SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

DR.R.K.SHANMUGAM COLLEGE OF ARTS AND SCIENCE

INDILI VILLAGE ,ULAGANKATHAN POST KALLAKURICHI TALUK
VILLUPURAM DIST-606213
606213
www.rkscollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Education is not preparation for life; Education is life itself.

Dr.R.K.Shanmugam College of Arts and Science was established in 1st July 1997 with the noble thought of educating the rural and tribal people in order to empower them to face the global scenario. Encouraging its students to enhance their potentialities with the motto **"WE CAN"** the college is silently devoted to the training of young men and women to become leaders and trail-blazers in all walks of life with an exalted sense of national pride.

Our College is permanently affiliated to Thiruvalluvar University, Vellore and adheres to the curriculum framed by the University. We follow the Choice Based Credit System (CBCS) in the semester pattern in line with the Tamil Nadu State Council for Higher Education (TANSCHE).

The institution is maintains high standards of the students in the curriculum. Their extra- curricular skills are also given major importance. Value added courses are promoted and employability of the students are given prime importance. The College invites eminent resource persons from other institutions and universities for International/National/ State level Conferences/ seminars/ workshops for guidelines. Guest Lectures are also arranged frequently to broaden the curriculum.

Regarding the Admission process, the college admits the students on the basis of merit following rules of communal reservation as per the norms of the Government of Tamil Nadu. The meriorious Students and differently abled students are given various SCHOLARSHIPS by the DR.R.K.Shanmugam Educational Trust.

The Institution is keen on updating the knowledge and upgrading the standard of learning by all means.

Vision

VISION

To provide the rural youth access to higher education and to nurture them to make a positive contribution to public life with a thrust on Women empowerment.

Mission

MISSION

To instil confidence in the students to meet the challenges of the fast changing, competitive world.

To identify the latent talents of students and make use of their fullest potential towards establishing a self

reliant and just society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

This college has a campus area of 53741.54 sq.mts in a pleasant pastoral setting. Dedicated and qualified faculty to enhance learning and research atmosphere.

1. A number of curricular, co- curricular and extra- curricular activities are regularly carried out by NSS, NCC, YRC, Karuna Club, LEO Club, Annai Therasa Women's Forum, Red Ribbon Club and Blood donors Club.
2. Various responsibilities for the smooth functioning of the institution are shared by committees such as
   - Grievance cell
   - Placement cell
   - Magazine committee
   - Anti-ragging committee
   - Gender club
3. Our institution organize annual orientation programmes, seminars, meeting with external resource persons, workshops, evaluation procedures, institutional curriculum planning.
4. The college boasts free internet facilities, audio- visual aids such as LCD screens, computers, projectors, photocopying machines.
5. Physical education is an integral part of the curriculum where our students show their excellence as achievers in state, national and international level.
6. A good number of students are university rank holders.
7. Low fee structure.
8. Fee concession is given for deprived and meritorious students.
9. Best practices of the college are Hand Full Rice Scheme, Group Insurance, Trust Scholarship for the students, Stress Management, Tutorial System, Parent Teacher Association, Alumni Association, and Village Adopting etc.

Number of text books, reference books and journals are stacked in the general library. Students and teachers have access to DELNET.

Institutional Weakness

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 communication skills.
3. Most of the students are first generation learners.
4. Since the institution is far off from metros and cities, the recruiting companies and placement agencies tend to give lesser preference.
5. At the time of establishing our institution, there existed no Arts and Science colleges in the vicinity of 50 KMs. In the last two decades, 5 Arts and Science colleges, 4 Polytechnic colleges and 5 Engineering

colleges have started functioning within a radius of about 10 KMs., causing difficulty in enrolment.

Institutional Opportunity

1. Most of the students are from marginalized society with poor income. The institution offers scholarship for such students.
2. Many of the students are from rural and tribal areas who face the hassle of public transport. The provision of the college buses can be of great convenience to the students.
3. Coaching given for TNPSC Group IV exams, Bank exams etc.
4. Nearly 65% of the students are from socially deprived, represents OBC, SC, ST and minorities. The portal offers a great opportunity for the progress of such students.
5. Beyond the syllabus various value practices like clubs, Tamil skill development, green campus are encouraged.

Institutional Challenge

Due to the technological advancement and the social, economic and cultural changes the institute faces the following challenges:-

1. To make the students communicate in English.
2. To produce 100% result
3. The parental attitude to get the students married before completing the course.
4. Maintaining student Placement.
5. Autonomy is required for utilization of internal resources for better management and academic syllabus maintenance.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

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 Tamilnadu State council for Higher Education(TANSCHE)

The Institution conducts various diploma/certificate courses to the student & Community for their development.

Every staff of this institution is appointed only as a full time worker.

In the last five years the college has introduced different UG/PG and Research courses.

Environmental studies is a compulsory paper for all the under graduate first year students and Human Rights is a compulsory paper for all the post graduate students to enforce the importance of human values not only

theoretically but also practically through various tasks.

The institution has several mechanisms to obtain feedback from the students. Feedback are collected from the students at the end of every semester by the class incharge about the usefulness of the course content and career development.

The college conducts Alumni meeting every year in the month of October. The alumni of this college are placed in various MNCS, both Government and Non Governmental sectors. They always voluteer to contribute to the development of the college and students.

Teaching-learning and Evaluation

The institution provides all the required facilities for teaching-learning to ensure overall development of students. The students from various states and countries are also admitted in our College. The admission process is completely transparent. The eligibility and admission process are clearly specified in the college prospectus. The institution gives preference to economically and socially backward rural students and to first generation learners. Profiles of the students are maintained in the college office and the department.

The institution maintains the record the number of students admitted from the reserved category and total number of seats are marked for reserved category as per GOI. State government rule, in the college office. Class test and internal test enable the faculty to identify the advanced and slow learners. The institution provide proper teaching facilities with the help of full time teachers based upon student: teacher ratio vise.

Our Institution gives preference to physically challenged students and has enhanced their activities in the college campus and for their future also. The students centric methodologies are followed in teaching and learning process through interactive, participative and practical learning in academic, co-curricular and extra-curricular activities. An academic calendar is prepared every year in accordance with the university academic schedule. On the basis of the academic calendar, time table, lesson plan, course file, lecture notes are prepared.

Research, Innovations and Extension

The management has given importance to research and support the faculty members for research oriented teaching. The governing body supports the social issue of students' community. They also provide funds for the development of research and motivation of the faculty members.

Our faculty members have published more than 87 research articles in UGC listed journals. Our staff members have received best faculty award and best researcher award from Indian Academic Researchers Associations.

The governing body of this institution has provided incentives to the faculty members. The students who participated in various extensional activities (NSS/ NCC) are awarded by the government and non-

governmental organizations. The students of our institutions have participated along with the government and non-governmental organizations such as awareness on Dengue and Road safety programme. Those programs were conducted in and around Kallakurichi.

Our institution has collaborated with Profuture companies at Chennai, Surya oil mill limited at Kallakurichi, GoodPro Careers at Chennai, Vysya College of Arts and Science, Salem and Arivuthirukovil Manavalakkalai at Kallakurichi. The main purpose of the collaboration is to equip students for campus drive, entrepreneur's development, workshop and conference and industrial visit etc.

Infrastructure and Learning Resources

This criterion focusses on the assessment of the physical, academic facilities and support system. Our college has a good learning environment through class rooms, labs, facilities of physical fitness and sufficient reference materials. The management conducts periodical meeting to discuss the requirements of infrastructure and learning resources.

Our college enriches its infrastructure facilities every year. At the end of the year the management conducts meeting regarding the basic amenities and residential facilities. such as providing adequate number of class rooms, purchase of machinery and equipment for laboritories, library, transport, playground, cultural activities, yoga, and meditation.

The institution conducts sports, NSS, NCC and cultural activities. The college is equipped with Wi-Fi/LAN facility, LCD class rooms and seminar hall. The college library and computer lab provide resource and research support to the students and faculty members. Every year the college provides budget allocation to purchase books, journals and magazines as required.

The college has fully centralized A/C Auditorium (Kamarajar Hall) and we have CCTV facilities in college campus.

Student Support and Progression

The criterion focusses on students support and progression by the efforts of the institution to provide necessary assistance to the students in academic and financial area by both Government and Managing Trustee.

Students from ST/SC background are assisted to get scholarship from the government. The Managing Trustee also offers many scholarships for the students regardless of caste indifference like Educational scholarship, Merit scholarship and Freeships.

The institution has facilitating mechanisms like Grievance Redressal Committee, Placement cell, Anti-ragging committee, Guidance and Counselling for the betterment of the students.

The institution conducts a special programme to create an awareness to seek a job in government and non-governmental Exams.The institution organizes many classes for the betterment of the students and to clear the exams like Bank exam, TNPCS exam and all group exams.

The institution has the required infrastructure and promotes active participation of the students in sports and cultural activities apart from their prescribed curriculum.

The institution has registered Alumni Association. The alumni members take part actively to promote the growth and development of the institution and come forward to contribute to its development both in financial and non-financial means.

The institution also takes a prime concern of the students regarding their progression in higher studies and placement in various firms.

Governance, Leadership and Management

The management has given effective leadership, vision and mission of the institution. The management shares the responsibilities along with faculty members and students.

The managing committee is used to discuss the student's requirements in the meetings and pass resolution for developing the institution.

The Perspective of the students are clearly identified and they are processed through Stress Management Programmes which is conducted for both our college students and 12th students every year in order to reduce the stress. The institution supports our college students by providing "STAR INSURANCE SCHEME" for both the students and their parents in order to support them.

The Management conducts many programmes for teaching and non-teaching faculty to develop their skills. The governing bodies provide remuneration to faculties for attending various programmes outside the campus.

The management has got effective welfare schemes for teaching and non-teaching faculties. The management offers financial support for developing the institution. The governing body has good appraisal system for evaluating the teaching and non-teaching staff.

The institution has framed IQAC (INTERNAL QUALITY ASSURANCE CELL). As this committee has been framed newly, it will evaluate and submit report to NAAC in future.

Institutional Values and Best Practices

The college ensures environmental consciousness and gender equity in the minds of the students and inmates of the campus by the following practices. They are Gender club, National Service Scheme, Red Ribbon Club, Youth Red Cross, Citizen Consumer Club, Green Club, Gender Club and Literacy Club. Use of non-convectional forms of energy, rain water harvesting, increase of tree plantation, e-communication, awarness campaigns and rallies are some of the initiatives of the college.

Institutional values and best practices

- To make the campus eco-friendly much emphasis is laid on green initiatives and energy conservation.

