



# **INSTITUTIONAL ASSESSMENT AND ACCREDITATION** **(Effective from July 2017)**

**Accreditation - (Cycle - 1)**

## **PEER TEAM REPORT ON** **INSTITUTIONAL ACCREDITATION OF** **DR.R.K.SHANMUGAM COLLEGE OF ARTS AND SCIENCE**

**Kallakurichi**  
**Tamil Nadu**  
**606213**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
**An Autonomous Institution of the University Grants Commission**  
**P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

**Section I:GENERAL INFORMATION**

1.Name & Address of the institution:	DR.R.K.SHANMUGAM COLLEGE OF ARTS AND SCIENCE Kallakurichi Tamil Nadu 606213	
2.Year of Establishment	1996	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:		
Departments/Centres:	9	
Programmes/Course offered:	20	
Permanent Faculty Members:	71	
Permanent Support Staff:	48	
Students:	1277	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Educating the rural and tribal people and empowering them 2. Completely a self financing college 3. Proactive management	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 12-04-2018 To : 13-04-2018	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. DHANRAJ MANE	Director,DR BABASAHEB AMBEDKAR UNIVERSITY
Member Co-ordinator:	DR. ANITA TAMULI	Professor,GAUHATI UNIVERSITY
Member:	DR. VIJAYA LAKSHMI T	Principal,SDM SIDDHARTHA MAHILA KALASALA
NAAC Co - ordinator:	Dr. Priya N	

## Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

### Qualitative analysis of Criterion 1

Dr. R. K. Shanmugam college of Arts and Science is permanently affiliated to Thiruvalluvar University, Vellore. The college follows the choice based credit system (CBCS) in the semester pattern in line with the Tamil Nadu State Council for Higher Education.

An effective curriculum delivery is ensured by the college. There is a well planned documented process in place for this. A variety of teaching learning styles and strategies are employed, as appropriate to the needs of students. Students are given support with equipment, expert lectures and some skill development programmes. Teachers are also given support through training programmes. The senior faculty support the new faculty. Library services are provided to all. The institute motivates students by introducing skill oriented programs and various workshops to increase employability. Industrial visits and various events are regularly organized for improving students' skills.

The learning progress is monitored in various ways. There is an ongoing evaluation going on during the sessions. The college has an Anti-ragging committee and Student Development Committee which works to develop gender equality and other related issues. Environmental studies is a compulsory paper for the all under graduate first year students. Human Rights is compulsory paper for all the post graduate students which helps to inculcate the human values and professional ethics. To inculcate human values the college conducts various awareness programmes. Tree plantation programmes are organised regularly. This creates awareness regarding the environmental issues among students.

The college has a mechanism to obtain feedback from the students at the end of every semester. This feedback is taken in the context of course content and possibilities of career development of the students.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

#### Qualitative analysis of Criterion 2

The college assesses the learning levels of students by conducting common evaluating exam and holds interview with the students to understand their level of knowledge and skills. On the basis of their performance they are categorized into groups of slow and fast learners. For slow learners remedial classes are conducted by the respective subject in charge. The effective functioning of the Tutorial system ensures guidance and monitors the individual progress of the students. The teachers mentor the students personally too.

Advanced learners are given more challenging tasks to work on along with special coaching. Awards are used as incentives to keep the students motivated. The college provides special facilities for experimental learning. Students have access to technology for learning. Visits are also organized to the industry for the students. There is a student councilor to help students with their issues. Participative learning methodology is used for the students.

Continuous evaluation is done through conducting regular unit tests and home assignments. The internal assessment is kept transparent.

Academic calendar is prepared every year in accordance with the university schedule. Course plans and lesson plans are prepared.

The college follows the traditional patterns of measuring learning outcomes in terms of actual marks and percentage of marks secured by the pupils in various assessments. The class tutors monitor the slow learners to find out the exact reason of their low performance and give necessary suggestions.

The programme outcomes, programme specific outcomes and the course outcomes are not displayed on the college website. It is not clear whether they are communicated to the students.

Student skill ability is assessed through projects.

