YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   DR.R.K.SHANMUGAM COLLEGE OF ARTS AND SCIENCE

- Name of the Head of the institution   DR.G.MOHANASUNDER

- Designation   PRINCIPAL I/C

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   04151226502

- Mobile no   9442658276

- Registered e-mail   drrkscasnaac2017@gmail.com

- Alternate e-mail   prlrkscas@gmail.com

- Address   INDILI VILLAGE, ULAGANKATHAN POST

- City/Town   KALLAKURICHI

- State/UT   TAMIL NADU

- Pin Code   606213

2.Institutional status

- Affiliated /Constituent   AFFILIATED

- Type of Institution   Co-education

- Location   Rural

- Financial Status   **Self-financing**

- Name of the Affiliating University   **THIRUVALLUVAR UNIVERSITY**

- Name of the IQAC Coordinator   **DR.P.JOHN VICTOR**

- Phone No.   **04151226502**

- Alternate phone No.   **04151226503**

- Mobile   **9842586158**

- IQAC e-mail address   **drrkscasiqac@gmail.com**

- Alternate Email address   **prlrkscas@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://rkscollege.com/wp-content/uploads/2022/01/AQAR-REPORT-2019-2020.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://rkscollege.com/wp-content/uploads/2022/01/ACADEMIC-CALENDAR-2020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.05**	**2018**	**03/07/2018**	**02/07/2018**

6.Date of Establishment of IQAC   **01/09/2017**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
-	-	-	-	-

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year   6

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

* Counselling to Studetns, Parents and Faculty Members and their Family Members during the Covid-19 Pandemic time through phone with the support of the Management and Staffs. * Charitable service (Food & Water) to the needed people during the Covid-19 Pandemic lockdown period. * Teaching & Learning (Admission, Class, Test, Webinar, Quiz) organized throgh online and social media. * New MOU signed * AQAR 2019-2020 prepared and submitted successfully

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Counselling to Studetns, Parents and Faculty Members and their Family Members during the Covid-19 Pandemic time.	Conducted counselling alternatively in different duration since the time of Covid-19 lockdown period (Since March 2020).
Charitable service to the needed people.	Offered Food, Water and Face Mask to the needed people during the Covid-19 Pandemic lockdown period sine June 2020 with the help of NSS & NCC Volunteers.
Teaching & Learning through online.	Organized Admission, Class, Test, Webinar and Quiz throgh online and social media (Odd Semester & Even Semester – 2019-2020).
Conduct International Webinar in Association with the Department of Chemistry.	Conducted International Webinar under the title
Conduct Webinar in Association with the Tamil Department	Conducted 5 days webinar under the title
Conduct Webinar in Association with the Department of Commerce and BBA	Conducted 5 days webinar under the title
To Conduct Coaching classes for Competitive Examination through online.	Organized 10 Days Coaching Classes for the Competitive Examinations through online from 13/07/2020 to 23/07/2020.
Career Guidence & Couselling	Organized Career Guidence & Couselling January 2021
To sign new MOU.	Signed new MOU in the month of December 2020 and January 2021.
Conduct Webinar in Association with the Department of Chemistry, BBA and Commerce.	1.Conducted Webinar under the title
AQAR 2019-2020 Preparation.	AQAR 2010-2020 prepared and submitted in the month of May 2021.

Certificate / Value Added Programme in online	Conducted Certificate / Value Added Programme through online from August 2020 to December 2020.
Webinar for women society to overcome the stress of Covid-19 lockdown.	Organized one day webinar programme titles as "What Will Be The Future Of Women" on 18/09/2020.
Webinar to prevent the Covid-19 pandemic disease.	Organized one day webinar programme titles as "Our Biology And Ways Of Preventing From Covid-19 Disease" on 03/12/2021.
Add new members to IQAC	Two IQAC Members have been newly added (one from Faculty Group and another one from Students Group)
Conduct students Satisfaction Survey	Students Satisfaction Survey was conducted in the April 2021.
Feedback report collection	Feedback reports (from the Students, Teachers and Alumni) were collected, analysed and necessary actions were taken.

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

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE GOVERNING BODY & IQAC COMMITTEE	28/12/2021

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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COLLEGE GOVERNING BODY & IQAC COMMITTEE	28/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020 - 2021	22/12/2021

15.Multidisciplinary / interdisciplinary

Dr. R. K. Shanmugam College of Arts and Science is Committed to excel as an academic institution of interdisciplinary and multidisciplinary nature in accordance with the vision of the NEP-2020. The vision of the College is to promote academic programs and research studies involving various fields of academic interests, thereby catering to the 21st Century needs of students, research scholars and the Indian society at large.

As an affiliated College, our institution continues to integrate different disciplines of science, humanities and management in line with the syllabus and guidelines of Annamalai University and Thiruvalluvar University at the undergraduate and postgraduate levels. For instance, the UG students of science and humanities are offered elective papers and extension activities in each other's fields.

It is mandatory for the PG students to study four open elective papers in the fields not related to their own field of study. They are also encouraged to take up a field study in their second semester as a multidisciplinary endeavor. Various certificate courses and skill development programs are offered to the students by the College on its own capacity. Most of them are multidisciplinary in design, approach and application.

The College offers UG, PG and research programs in accordance with the Choice Based Credit System (CBCS) as mandated by the affiliated universities. Students are offered elective papers of different kind to choose from various disciplines. The CBCS pattern enables a flexible curriculum that centers on the student needs and interests. The extension activities field study and doctoral studies are designed to engage with the local communities, environmental issues, cultural artifacts and socio-economic problems.

Our UG final year students use the extension activity component as an opportunity to create awareness in the rural villages of Kallakurichi district about health, sanitation, education and environmental protection. At the same time, they also learn from the society about their cultures, traditions and ritual practices. The first year UG students have Value Education and Environmental Studies as compulsory components in their syllabus, while Human Rights is offered in the same way for the PG students in their second semester.

The College offers a deep orientation to the students and research scholars towards engaging them in meaningful research activities that will be of real and significant use to the society, environment and the growth of humanity in general. Students are encouraged constantly to think out of their disciplinary boundaries and include theories, approaches, data and analytical methods that are used in different academic disciplines.

In pursuit of inculcating the vision of the NEP-2020, the College has brought in more curricular and extracurricular efforts to promote ethics, traditional values and critical thinking of multidisciplinary nature among our students and faculty members.

The IQAC of our College has pioneered these efforts by conducting FDPs and student workshops focusing on holistic knowledge and transdisciplinary perspectives, rather than restricting to particular academic departments and their core syllabus. These activities are to be increased in the upcoming years with the purpose of making the institution a multidisciplinary hub of teaching-learning and research activities.

16.Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) is an innovative scheme proposed in the New Education Policy 2020. As an affiliated College of Thiruvalluvar and Annamalai Universities, serious efforts are being undertaken to obtain necessary approval and permission from these universities for enrolling the Institution under the ABC system. The College is deeply committed to pass on the benefits of the ABC system to the students after obtaining necessary administrative clearance.

However, the College has commenced its own efforts to inculcate the spirit of the ABC system by encouraging intercollege collaborations relating to teaching, research, training and placement activities. The College has willingly shared its laboratories and research facilities to the students from nearby colleges, including those from Government Arts and Science College, Kallakurichi. The students of other colleges are invited for participating in the academic activities like seminars, workshops and symposia for mutual interaction and learning through seamless collaboration.