- Fluorescent tube lights are replaced with LED lights, CFL blub to ensure energy efficiency.
- The use of electronic gadgets helps to reduce the use of paper.
- Concession of bus fees to the physically challenged students.
- National integration day, Birthdays and anniversaries of great leaders are celebrated every year to instil the values of the unity, peace, love and brotherhood in the minds of the students.
- Best practices of the institution are Hand full Rice scheme and Group Insurance & Trust Scholarship to students.
- Updated and standard curriculum on par with transparent teaching and learning development for students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DR.R.K.SHANMUGAM COLLEGE OF ARTS AND SCIENCE
Address	INDILI VILLAGE ,ULAGANKATHAN POST KALLAKURICHI TALUK VILLUPURAM DIST-606213
City	Kallakurichi
State	Tamil Nadu
Pin	606213
Website	www.rkscollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	P.JOHN VICTOR	04151-206085	9442185158	04151-206086	avoorjohn@gmail.com
Principal(in-charge)	G.MOHANA SUNDER	04151-200692	9444948276	04151-200371	drrkscasnaac2017@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	19-09-1996

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Tamil Nadu	Thiruvalluvar University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	19-04-2016	View Document
12B of UGC	19-04-2016	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	INDILI VILLAGE ,ULAGANKATHAN POST KALLAKURICHI TALUK VILLUPURAM DIST-606213	Rural	13.28	6937.5

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Tamil	36	HIGHER SECONDARY		70	31
UG	BA,English	36	HIGHER SECONDARY		140	36
UG	BSc,Mathematics	36	HIGHER SECONDARY		70	32
UG	BSc,Physics	36	HIGHER SECONDARY		50	41
UG	BSc,Chemistry	36	HIGHER SECONDARY		50	30
UG	BSc,Computer Science	36	HIGHER SECONDARY		50	34
UG	BCA,Computer Application	36	HIGHER SECONDARY		100	50
UG	BCom,Commerce	36	HIGHER SECONDARY		70	44
UG	BBA,Business Administration	36	HIGHER SECONDARY		70	26
PG	MA,Tamil	24	UG PASS		40	2
PG	MA,English	24	UG PASS		40	7

PG	MSc,Mathematics	24	UG PASS		40	8
PG	MSc,Physics	24	UG PASS		26	8
PG	MSc,Chemistry	24	UG PASS		26	18
PG	MSc,Computer Science	24	UG PASS		26	13
PG	MCom,Commerce	24	UG PASS		40	6
PG	MSc,Information Technology	24	UG PASS		26	
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	PG or M.Phil		4	
Pre Doctoral (M.Phil)	MPhil,Computer Science	12	PG PASS		15	9
Pre Doctoral (M.Phil)	MPhil,Commerce	12	PG PASS		10	5

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				71
Recruited	0	0	0	0	0	0	0	0	48	23	0	71
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				48
Recruited	34	14	0	48
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	7	1	0	8
Yet to Recruit				1

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	12	1	0	13
M.Phil.	0	0	0	0	0	0	30	16	0	46
PG	0	0	0	0	0	0	6	6	0	12

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	1	0	2

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	30	0	0	0	30
	Female	20	0	0	0	20
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	6	0	0	0	6
	Female	8	0	0	0	8
	Others	0	0	0	0	0
UG	Male	232	0	0	0	232
	Female	89	3	0	0	92
	Others	0	0	0	0	0
PG	Male	24	0	0	0	24
	Female	38	0	0	0	38
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	81	78	96	48
	Female	65	70	79	38
	Others	0	0	0	0
ST	Male	2	1	3	5
	Female	2	4	1	1
	Others	0	0	0	0
OBC	Male	180	184	222	204
	Female	127	194	136	109
	Others	0	0	0	0
General	Male	3	5	2	5
	Female	3	3	4	1
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		463	539	543	411

3. Extended Profile

3.1 Program

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

Response: 20

Number of self-financed Programs offered by college

Response: 20

Number of new programmes introduced in the college during the last five years

Response: 6

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1277	1383	1302	1354	1436

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

2016-17	2015-16	2014-15	2013-14	2012-13
411	543	539	463	477

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

2016-17	2015-16	2014-15	2013-14	2012-13
496	507	458	583	519

Total number of outgoing / final year students

Response: 2563

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
81	80	72	73	74

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

2016-17	2015-16	2014-15	2013-14	2012-13
81	80	72	73	74

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
81	80	72	73	74

Total experience of full-time teachers

Response: 457

Number of teachers recognized as guides during the last five years

Response: 6

Number of full time teachers worked in the institution during the last 5 years

Response: 380

3.4 Institution

Total number of classrooms and seminar halls

Response: 47

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

2016-17	2015-16	2014-15	2013-14	2012-13
105.67	100	95.63	81.61	72.05

Number of computers

Response: 150

Unit cost of education including the salary component(INR in Lakhs)

Response: 0.25775

Unit cost of education excluding the salary component(INR in Lakhs)

Response: 0.17499

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The purpose of the curriculum delivery policy is to foster the achievement of all the students who attend the college. For effective curriculum and improving teaching practices the institute support teachers in the following ways.

Guidelines

The college curriculum plans to outline the implementation of the national curriculum statement which defines the values, principles, achievement and objectives together with key competencies. A variety of teaching learning styles and strategies are employed, as appropriate to the needs of students. Students' progresses are monitor and record by using assessment procedures, for their success and achievement. The college identifies the issues which cause barriers to students learning and special attention is given to them to overcome their drawbacks.

Equal educational opportunities are provided to all learners. For enrichment of curriculum, expert lectures, lab equipments and internet facilities are encouraged and implemented.

To improve the teaching practices, the institute supports the faculty members in various ways by providing resources like internet and library facility.

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 to compete in global employment market. Our teachers attend various refresher and orientation courses to update their knowledge and improve their curriculum delivery.

Senior faculties give guidance to the newly joined regarding the teaching aspects and other institutional works. Institute provides teaching learning materials like computers, projectors and software to enable the teachers to ensure effective handling of the curriculum.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
Any additional information	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 15

1.2.1.1 How many new courses are introduced within the last five years

Response: 3

File Description	Document
Any additional information	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 20

File Description	Document
Any additional information	View Document

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

The effort made by the institution to integrate the cross cutting issues such as Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum etc., are as follows.

The college has 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 to enlighten the importance of environment and sustainability. Also Our institution creates awareness on tree plantation to make the campus eco-friendly.

Human Rights is compulsory paper for all the post graduate students which helps to enlighten the human values and professional ethics. To inscribe human value the college conducts various awareness programmes .to know about their rights, status, identity and live with dignity. This encourages love, peace, truth, non-violence and right conduct.

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1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 14

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 14

File Description	Document
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 9.48

1.3.3.1 Number of students undertaking field projects or internships

Response: 121

File Description	Document
List of students enrolled	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.14

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	1	1	0	1

File Description	Document
List of students (other states and countries)	
Any additional information	

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 53.6

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
411	543	539	463	477

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
959	959	959	837	837

File Description	Document
Institutional data in prescribed format	

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
411	543	539	463	477

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

After the admission, the institution assesses the learning levels of students by conducting common evaluating exam and has discussion with the students to understand their level of knowledge and skills. Finally they are categorized as slow learners and advanced learners.

Depending on their competency level various strategies are adopted for the enrichment of the students. 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. By giving minimum learning materials for them to perform well in the university examinations. The faculties are often motivating or encouraging the slow learners to get rid off from their different causes such as psychological, economical, health, communication problem etc. The faculties are following certain strategies to improve the level of slow learners by giving minimum homework, more written and oral class test, praising every tiny effort of them in front of the class, conduct special meetings for their parents etc.

Advanced learners

More concentration is given to the advanced learners through different activities such as giving assignments and taking seminars. . Special coaching is given to them to get university rank. The peer group learning was introduced to advanced learners who were encouraged to teach their peers. Also scholarships and prizes are awarded by the management to encourage the university achievers, advanced learners.

2.2.2 Student - Full time teacher ratio

Response: 15.77

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.55

2.2.3.1 Number of differently abled students on rolls
Response: 7

File Description	Document
List of students(differently abled)	View Document

2.3 Teaching- Learning Process

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

Response:

For the overall development of the students, the college prepares centric methods which covers teaching and learning. The institution provides special facilities for experimental learning. Apart from the use of general class room teaching methods, the faculty uses LCD projectors, computers, internets and laboratories for effective learning. Also the management make the students to expose the real world by visiting industry, study tours and field work. The college has appointed a particular staff for giving counselling to students. Some of the issues include inferiority complex, anxiety, examination phobia, home sickness and stress etcetera.

The institution undertakes participative learning for the development of students' professional values, knowledge and skills. Students are from various backgrounds and experiences; the harder it is for them to understand one another. Overcoming from this problem, the faculties enable participative learning which makes the students learn from each other by introducing group work, audio-visual aids, power point presentations, presenting seminars, assignments and encourage them to participate actively in all events like debates, quizzes, group discussion, projects etc.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 74.07

2.3.2.1 Number of teachers using ICT

Response: 60

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 15.77

2.3.3.1 Number of mentors

Response: 81

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The college provides every possible support to encourage the faculty to abide innovative techniques and methods to strengthen the learning process.

- The college also offers various types of opportunities to the students and teachers to involve them in Innovate and Creative teaching learning process.
- The college encourages the faculty to adopt new and innovative techniques and methods of teaching to make the learning process more realistic and also to make the classroom activities more student-centric.
- In addition to the conventional chalk and talk method, Lecture method is a common method followed by all the departments.
- In order to get acquainted with the latest trends in education the college motivates the faculty members to participate in Orientation Programmes, Workshops, Seminars, Refresher courses offered by the university and other institutions. The information gathered by the faculty members during the various training sessions help them to impart the same to their students to broader the vistas of knowledge.
- ICT assisted teaching and learning process has been a great success in our college in contributing abundantly to the learning experience of our students.
- The college offers smart classrooms, interactive board, LCD projector and Power point presentation to influence and create a positive impact upon the teaching learning process.
- Question for the day- an activity followed by all the departments to involve the students in brain storming activity.
- The college also takes the students to field visits, study tours, visits to industry and research centers are some of the means to obtain additional knowledge.

- The college library is well equipped with e-journals, e-books and well known research journals.
- To make the learning more interactive the college conducts debates, role playing, discussion, peer activity, skits, and workshops very often.
- The faculty members are given full freedom in adopting their own effective approaches in transacting the curriculum.
- Internet enabled computer system have been employed in the computer laboratory for all the students to increase their learning experience.
- Our college conducts special lectures and talk by experts on various topics in which teachers and students are encouraged to participate and reap benefits.

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 8.76

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	9	5	4	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 5.64

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	[View Document](#)

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 5.26

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	0	0	0

File Description	Document
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0.52

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	1

File Description	Document
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- The evaluation of the students has become internal as well as integral part of the teaching learning process.
- Being an affiliated college there is no scope for reforming the examination especially in the end semester examination.
- At the beginning of the academic session, during orientation programme and at appropriate intervals students are informed about the evaluation system. About the portion of the curriculum for the assessment, the nature and format of the question paper and weightage of marks for papers

prescribed by the university the students are intimated.