The college holds Alumni meets annually and collects information about the achievements of the alumni. They use some case studies for motivating the current students.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

#### Qualitative analysis of Criterion 3

The faculty members have published 85 research articles in UGC listed journals. Some of the faculty have received best faculty award and best researcher awards from Indian Academic researchers' association.

The staff and students of the college work towards the protection of environment through an environmental club and sapling club. Various awareness raising programmes are also held by the college. A few MoUs have been signed with industries to conduct training and development programmes for the students. Placement of students is also taken care of through such tie ups. There are MoUs signed with other institutions also for helping student and faculty exchange programmes.

Yoga classes are organized in the college.

Students are given the facility of personal tutors to help them with different aspects of their learning.

The college extends various extension activities to the neighborhood community

with the help of NSS, NCC and other service clubs. Blood donation programmes are organized by these bodies. They hold camps for various awareness programmes. Tree sapling plantation programme is often conducted to protect the environment. Awareness programmes on prevention of disease like chikungunya, Malaria and Dengue are also conducted.

The college has adopted a village and helps the school there and the children of the school.

They also have a charitable scheme called Handful Rice scheme through which they visit the home for orphaned children and home for disabled children to provide for their needs annually.

The NSS and NCC volunteers of the college are involved in public protection, traffic control, election duty etc.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

#### Qualitative analysis of Criterion 4

The college is spread over 14 acres of land. 9 UG, 8 PG and 3 Research programs are offered.

The college has adequate class rooms, laboratories, one seminar hall, an open auditorium, a fully centralized AC auditorium, some departmental libraries (with not many books) and a computer lab with internet facility. In addition there is a language lab with about 40 computers. In some PG classes LCD projector facilities are available.

The administrative infrastructure includes one women hostel, separate HT line with 3phase power supply and a separate standby generator for non-stop power supply to the entire campus.

The college has service cells like Admission Cell, Placement Training Cell, Alumni

Association Cell, Anti-ragging Cell, Exam Cell and Grievance Redressal Cell. CCTV cameras are installed in the college campus. Also there are facilities like:

24X7 drinking water supply

24X7 uninterrupted power supply

Wi-Fi in some parts of the college

Canteen

Indoor and Outdoor games

A common Computer center

Well furnished and well equipped 7 spacious laboratories for the science departments (Physics, Chemistry, CS, and BCA).

The college has facilities for indoor and out door games. There is a college sports fund that provides support to the students for participating in the State and National level tournaments.

Hostels also have provision for games and library facilities.

The NSS unit of the college organizes various camps for blood donation, eye tests, adult education, road safety programmes etc. The college organizes cultural programmes and art competitions. National and local days are also celebrated in the college.

Some of the teachers use computer aided teaching and power point presentations in classrooms. The college library has a few print and electronic resources of.

There is less space available in the library for the students to sit and study though they have a good number of books and journals.

The Library advisory Committee looks after the need of the present and future requirement of the library and has initiated several activities such as:

- 1.Extension of library space
- 2.Provision of e-gate facility
- 3.Procurement of 6 more systems for OPAC.
- 4.Separate cabinet for placing OPAC systems.
- 5.Provision of a display board to display publications of staff, students and other important matters.
- 6.Provision of INFLIBNET facility to cater to the learner needs.

Some of the services available are:

- 1.Download e resources
- 2.Printing facility
4. INFLIBNET/DeI

Towards IT facilities there are 3 computer Labs with fully Centralized AC and Wifi for the academic and administrative staff. Facilities are kept updated.

Students can access the study materials by using the Internet Enabled Lab. A fiber link is given to connect both the buildings so that the network can be managed at one place.

The departments that run computer-related curriculum do have appropriate number of computers available. LAN facility is also provided.

There are budgetary provision for procurement, up gradation, development and maintenance of the computers and their accessories.

The management has regular meetings to discuss the ongoing requirements of the infrastructure and equipments. Separate lab facilities are provided for UG & PG students and research scholars.

Camps and sports events are organized annually. There are coaches to help students develop their skills.

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Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Qualitative analysis of Criterion 5

SC/ST students are assisted to get financial help in the form of scholarships from the government.