The faculty members of our institution have at most freedom to design their own course materials, teaching plan, choice of

textbooks and conduct of classes. They are at full liberty to make additions to the syllabus, changes in teaching plan, conduct of continuous internal assessments and the way of engaging the students; as long as they are in line with the actual syllabus and the intended course outcomes.

The faculty members are encouraged to prepare their own course materials based on their teaching approach and textbooks of their choice. The study materials prepared by our faculty members in this manner were have been uploaded on the College website and shared to the students individually through email in the electronic format.

17.Skill development:

Dr. R. K. Shanmugam College of Arts and Science makes persistent endeavors to enhance the technical, professional and soft skills of students as well as faculty members in accordance with the National Skill Qualification Framework (NSQF), National Skill Development Corporation (NSDC) and the vision of NEP-2020.

As an institution offering undergraduate, postgraduate and research programs in humanities, science and management disciplines, the College has created manifold opportunities and infrastructure for uplifting the academic knowledge, communication proficiency and professional skills to meet the industry standards and global expectations. The teaching, assessment and evaluation are carried out with more importance given to the practical aspects and skill development.

With a view to expanding the communication skills of our students, a bridge course in English Language Communication is provided compulsorily to all the newly joined students of undergraduate degrees. At the same time, Tamil and English language skills are enhanced through various measures including oratory and essay competitions and quiz programs. Employment skills are taught to the students in an extensive manner by providing two compulsory papers for this purpose in the second year of all UG courses.

Furthermore, two non-major electives of one each in the third and fourth semester UG courses are skill-based, especially in language communication and computer technology. Soft skill paper is also provided as a compulsory subject for the first year students along with the English Language Communication and Professional English papers.

Thus, the academic syllabus, teaching methods and cocurricular activities of the College are all in complete alignment with the NSQF. Within the CBCS, at least 25 credits are devoted to the papers on skill development at the UG level. For the postgraduate students, open elective papers are included as compulsory study components in all the four semesters, thereby enabling the learners to enhance skills in other disciplines under the CBCS.

Likewise, issues pertaining to sociocultural values, constitutional duties, human rights, importance of tolerance, nonviolence, respecting women, elderly persons, differently abled persons, transgender persons etc. are given at most importance in all spheres of its activities. Plastic-free green campus initiative has been undertaken in order to create environmental awareness among the students and make them replicate the same in their own surroundings. These life skills involving good sociocultural behaviors, contributive citizenship and preservation of the environment are considered equally eminent as professional and technicalskills.

In addition to the initiatives listed above, the College conducts skill development training for the students to face competitive exams held by the UPSC, TNPSC, RRB and in the banking sector. This training is provided on all Saturdays by inviting trainers from across Tamil Nadu. Special events are conducted exclusively for girl students in which successful women professionals, IAS/IPS officers and entrepreneurs address and interact as special guests. The scope and coverage of these skill development initiatives will be expanded substantially in the upcoming academic years.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Dr. R. K. Shanmugam College of Arts and Science deems it a huge pride and honor in belonging to the Indian nation which has nurtured manifold traditions, multiple cultures, a spectrum of languages and diverse religious practices. The institution follows the NEP-2020 in envisaging 21st century's youngergeneration which is deeply aware of its cultural and linguistic roots.

Indian arts, Indian literatures, Indian value systems and Indian religious philosophies as well as Indian knowledge systems have been incorporated as core components in teaching content and institutional practices. Various MOOC courses offered through the

SWAYAM platform, particularly about Yoga, Vedic science and maths, and rich Indian knowledge systems are regularly facilitated to our PG students as part of their syllabus. Our students take a keen interest in learning about Indian arts, cultures and vernacular languages through such MOOC courses.

Since our institution is committed to provide quality education to the rural students, teaching the content available in English medium using the vernacular language (Tamil) is constantly encouraged among the faculty members. The faculty development programs conducted in this academic year were emphatic about bilingual teaching.

The earlier view of restricting to English medium of teaching has been replaced with a higher importance for communicating the content in the vernacular language, for which substantial insights have been rendered in the NEP sections that highlight the virtues of mother tongue education.

All the degree programs both at the UG and PG levels except the language courses are invariably taught using the bilingual mode of teaching. The ad-on courses, certificate pf, cocurricular programs and academic events – all are provided in both Tamil and English languages. Our students find it highly useful and deeply engaging in learning the contents of science and management subjects in their own mother tongue along with the English contents available in their textbooks.

The primary medium of communication in the College is Tamil, one of the classical languages of ancient India. As majority of students have Tamil as their mother tongue, its rich literary tradition and cultural ethos are constantly inculcated to the students through various events, competitions and workshops.

The students of literature courses get to study literary works authored in Indian languages through the Indian literature in translation papers.

The importance of Indian knowledge systems like Yoga, Buddhist philosophy, Saivait and Vaishnavait bhakti tradition, and constitutional values as well as duties are inculcated to the students and faculty members during the Pongal festival, Independence day, Republic day and other events on special occasions.

The college celebrates International Yoga Daywith great

enthusiasm on the 21st of June every year. Pongal festival is also celebrated by the students and faculty following the Tamil traditional zeal. Vijayadashami, which is attached to education, is celebrated with a strong religious fervor.

Following the Indian tradition of sharing resources with the needy, our College has executed the 'Pidi Arisi' (A Handful of Rice) Scheme with the voluntary participation of our students. Under this scheme, each department students and faculty members visit an institution working for underprivileged children every year, andoffer food and other amenities while spending the whole day with the children. Our NSS volunteers also adopt nearby villages and conduct awareness programs as well as sanitation works in such places.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Dr. R. K. Shanmugam College of Arts and Science aspires to transform its students into potential employees for leading industrial networks, transnational companies and the public sector by focusing on their learning outcome.

The syllabus of our affiliated universities are also oriented towards this purpose of outcome based education at all levels. The syllabus for each and every subject lists out the desired outcome for the particular paper along with a description of unit-by-unit outcomes to be achieved among the learners.

The College takes all efforts to keep an outcome-centric approach on syllabus adoption, teaching-learning methods and cocurricular activities right from their inception point. Testing and evaluation methods are also centered on outcomes rather than theoretical knowledge. Practical aspects of the syllabi are given primary focus in science and management courses, while more and more fieldwork based research is encouraged in humanities and language programs.

The College has taken its cue from prospective employers about their needs and standards, and students are trained accordingly throughout their degree programs so as to enable them meet the present challenges and employer expectations in the competitive global scenario. Along with outcomes catering to the job market, the college also focuses on sociocultural and humanist values that ought to be inculcated in a student's mind upon the completion of a course of study.

Teaching-learning methods adopted by the College are oriented towards practical application and experiential learning. Thus, the College has initiated several measures to make the entire educational process outcome based, as suggested by the NEP-2020.

20.Distance education/online education:

The College encourages students at the PG level to take up MOOC courses from the SWAYAM portal. Completion of at least one MOOC course from SWAYAM has been made compulsory for all the PG students of our institution. While our students actively enrolled for several MOOC courses, they took up the exam and obtained certificates from NPTL and other agencies offering such courses through the SWAYAM platform.