* The internal marks are provided on the basis of Class test/ unit test and Seminar/ assignments.

Reforms abided in the college:

* The college conducts term end examination (Unit test) at the end of every month and a model examination before the university examination.
* In addition to that additional class tests are conducted and home assignments are given to the students.
* The continuous assessment of the student performance is ensured with a proper, focused examination system consisting of internal assessments, assignments, seminars, class performance.
* Whenever the university updates the curriculum, the institution implements the same. Special tutorial sessions are organized for weaker students.
* Department works for the overall development of the students through regular teaching, extension training and research activities.
* 100 percent transparency is ensured in the internal assessment. The overall performance of the student is taken in to consideration while giving internal marks.
* The evaluation patterns are both traditional as well as non-traditional.
* The traditional pattern includes writing predeceased tests. Non-traditional valuation includes class teaching by the students, group discussions, formatting objective type questions etc.
* The academic calendar is prepared by the Department of Higher Education which is duly followed by the college. The teaching staff prepares their teaching plans according to this calendar.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal Assessment is transparent and robust in terms of frequency and variety:

The Institution follows the University norms and standard rules very strictly in assessing the student's institutional practices. The assessments were recorded in the form of Internal and External assessment. The Internal assessment marks are given by the concerned department.

Internal assessment or curriculum embedded assessment, evaluates what students do when they are in the classroom. Internal assessment is a crucial part of the instruction process in art and aids teachers, students and parents in evaluating student progress. Internal assessment illustrates aspects of student progress that are not typically evaluated in external assessment.

Internal assessment is transparent and robust:

The Internal Assessment is purely transparent. The Institution is very concerned about the students and the faculties were clearly informed to provide the marks on the basis of certain assessment. The Assignments, Seminars, Unit Tests marks is being recorded during the particular semester (ODD/EVEN SEMESTER). Those marks were taken into consideration and the marks were awarded according to them.

The Internal Assessment is robust in the institution. They are actually made to the students in order to enhance their academic activity. The Internal Marks is being increased by the student's active participation in SPORTS/NCC/NSS/YRC etc.

INTERNAL ASSESSMENT IS TRANSPARENT IN TERMS OF FREQUENCY AND VARIETY:

The Internal Assessment is frequently submitted to the University from the beginning. It is actually a frequential process. The students were given various works such as 2 Assignments and 2 Seminars in every subject. They were taken into consideration mainly. The Internal Assessment marks differ according to the subjects.

KEY FACTORS IN IMPROVING STUDENT'S MARKS:

1. The Institution instructs the faculty members to give motivation and effective teaching inoder to help the students to achieve more internal marks.
2. Participation of Sports and other Extra-Curricular activities is made necessary to the students to attain high scores in the internals.
3. NCC/NSS/YRC is considered among the internal mark allotment list.

The Institution is very keen in producing quality students in a wide sphere. External Assessment is considered on the final semester exams.

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

Response:

INSTITUTION LEVEL

Answer keys for internal test question papers for every course are prepared for evaluating answer scripts. After the evaluation, the answer scripts are verified by the head of the department. Evaluated answer scripts are circulated to the students and the marks are submitted to the respective class tutors within three days from the date of the test.

The grievances addressed by the students with respect to evaluation are resolved by the course handling faculty member. Based on the students test performance, corrective actions are taken performance of the students are informed to their parents by post.

Students who have failed in more than two subjects are counseled by the class advisor and mentor to improve the performance. Re-test are conducted for the students who got the prior permission due to genuine reason.

UNIVERSITY LEVEL

Students can apply for revaluation of their semester examination within two weeks from the declaration of results, if they are not satisfied with the first evaluation.

Students can also apply for the photo copy of their answer scripts and discuss with their respective course faculty. If the answer script deserves more marks than the awarded marks in the first evaluation, students can apply for review with the recommendation of the HOD of the respective department. Revaluation is not permitted for practical courses and project work.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

continuous internal evaluation:

The internal assessment test schedules are prepared and communicated to the students well in advance. The pattern, quality and correctness of the question papers prepared by faculty members for the internal assessment test are verified by the head of the department.

The examination cell conducts all the internal assessment tests as per the schedule. The examination cell circulates the duty chart for the faculty member and hall allotment for the students well in advance. The answer key is prepared by the course handling faculty members and evaluation is done within three days from the date of examination. The answer scripts are distributed to the students for their verification.

The corrected answer scripts (sample answer sheets) are verified by Head of the department to ensure the standard evaluation process. The sample answer scripts of all the tests are maintained properly.

The institution ensures the internal marks calculation with transparent evaluation procedure. The internal assessment marks are calculated by individual course handling faculty. The marks obtained by the students in three internal assessment tests are uploaded periodically on the university web portal along with their attendance. The absentees of the internal tests are given an opportunity by head of the department if they have valid reasons. The marks obtained by the students in these internal assessment tests and rank list are displaced on the department notice board.

As the college is an affiliated institution there is no weightage for the behavioual aspects, independent learning, communication skills etc… But the college encourages and motivates the students to think and learn independently by participating in various events for the overall department. The college organizes value added courses, workshops, students symposium, guest leturer, to improve the self-learning capacity of the students.

The communication skills and presentation laboratory is conducted for the students as per our college curriculum. The training and placement cell organizes personality development program and trains the students to improve behavioral aspects and communication skills.

2.6 Student Performance and Learning Outcomes

2.6.1 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

Response:

In our institution student learning outcomes are assessed through attainment of course outcomes and program outcomes. Generally course and program outcomes are assessed by two method   (i) direct method (ii) indirect method

Direct method: It consists of class test, internal examination, home work, assignment, team paper presentation, seminar, subject related projected etc., and these are called continuous assessment. The continuous assessment marks will be awarded to a batch of continuous assessment made during the semester as per the guidelines issued from the time to time by the common curricular department cell. Furthermore in our institute conduct final examination in all subjects during the last fortnight of each semester in November and in April every year.

Indirect method: In this method all department HOD conducts class committee meeting twice in a semester with the representatives of each class feedback is collected from students regarding the teaching and the orientation towards attainment of course outcomes. The deviations indicated by the students are communicated to the faculty for necessary corrective action. At the end of the semester, course exit survey is conducted to assess the satisfaction level of the students towards the attainment of course outcomes. The result of the direct and indirect methods are combines and final level of course and program outcomes obtained for each subject based on the attainment of the course outcomes. The accreditation committee suggests suitable modification to be incorporated in the level of question papers setting of answer and direct assessment methods'

Project work done by the students is the overall result of the programmer through which the ability of the students in applying knowledge, performance in a team as a member or leader and applying skills can be evaluated. The alumni survey is taken once in year during alumni meet. The survey includes their knowledge, skill level, honors and award received, current job position, skill updating, experience gained, career track, promotion obtained future scopes and valuable suggestion for their juniors. The head of the institution weekly conducts meeting with head of the department to analyze the data on student's performance and learning outcomes which can be used to plan for the improvement/ remedial action

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- The college follows the traditional patterns of measuring learning outcomes in terms of actual marks and percentage of marks secured by the pupil in various assessments.
- The college has clearly stated its learning outcomes, vision and mission.
- The faculties in the college use evaluation outcomes of the students as an indicator for students performance.
- The college has adopted the semester system in which the students are evaluated twice a year.

- Students of the science departments have to conduct practical in their laboratories throughout the session.
- Students also perform in various extra-curricular activities through NSS schemes and cultural activities. All these comprise the overall assessments of the student's performance in the college.
- The result of the out-gone students is sure tools to analyze the learning outcomes of the institution.
- The class tutors monitor the slow learners to find out the exact reason of their low performance and give necessary suggestions and motivations.
- If needed, counselors are made available to them.
- The college has the following mechanism to analyze data on the student performance and learning outcomes to use it for planning and overcoming barriers of learning:
- Result analysis
- Remedial Coaching
- Student Counselling
- Identification of weak learners
- Identification of advanced learners
- Feedback mechanism and action take report.

2.6.3 Average pass percentage of Students

Response: 74.78

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1720

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 2300

File Description	Document
Any additional information	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.62

File Description	Document
Database of all currently enrolled students	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 1

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 6.17

3.1.2.1 Number of teachers recognised as research guides

Response: 5

File Description	Document
Any additional information	[View Document](#)

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.01

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

Response: 1

File Description	Document
Supporting document from Funding Agency	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Our higher education institution has started incubation Centre for eco system like environmental club and sapling club through which the staff and students work together and protect our environment. Our institution is also creating awareness to the society by conducting various awareness programme.

Our institution has signed MOU with several industries to conduct Training and Development Programme, Placement programme, seminar and workshop for students and faculties.

Our institution also has signed MOU with several instittutions for students & faculty exchange programme.

Our college provides yoga to train the body and mind of the students and creates awareness for competitive exams.

Our institution is also practicing an innovative system called Tutor system by which our students are motivated and promoted indifferent aspects to get individual attention, interaction and involvement. Staff and students understand each other and happened to be familiar with all.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 19

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	4	5	2	5

File Description	Document
Report of the event	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Any additional information	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
Any additional information	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
Any additional information	[View Document](#)

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

Response: 0.86

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

2016-17	2015-16	2014-15	2013-14	2012-13
16	23	13	13	0

File Description	Document
Any additional information	[View Document](#)

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

Response: 0.01

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in

national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Our higher educational institution is extending various extension activities to the neighborhood community with the help of NSS, NCC and other services clubs.

Our institution is conducting variety of awareness programme which includes Annual camp in various villages on behalf of NSS.

Our institution is organizing blood donation camp periodically in on campus and off campus with the help of NSS, NCC and YRC teams.

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.

National patriotic youngsters, who are in NCC of our institution, offer wonderful services by various activities.

Our institution has adopted a village and extended its helping hand on doing certain physical help to school, school children and village.

Handful Rice scheme is a wonderful charitable scheme of our institution through which we visit the home for orphaned children and home for disables children to provide their needs and wants every year.

Our NSS and NCC volunteers are involving in public protection, traffic control, election duty etc.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	[View Document](#)

3.4.3 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 last five years

Response: 11

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., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	0	4	3

File Description	Document
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Report of the event	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Copies of collaboration	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Physical facilities

The college campus has 14 acres. The physical infrastructure of the campus is categorized into three domains. We provide the best environment for imparting and imbibing knowledge. At present, 9 UG programs, 8 PG programs and 3 Research programs are offered. The college plans the requirements for the infrastructure facilities like class rooms, laboratories, faculty rooms, plaly ground, canteen, safe RO water facility etc.,

The college has adequate class rooms, laboratories, seminar hall, Open Auditorium, department library and Computer lab Internet facilities. In all PG classes LCD projector facilities are available. Our faculty members explain any topic with the help of e-source and LCD facility for the benefits of our students.