There is an active student council in the college. The members of the council are chosen from among the PG and UG students of the college. The chair person and the Vice-chairperson are selected by the Administrative heads and senior faculties of the college on the basis of good results, regular attendance and good conduct. The prime objective of Student's Council is to teach them Civic responsibility, democratic process, leadership quality, problem solving techniques, self-responsibility, and teamwork etc. The student council coordinates with the college to organize all kinds of co-curricular and extra-curricular activities. The council also keeps a check on the discipline of the students. The meetings of the council are conducted twice a month where the issues related to the students are discussed with the principal and joint decisions are taken. These decisions are then conveyed to the class representatives in subsequent meetings with them.

The college has a registered alumni association. Different departments also have their alumni associations and the meetings are held regularly. Motivational programmes are held through these meets. The old students give talks about their current jobs etc. and suggest modifications of the curriculum to suit the industry. They also help the current students on skills of appearing in job interviews. Three alumni have also helped three current students financially by giving them scholarships.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years ( <i>in case of first cycle</i> )  Post accreditation quality initiatives ( <i>second and subsequent cycles</i> )

#### Qualitative analysis of Criterion 6

College provides value based education to the students. They are encouraged to follow the moto 'we can' enabling them to enhance their potentialities. The management of the college have philanthropists, professionals, business men and prominent members of the public with a

motive to serve society along with a team of teachers and employees. The college strives to create future leaders for the country. All members of the college take pride in their institutional identity and work towards the betterment of the college.

The college is managed on participatory principles where the authorities and students together work towards the betterment of the college. All are encouraged to voice their opinion on their current scenario. The authority shares the decision making by delegating responsibility to the students. Different stakeholders meet regularly in different forums and discuss the academic matters. Hence there is a procedure of continuous feedback on

the education process and new strategies are formulated as per the requirement.

The college has a perspective plan that is aligned with the mission and vision of the college. The various aspects considered for students in the plan are as follows:

- an admission process which would attract the best students
- impart quality education to the students
- transform the students into better learners
- reduce stress levels of students through stress management programmes
- identify and attract talented professionals as teachers who are willing to take challenges and provide leadership to equip the emerging generation with clear sense of direction.
- provide appropriate orientation to the existing and newly absorbed faculty to enable them to handle difficult situations
- create better and appropriate infrastructure and make the best use of the infrastructure available through optimum utilization, continuous maintenance

College engages with the community through NSS, Red Cross activities, NCC, and adopting villages.

The Institution has a well-defined de-centralized organizational structure to coordinate the academic and administrative functions. The organizational structure consists of statutory bodies like the Governing Council, Academic Advisory Board. The Principal is the academic head of the Institution and provides leadership and guidance in planning, organizing and execution of all programs with the active support and participation of the staff members.

The college has a governing body for the proper functioning of the college. Various bodies and cells have their functions assigned and they all work towards the effective management of the college. There is a performance appraisal mechanism also. Regular feedback is collected from the students.

Internal and external financial audits are held regularly. There is newly setup IQAC in the college. The college vision, mission, quality policy, quality objective, quality system procedures are well defined.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> <li>1. Safety and Security</li> <li>2. Counselling</li> <li>3. Common Room</li> </ol>
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• E-waste management</li> </ul>
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> <li>• Students, staff using               <ol style="list-style-type: none"> <li>a) Bicycles</li> <li>b) Public Transport</li> <li>c) Pedestrian friendly roads</li> </ol> </li> <li>• Plastic-free campus</li> <li>• Paperless office</li> <li>• Green landscaping with trees and plants</li> </ul>
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Qualitative analysis of Criterion 7

The college shows gender sensitivity in providing facilities. The teachers follow a dress code as a part of code of conduct. There is a counselling mechanism through which students get help and advice for their problems. The common rooms have facilities like a first aid kit and emergency medicines. There are vending machines for sanitary napkins for girl students.