Online and distance learning (ODL) activities are promoted based on specific needs of students for each subject. Study materials, video contents and quiz programs available on Open Education Resource (OER)websites are facilitated to our studentsin order to achieve better learning outcomes and enhanced knowledge.

Blended learning strategies are also used to a large extent using video contents and slide presentations within physical classrooms. As an institution catering to the higher education aspirations of students belonging to very remote and rural backgrounds, the College has initiated formidable steps to train them in using technology productively for their study purposes.

Considerable success has also been achieved in making our students use MOOC platforms, OER websites and ICT tools.Applications like Google Classroom and Moodleare used for teaching-learning activities in an increasing proportion. The College is all set to expand the use of MOOC platforms, ODL strategies and ICT tools to a huge extent in near future.

Extended Profile

1.Programme

1.1

9 UG., 8 PG., 2 M.PHIL., 1 PH.D.,

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **370**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **370**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **463**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **82**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **82**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	9 UG., 8 PG., 2 M.PHIL., 1 PH.D.,
Number of courses offered by the institution across all programs during the year	

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2.Student

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File Description	Documents
Data Template	[View File](#)

2.3	463
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	82
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	82

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	46
4.2 Total expenditure excluding salary during the year (INR in lakhs)	67.39
4.3 Total number of computers on campus for academic purposes	230

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Dr. R. K. Shanmugam College of Arts and Science takes effective and systematic curriculum delivery as its foremost priority. The College has established a long tradition of work culture and record maintenance system that ensures the implementation of teaching learning mechanisms, academic activities, extra-curricular activities and examination methods.

Even though most of the class hours and exams were conducted through online during the 2020-2021 academic year, the College functioned with a very stable student-teacher ratio and one-to-one communication with every student. Disciplined class timings, professional methods for virtual classes, established time table and standard academic calendar were strictly followed in this academic year for effective curriculum delivery.

The College follows CBCS pattern for all the courses, as per the syllabus of the Thiruvalluvar University. The College offers a

unique Bridge Course to its I year UG students, with an aim of orienting them to the higher education system, which helps the students who are from rural background and without much exposure. The College also offers Value-Added certificate courses in various fields of interest. Students are also motivated to benefit from the various programs.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://rkscollege.com/wp-content/uploads/2022/02/1.1.1-Curriculum.pdf

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

Every year, the College implements a well-planned and detailed academic calendar, with an aim to clarifying the responsibilities, duties and entitlements of students, faculty members as well as non-teaching staff. The calendar consists of three important sections: (I) overall plan and functioning dates for the whole academic year (2020-2021), (II) Odd Semester (November-December 2021) working days, day orders, first, second and third internal assessments, model exams and end-semester exams, and (III) Even Semester calendar with the same details as in the Odd Semester, along with other details.

The Academic Calendar of the College capture the focus of attention on important days and details. Apart from these, the Academic Calendar is diligently followed and strictly implemented in the day-to-day functioning of the College. The Academic Calendar also highlights the days of national and international importance so as to make the students and faculty aware of the significance of such days.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://rkscollege.com/wp-content/uploads/2022/01/ACADEMIC-CALENDAR-2020-2021.pdf

1.1.3 - Teachers of the Institution	D. Any 1 of the above

participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

19

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

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

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

13

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

683

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

1.3 - Curriculum Enrichment

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

Dr. R. K. Shanmugam College of Arts and Science prioritises the inclusion of crosscutting ethical, humanitarian and human rights issues into every aspect of curriculum, so as to make this inclusive practice an integral part of teaching-learning activities and campus culture. Students are made responsible and sensitised about respecting women and transgender persons, differently abled and elderly people. Environmental Studies and Value Education have been made compulsory papers in this line for all UG students, while Human Rights is a compulsory subject for the PG.

Eminent personalities from various fields are invited to the College every month to deliver special talks about various crosscutting issues. It is constantly conveyed to the students that all human beings and every living species have the right to co-exist with equal respect and liberty.

The College inculcates the practice of environmental protection to its students through NSS, NCC, YRC and other clubs. Students have adopted the habit of planting trees and nurturing them after every occasion of celebration. Green culture and green

campus is actively promoted with an aim to make students to follow the same practices everywhere in their life and society.

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

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

9

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

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

124

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://rkscollege.com/wp-content/uploads/2022/02/FEEDBACK-REPORT-2020-2021.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://rkscollege.com/wp-content/uploads/2022/02/FEEDBACK-REPORT-2020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

370

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

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

supernumerary seats)

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

370

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

2.2 - Catering to Student Diversity

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

Dr. R. K. Shanmugam College of Arts and Science is founded on the motto of providing the best quality education to all level of learners, leaving out no one behind. At the same time, the College is also committed to relentlessly expand the horizon of knowledge to the toppers by providing them the extra-curricular inputs.

Top level students who have the inclination for advanced learning are selected and they are provided an extra hour of advanced class in the morning and one hour of written test in the evening. Likewise, the slow learners are selected for special attention and extra-care. Exclusive slow-learner classes are conducted for them in the morning and evening on all working days. Apart from this, slow learner students are identified for the on-going semesters based on their internal assessment marks as well as classroom participation. Special tests and clarification classes are conducted for them in order to prevent them from failing in the semester examinations. These special classes for slow and advanced learners, which are conducted separately for each group, are marked as Flash point programme in the academic calendar and time table.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/01/BEST-PRACTICE-1FPP-2019-2020.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1242	82

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

2.3 - Teaching- Learning Process

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

The College has recently adopted strategic participatory learning and problem solving methods in order to bring out the real potentials of students. Participatory Learning Technique (PLT) has been included as a necessary component of curriculum delivery and routine classroom teaching-learning activities. At the UG level, students are encouraged to engage in group discussions and short presentations after the completion of each unit of the syllabus. PG students are given opportunity to deliver talks, make elaborate seminar presentations and peer-assessment. Open book tests, flippedteaching method and learner feedback sessions were also conducted by the College during the 2020-2021 academic year for its UG and PG students in the online mode.

Various level of problems are presented to the students and they are encouraged to solve them based on the theoretical knowledge and practical experience gained during the classroom activities in the concerned subjects. Students are facilitated to enhance their skills in critical thinking, evaluation, synthesization and application, following the Bloom's taxonomy. Theoretical as well as applied research was encouraged for the PG projects and doctoral research in this academic year.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/1.3.2-1.3.3-Field-Project-Work.pdf

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

Amidst the huge loss of face-to-face classroom experience for the students and faculty, the ICT tools were inevitable necessities to be mastered and put to optimum usage in this academic year. For teaching, special lectures and seminars, Zoom, Google Meet, Webex and other online clients were extensively used. Google Classroom was used by each faculty for connecting with students, getting assignments, providing learning materials and sharing marks to their students.

Open Educational Resources (OER) were extensively used by the faculty members for teaching content, learning materials and methodological requirements. Teaching faculty and research students were provided orientation and training in using the OER platforms such as OER Commons, Digital Library of India, National Digital Library, Shodhganga and NPTEL.

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

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

2.3.3.1 - Number of mentors

82

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

2.4 - Teacher Profile and Quality

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

82

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

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

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

18

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

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

2.4.3.1 - Total experience of full-time teachers

406

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

2.5 - Evaluation Process and Reforms

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

mode. Write description within 200 words.

