	100
M.Sc(Applied microbiology)	23	Nil	14	Nil	Nil	61
M.Sc(Chemistry)	18	Nil	44	Nil	Nil	44
M.Phil (Commerce)	04	Nil	04	Nil	Nil	100
M.Phil(Mathematics)	15	47	33	Nil	Nil	80
M.Phil(Computer science)	13	Nil	92	Nil	Nil	92
M.Phil (Chemistry)	01	Nil	100	Nil	Nil	100

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

1. By motivating the above average students to get university ranks in the examination.

2. Motivate the students to participate in the intercollegiate events.

3. By getting feedback from the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	----
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	Nil	Nil	Nil
Technical Staff	06	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Conducted seminars and conferences in all the departments

Department of Microbiology, Chemistry & Biochemistry have come forward to introduce Ph.D programme from academic year 2018-2019.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	12	1	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	2	-	-

3.5 Details on Impact factor of publications:

Range | 3.5 | **Average** | | **h-index** | | **Nos. in SCOPUS** | |

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (*other than compulsory by the University*)	-	-	-	-
Any other(Specify)	-	--	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. `--`   **Chapters in Edited Books** `--`

ii) Without ISBN No. `--`

3.8 No. of University Departments receiving funds from

UGC-SAP `--`   **CAS** `--`   **DST-FIST** `--`

DPE `--`   **DBT Scheme/funds** `--`

3.9 For colleges   **Autonomy** `--`   **CPE** `--`   **DBT Star Scheme** `--`

INSPIRE `--`   **CE** `--`   **Any other (specify)** `--`

3.10 Revenue generated through consultancy `--`

Level	International	National	State	University	College
Number	-	-	--	-	--
Sponsoring agencies	-	-	-	-	--

3.11 No. of conferences organized by the Institution `8`

3.12 No. of faculty served as experts, chairpersons or resource persons `5`

3.13 No. of collaborations   International | - | **National** | - | **Any other** | - |

3.14 No. of linkages created during this year NIL

3.15 Total budget for research for current year in lakhs:

From funding agency | NIL | **From Management of College** | NIL |

Total

| NIL |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

**3.18 No. of faculty from the Institution
    who are Ph. D. Guides** | 01 |

**   and students registered under them** | 01 |

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

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

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

3.21 No. of students Participated in NSS events:

University level | - | **State level** | - |

National level | - | **International level** | - |

3.22 No. of students participated in NCC events:

University level | - | **State level** | - |

National level | - | **International level** | - |

3.23 No. Of Awards won in NSS:

University level [-] State level [-]

National level [-] International level [-]

3.24 No. of Awards won in NCC:

University level [-] State level [-]

National level [-] International level [-]

3.25 No. of Extension activities organized

University forum [-] College forum [✓]

NCC [-] NSS [-] Any other (YRC) [1]

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

- ✓ Blood group Identification camp in our campus
- ✓ Community service to the rural area, voter's day rally.
- ✓ Environmental Awareness programme.
- ✓ Computer literacy program for Non-computer students of the college and school students from nearby villages.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	14.80 Acres	Nil		14.80 Acres
Class rooms	5040 Sq.ft	Nil		5040 Sq.ft
Laboratories	15,364 Sq.ft	2000 Sq.ft	Management	17,364 Sq.ft
Seminar Halls	2100 Sq.ft	Nil	Management	2100 Sq.ft
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	16 Computers	Management	50
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs. 2,48,602	Management	Rs. 2,48,602
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

Administration has been fully computerized.

Library has also been completely computerized to enable the students and staff to quickly access books, journals and reference materials.

4.3 Library services:

	Existing		Newly added		Total	
	No.	**Value (Rs.)**	**No.**	**Value (Rs.)**	**No.**	**Value (Rs.)**
Text Books	9365	1848602	400	118798	9765	1967400
Reference Books	2150	210600	103	29700	2253	240300
e-Books	308	165000	20	12550	328	177550
Journals	35	95935	2	2000	37	97935
e-Journals	28	-	-	-	-	-
Digital Database	12018	2207700	-	-	-	-
CD & Video	591	11000	10	1250	601	12250
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	172 Nos.	3 Nos. 140 computers	1 Nos. 10 computers	Nil	Nil	8 Nos.	9 Nos.	5 Nos.
Added	16 Nos.	10 Nos.	6 Nos.	Nil	Nil	Nil	Nil	Nil
Total	188 Nos.	150 Nos.	16 Nos.	Nil	Nil	8 Nos.	9 Nos.	5 Nos.

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

College has taken the initiative for Digitization and implementation of a paperless office.