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

Our institution is havig service cells like Admission Cell, , Placement Training Cell, Alumni Association Cell, Anti-ragging Cell, Exam Cell and Grievance Redressal Cell.

Our college focuses on the quality education. The College enjoys the unstinting support of the sale mites for its discipline, infrastructure and innovative methods of teaching. We have already installed CCTV camera in college campus.

The following are some of facilities our institution offers;

24X7 drinking water supply

24X7 uninterrupted power supply

Wi-Fi facility

Canteen facility

News paper

Clean Sanitation

Yoga Centre

Indoor and Outdoor games

Health Camp

Cultural Programme

Women's development centre

Well Greenish garden

Common Computer center

The college has 7 laboratories for the science department(Physics, Chemistry, CS, and BCA). The labs are well furnished with ample space for students to work freely and equipped with all the latest facilities.

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

Response:

4.1.2 Facilities for Extra Curricular Activities

Sports 4.1.1

. Facilities are available to play outdoor games like volley ball, throw ball, ball badminton and kabaddi.

• Indoor games facilities like Table-Tennis, shuttle, Chess, Carom etc, are provided to the students in the College campus. The sports students can avail financial and technical support from the College sports fund to participate in the State and National level tournaments.

•The college hostel for boys and girls have sports and library facilities.

 NSS:

• The College has a NSS unit with more than 50 students. Various socially relevant services are provided by NSS students like Blood donation camps, Eye screening tests, adult education road safety program and other social awareness programs etc.

Cultural Activities:

• To explore the inherent and hidden talents of the freshers, the common fresher's day is conducted by the Student's Union.

• The College Union conducts cultural programs like Mehandi, Best out of Waste, Soap Carving, Rangoli,

Flower arrangement, Solo Dance, group dance and fashion parade. All the departments conduct various cultural fests for their department students. They also facilitate the students to engage in various cultural events at both inter and intra College level. Activities under this include Teachers day, students FEST, and Farewell to final year students.

•College hostel students celebrating Ammavasai Karutharangam and Nila soru programs.

• All National days of importance are celebrated in the campus. Events based on patriotism, culture and tradition are performed by students through various activities. The individual departments develop their course material through power point presentation for conducting classes. Smart class rooms are scheduled and softcopy of learning resources are provided to students. The faculty members are encouraged to use computer aided teaching methods to conduct classes.

S.No	Games	Name of The Games	Equipments	Area/size	Est
1	INDOOR GAMES	Chess	Chessboard	Available	201
		Carom	Carom Board	Available	
		Table Tennis	Bat & Ball, Table, Net	Available	
		Badminton	Net, Bat, Cork,	Available	
		Boxing	Glows, Helmet,	Available	
		Judo	Kit	Available	
2	OUTDOOR GAMES	Cricket		90yards	2
		Football	Bat, Ball, Stumps, Glows, Pads	a)(90mx60m)	
		Volley ball	Ball, Keeper Glows, Net, Post,	(25mx14m)	
		Hockey	Ball, Net, Antenna	a)(90mx60m	
		Handball	Hockey Kit	45x30	
		Throw Ball	Handball post, Ball, Net	25x14	
		Kabaddi	Ball, Net, Antenna	29x16	
		Kho-Kho		24x16	
		Ball-Badminton	Posts	24x12	
			Ball, Rockets, Net. Goal Post		
	TRACK & FIELD	Short Dist,	Starting Block	200 M TRACK	201

		Long jump	Take of Board		
		High Jump	Post, Cross Bar, Home pit		
		Pole Vault	Post, Cross Bar, Home pit Vault		
		Shot Put	Shot		
		Discuss	Discuss		
3		Hammer	Hammer		
4	YOGA CENTRE	GOUTHAMA BUDDHAR YOGASANA DHYANA MAIYAM	Available		20
5	CULTURAL ACTIVITIES	REVIEW THE DESCRIPTION			

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

Response: 4.26

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
any additional information	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 15.99

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
54.8	11.2	4.62	5.99	3.4

File Description	Document
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library is the Learning Resource Centre for teaching and learning activities in educational institutions. Our College Library develops a more comprehensive collection of print and electronic resources, giving a vital support to the academic and research needs of the College. The College library opens access system both for reference and stack section.

The main function of an academic library is to provide resources and research support to students and faculty of the educational institution. Specific course-related resources are provided by the library, such as copies of textbooks and article readings. The academic library provides a quiet study space for students on campus. The library provides a "gateway" for students and researchers to access various resources, both print/physical and digital.

The Library advisory Committee is headed by principal. Principal and the members are support of the librarian. It caters to the growing need of the present and future requirement of the library. The committee in its various meetings has recommended valuable positive suggestions to make the library user friendly and 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 learner needs.
7. The committee gives guidelines for the procurement of books, Journals and software necessary for the library.
8. The committee ensures the optimal use of library facilities by staff and Students.
9. It takes up remedial actions towards the grievances expressed by the students and staff through their feedback.

Lay out of the library Plan attached

1. Entrance
2. OPAC
3. Periodicals rack
4. Fire extinguisher
5. The Library has a link with College website. (www.rkscollege.com)
6. Library is automated.
7. computers are available in the library for student/staff access.
8. printer is available in the library for student/staff access.
9. Internet band width/ speed: 512 Kbps

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for

library enrichment

Response:

The Rare collection of Books are available in enough numbers.

The details of the specialized services provided by the library:

1. Manuscripts : No such repository
2. Reference : 1700 books are available

Information deployment and notification :

1. Download facilities are available
2. Printing facility is available
3. Reading list/ Bibliography compilation

Assistance in searching Databases:

1. INFLIBNET/Del net facilities available
2. Average number of books issued/returned 75 per day
3. Ratio of library books to students enrolled 14:1
4. Average number of login to (OPAC) 400 per day
5. Average number of login to e-resources 50 per month
6. Average number of e-resources downloaded/printed 35 per month
7. Details of weeding out of books and other materials.
8. The old newspapers are weeded out six months once and magazines once in a year.

The library staffs helps the staff, students and Research Scholars to make full use of library resources and provide necessary assistants to the users in locating the books, dissertation and CD's of their choice. List of new arrivals, job opportunities through newspapers are displayed on the notice board for students observation. For a few physically challenged students, the library staff is helpful in searching and furnishing the required information and books.

Further Details are given below:

BOOK DETAILS:

Department wise	Total item	Total no of volume	Remarks
Journals	50		
Magazines	40		
News papers	6		
CDs	273		
Question bank	233		
Project note	312		
Syllabus	166		
Back volume	45		
Communication skill & soft skill	700		

books available					
RareBooks	7				
OPAC system	Yes				
Total area of the library	2544sqft				
Total seating capacity	120				
Library Layout	Yes				
Library automation	ROVAN software[2002-2016]	LMS2.gb		Version 4.5	
	MODERNLIB [2016-now]	4.gb		Version 6.0	
Bar-coding printer	Zebragt-820				
E ,gate	Yes				
E ,journals	Yes				
E,Magazine	Yes				
Manuscripts	Yes				
Reference books	Yes				
Inter library loan service	No				
Library feedback	Yes				
Library total no of computers	6				

LIBRARY OPERATING HOURS:

Daily Working Hours	9.00am	5.00pm
Working Hours in Holidays	10.00am	1.00pm
Working Hours Before Exam	8.00am	6.00pm
Working Hours During Exam Days	8.00am	6.00pm

BOOKS PURCHASING DETAILS:

Year of purchasing	No of Books	Amount
2013 -2014	310	65344
2014 -2015	120	47628
2015 -2016	88	13840
2016 -2017	332	89796
2017 -2018	3184	350.000
Total no of books	Books -13766	Volums-8968

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.86

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.55	0.76	1	1	1

File Description	Document
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 81.3

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 1104

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

4.3.1 IT FACILITIES

- The Institution provides Up to date Computer facility.
- We have 3 computer Labs for College Campus with fully Centralized AC.
- Decent computer facilities are provided to Administrative Block.
- Wi-Fi Facility centralized on UG CS LAB.
- Students can access the study materials by using the Internet Enabled Lab.
- Systems are configured by Windows 7 Operating Systems, Intel Pentium processors Min 500 GB Hard Disks and 1 GB RAM for UG lab, 2 GB RAM for PG lab.

   The computing facilities available at the institute include:

 Students can utilize for research purposes. For faculty, Wi-Fi access is provided. Staff Room contains one PC. The College is having Structured Network Cabling in both Self Study. A fiber link is given to connect both the building so that the network can be managed at one place.

The departments that run computer-related curriculum do have appropriate number of computers available

to perform their practical. All the other departments also have computers for use by the faculty as well as by the students of these departments. Computers in all such departments are not only connected on the LAN but are also provided with the internet facility.

The College Library is planning to develop an Internet Zone for the students, which will provide open access to internet to the students. Connecting computers from all the departments and the office to LAN and the internet Covering the entire campus under CCTV vigilance.

Budgetary provision made for procurement, up gradation, development and maintenance of the computers and their accessories in the institution. The Institution provides Computer and Internet Facilities to all the departments. These Facilities are extensively being used by the faculties and students for Teaching /learning process, also the faculties use these facilities for Research work & further Studies. The students have access to internet after their lecture hours, so that they can research on the subjects of their choice, providing favorable environment for the overall development of the students.

The College promotes the idea of student-centric study environment and to fulfill that idea the infrastructure has been setup, which include 3 projectors in the I.T Labs. A well equipped seminar hall with a capacity of around 200 seats.

4.3.2 Student - Computer ratio

Response: 8.51

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Any additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Audited statements of accounts.	View Document

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

Response:

4.4.2 ESTABLISHMENT AND MAINTENANCE

The Management has the policy to enrich the infrastructure Facilities every Year. At end of the semester we have been conducting meeting by the management and discuss regarding the requirements of infrastructure and equipments such as LABS, LIBRARY, CLASSROOMS, SPORTS and COMPUTER SYSTEMS.

LIBRARY:

Our college library has an advisory committee which is supporting the function of library as systematically. Every year the management has been allocated the budget to purchase the resource such as Books and Furniture, book shelves, Internet, E-Journals, Buildings etc…

LABORATARY

We are providing separate lab facilities for UG & PG students and research scholars. Every year the management has offered lab equipments such as apparatus, Computer Systems, Furniture, updating of Internet speed and Bandwidth etc.,

SPORTS:

Every academic year we are conducting NSS and NCC Camps and also various Sports programme such as Cricket, Volley ball, Soccer, Badminton, Handball, Throw ball, Kabbadi, Kho-Kho, Hockey etc., In 2017 we established the play ground for developing the sports activities. We provide a special coaching regarding sports experts to students by Physical Director.

COMPUTER:

The management has given a more prominent focus on buying latest version computer systems with decent configuration to provide more computeracy skills. We are concentrating to update the computer software and Hardware. We are allocated computer systems for each and every department through separate room. We are interested to buy more and more computer systems by each and every year.