The college focuses on assessing the students on a continuous basis and apart from teaching. Various techniques were adopted to assess the understanding of students through the online classes during the 2020-2021 academic year. For both the UG and PG students, the College conducted the class tests through online mode. After the completion of each unit, the important questions were sent to them to their email id and they were encouraged to attend all the exams. The student attendance, participatory activities and class presentations (such as seminars) were also taken into account through various testing methods. Online Seminars were also conducted in order to make the assessment more purposeful and effective. Assignment topics were given out of the syllabus topics in order to expand the interest of the students towards their career. Apart from unit tests, model exams were also conducted to motivate the students towards a better academic achievement. In order to enhance the skills of students and to improve upon their general knowledge, students were given various general topics for which they were asked to prepare on their own and to take seminars,. Overall, students performed well in the internal assessment in this academic year.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/2.5.1-Internal-Assessment-Mechanism.pdf

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

As an affiliated college of Thiruvalluvar University, Dr. R. K. Shanmugam College of Arts and Science maintains a robust system for resolving exam related grievances. Complaints regarding the conduct of exams, question paper contents, problems in timing, evaluation, mark statements preparation and other issues were received from the students as well as the faculty, and they were taken up with the Thiruvalluvar University for earliest resolving of the same.

Grievances were also reported by the students regarding the conduct of internal assessment examinations, and they were

resolved by the Examination Committee constituted for the academic year within the college. As most of the students of the College are from rural localities, many of them found it difficult to submit their internal and end-semester answer scripts through the online mode within the stipulated time. Concerns of such students were sincerely considered. They were given the alternative arrangement of submitting the hardcopy of their answer scripts within reasonable hours on the same day.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/2.5.2-Exam-Related-Grievances.pdf

2.6 - Student Performance and Learning Outcomes

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

Course outcomes are properly monitored and thoroughly assessed after each semester. The College focuses on three objectives with relevance to the course outcomes: (I) Academic Outcomes (II) Career Outcomes And (III) Societal Outcomes. Each course or paper offered by Thiruvalluvar University to which the College is affiliated, as well as those offered by the College on its own are taken forward to the students with the sole aim of achieving the desired outcomes.

In the 2020-2021 academic year, the academic achievement of students was very high even though almost entire teaching-learning activity took place in the online mode. This academic outcome was measured through examinations, oral and written quiz programs and other modes of measuring, including students' feedback sessions. The career outcome was also considerably good, which got reflected by the placement of some passed-out students in attractive job positions. The societal outcome is also expected to be good considering the contribution of the College to the progress and upward mobility of Kallakurichi district ever since its inception (2019).

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://rkscollege.com/wp-content/uploads/2022/02/2.6.1-POCO.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The program outcomes are specific targets to be achieved upon the completion of each subject within an entire course of study. Assessing the program outcomes is fundamental to the achievement of course outcomes within an academic system. The College takes special care to provide the students with essential ingredients of knowledge during the teaching of each subject within a study program. Apart from syllabus design and program objectives, the College has established an active feedback gathering system that automatically validates the achievement of program outcomes. Each and every program offered by the College as an affiliated institution under the Thiruvalluvar University and on its own capacity are socially relevant, career-oriented and competitively beneficial in the job market. The program outcomes are also designed and monitored considering the specific socio-economic situation of the students. Therefore, the program outcomes are designed to be economically uplifting for the students apart from other social and cultural benefits.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://rkscollege.com/wp-content/uploads/2022/02/2.6.1-POCO.pdf

2.6.3 - Pass percentage of Students during the year

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

463

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://rkscollege.com/wp-content/uploads/2022/02/2.6.3-ANNUAL-REPORT-PASS-PERCENTAGE.pdf

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpQLScxo172NWCdd5F2W3jgT4FV1nAE9fWHTDi4dK0eoSu2QhFt1w/viewform

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The institution constantly strives to inculcate creative thinking habits in students and staff to meet current global demands and expectations.

The college has created an innovation ecosystem wherein both teacher and student innovators are encouraged to come up with ideas which has potential to develop commercially viable products. Several methods are adopted to achieve this which includes Industrial visit, Institute interactions, Research development activities, entrepreneurship development activities and encouraging intellectual property generation.

The main objective of Research and development committee is to promote research culture among students and staff. The committee

charted a well-defined research policy and has carried out several activities. Faculties are encouraged to enhance their knowledge through research fellowships and training programs. The institution has encouraged staff to attend and present their paper in national and international seminars, workshops and conference.

To bridge gap between academic, research industry and commercial sectors and several activities have been carried out through industry institute interactions. Experts from various sectors invited to the college to deliver seminars and lectures.

The idea to innovate club gathers ideas from students and guides in transforming the innovative ideas into products in the innovative centre.

Innovative centre provides free space, infrastructure, telephone, internet access, language lab, e-library source, career guidance cell and research cell, guidance and counselling cell.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/3.2.1-Ecosystem.pdf

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

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

17

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

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	https://rkscollege.com/research-supervisors/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

8

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

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

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

4

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

3.4 - Extension Activities

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

Extension activities carried out in the neighbourhood community, sensitising students to social issues for their holistic development.

The college was allotted a national service scheme (NSS).the willing students have enrolled their names as NSS volunteers. The main motto of NSS is service to mankind is service to God. Imparting such values and attitude to students is the motive of the institution. Our institution carries out a number of extension activities in the neighbourhood community.

The NSS unit concentrates on the welfare of the neighbourhood community and sensitizes their social problems and takes necessary steps for the betterment of the society. These social outreach programmes brought a great impact on the holistic development of the students as they come across different categories of the people and their standards. Every year during Independence Day and Republic day, the NSS and NCC students coordinate with the other clubs of the institute to demonstrate on a social problem through parades and rallies.

Outreach and extension activities like awareness about cleanliness, AIDS, blood donation, tree plantation organ donation etc. These awareness programmes were conducted by NSS and NCC. Engaging the students in extension activities has created a sense of service-mind to the student community.

File Description	Documents
Paste link for additional information	https://rkscollege.com/nss-2/
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

11

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

655

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

9

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has an excellent infrastructure which vibrant academic environment. This set-up of the entire campus aids the teachers and students towards achieving academic excellence.

Every year the management upgrades the facilities depending on the needs of the institution.

The institution has a vast square feet and spacious buildings with adequate parking speciality and separate restrooms for males and females.

The institution has well-equipped classrooms with LCD projectors, laboratories. Computer labs, language labs, seminar hall and library.

To facilitate co-curricular and cultural activities, the college has a huge auditorium with AC. The college library is well equipped with digitized database. The library is enriched with large sections of reference books, issue books, articles, journals and e-resources.

To make learning practical and research-oriented, the college laboratories are well equipped with multiple sets of apparatus. the college has sophisticated language laboratory to engage students to actively participate in language learning activities.

Cafeteria provides delicious and hygienic food for students. The quality and hygiene is inspected by staff. Our institution provides (RO) potable mineral water to the students.

Available physical infrastructure is optimally utilised beyond regular teaching to carry out research projects, certificate courses, co-curricular activities and placement training class.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/4.1.1-Infrastructure.pdf

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

The institution has adequate facilities for cultural activities, sports, indoor and outdoor games.Dr. RKS. College of arts and science has exhibited its commitment to provide facilities and training sports and cultural activities.

The college has ample facilities to coach the students in indoor and outdoor sports and games to host tournaments and spectacular cultural events.