4.6 Amount spent on maintenance in lakhs :

i) **ICT**

Rs.18, 31,375/-

ii) **Campus Infrastructure and facilities**

Nil

iii) **Equipments**

Rs. 2,48,602/-

iv) **Others**

Rs. 12,95,443/-

Total :

Rs.33, 75,420/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Updates on notice boards and college website to ensure active participation by students in various activities.
> Participation of grievance Redressal system enhanced.
> Tutor-ward meeting after every CIA tests of model exams

5.2 Efforts made by the institution for tracking the progression

> Continuous Internal Assessment tests were conducted periodically and marks are being sent to parents through SMS.
> Academically week students were identified and remedial class being conducted for them.
> Parent Teachers meeting is organized in the Department level.
> Students Absents are informed to the parents through SMS
> Parents of students who take long leave are called for and discussed.
> Faculty involvement through counseling system
> Academic performance monitored by CIA Tests

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil
1715	202	01	66

(b) No. of students outside the state 01

(c) No. of international students Nil

No	%	
886	56.9	Men

No	%	
1034	58.1	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
66	415	01	1437	01	1920	57	430	04	1489	06	1986

Demand ratio 1:1   **Dropout % 0.8**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

For non-mathematics students, non-major syllabus is helpful for competitive exams.

No. of students beneficiaries 100

5.5 No. of students qualified in these examinations

NET Nil **SET/SLET** Nil **GATE** Nil **CAT** Nil

IAS/IPS etc Nil **State PSC** Nil **UPSC** Nil **Others** 01

5.6 Details of student counselling and career guidance

Career Awareness week has been observed.
Communication classes have been conducted.

No. of students benefitted 456

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**	**Number of Students Placed**
10	**605**	**259**	**54**

5.8 Details of gender sensitization programmes

Women's welfare club is active various competitions were conducted on 5th March. (International women's day) and prizes were distributed to the winners.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level 21 **National level** Nil **International level** Nil

No. of students participated in cultural events

State/ University level Nil **National level** Nil **International level** Nil

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [11]   National level [Nil]   International level [Nil]

Cultural: State/ University level [Nil]   National level [Nil]   International level [Nil]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**399**	**17,65,350**
Financial support from government	**399**	**15,36,020**
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [Nil]   National level [Nil]   International level [Nil]

Exhibition: State/ University level [Nil]   National level [Nil]   International level [Nil]

5.12   No. of social initiatives undertaken by the students [01]

5.13 Major grievances of students (if any) redressed: Yes 01

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision: Our Vision is to empower young men and women by education them in the pursuit of excellence, character building and responsible citizenship.
>
> Mission: Our Mission is to offer higher education in the field of Arts and Science to the needy and make them fully self dependant.

6.2 Does the Institution has a management Information System

> Yes, the college has an academic management portal which takes care of various activities like admissions, attendance and internal assessments, office management, student dealing, accounts and student's grievance redressal.

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

6.3.1 Curriculum Development

Department of Biochemistry and Microbiology faculty members are serving on the board of studies of Thiruvalluvar Universities and other autonomous colleges in this area. They contribute to frame the syllabus, revision of the syllabus and give suggestions to the University revision and modification of the syllabus.

6.3.2 Teaching and Learning

- Learning beyond curriculum such as ICT,NPTEL and spoken Tutorial programmes are conducted.

- Innovative methods like smart classes are used for the students in all the departments and communication classes are adopted for teaching and learning process for III UG and II PG students in all the departments.

- Remedial classes are conducted for the below average students requiring additional help.

- Total number of books available in the general library is 12,018 and department libraries contain 100 books.

- Regular feed back from students to improve teaching and learning methods.

6.3.3 Examination and Evaluation

- Continuous evaluation through different methods like internal assessment test, assignments, presentations, projects etc.
- Transparency is maintained in evaluation process.
- Before applying for revaluation the photocopy of the paper is reviewed and evaluated by the staff.

6.3.4 Research and Development

- Currently facilities are available in core research departments of the college Mathematics, Biochemistry, Computer Science, Commerce and Chemistry and we aim to integrate a research ambience within our academic climate positioning research as our best practice at every level of our academic programme.
- Department of Commerce offers PhD programme.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- In General library INFLIB NET/NDL facility is available.
- Smart class is used by all the departments.
- Language Laboratory is available through this laboratory not only English students all the students are benefited.
- Net lab is available in the college and it is used by III-UG, PG students and M.Phil Scholars.
- The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes.
- The Staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities.

6.3.6 Human Resource Management

- Faculties are encouraged to participate in self-development programmes such as stress Management and Effective public Speaking.

- Our management encourages to participate in seminars and conferences for staff members and financial support is provided for registration and travel.

- Lab assistants are allowed to do part time M.Phil in our college itself and also in other colleges.

- Every year department of chemistry organize the RUSAC programme which is an intercollegiate lecture programme.

- Once in three years the allotment of papers will be changed compulsorily among the faculty members by the concerned departments. Based on students feedback allotment of subjects to the faculty is made.

6.3.7 Faculty and Staff recruitment

- Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria stipulated by the UGC and the Thiruvalluvar University are called for an interview cum trial teaching session. The selection panel consists of the Director, the principal, Secretary, members of the Management, Head of the concerned department, a senior member of the faculty.

6.3.8 Industry Interaction / Collaboration

- The department of Computer Science and Applications organized Industrial visit for P.G. Students (13members) and they visited a MNC Software Development Firm (Zylog systems, Chennai) on 22.09.2017. This Industrial visit trip helped the students to interact directly with the project team members and attain real time exposure in developing software projects.