CLASSROOMS:

We have adequate facilities to provide sufficient classrooms and furnitures. We have high speed Wi.Fi Enabled Classrooms. We have provided 9 LCD enabled smart class rooms to enhance the student's skills as systematically.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 18.99

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
263	270	289	279	173

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 27.12

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
476	570	342	265	162

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	[View Document]

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	[View Document]

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

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)

5.2 Student Progression

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

Response: 1.08

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

2016-17	2015-16	2014-15	2013-14	2012-13
4	6	10	5	2

File Description	Document
Self attested list of students placed	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 19.15

5.2.2.1 Number of outgoing students progressing to higher education

Response: 95

File Description	Document
Upload supporting data for student/alumni	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 40

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	1	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	1	0

File Description	Document
Upload supporting data for the same	[View Document]

5.3 Student Participation and Activities

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

Response: 29

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

2016-17	2015-16	2014-15	2013-14	2012-13
9	4	3	8	5

File Description	Document
e-copies of award letters and certificates	[View Document]

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has Students Representative Council for the past two years.

- The council is governed under the leadership of the Principal along with other senior staff members of the college.

- The council comprise of a Chairperson as the head of the council, a Vice-Chairperson, Secretary, Treasurer, Coordinator and Council members from very department.
- The Chairperson and Vice-Chairperson designations are generally given to II year Post-Graduate students.
- While the Secretary, Treasurer, Coordinator and Council members are chosen from II and III year Under-Graduate students.
- The college selects the Chairperson and Vice- Chairperson directly without any election process. The Principal, Vice- Principal and Head of all the Departments unanimously select the students for this post.
- **Eligibility for Chairperson and Vice- Chairperson:**

  ○ 75% attendance in the last academic session attended
  ○ 60% marks in the last examination passed
  ○ Good conduct in the college as per college records
  ○ No essential repeat in the previous University examination

- **Objective :**

  ○ The prime objective of Student's Council is to teach them Civic responsibility, democratic process, leadership quality, problem solving technique, self-responsibility, teamwork etc.
  ○ Student's council is the primary learning ground before the initial steps in society.
  ○ To act as an instrument for the positive transformation of the students.

- **Functions of the council:**

  ○ The student's council shall coordinate with the college in all the co-curricular and extra-curricular activities in the college under the guidance of the senior staff members.
  ○ The activities include such as organizing activities both Academic and Cultural fest, National and International seminars, One day workshops, Debate, Blood donation camp, Representative meetings, Annual day celebration, Sports day celebration and other festive occasions.
  ○ They often raise funds for college activities, social events, community projects, helping people in need etc.
  ○ The student's council plays a vital role in complimenting the behavior of students.
  ○ To check and keep an eye in student's discipline and dress code inside the college campus.
  ○ The council acts as a bridge between the students and administrative management.
  ○ They help in developing the character of the students which is utmost importance for any student in the college.
  ○ **Meetings:**
  ○ The principal conducts council meeting twice in a month with all members in it.-
  ○ During this meeting student's council members bring ideas, requests and feedback of the students.Student's council not only addresses the immediate needs of the students, it also helps participating students to offer solutions for long lingering problems of administration and student conflicts.
  ○ After the meeting with the Principal, the Chairperson and other members arrange a meeting with the class representative of all the departments.
  ○ They are informed about the instructions and future plans of the Principal and Managing Trustee, which are conveyed to other students of the college by their class representative respectively.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 6.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	5	6	6	8

File Description	Document
Report of the event	[View Document](#)

5.4 Alumni Engagement

5.4.1 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

Response:

THE ALUMNI ASSOCIATION AND ITS FUCTIONING:

* The college has been conducting Alumni Association Meeting for the past Six years (2012, May 1). Department of Commerce was the one who initiated Alumni meeting in the year
* The institution has a registered Alumni association in the name   "DR. R.K. Shanmugam College of Arts and Science Alumni Association" which was registered on 02.12.2016
* DR. R.K. Shanmugam College of Arts And Science has been registered under the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act27 of 1975).
* SI. NO is 35/2016
* The objective of this association is to have continuous cordial relationship and contacts with the passed out students in future and forever.
* The Alumni Association holds "Alumni Meet" and "Motivation Programmes" once in every year.
* We invite the old students of our college who hold positions in some prominent firms to deliver a special lecture to motive other students of our college.
* Their interaction with students will help them to acquire and enhance their skills to face the challenges during job interviews and placement cell.
* To create a chance to attend important functions, seminars and educational programmes of the parent college whenever possible.
* To have concrete and continuous contact with the college to furnish the latest positions, placements and address of the alumni members.
* They suggest some ways and means to develop the infrastructure and academic performance of our

students and our college with the current trends.

- To help the parent college in its curricular and co-curricular developmental activities.
- To help in conducting campus interviews and how to prepare resumes for the students.
- They also suggest some useful tips to make the students acquire knowledge to compete successfully at the interviews.
- They also give their valuable opinion for curricular enrichment.
- To help and assist the needy society and community along with social organizations during natural calamities and social unrest situation.
- The President, Secretary, Treasurer, Join Secretary and a Governing body of maximum ten members are elected from the outgone student community for proper functioning of the association.
- The term for the elected body will be of two years and each member is eligible for re-election for the next term by the decision of the simple majority of members present at the meeting.
- The office bearers and the governing body members have the right to remove any office bearer whose activities are detrimental to the principles of the association by decision of simple majority of members present.

CONTRIBUTIONS:

1. The efforts of the alumni association made three of the old students of our college namely,

- MANIRAJ
- MANIKANDAN
- VIJAYA BASKAR, Department of Commerce, to offer scholarship for three students belonging to the same department.

1. The students who benefitted are listed below,

- HARI KUMAR- Department of Commerce (2015-2016)
- VIDHYA- Department of Commerce (2016-2017)
- SOUNDARYA- Department of Commerce (2016-2017)

1. THE TOTAL AMOUNT RECEIVED FROM THE ALUMNI ASSOCIATION IS THREE LAKHS AND FIFTY ONE THOUSAND (Rs. 3,51,000)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	0	0	0

File Description	Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Conceived and founded with a view of providing a humanizing and value based education to the first generation learners of the educationally challenged areas in and around Kallakurichi, Dr.R.K.Shanmugam College of Arts and Science has established itself as a premiere institution for higher education in the area since 1997. Encouraging its students to enhance their potentialities with the motto "WE CAN" the college is silently devoted to the training of young men and women of quality to become leaders and trail-blazers in all walks and departments of human activity with an exalted sense of national pride, dedicated to the betterment of the people of our country. Discipline has been the watch word and decorous and dignified behavior, the hallmark of the students in the campus. Neither competitive nor commercial in its approach to providing education, the college is well-managed and served by a management of philanthropists professionals, business men and prominent members of the public with a motive to serve society and a team of teachers and employees truly wedded to the values and devoted to the building up of healthy conventions and remarkable results. The RKS family consisting of all the people associated with the college works tirelessly and with enthusiasm for improving the image of the institution and the quality of life of the people living around them.

The members of the RKS family have, in the short span of ten years since 1997, worked as a close-knit team with mutual respect and understanding towards the goal of educating and training young men and women to emerge as future leaders of the nation.

The experience and training acquired by our students and staff through the various activities in the campus, academic, cultural and athletic, fields have done them in good stead and helped them find berths in reputed institutions over the years.

The College exhorts all fresh members of the staff and students to imbibe the spirit of the institution identify themselves with the college work shoulder to shoulder with other members of the RKS family with fervor and sincerity, to maintain the traditions of the college and enhance its prestige. They should strive to leave the college better than they found it.

6.1.2 The institution practices decentralization and participative management

Response:

Participatory management is the practice of empowering members of a group, such as management, principal, vice principal, faculties of the college and student community, to participate in institutional decision making.

While group leaders still retain final decision-making authority when participatory management is practiced, participants are encouraged to voice their opinions about their current environment.

DELEGATION OF AUTHORITY

MANAGEMENT

PRINCIPAL

VICE PRINCIPAL

HODs

FACULTY MEMBERS

STUDENTS

The model for systematically sharing authority concerns with the delegation of decision making authority to students.Participatory management has cut across many disciplines such as rural planning, and public policy making.The model does much more than recognizing the students, ought to be able to recommend changes or course of action, but rather reflect a belief that authority should be transferred to and shared with principal, vice principal, HODs, staff members and student communities.Every year we are providing a detailed academic scheme to each student and the faculty which will cover each subject by teaching and practice according to the scheme, which is provided by them.The Principal conducts meeting with all faculty members once in a month and whenever necessary HOD meeting is conducted by the Principal twice in a month. The Principal also conducts Representative meeting to the students monthly twice. The HOD of each department conducts meeting to their faculty members twice in a month.If the faculty needs any support and requirement regarding the academic activities they make proposal to the management through HOD in a written format and that letter will be forwarded to the Head of the Institution. Then the Head of the institution will discuss the proposal with the management and the necessary things will be provided to the concern departments. Our college Chairman conducts meeting with the staff members thrice in a month. Shifting the paradigm from classical management to participatory management requires a collaborative consensus as an institution with communication, inclusion, transparency and development.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Strategy development and deployment

Strategy development in higher educational institution ensures quality and improvement of efficiency in

functioning. Our College is managed by eminent persons with the co-operation of like minded persons. The college provides higher education for the deserving students especially students of rural areas. The leadership qualities of the college provide clear vision and mission to the education system. Our Institution has various perspectives and strategies in their best part. Our Institution is very keen in conducting many programs, functions, competitions, awards, seminars for the betterment of the student community.

Institute's Perspective Plan for Development

Our College Dr R.K.Shanmugam College of Arts and Science's perspective plan is aligned with the vision and mission statement. The Strategy of our College presents a clear, compelling path to a future of greater institutional distinction. The plan begins with statements of institutional mission, vision, and core values followed by an articulation of key strategic issues.

Perspectives for Students in the college

The various aspects considered perspective for students in the plan are as follows:

- We have developed an admission process which would attract the best students in large numbers with a variety of background such as gender, linguistic, religious, cultural, and socio-economic and nationality.
- We impart quality education to the students enrolled through effective teaching/training methods suited to the needs of the students and maintain a team of highly motivated and competent faculties.
- We transform the students into better learners to achieve the best out of them that will make them exception.
- **Stress Management Programs** are conducted for the 12th std students every year in order to reduce their stress level.
- **STAR INSURANCE SCHEME**: We give Insurance for both the students and the parents in order to support them.

Perspectives for Faculty

The various aspects of the perspective for faculty in the plan are as follows:

- Our College/ We identify and attract talented professionals who are willing to take challenges and provide leadership to equip an emerging generation with clear sense of direction.
- We provide appropriate orientation to the existing and newly absorbed faculty, so as to enable them to handle difficult situation in the way and be devoted in the task of imparting education to the students.
- We produce quality teachers and efficient teachers.