The institution has spacious sports ground to hold regular training and sports events for athletics shot put, disc throw, javelin throw, high and long jump and also organise group like cricket, football, kho-kho and volleyball

The facilities for indoor games like carom and chess also available. Physical directors train the students in various sports events and motivate them to complete in inter collegiate and university level tournaments.

The college has well organised NCC and NSS groups also. The institution has sports room and store room for keeping sports equipment.

Facilities for cultural:

To facilitate cultural activities, the college has a huge auditorium and seminar hall. The staff and students make use of these facilities for unwinding themselves at the time of organising cultural and literary events, alumni meet, fresher's day and farewell events.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/4.1.2-Sports-Cultural.pdf

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

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/4.1.3-ICT-Class-Rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

56.20

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Our Higher Education Institution is having Integrated Library Management System at our library for the better service of the students who are educated from our institution. The name of the software that we used from 2003 to 2017 was ROVAN LMS which was fully automated with 2.0 GB Version. The another Integrated Library Management System that we started using since 2017 is MODERN LIB which is fully automated with 4.5 GB Version.

The uninterrupted power system with internet facility is available at the library. There are two Library staff members dedicatedly working for the welfare of the staff and student. Dedicated Library Committee members are guiding the students and staffs to utilize the available e-resources of the library at

the most possible way. During the pandemic period also, the staff and students have utilized library by following the SOP of the Government and University. All our online content can be accessed from remote login and can be read using the technology software. Our library provides free E-journal, free E-books and free E-News Papers, along with the hard copies of the Textbooks, Question Banks, News Papers and other materials.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://rkscollege.com/wp-content/uploads/2022/02/4.2.1-Lib-Automation.pdf

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

C. Any 2 of the above

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

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

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

0.5

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

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

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

190

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

4.3 - IT Infrastructure

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

Dr. R.K.S. College of Arts and Science upgrades its IT infrastructure regularly to meet the latest technical requirements. Computers are available for the students at reasonable ratio in computer Laboratories with ICT @ WIFI facilities.The class rooms and staff rooms are either provided with LAN or WIFI facility to enhance the teaching – learning process. College also has an internet browsing centres for the faculty members.

Dr. R.K.S. College of Arts and Science plans towards the usage of Information and Communication Technology at all levels of interactions with the stakeholders of the College. The finance and accounts of the College are maintained with the help of staff whoare trained in the accounting software 'Tally' with latest version. The operations of the administration and finances are completely computerized thus facilitating timely reporting and efficient resource allocation.

A Library Management Software was installed at the Library to keep track of thebooks and journals. The consolidated monthly attendance for students has been computerised which provide the

attendance of each student on a day-to-day basis.Therefore it helps by procuring and storing enormous volume of data and facilitates processes in areas of Planning and Development, Administration, Finance and Accounts, Student admission and the examinations in the College.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/4.3.1-IT-facilities-including-Wi-Fi.pdf

4.3.2 - Number of Computers

230

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

67.39

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

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

1) Science Laboratories:

There are adequate laboratory assistants in the Science Departments viz. Physics,Chemistry and Computer laboratories to maintain the equipment and laboratories. The stock in the labs areverified annually, and damaged ones are discarded. Electrical and Electronic equipment are checked regularly at the end of every semester. Issue and Breakage registers are maintained in the laboratories. Adequate chemicals, physics apparatus and computer components are ordered and purchased from the authorised company based on the needs as prescribed in the syllabus.

2) Library:

The Librarians, ably assisted by a team of support staff, looks after the maintenance of the library books, journals, periodicals, furniture, electronic equipment, computers and software. They coordinate with the college and System Administrator to ensure that maintenance is done regularly. They update periodically the e-books, e-journals and maintain the same.

3) Sports Complex:

The Sports Complex comprising different playing fields namely football, cricket, ball badminton, shuttle badminton, hocky, kabbadi, etc.,andtrack & field is regularly maintained by the physical director along with supportive staffs. Water pipelines in the washrooms and other areas of Sports Complex are periodically checked by the service staff.

4) Computers:

The computer lab consists of 230 computers and includes ICT, Internet, Air condition UPS facilities, etc. Along with the faculty members, who are expert in both hardware andsoftware, the system administrator adminsters everything.

5) Classrooms:

The classroom facilities such as blackboards, ICT facilities, electrical fittings and furniture, etc., are regularly updated and maintained by the college.

6) Power generation and energy conservation:

All buildings are connected through a 125 KVA power generator, 6 UPS with 5KVA, 2 UPS with 7.5 KVA, 3 UPS with 3KVA to provide uninterrupted power supply. Also 6 numbers of solar light with 22 W are available in the campus.

7) WaterSupply:

There is a high capacity Reverse Osmosis (RO)water plants supplying potable water. TheRO Plant is cleaned and maintained on are regular basis.

8) SewageTreatment:

The College maintains an effective sewage treatment where the waste is segregated and the discharged water is used in the kitchen garden.

9) MedicalFacilities:

Our college executive directors are medical practitioners. They visit the institution every week and check the needsof the students and staffs. College also has a dynamic network with local hospitals which provide ambulance facilities in the case of emergency.

10) RainWaterHarvesting:

Rain Water Harvesting has been implemented in the campus. Rain Water Harvesting wells have been installed.

11) ParkingFacilities:

Adequate parking facilities for bicycles, motorized two-wheelers and four-wheelers are available at various locations.

12) Hostel:

Girls and boys have separate blocks and each block has a fixed capacity. Care-takers and house-keeping services are provided in all hostels during day and night.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/4.4.2-Physical-Maintenance.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

227

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

413

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

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

C. 2 of the above

File Description	Documents
Link to Institutional website	https://rkscollege.com/wp-content/uploads/2022/02/5.1.3-Capacity-building-and-skills-enhancement.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

229

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

229

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

111

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

2

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

5.3 - Student Participation and Activities

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

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

1

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

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

The Student Representative Council is a student body that represents the interests of students in College Administration both in academic and non-academic. It takes responsibility for organizing various student activities. The student council consists of the student chairman, student secretary, conveners and class representatives. The Principal, the Vice Principal and HOD'S provide guidance to the Student Representative Council. Student's Council members represent in IQAC committee, sports and service clubs, Literary Associations, Cultural committees, annual planning process, magazine committee, etc. This enables the participation of the student community in taking major decisions concerning the curricular and co-curricular activities of the College. The College Academic Council which has wide ranging powers to decide upon academic matters also has student representatives. Student Council is also involved in many social welfare activities such as organizing blood donation camps and cleaning up the College premise through Campus Cleaning Programme. The Student Council has also played a stellar role in collecting and distributing relief material during natural calamities like floods and cyclones. The Student Council of, Dr. R.K.S. College of Arts and Science is a role model for how

student councils should play a significant and meaningful role in enhancing the quality of a higher educational institution.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/02/5.3.2-co-curricular-and-extracurricular-activities.pdf
Upload any additional information	View File

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

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

50

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

DR. R.K.S. College of Arts & Science Alumni Association works to promote the bond of brotherhood among the alumni and to help the Institution.