- The department of Micro Biology, students along with faculty members visited the Central Institute of Brackish water aquaculture(CIBA), Muttukaadu Chennai on 20/10/2017

- The department of Micro Biology students along with faculty members visited Pasteur Institute Coonoor, Nilgris India on 22.01.2018

- Commerce students along with staff members visited Doddabetta Tea Factory and Tea Museum on 4002.2018.

6.3.9 Admission of Students

* The college website, prospectus and handbook contain information about the institution and the courses offered. The prospectus highlighting the details of various courses of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. IT is given to the applicants along with the application form.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

Rs. 9, 83, 46,640

6.6 Whether annual financial audit has been done ✓ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	--	No	--
Administrative	YES	--	No	--

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

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☑

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Our college has organized an Alumni meet on 19th September 2017. More than 100 Alumni students attend the Meeting.

- We discussed the important issues regarding campus interview and the means to ensure the number of placements in our college.

- As the part of our vision we are giving training to the rural students.

6.12 Activities and support from the Parent – Teacher Association

- During the academic year 2017-2018 the college was reopened for the first year students on 3rd July 2017. Students along with the parents were invited for the inaugural function. A parent meeting was conducted after the inauguration.

- Parents meeting were arranged after each CIA test and Model Examination.

6.13 Development programmes for support staff

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

- Paper cups are used in our campus
- Rain harvesting and Solar Lamp
- Measures for wastage disposal have been taken

Criterion – VII

7. Innovations and Best Practices

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

> Digitisation campus
>
> Interactive sessions with distinguished alumni
>
> Talk on current challengers in science & opportunities for our students

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

> F12 software Introduced
>
> Seminars & FTP programme have been conducted for staff
>
> Student counselling sessions are available

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

> Communication English classes were conducted to all final year students of UG courses.
>
> **Title of the practice: Bridge Course for Enhancement of Communication in English**
> - K.M.G. College of Arts and Science, Gudiyattam is a renowned institution which serves the rural students belonging to all community and many of them have studied.
> - Education has been the first priority for the rural students to enhance their life in all state of form through vernacular Bridge courses enable them to communicated that English.
>
> The Uniqueness
> - The unique feature of this practice is that during this period, the students are taken to language lab and trained in the above skill with audio-visual aids.
> - The active involvement of both students and teachers in a non-threatening environment facilitates language learning.
>
> The Methodology
> - The approach is interactive and the lessons are activity-based, integrating all the four skills of language-listening, speaking, reading and writing.
> - Modules are prepared by the faculty of the English Department. Each lesson has a clear objective with detailed step-by-step lesson plans.

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

The campus is in the midst of green environment with natural resources. The Institution is conscious of environmental protection.

- To keep the environment enriched with green, college is maintaining green pastures in the campus.

- To make the college campus eco-friendly, the following strategies have been implemented.

- The college focuses on power conservation as prime priority. The new Auditorium, Seminar Hall, Chemistry lab, microbiology lab, Biochemistry lab, physics lab and Computer Science Lab are fitted with LED bulbs.

- Solar panel has been installed in our college campus, and separate main switches for each wing of our college campus have been provided to minimize power loss.

- Environmental Club conducts awareness programme on the conservation of energy. The users have been instructed to switch off the lights, fans and instruments, when they are not in use. Special instructions are placed near every switch board in the campus.

- The users have been instructed to shut down the computers and monitors in the campus when they are not in use. The college community ensures that all these electrical appliances are switched off when not in use.

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* Rain water harvesting structures are available in all blocks of the colleges.

* Rain water is used instead of distilled water to prepare solutions for practical in the department of chemistry, biochemistry and microbiology

* College Campus has adequate number of trees.

* The campus has well-manicured lawns and garden, naming of trees inside campus, establishing and maintaining garden, regular tree planting within the campus are done by the students and staff members.

7.5 Whether environmental audit was cond: Yes ✓   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

- We are planning to advice the stake holders to pursue higher studies.
- We are planning to plant fast growing trees in the college campus.
- We are planning to conduct programmes to enhance the universal values and Ethics among students.
- We are planning to use biofertiliser to protect environmental pollution.
- We are planning to form multiple groups of students to perform various activities which can be carried out inside the college campus as well as the nearby outer areas.

*Name : Dr.*D.MANIKANDAN   *Name : Dr.* M.JAYASRI RANI,

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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Annexure I

Abbreviations:

CAS	-	**Career Advanced Scheme**
CAT	-	**Common Admission Test**
CBCS	-	**Choice Based Credit System**
CE	-	**Centre for Excellence**
COP	-	**Career Oriented Programme**
CPE	-	**College with Potential for Excellence**
DPE	-	**Department with Potential for Excellence**
GATE	-	**Graduate Aptitude Test**
NET	-	**National Eligibility Test**
PEI	-	**Physical Education Institution**
SAP	-	**Special Assistance Programme**
SF	-	**Self Financing**
SLET	-	**State Level Eligibility Test**
TEI	-	**Teacher Education Institution**
UPE	-	**University with Potential Excellence**
UPSC	-	**Union Public Service Commission**

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