Perspective of Courses

The various aspects considered as perspective for courses in the plan are as follows:

- We maintain high standards in the subjects offered through various courses such as Tamil, English, Physics, Chemistry, Mathematics, Computer Science, Computer Application, Commerce, Paramedical, which would be in the best interest of the institution, students and others.
- By way of enriching the courses and relevant courses, it is expected that more students will be

attracted, quality professionals will be created, greater recognition and reputation for the institution and the community will be satisfied.

Perspective for Infrastructure Development

The various aspects considered perspective for infrastructure development in the plan are as follows:

- We create better and appropriate infrastructure to meet the requirements at the anticipated situation, emerging out of the increased intake and expansion of courses.
- Making the best use of the infrastructure available through optimum utilization, continuous maintenance, and sustainable efficiency.
- Accommodating the multiplying needs resulting from expansion, diversification, and anticipated improvements.

Perspective for Employees

The various aspects considered perspective for infrastructure development in the plan are as follows:

- We create enhanced opportunity, improving employee interest, catering to the diverse needs of the industry so as to achieve harmony between institution and emloyee.
- Ensuring a regular supply of talented and trained professionals who would provide leadership and handle challenging assignments emerging out of developing needs and changing technology.
- Collect regular feedback from the employers and utilize in the curriculum construction, supplement knowledge gaps through various skills.

Quality Improvement Strategies of the Institution Teaching & Learning

Teaching:

- The teaching staffs prepare the material before the commencement of the semester to ensure a systematic, effective and efficient teaching mechanism.
- We enhance the quality of teaching by organising Faculty Development Programs.
- Faculty members are encouraged by participating in Faculty Development Programs and REFRESHER COURSES conducted by the institution.
- The faculty members are encouraged to organize and take part in seminars, publication of books and other events.

Learning:

- The institute organizes Student Development Programs to equip the students to meet the challenges in their career.
- BRIDGE COURSE classes are conducted for the UG Students.
- Regular industrial visits are organized to get the practical exposure.

Platform for the Research & Development

We have platform for the Research and Development in our institution. They are as follows:

- The faculty members are encouraged to write articles for publication in journals and to present papers in National and International Conferences.
- The institution extends the support required to take up projects in which both faculty and students are involved in its activities.
- The college conducts national level conferences and workshops every year to encourage faculty members and students to present and publish papers.

Community Engagement

- **NSS:** The College has a unit of National service Scheme under the Thiruvalluvar University which regularly conducts road cleaning, tree planting etc, in association with the community.

- **Red Cross Activities:** The College recently started a unit of the Red-Cross and student volunteers are involved.

- **NCC:** The College has a unit of National Cadet Corps under the Thiruvalluvar University.

- **HAND FULL RICE:** The College is following a system of adopting villages to develop their standard of living.

- **Village Adoption:** Our College has adopted two villages in the present academic year (2017-2018) to improve their standard of living and it will be followed in the following years.

6.2.2 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

Response:

The Internal Organizational Structure and Decision Making Processes of the College:

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 body etc. The Principal is the academic head of the Institution. He provides leadership and guidance in planning, organizing and execution of all programs with the active support and participation of the staff members. He plays a pivotal role in the Governing Council and Academic Advisory Body and all the other statutory and non-statutory committees.

On the basis of the requirements the Principal of the Institution takes the decision in administrative matters in consultation with the Management. The decision will then be communicated at two levels

1. To the Course coordinators of the various departments and through them to the Faculty members of the

departments.

2. To the Office Manager through him/her to all the members of non-teaching staff.

In academic matters, the Principal consults the coordinators and the Faculty for taking decisions. In matters related to student discipline, the Principal directly intervenes the situations and interact with the students before taking decisions.

Governing body & Executive Committee:

Our College has a governing body for the proper functioning of the institution.

- The chairman is the main person of both the governing body and the executive committee. He cares for the students of the college and introduces various schemes and policies.
- The Correspondent is the next authoritative person in the institution. He looks through every event of the college and administration. The position of correspondent is changed frequently within the members of the executive committee. This year 2017(Dr.Kumar) is the correspondent and he takes care of the academic activities.
- The other executive committee members work along with the chairman and the correspondent and support the administrative activities.

Service Contact Rules:

1.General

(a) These rules shall be called "Rules of Dr.R.K.S College of arts and science" and comes into force from the month of 1st July 1997. These rules supersede all the rules put into force, previously.

(b) These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

2. Definition:

(a) 'College' means Dr.R.K.S College of Arts and Science,Indili.

(b) 'Trust' means Dr.R.K.S Educational Trust, Indili.

(c) 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.

3. Appointing Authority:

All appointments of the faculty and Staff Members of the College shall be made by the Executive Committee.

4. Appointment on Contract:

Appointment of faculty and other Staff Members can be made on contract basis by the Management subjected to the approval of the Management.

5.Mode of Selection:

Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management.

6,Termination of Service/Resignation:

(a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.

(b) Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, three months' notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.

- We provide Job opportunities in a broad Scale. We give more preference to the students of our institution. Each year recruitment is conducted by the college executive members.

PROMOTIONAL POLICIES:

The staff members of our college are given promotion for their excellence and salary increment is given to the staffs every year.

REDRESSEL MECHANISM:

The Redressel Mechanism is followed in a good and healthy way. The students of our institution are taken proper care of and guidelines are given to the students to lead their life happily.

 Various bodies:

- **Laboratory:** The College has a clean and safe laboratory for the students. There is a Chemistry Lab, Computer Lab in the college. The Computer department has separate lab facilities for the UG & PG students.

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The Institution has various bodies/cells/committees. We work with full devotion for the welfare of the student's community. We take concern of the chaos, confusion, misbehavior and take action through the cells/committees/bodies. We also appreciate the excellent work done by staff members and students. The effectiveness of those bodies/committees/cells is hinted here with proper evidence.

BODIES:

The Governing is body primarily formed for the effective functioning of the college. Discussion was made by them and schemes, policies, programs are implemented during the meeting. The minutes of meeting resolutions by the governing body members are recorded in the minutes note. The chairman, correspondent and other executive members are mainly involved in the minutes of meeting.

The minutes of meeting comprises the active and best programs implemented in the college, like "Blood Donation", "Personality Development Program", "Literary competitions" etc. The student's achievements are highlighted in the meetings. In one of those minutes of meeting we decided to provide "TEST HOUR MINUTE" and it was successfully implemented.

CELLS:

Our college has various cells for the academic growth and especially benefits the students' community.

1.EXAMINATION CELL:

The Examination cell normally conducts meeting during the examination time in order to provide necessary requirements and other related purposes. Our College conducts Group Exams, Police Exam, B.Ed exam under the guidance of Annamalai University. Interview and Non-Interview post exams are also conducted in our college and these exams were properly monitored and maintained by the exam cell. The Faculties (especially Ms.Sofia & Ms.Subashini, Commerce Department) of our college also prepare Question Papers for other colleges. The faculties also went as convener . As the setting of question paper is confidential we do not have proper evidence.

GRIEVANCE CELL:

The Grievance cell was formed for the betterment of the students community. In order to make students mentally stable and healthy. The cell members maintain minutes of meetings and discuss about various problems and proper guidance and counseling is given to the depressed and mentally unstable students.

PLACEMENT CELL:

In the previous year 2016, "Job fair" has been organized in the College. Kotak Mahindra Bank, Captain Pharmacy, Pro- Future were the main companies/ organizations who visited this institution. Placement Tips were given to the students. Our College conducts interview for our schools, colleges and provide job opportunities to the students ofour institution andother institutions. . Stalin Prasanna has visited in the year 2015-2016. The placement cell is yet to be formed fully but it is acting quietly.

COUNSELLING CELL:

The counseling cell is acting along with the grievance cell. It is mainly organized for the student's welfare and "STRESS MANAGEMENT PROGRAMME"is conducted frequently.

COMMITEES:

EXECUTIVE COMMITTEE:

The Executive committee is mainly responsible for all the activities. The Executive committee conducts meeting and the chairman, President over the meeting various problems, and their rectifications, schemes, policies are discussed in the meeting.

EXAMPLE OF AN EXECUTIVE COMMITTEE MINUTE:

It is discussed in detail and unanimously resolved that educational scholarship should be sanctioned depending on socio-economic status to poor students, handicapped students, students who excel in studies, sports, NCC, co-curricular and extra- curricular activities. The Managing Committee will scrutinize and finalize the list for every academic year given by the academic council of each institution. The Scholarship is being awarded for the poor students from 15% to 50% of tuition fess and 100% of tuition fees concession is given to the Physically Challenged Students. This is fully approved by all the executive members in their minutes of meeting.

6.3 Faculty Empowerment Strategies

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

Response:

) Our management is providing accidental **Insurance Policy Scheme** for teaching and Non-Teaching members and other workers of our institution. They can use this policy for their medical purpose.

II) **Free bus facility** and accommodation is provided to all faculty members.

III) **System with internet facility** is given to all the PG handling staff.

IV) **Fees concession** will be provided to the wards, of those who are working in our institution.

V) **On-duty pay** is provided for the faculty members who are attending National/Inter-National Conference/Seminars/Workshops conducted by various universities.

VI) For attending these type of National/Inter-National Conference /Seminars/ Workshops. The management will provide **financial assistance** to the faculty members.

VII) **Periodic revision of pay scales** of the staff.

VIII) **Casual leave/Medical leave** for all staff.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	0	2	1

File Description	Document
Any additional information	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 1.32

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Any additional information	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- **Performance appraisal for Teaching and Non-Teaching staff**

1. The performance of the faculty is evaluated by the students under the supervision of Administrative Officer along with the two senior faculties.

2. A standard feedback questionnaire is issued to the student and feedback about their level of understanding and performance of the faculty inside the classroom is evaluated and also the principal will call some student in each class and enquire about the faculty member's performance.

3. A consolidated report is prepared and it is handed over to the Head of the Institution. The Principal personally discusses with the faculty and help them to identify their area of weakness and advice them to improve their performance.

4. Randomly, the principal and Head of the Department will visit the classes to assess the teaching ability of the faculty members.

5. Apart from this the Management evaluates the performance of the faculty through the results produced by them in the University examinations. Based on this result and feedback submitted to the principal, management will recognize the employees' quality and their various activities which they perform. The potential staff members are promoted and their suggestions are taken for consideration to the development of institution.

6. The Principal and Secretary meets the faculties who are lacking in their professional, skills are advised to upgrade themselves. No compromise is given both in discipline and quality of teaching

7. Excellent performers are appreciated for their excellence and suggestions are given to others to improve their performance

8.We have eight faculties with doctorate who are highly experienced in various departments, who impart their knowledge and skills to other staff members and are involved in a discussion once in a month to improve their skills

9.Based on performance, the faculty member will be honored by the management during the faculty meeting.