Supportive services:

- **Helps in creating opportunities for the students.**
- **Provides valuable feedback.**
- **Promotes sharing of experiences and knowledge among the various stakeholders.**

- **Strives to create national and global platforms for the students**
- **Helps in student placement and student exchange.**
- **Organizes social, educational and networking events locally at the Institution/Institute levels.**
- **Undertakes activities contributing to the improvement of infrastructure and academic activities in the Institution.**
- **Conducts periodical meetings for fulfilling the various objectives of alumni association.**
- **Raise funds for promoting objectives of the association.**
- **Conducts various activities that helps in the career and competitive examination guidance to the students.**

Financial Contribution:

The Association has contributed significantly to the development of Institution through financial assistance.

- **Financial: Financial contributions for seminars, conferences, first aid kits, cash awards etc.**
- **Interviews Tips: Students were benefitted by the placement interviews which were co-ordinated by alumni.**
- **Fees payment: Some students got the benefits oftuition fees, Transportation fees, Exam fees and Hostel fees as alumni Scholarship.**

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/03/5.4.1-Alumni-Association.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission

of the institution

VISION

- To provide the rural youth access to higher education and to nurture them to make a positive contribution to the public life with a thrust on women empowerment.
- It seeks to achieve a wholesome synergy between academic practices, social empathy, and cultural proclivities.

MISSION

- To instill confidence in the students to meet the challenges of the fast changing and competitive world.
- To identify the latent talents of students and make use of their fullest potential towards establishing a self reliant and just society.

Nature of Governance:

The Governing Body delegates the authority to the academic council which includes Principal, Vice Principal, HODs, Staffs and Students in turn share it with the different levels of functionaries in the college. The Heads of Department, the Conveners of various committees play a major role in determining the institutional policies.

Participation of Teachers in Decision-Making Bodies:

Teachers discharge an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process.

Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. Some of these committees are the Academic Council, the Examination Committee, the Admission Committee, etc.

Teachers discharge an energetically pervasive role as motivators and steering the NSS unit, Discipline Committee, Personal Counselling Cell, etc.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/03/6.1.1-vision-and-mission.pdf
Upload any additional information	[View File](#)

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

Institution practices Decentralization and Participative Management. The success of our institution is the result of the combined efforts of all who work towards attaining the vision of the institution.We have college executive committee (11 members), college governing body (7 members), college academic council (11 members) and students representatives council (86 members). Their involvement and cooperation in devising and implementing decision making plans for academic and administrative affairs through various bodies and committees have contributed to the growth of the college.

Dr. R.K.Shanmugam College of Arts and Science focuses keen on decentralization by intending equal opportunity to participate in the functioning of the Institution management comprises of committee, council for the development of the Institution. Management committee takes care of infrastructure facilities which fulfill the quality and the required needs of the higher education bodies to reach the set goals or bench marks of the Institution. It also extends all the amenities for the teaching and non-teaching faculty and students.

The Principal, Vice Principal, Heads of the departments, teaching and non teaching faculty along with class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities and participative growth of the institution.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/03/6.1.2-Leadership.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ Perspective plan has been clearly articulated and implemented.

Strategic Plan

Strategic plan for the students, faculty infrastructure, new technology, funds etc..

1. Extension of available area through vertical expansion to accommodate more classrooms, laboratories, auditoria, staffrooms etc.
2. Renovations to revive ageing infrastructure.
3. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT (Information and communication technology) and innovative means.
4. New certificate courses for students.
5. Online admission.

Deployment Documents

1. New building along with sanctioned plan and photo of completed building
2. Photos of Auditorium, A.V Room, and washrooms.

Thus, it is clear that the institution has made a effort to reach out to mobilize funds in its Strategic Plan and has been successful received from various types of financial assistance both from the managing partners and students fee payment for the betterment.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/03/6.2.1-The-institutional-Strategic.pdf
Upload any additional information	No File Uploaded

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

The Governing Body

The Chairman heads the Governing Body and the Executive Committee of the institution. The Correspondent, Secretary and other members of the College Management Board are part of the decision making bodies and committees responsible for the effective management of the College operations. The management gives sufficient authorization to the Principal to function in order to achieve the vision and mission of the institution.

Administrative Set Up:

The Principal effectively takes forward the day-to-day management of the College in its academic and administrative matters. He has his team of Departmental Heads, the IQAC Coordinator, the Teachers, and the Head Clerk to assist him in the discharge of this work.

The administrative setup consists ofgoverning body, academic council (Principal, Vice-Principal, HODs, Staffs, Students) , IQAC coordinator, Students Council.

Service Rules, Procedures, Recruitment and Promotion Policies:

The Constitution of the college has been amended from time to time based on the requirements.

The recruitment rules for the teaching staff are in tune with the eligibility criteria set outby the UGC , University and the State government.

The promotional opportunities for teachers and non teaching staff are according to the rules and regulations of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://rkscollege.com/wp-content/uploads/2022/03/6.2.2-Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | **C. Any 2 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Yes, the institution has welfare measures for both teaching and non-teaching staff.

Welfare measures for teaching staff:

1. **On-duty is provided for the faculty members who are attending National /International Conference / Seminars / Workshop conducted by various University.**
2. **One day salary is offered every month as incentives to those staff members who do not avail casual leave in the respective months.**

3. Offering free education to the wards of the staff members including school education in the sister institutions.
4. Free bus facility and accommodation is provided for needy faculty members.
5. Internet facility is given to all the faculty members.
6. Financial contribution for the family functions of the faculty members.
7. Offering Incentives based on exceptional academic activities.
8. Faculty members are encouraged with gifts and awards.
9. Health insurance to staff members and their families.
10. Staff room facility is provided

Welfare measures for Non Teaching Staff:

1. One day salary is offered every month as incentives to those staff members who do not avail casual leave in the respective months.
2. Financial contribution for the members and increment and incentive are also issued.
3. Group Insurance Scheme to cover family members of the staff.
4. Financial contribution for the family functions of the faculty members.
5. Special Incentives to drivers for additional work.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/03/6.3.1-welfare-measures.pdf
Upload any additional information	View File

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

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

12

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

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

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

10

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

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

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

14

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

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

The Performance Appraisal Index facilitates to set goals and enhance the holistic performance of staff members. It has been carried out through three different parameters; teaching learning process comprises producing cent percent result in model and university examinations, students' feedback, activities for improvising slow learners, communication skill certification, certificate courses and bringing industrialists to the departments.

Research and consultancy consist of publication of technical papers, publication of book, research guidance, presenting papers in conference, collaborative research work. Administration and services include mentoring, producing rank holders, student achievements, and placements, conduct of parents meeting, programmes organized, holding administrative responsibility and extending the support in college administration. The performance appraisal process takes place once in a year. The periodical evaluation also motivates the staff members to excel in their professorial endeavours and make further improvements every year.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/03/6.3.5-Appraisal-System.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

```
Internal Audit:

The Internal Auditors carry out financial audit and academic
audit regularly and submit the reports. The Internal Audit is
the responsibility of Financial Committee . The internal audit
report is submitted every quarterto the board of Management.

Day-to-day financial transactions that including revenues in
terms of the students fee, fixed deposit interests and revenue
from assets recurring as well as nonrecurring expenditures and
expenses for salary grants, transport, sports, events, hostel,
canteen, library, labs, computers, electricity, stationery etc
are carefully audited.



External Audit:

The assets and liabilities, revenues, and theoverall financial
stability of the Institution is thoroughly audited and the same
is openly declared for each financial year.

This auditing system ensures smooth and stable financial
management that ensures the growth of the institution in the
long run.

The external audit leads to the growth of the institution in the
long run.
```