The college has waste management schemes. Students are made aware about various kinds of waste material

and the recyclable materials. There is a provision for safe disposal of hazardous waste from the laboratories. Liquid waste is disposed off through pipes. Computers and other e- resources are disposed off through buy back schemes. Some of the computers, that need to be changed, are handed over to poor schools in the neighbourhood. There are four rain water harvesting plants in the college campus. College follows green practices. There is a move to make the campus a plastic free campus. Paperless environment is encouraged with extensive use of e-communication. Green audit is conducted regularly. Classrooms are well lit. The college also has a kitchen garden which provides fresh vegetables for the hostels.

The college organizes national festivals and birth / death anniversaries of the great Indian personalities. Transparency is maintained in the college in the areas of finance, academic, administration and others. In the academic sector the teachers monitor the students' progress and performance by a number of evaluative methods such as class room interaction, assignments, projects, seminars, and class tests etc.

College follows best practices such as:

1. Students are taught to be generous and donate their books, stationery etc. to the needy.
2. Villages are adopted and food is provided to the poor school children.
3. Financial contributions are encouraged to help people.
4. Practice of group insurance for the faculty and trust scholarships for the students is followed.
5. Socially and deprived students get helped to gain literacy.
6. The college helps students develop skills through value added courses like embroidery techniques and fur doll making.

### **Section III:OVERALL ANALYSIS**based on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)(up to 500 words)

#### **Strength**

##### **Strengths**

1. The college has a large campus area in a pleasant pastoral setting.
2. Members of the management committee have a strong commitment towards the upliftment of the college and students.
3. A number of curricular, co- curricular and extra-curricular activities are regularly carried out by NSS and NCC.
4. Committees share various responsibilities for the smooth functioning of the college.
5. College has modern infrastructure like computers, LCDs, photocopier etc.
6. Physical education is an integral part of the curriculum where the students show their excellence as achievers in State, National and International level
7. Some of the students are university rank holders.
8. Fee structure is low and fee concession is given to economically backward and meritorious students.
9. Best practices of the college are Handful Rice scheme, group insurance, trust scholarships, stress management, Parents Teachers Association, and adoption of village etc.

##### **Weaknesses**

1. As an affiliated, non autonomous college of Thiruvalluvar University, the institution cannot bring in any changes in curriculum, syllabus or evaluation system.
2. Most of the students are from suburban and rural background and they lack in communication skills.
3. Most of the students are first generation learners.
4. Since the college is far from metros and cities, the recruiting companies and placement agencies tend to give less preference to the college.
5. Absence of research culture and research policy is a major deficiency.

##### **Opportunities**

1. Most students are from marginalized society with poor income backgrounds. The college offers scholarship for such students.
2. Facility of being coached for competitive exams.
3. Nearly 65% of the students are from socially deprived backgrounds, representing OBC, SC, ST and minorities. The college offers a great opportunity for the progress of such students.
4. Through their language lab the college can extend the facility of English language proficiency development to all the students.

##### **Challenges**

1. Making the students communicate in English.
2. Recruitment of fully qualified faculty
3. Strengthening the library facilities

4. Changing the parental attitude not to get the girl students married before completing their education
5. Maintaining student Placement.
6. Requiring autonomy for utilization of internal resources for better management and academic syllabus maintenance

#### **Section IV: Recommendations for Quality Enhancement of the Institution**

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- MIS may be introduced
- Introducing innovative courses to attract more students
- Effective and meaningful partnership with industry
- Emphasis on skill development and MOOC programmes
- Need to strengthen alumni engagement and promotion of placement activities
- Role of IQAC to be well defined and strengthened
- Library resources should be enriched both qualitatively and quantitatively
- Promoting collaboration with research institutes and industry
- Hostel facilities should be extended to boys also.
- To sign MoUs with accessible institutions for better use of the scarce instruments and other resources

**I have gone through the observations of the Peer Team as mentioned in this report**

**Signature of the Head of the Institution**

**Seal of the Institution**

Sl.No	Name		Signature with date
1	DR. DHANRAJ MANE	Chairperson	
2	DR. ANITA TAMULI	Member Co-ordinator	
3	DR. VIJAYA LAKSHMI T	Member	
4	Dr. Priya N	NAAC Co - ordinator	

Place

Date

NAAC