S.NO	YEAR	NAME	DESTINATION	
1.	2012-2014	Dr.G.Mohanasundher M.A.,M.Phil.,Ph.D.,	HOD(TAMIL)	
2.	2014-2015	Dr.G.Mohanasundher M.A.,M.Phil.,Ph.D.,	VICE PRINCIPAL	
3.	2015-2017	Dr.G.Mohanasundher M.A.,M.Phil.,Ph.D.,	PRINCIPAL	
4.	2013-2015	Mr.P.John Victor M.Com.,M.Phil.,PGDCA.,	ASSISTANT PROFFESOR (COMMERCE)	
5.	2016-2017	Mr.P.John Victor M.Com.,M.Phil.,PGDCA.,	VICE PRINCIPAL	
6.	2013-2016	T.Sathishkumar M.A.,M.Ed.,M.Phil.,	ASSISTANT PROFFESOR	
7.	2016-2017	T.Sathishkumar M.A.,M.Ed.,M.Phil.,	HOD(ENGLISH)	
8.	2012-2014	Mr.G.Anguraj M.SC.,M.Phil.,B.Ed.,	ASSISTANT PROFFESOR	

			(PHYSICS)	
9.	2014-2017	Mr.G.Anguraj M.SC.,M.Phil.,B.Ed.,	HOD(PHYSICS)	
10.	2013-2015	Mr.S.Elamaran B.Sc.,B.Ed.,	LAB ASSISTANT (COMPUTER SCIENCE)	
11.	2015-2017	Mr.S.Elamaran M.Sc.,B.Ed.,	ASSISTANT PROFFESOR (COMPUTER SCIENCE)	
12.	2013-2015	Mr.V.Abiraman M.Sc.,B.Ed.,	LAB ASSISTANT (COMPUTER APPLICATION)	
13.	2015-2017	Mr.V.Abiraman M.Sc.,B.Ed.,M.Phil.,	ASSISTANT PROFFESOR (COMPUTER APPLICATION)	
14.	2013-2016	Ms.K.Rajamani MBA.,	ASSISTANT PROFFESOR (BBA)	
15.	2016-2017	Ms.K.Rajamani MBA.,	HOD (BBA)	

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal audit :

All the head of the departments maintain their departments perfectly. We have internal audit mechanism where heads of the department will audit other departments to inspect the department activities. Achievements, and department requirements etc., This procedure is followed   every year by the management. Through this mechanism, we have a chance to know about each department activities and plans compared to last year and over all departmental activities.

External audit :

     Our institution belongs to Dr.R.K.Shanmugam Trust in this trust we have plenty of financial operations, so our institution has an experienced chartered accountant. Who will audit and review the management regarding income and expenditure and submit it to the Income Tax Department. We have not faced any major audit objections.

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

Response: 0.1

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

2016-17	2015-16	2014-15	2013-14	2012-13
0.1	0	0	0	0

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

Response:

Our college allocates funds for various field achivements for memorial endowments to encourage the students. The following were the list of trustees providing the memorial endowments for various field achievements of the college.

Memorial Endowments for Various Field of Achievements

Thiru.Kannusamy Pillai Memorial Endowment by

Dr.K.Makudamudi M.B.B.S., M.S., A.S.M.S.F.C.C.P.P.G., Dip in Cardiology Kachirayapalayam

                       All round Proficiency in UG

Thiru.P.Duraisamy Chettiyar Marimuthammal Memorial Endowment by

Mr.D.Ramachandiran B.Sc., Kachirayapalayam   **Sports**

Thiru.K.P.Ramaiyah Chettiyar Memorial Endowment by

Mr.K.P.R.Balakrishnan, Kallakurichi	**Computer Science**
Thiru.D.N.Govindarajan Memorial Endowment by G.Udayakumar. M.A., Dr.G.S.Kumar M.B.B.S., D.M.C.H.,Dc., C.H.L.L.B., Kallakurichi	**Computer Science**
Thirumathi.Prabavathy Memorial Endowment by Mr.B.Manoharan & Brothers, Kallakurichi	**Commerce**
Thirumathi.A.Rajalakshmi Ammal Memorial Endowment by Mr.A.Ravindran, Chinnasalem	**Physics**
Thiru.C.Deva Gounder Memorial Endowment by Mr.D.Manivannan M.B.B.S., M.R.S.H., M.B.A., Chinnasalem	**Chemistry**
Thirumathi.Vallikesavan Educational Endowment by Excellent Computers, Kallakurichi	**Chemistry**
Ayyanperumal Memorial Endowment by Mr.A.Tamilmani B.A., Kachirayapalayam	**Computer Applications**
Thiru.Nallanna Gounder Memorial Endowment by Dr.N.Govindaraju, M.B.B.S., Dc., C.H., Thiyagadurugam	**Maths**
Thiru.S.V.Kuppusamy Memorial Endowment by	

Mr.S.V.K.Kennady, Kallakurichi	**Co-Operations**
Thiru.V.S.Sundaram Memorial Endowment by	
Dr.S.Venkataraman, Chennai	**English**
Thiru.Dhanasekar Memorial Endowment by	
Thiru.R.Mani, Mattapparai	**Best outgoing student in PG**

6.5 Internal Quality Assurance System

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

Response:

Yes, Internal Quality Assurance Cell is newly started in our institution with the thrust on academic excellence. The institution imbibes quality standards in all its academic activities. The Internal Quality Assurance Cell plans to collect feedback from all the stake holders, analyses the same to identify the gap and formulates necessary action plan. It also conducts orientation programs, faculty development programmes and training as required. It consistently helps the management to sustain and enhance the quality of the institution.

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

Response:

The institution reviews teaching and learning process with the help of the management and staff committee. Here after we do the process along with IQAC.

Institutional mechanisms to review the teaching- learning process

- Management review meeting
- Regular meeting with the head of the department by the principal
- Regular faculty meeting by the head of the department
- Regular all faculty meeting by the management members
- Internal and external audits

Structure

The college vision, mission, quality policy, quality objective, quality system procedures are well defined.

Methodologies

- Semester exam result analysis
- Student feedback
- Parents feedback
- Feedback from alumnae
- Implementation of innovative teaching methodology
- Teachers feedback
- Logbooks (work done register) for all subjects including practical
- Student attendance
- Student profile.

Outcomes

- Increasing rank holders.
- Increasing the pass percentage of students.
- Enhancing the course completion rate.
- Increasing quality education.
- Producing responsible citizens.
- Making the students to meet the challenges to real world.
- Developing students' skills to meet the employer's needs.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**

2.Academic Administrative Audit (AAA) and initiation of follow up action

3.Participation in NIRF

4.ISO Certification

5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The following incremental improvements are made regarding quality related to Academic and Administrative as given below;

ADMINISTRATIVE

- Centralized A/C Auditorium with a seating capacity of 700

- Digital Library with Bar code ID

- Administrative Block

- Batory Car to get alternative energy

ACADEMIC

- 5 New courses were introduced

- Tutorial System is followed

- Certificate Courses are conducted

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 0

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
    1. Safety and Security
    2. Counselling
    3. Common Room

Response:

1. Institution shows gender sensitivity in providing facilities:

1. Safety and security:

- Our college has a gender club which includes both boys and girls as members organizing and contributing gender and social issues, racist issues, gender mainstreaming dialogues, fest, film screening and various forms of performing arts such as dance, music, cooking, rangoli, mime, drawing, elocution, essay writing, poetry reciting to exhibit the view of gender equality.
- Under code of conduct students are not permitted to have body piercing or tattoos. Wearing heavy ornaments or jewelry on campus is discouraged.
- Girls should wear only salwar or saree with sleeves. Translucent dresses, leggings, jeans are forbidden. Also the shawl should be pinned compulsory as specified by the college.
- The boys must wear only formal shirts and be well groomed. Casual shirts, T-shirts or printed shirts are not allowed inside the college campus.

2. Counseling room:

- The college has counselling room in which students can meet and discuss their problems at any time and when needed special counselling sessions are organized on demand.
- Also for academic matters counseling is offered by the class advisor during tutorial hour.

3. Common room:

- A separate common room for boys and girls has been set up in the college with essential facilities in case of illness.
- A room with proper lighting and ventilation is arranged for this purpose. First aid kids, emergency medicines, cot are available in the room. The college provides separate bathroom for girls and boys. The girls need to have freedom of access to sanitary napkins whenever they need it. For this the college has set up a sanitary napkin vending machine in the women's common room.
- The college provides separate hostel for boys and girls with special care to safety, security and privacy. Also separate spacious dining hall for boys and girls are available.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0.1

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 330

7.1.3.2 Total annual power requirement (in KWH)

Response: 333600

File Description	Document
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 10

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 30

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 300

File Description	Document
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

 Waste Management steps including:

Solid waste management

- We have given the awareness to the students regarding green environment in the campus by fixing awareness boards inside campus.

- Faculty advises the students not to litter waste and unwanted materials inside the campus
- We also provide dustbin in each and every class.
- To bring awareness of proper waste reduction and recycling practices through education and communication efforts.
- To create awareness for using reusable components for manual use and making the environment plastic free.
- Bottles, cans and plastics can be recycled.
- The removable wastages from the hostels are utilized in biomass plant.
- Proposal to set up bio-gas plants based on mess and canteen wastes.
- We have a separate dick in our campus to dispose hazardous waste from the science lab.

Liquid waste management

- Liquid waste from the chemistry lab pass through pipeline and collected in a separate sump.

- To minimize the toxicity of the chemicals plants are planted near the sump.
- Waste water from Ro plant is utilized in chemistry lab.

E-waste management

- E-waste such as discarded computers, printers and broken laboratory equipment are safely stored in an allotted room. They are purchased by new buy back scheme.

- Our college is more than 18 years old, though we don't have any e-waste as a dump because we

dispose and replace the electronic goods whenever needed on time.

- On the other hand we have handed over some computers to nearby Govt. schools and to the poor students in our college.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting structures and utilization in the campus

· There are four rain water harvesting plants in our campus.

· The boy's hostel has been built in such a way that the rain water will collect automatically in the ground surface as a pool to be absorbed and sucked by the ground soil which helps to increase the ground water level in and around the campus.

· There is a separate rain water harvesting plant in chemistry department which is utilized for solution making and to carry some specific analysis particularly in PG chemistry labs.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Green Practices

- Our college student strength is nearly 1237 and the strength of staff members is 81, Non-teaching staff comprises 32 members and 24 Drivers.
- Out of 1237 Students 11 are using Bicycles, 28 are using Bike, 863 are using Public Transport and rest are using Pedestrian Friendly Roads.

Plastic free campus

- Our college has set up disciplinary committee that aims to reduce plastic pollution on college

campus with special focus on the reduction and ultimately the elimination of plastic straws, and plastic food packaging.