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/03/6.4.1-internal-and-external-financial-audits.pdf
Upload any additional information	View File

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

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

1.31590

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

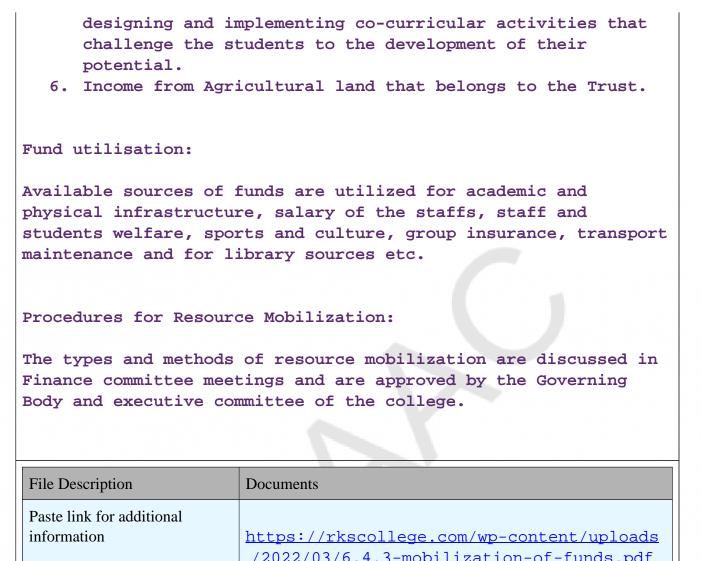6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Strategies Employed for Resource Mobilization:

It engages with its alumnae and other stakeholders in exploring revenue-generation avenues, some of which have borne fruit.

Mobilization of Intellectual and other Abstract Resources:

1. **Dr R.K.SHANMUGAM educational trust members are mobilising their own funds as additional shares whenever required.**
2. **The management and finance committee jointly make strategy to mobilise fund through available sources like ground, auditorium etc.**
3. **Fee collection from students**
4. **Fee contribution by outsiders for academic activity like seminars, workshop.**
5. **The institution mobilizes its human resources, too by**

       designing and implementing co-curricular activities that challenge the students to the development of their potential.

  6. **Income from Agricultural land that belongs to the Trust.**

Fund utilisation:

Available sources of funds are utilized for academic and physical infrastructure, salary of the staffs, staff and students welfare, sports and culture, group insurance, transport maintenance and for library sources etc.

Procedures for Resource Mobilization:

The types and methods of resource mobilization are discussed in Finance committee meetings and are approved by the Governing Body and executive committee of the college.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/03/6.4.3-mobilization-of-funds.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell has contributed significantly for institutionalzing the quality assurance strategies and the process.

Counselling to Studetns, Parents and Faculty Members and their Family Members during the Covid-19 Pandemic time through phone with the support of the Management and Staffs.

Charitable service (Food & Water) to the needed people during the Covid-19 Pandemic lockdown period.

Teaching & Learning (Admission, Class, Test, Webinar, Quiz)

organized throgh online and social media.

New MOU signed

AQAR for 2019-2020 prepared and submitted successfully

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/03/6.5.1-Significant-Contribution.pdf
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Our institution was Accredited by NAAC as first cycle in July 2018. The AQAR report of the institution was updated for the years 2018-2019 & 2019-2020 and now we update the third AQAR for the year 2020-2021 as per the revised norms of the NAAC.

Our institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC after the detailed discussion, verifications and recommendations of the various committees of the institution. In the beginning, it chalks out the plan of action for the upcoming period towards the development in teaching learning process and all related activities. The common proforma would be prepared and used to collect details from the Departments, Library, Office and Hostels. Based on the information collected, it would be analyzed and executed for the improvement of the quality of all aspects with the permission of the Management and Administrators.

Our institutions conducted seminars, workshops, conferences, article / paper publication, quiz programme, unit exams, model exams, coaching for competitive examinations and cultural competition like events through online during the COVID-19 periods.

Our institution introduced new certificate courses in various field last year even in the COVID-19 pandemic period and they

were conducted both in online and offline by following the SOP of the government of India.

Our institution signed new MOU with industries/companies and institution / organization last year during the lockdown free periods.

File Description	Documents
Paste link for additional information	https://rkscollege.com/academic-audit/
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rkscollege.com/wp-content/uploads/2022/03/IQAC-MEETING-ATR-2020-2021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is one of the key challenges facing society

today. It observes highest ethical standards in all its activities in our institution. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinion, national or social origin, property, birth or other status.

(a) Safety and Security

1. Security checkpoints at all entries and exits of campus.
2. Extensive surveillance network with 24x7 monitored control rooms.
3. Rotational duty by all faculty members for discipline and security.
4. Strict implementation of Anti-Ragging, Anti-Smoking and Mobile Free Campus.
5. Freshers friendly forum to maintain good ethics among students.

(b) Counseling

1. Formal and informal avenues for counseling male and female students and staff for academic and other issues.
2. Class and Proctorial Committees are available for counseling for students.
3. Women's rights are explained by the right to live free from violence and discrimination.
4. Women's right also explains the enjoy of the highest attainable standard of physical and mental health, to be educated, to vote, and to earn an equal wage.
5. Gender equality is to be understoodthat women and men should be able to compete together with no issues.

(c) Common Rooms:

Common room has been allocated for girl students, which also facilitate meetings and discussion

File Description	Documents
Annual gender sensitization action plan	https://rkscollege.com/wp-content/uploads/2022/03/7.1.1-Gender-Equality.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://rkscollege.com/wp-content/uploads/2022/03/7.1.1-Gender-Equality.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

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

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

The key operations of our institute has very less impact on the environment as generating less waste and recycling it by passing it through a system that enables the used material to be reused ensuring that less natural resources are consumed.

(a) Solid Waste:

The waste is generated by all sorts of routine activities carried out in the College that includes paper, glass, metals, foods, and tires etc. The waste is segregated at each level and source. The floor dustbins are emptied in movable containers/dustbins provided for each block and is taken to the dumping yard provided by the College. The College has contacted an authorized vendor who collects the waste from the designated place, segregate them and disposes them at the landfills authorized.

(b) Liquid Waste:

Liquid waste generated by the College are of two types:

1. **Sewage waste**
2. **Laboratory, Laundry and cafeteria effluent waste.**

(c) E-Waste Management:

Flip flops, memory chips, motherboard, compact discs, cartridges etc generated by electronic equipments such as Computers, Phones, Printers, Fax and Photocopy machines are recycled properly. The e-waste generated from hardware which cannot be reused or recycled is being disposed off centrally through authorized vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**

3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**C. Any 2 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and	**A. Any 4 or all of the above**

information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other.

NSS - Village awareness, annual camp etc

NCC - Swachh Bharat etc.

YRC & RRC - Blood donation etc

Competitions, seminars, culture and rally events are conducted during the commemorative and patriortic days.Along with many regional festivals, Deepvali, Christmas and Pongal are celebrated in the college and linguistic activities such as poem writing, short stories, debating etc. This establishes positive interaction among people of different racial and cultural backgrounds.Competitions, seminars, culture and rally events are conducted during the commemorative and patriotic days. Institute has code of ethics for students and a separate code of ethics for teachers and other employees.

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

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

The College ensures that the students participate very enthusiastically in all such activities.

1. National Identities and Symbols:

The College has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The College celebrates the Independence Day & Republic Day with great pomp and vigour.

2. Fundamental Duties and Rights of Citizens:

The Faculty of various departments, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the citizens. The students have enthusiastically participated in various programs like:

a. Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects.

b. Various activities like poster making competition, essay writing etc.

c. Organizing Annual Competitions on various contemporary legal issues.

3. Constitutional Obligations:

We organize students centric activities like paper, poster & essay competition displays at annual Synergy event etc which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship. List of various activities conducted in the Institute for being responsible citizens as reflected in the

Constitution of India are given below:

Independence Day

Republic Day

Aids Awareness Day

World Cancer Day

World Consumer Rights Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://rkscollege.com/wp-content/uploads/2022/03/7.1.9-responsibilities-of-citizens.pdf
Any other relevant information	https://rkscollege.com/ncc-2/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

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

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

Institution celebrates national and international commemorative days, events and festivals. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Republic day - The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world.

Independence Day -It is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti - It is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff.

International Yoga day - It is celebrated on 21st June every year. The yoga Instructor organizes the yoga camp and a speech is delivered to make everyone aware of it.

Voters Day - It is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizens.

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

7.2 - Best Practices

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

BEST PRACTICE I

Title of the Programme: HEALTH CARE EDUCATION FOR WOMEN

Meaning:

"Health is Wealth" is a common saying of the world. Health is astate of complete physical, mental and social wellbeing.

Goal:

- **To promote, strengthen and protect the health of the students.**
- **To identify, detect and treat the malnourished and anemic students on time.**
- **To promote safe menstrual hygiene practices by girls.**

Context:

Ours is the first Co-education self financing Institution in the region of Kallakurichi and Kalvarayan hills where the people belong to rural and tribal society. As most of the parents are illiterate, they want to give proper education to their children. But the poor economical status of our students leads them to take up part time jobs to boost up their parents' earning, putting their health at risk. Often they go to work without food and eat at odd hours unmindful of the nutritious value of food. So, ourinstitution focuses on students' health issues.

Practice:

There are 15 Doctors (Cardiologist, Pediatrician, etc..) who have dedicated their life to offer education at affordable cost along with the

health care programme. They organize healthcare programme for the welfare of the students. They visit the campus once in a week and examine the health of the students. Those students who have health issues treated after informing their parents. Health related awareness programmes are organized to familiarize the health related issues. A commonhealth camp is also conducted free of cost.

Evidence of the Success:

As the institution gives immediate care to the students to promote the health, they feel confident to approach their teachers about their health issues during their stay in the campus. This allows them to concentrate on their education without fear. This is the basis of the success of our students who maintain good health. It helps them to leap up the ladder of success.

Problems Encountered and Resources Required:

It is a fact that our students mostly come from rural and tribal region. They sometimes feel shy to share about their health issues. Especially girls avoid sharing such health issues as they are brought up from the poor illiterate family.

Notes / Conclusion:

The students are from the rural and tribal society. They need motivation and guidance to take care their health which is their wealth. This is the most important issue. Every rural & tribal students must have access to good health to keep them fit, to make their life meaningful. Our institution with its students' health care wing is meeting its goal of turning out healthy bright students eager to fulfill their dreams & realize the vision of abetter world.

BEST PRACTICE II

Title of the Programme "VILLAGE ADOPTION"

Meaning

Village adoption is meant for working along with the particular village society it is a process of empowering the villages to achieve the goal of development in 360 degree aspects and to show as a model village to other region.

Goal

- To develop the villages in association with local Panchayat, District Government Administration, NGO, Youth Club and other bodies
- To create awareness on district state and central government schemes that are offered for the villages especially
- To give training based on the value added agriculture product that are cultivated by the villages on their agricultural field
- To educate the villagers to realize their potential on their life skills and how should be utilized for the development
- To create a plastic free village
- To import useful tree plantation and make it as green village
- To conduct healthcare program
- To create awareness over Vaccination

Context

DR.R.K.Shannugam College of Arts and Science is located at rural but beside the hilly region in Kallakurichi district. 90% of the students are coming to our institution from remote rural and the tribal region. Their parents are illiterate and lack of awareness on various schemes of the government. They never mind about their health and concentrate only on work. They don't realize their willpower or potential what they inherent. So, our institution has adopted Indili Village where our institution has been functioning, and executing various development programmes with the help of the villagers and government administrations.

Practice

Our college is having a good number of faculty members and students power to execute the village adoption as one of the best practices. The following are some of the practices of the institution in the adopted villages;

- Work to develop the village in coordination with the local

Panchayat
- Create awareness about various government schemes to villagers
- Conduct meeting with SHG and the youth club to support on the entrepreneurship
- Conduct training program to the farmers to get value added product as they mainly cultivate money-corps from their agricultural field
- Villagers or real hard workers who have the capability to do the physical work with good stamina but used it improperly. So they are educated to realize and use it for the life skill programme
- Organize rally program to create awareness on tree plantation, plastic eradication and rainwater harvesting.
- Conduct healthcare program like Corona vaccination awareness, nutrition food awareness reproductive child health awareness, polio camp, leprosy survey and blood donation awareness
- Conduct social development programs like basic education, women and child empowerment, youth development, and entrepreneurial development, etc.

Evidence of the Success

As most of the students and staffs are from the rural region they know well how to move with the village people. Tt helps our institution to execute the task successfully. Some of the evidence are;

- Conducted entrepreneurship training to the self-help group of the same village
- Conducted tree plantation awareness rally, plastic eradication awareness rally, Corona vaccination awareness rally, rainwater harvesting awareness rally, etc.
- Conducted Corona vaccination camp, nutrition food awareness program, blood donation camp, leprosy survey camp, etc.

Problems Encountered and Resources Required

People used to expect financial assistance whenever our team members visit the village to conduct different programs. As our educational institution is run in the rural region and the students are from economically poor and socially downtrodden society we experience the financial difficulties to execute the goal of the institution. Apart from this issue we do all type of

disease and motivated to have nutritional food and to live a healthy life. Awareness messages, audios, videos, arts and motivational talks were given through online and social media with the help of the Management, Faculty Members, Students and volunteers.

The extension activity wings like NCC, NSS and YRC started to serve the publicin association with the Police Department, the Health Department and the District Government. Our volunteer students offered the basic needs like food and water to the needy people who were living along the road sides. Blood donation at the time of lockdown, done at the district head quarters hospital by our students.

The online classes were started even before the issue of orders from the government and university to this effect.Our institution was the first to conduct the online classes in state level and district level. Along with the online classes, Online Quiz, Online competition and Webinar programme conducted. A webinar on The Status of Womenin Future was conducted in which Advocate of the High Court of MadrasMs.ARULMOZHI was the resource person.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To Start DR.R.K.S. IAS Academy
- To Conduct Mega Job Fair / Job Exbitions
- To Organize Research And Development Porgarmmes
- To Conduct Field Study/Project/Internship Related To MOU Signed
- To Concentrate More On Research Activities
- To Encourage The Students To Do Online Courses
- To Introduce University Certificate / Diploma Courses
- To Conduct Students Motivation Programmes
- To Organize Social Awareness Programmes
- To Start Staff Development Hour