- The plastic items are regularly thrown into garbage or recycling bin.
- Discipline committee members and the student volunteers are extensively used to campaign against the dangers of plastic materials.

Paperless office.

- Paperless environment is encouraged with extensive use of E-communication.

- We have around 121 computers in our college; Communication within the campus is done through e-mail resulting in a significant reduction in the usage of paper.
- Staffs are instructed to use both sides of the paper while writing or typing including question papers.
- Proposal to collect Feedback from students, staff and alumni in electronic form.
- Proposal to upload e-notes and e-assignment to minimize the use of paper.
- Instructions are strictly given to all to avoid wasteful use of resources.

Green landscaping with trees and plants

- Our college regularly conducts a green audit in our campus, to improve the Environmental conditions with the help of NSS and YRC students and officers along with the Gardener.
- Our college is eco-friendly, where we promote green and clean environment for more than thousands of students.
- The classrooms are well ventilated with adequate natural lighting.
- The college has more than twenty variety of trees and a beautiful landscape, well maintained by our management and caretakers.

- A kitchen garden is functional in our college campus, which provides fresh, green vegetables for the hostel students.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.27

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0.93	0	0.36	0

File Description	Document
Green audit report	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 8

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	2	1	2

File Description	Document
Report of the event	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website

Response: No

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Any additional information	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal

harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 32

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The Institution organizes national festivals and birth / death anniversaries of the great Indian personalities.

National integration day is celebrated every year in our institution to grow with unity, peace, love and brotherhood among the students. To bring together students of the various religious, social, cultural, economic and educational background, the birth and death anniversaries of National personalities are celebrated in our institution which includes Dr, Radhakrishnan birth day (Teachers day) celebration, Dr. A.P.J. Abdul Kalam vision for the Nation Fest etc. These encourage the feeling of common identity amongst the students even though they are from different races, cultures, religions, or regions in order to build a strong developed nation.

It promotes the unity in diversity and feeling of oneness amongst the students who are the pillars of future India. This helps the students to understand how to evaluate a prosperous, happy, and peaceful India. Such programs are conducted in Education Institution regularly.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Our institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

A complete transparency is maintained in our 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, assignment, project, seminars, and class test etc. The process of internal assessment is very transparent. It is same as in financial and administrative section. The college administrates under various curriculum and evaluation is done in the specified time for the welfare of the students. In the financial side also we maintain complete transparency in all transactions such as students, staff and parents. There is no indirect fee, we have given receipt to all their payments.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

7.2.1 Best Practice I

1. **Title of the practice:** Hand full rice scheme.
2. **Goal:**

To instill the spirit of generosity and graciousness to the students.

1. **The context:**-

These days we can see growing number of orphanages, due to economically poor, orphans, semi orphans and differently abled children. This practice was started with the vision of providing basic needs and education to all in our country along with moral values. This is a small but effective practice to develop helping tendency in young minds which can be helpful in ushering the environment of humanity in dealing with other.

1. **The practice**:-

In order to inculcate the habit of generosity among the students, the management, physical education department and all other departments of the college make arrangements among the students to work harder for the excellence of the needy children. e.g Books, bags, stationary things, clothes, food, financial contribution, adopting village etc., by the students, NCC Team, and faculty members are encouraged.

Evidence of the success:-

Voluntarily the students collect money and other materials from others to visit the nearby orphanages twice in a year with permission of the management. It is evident that this practice is fruitful.

Problems encountered:-

Students and faculty both are equally enthusiastic and problems are overcome by their enthusiasm.

Best practices: II

Title of the practice:-

Group Insurance and Trust Scholarship

Goal:-

Helping Meritorious and Deprived Students

The context:-

To encourage and motivate students the institution has set up the group insurance and trust scholarship.

The practice:-

The college provides equal opportunities to the students belonging to the lower income groups sections of the society under social disadvantage.

The management believes the insurance and scholarship motivates and encourages the students to work harder for excellence.

The institution is also giving group insurance for the benefit of faculties.

Since its inception, the institution has promoted education mainly by way of scholarships and grants to deserving and needy students.

Evidence of this success:-

As a result of this the institution gave scholarship to nearly 1300 students who were economically backward, meritorious, bus and sports scholarships etc.

The success of the continuous efforts helps to bring out socially and economically deprived students to become a literate, enlightened and empowered populace.

Problems encountered:-Since this is voluntary practice no problems are found.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Our institution lays a great emphasis on the development of discipline, maturity, moral standards of the students through various clubs. National Service Scheme, Red Ribbon Club, Youth Red Cross, Consumer Club, Green Club, Literacy Club. Each club functions with the motto and especially NSS Students have rendered astonishing service to the society through many ways. Awareness programmes are arranged duly to complement academic learning, experience and inculcate positive values and skills among student community.

The institution is focusing to promote skills of the students through value added courses cum Earn while you learn cell.

- Embroidery techniques and fur doll making.
- Women Entrepreneurship Development Program.
- Entrepreneurship awareness camp.

Our institution plans and executes all the extension services consulting with the panchayat president, representing members and village committee. During the service, the village leaders are invited as the chief guests thereby encouraging the village people. The management also widens the required support to the committee.

5. CONCLUSION

Additional Information :

The Institution honours acclaimed student poet for the past four years with the title "VAZHUM THAMIZH" awards in the Annual Day ceremony. The students inherit the qualities of those poets.

- The NCC cadets of the college indulge in **"Traffic Control"** along with the patrol-men of the particular area during the festive occasions.
- The NSS\NCC volunteers took part as guards in the consecration and election duties.
- We provide computer lab facility to the Revenue Department employees for the **Aadhar Correction** with the help of the students.
- Every year the college conducts **"STRESS MANAGEMENT"** programme for the Higher Secondary school students in and around our locality.

Concluding Remarks :

CONCLUSION

DR.R.K.Shanmugam College of Arts and Science always strives to provide culture-oriented quality education to the needy rural and tribal students at affordable fee structure. The management believes in fair professional practices and never stoops down for the sake of augmenting student strength despite stiff competition. The college administration sticks to the policy of not collecting any donation or capitation fee from the students or parents.

Adequate facilities are provided to equip the students with innovative thinking, job oriented training with sufficient soft skills to meet the challenges in their respective fields. The faculty members voluntarily contribute their mite to march towards achieving the vision of this institution.

In general, analysis of curriculum, teaching, learning, evaluation and research, innovation, extension activities, infrastructure, learning resources, students support and their progress, governance, leadership and managerial quality, institutional values and best practices are documented successfully.

The board of management and the staff join hands in chiselling students as responsible citizens to help the nation in every part of its progress.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 6 Answer after DVV Verification: 3
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 14 Answer after DVV Verification: 14 Remark : As per supporting documents.
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 116 Answer after DVV Verification: 121
2.1.2	Average Enrollment percentage (Average of last five years) 2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification:

2.1.2.1. Number of students admitted year-wise during the last five years
Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
411	543	539	463	477

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
411	543	539	463	477

2.1.2.2. Number of sanctioned seats year-wise during the last five years
Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
959	959	959	837	837

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
959	959	959	837	837

Remark : Data changes as per HEI

2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
411	543	539	463	477

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
411	543	539	463	477

Remark : Refer to comment 2.1.2

2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

2.3.2.1. Number of teachers using ICT
Answer before DVV Verification : 60
Answer after DVV Verification: 60

Remark : Data changed as per HEI

2.4.2	Average percentage of full time teachers with Ph.D. during the last five years

2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years
Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
13	8	4	4	3

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
13	9	5	4	3

2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last

five years

    2.4.5.1. Number of full time teachers from other states year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	1	1	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	1

3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

    3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
3	4	5	2	5

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
3	4	5	2	5

Remark : Year wise details are missing

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
41	14	16	13	3

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
16	23	13	13	0

Remark : Comment is updated as per supportive document attached

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

Remark : As per supporting documents.

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

3.4.3	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 last five years

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., year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	0	4	3

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13

2	2	0	4	3

Remark : Year wise data is missing for 17, 16, 15, 14, and 13

3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
661	708	553	316	216

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

3.5.2	Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	1	0	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 9
Answer after DVV Verification: 2

4.2.3	Does the institution have the following:

1. e-journals

2. e-ShodhSindhu

3. Shodhganga Membership

4. e-books

5. Databases

Answer before DVV Verification : B. Any 3 of the above
Answer After DVV Verification: D. Any 1 of the above
Remark : Document supporting the library details is only attached

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
0.55	0.76	0.18	0.47	1.5

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0.55	0.76	1	1	1

Remark : Year wise break up of expenses required for 17, 16, 15, 14, and 13

4.2.6	Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year
Answer before DVV Verification : 325
Answer after DVV Verification: 1104

4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
69.45	50.1	39.4	54.1	45.7

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

Remark : Year wise break up of expenses required for 17, 16, 15, 14, and 13

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

5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
263	270	289	279	173

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
263	270	289	279	173

Remark : As per supporting documents.

5.1.2	Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
476	570	342	265	162

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
476	570	342	265	162

Remark : As per supporting documents.

5.1.4	Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career

counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
11	0	5	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
31	34	49	39	39

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
4	6	10	5	2

5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
8	3	1	3	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	1	0

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
10	10	6	10	7

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	0	1	0

Remark : Data changed

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

2016-17	2015-16	2014-15	2013-14	2012-13
9	4	3	8	5

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
9	4	3	8	5

Remark : Year wise documents supporting the awards received are awaited

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year 5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
101	76	79	98	99

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
7	5	6	6	8

6.3.2	Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years 6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
12	2	2	2	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

6.3.3	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	0	2	1

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	0	2	1

Remark : Document provided indicates that only 2 programs were conducted in fiscal 2016

6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	1	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

Remark : Supportive document attached is for 2012

6.4.2	Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five

years (not covered in Criterion III) (INR in Lakhs)

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
0.1	0	0	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0.1	0	0	0	0

Remark : Supportive document attached is unclear

7.1.1	Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
8	8	4	7	4

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

7.1.3	Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH)
Answer before DVV Verification : 330
Answer after DVV Verification: 330
7.1.3.2. Total annual power requirement (in KWH)
Answer before DVV Verification : 333600
Answer after DVV Verification: 333600

Remark : Supportive document attached is unclear

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary

component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
0.30	0.20	0.30	0.36	0.31

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0.93	0	0.36	0

7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution: 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) Answer before DVV Verification : A. 7 and more of the above Answer After DVV Verification: C. At least 4 of the above Remark : Documents provided indicate there is toilet and a vehicle D. At least 2 of the above

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	3	2	2

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
3	4	5	2	5

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	2	1	2

Remark : Excel supporting the activities undertaken is required

7.1.13	Display of core values in the institution and on its website
	Answer before DVV Verification : Yes
	Answer After DVV Verification: No
	Remark : Any random document is attached. Document supporting the core values is required

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations