



YEARLY STATUS REPORT - 2021-2022

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 **dr rkscasnaac2017@gmail.com**
- Alternate e-mail **prlrkscas@gmail.com**
- Address **INDILI VILLAGE, ULAGANKATHAN
POST, KALLAKURICHI**
- 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 **UGC 2f and 12(B)**
- Name of the Affiliating University **THIRUVALLUVAR UNIVERSITY & ANNAMALAI UNIVERSITY (Since 2021-2022)**
- Name of the IQAC Coordinator **DR.P.JOHN VICTOR**
- Phone No. **04151226502**
- Alternate phone No. **04151226503**
- Mobile **9842586158**
- IQAC e-mail address **drkscasiqac@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/2022/12/AQAR-2020-2021.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/2022/02/ACADEMIC-CALENDAR-2021-2022.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.05	2018	03/07/2018	02/07/2023

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
0	0	0	0	0

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 12

- 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)

* AQAR 2020-2021 prepared and submitted within the offered period *
Signed New MOU and executed the activities * Organized Staff and
Students Development Programmes along with Seminars / Workshops /
Conferences * Introduced new Certificate Courses / Programmes *
Motivated the PG students to study the MOOC Courses

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
Annual Plan 2021-2022	Annual Plan was prepared for both Academic and Non-Academic activities after the discussion with the IQAC Members. The Annual Plan was then shared with the College Academic Council for the implementation and those plans were executed.
COVID-19 Awareness Programme	1. DR.R.K.Shanmugam College of Arts and Science in association with Indian Medical Association organized Covid-19 Awareness Rally on insisting 100% Vaccination at Kallakurichi, 2. DR.R.K.Shanmugam College of Arts and Science in association with the Lions Club organized COVID-19 Awareness Rally at Chinnasalem and 3. Covid-19 Awareness Rally was organized by NSS & NCC in association with Lions Club..
Faculty Development Programme	Faculty Development Programme was organized under the titles, 1. "To Seek and To Find" on 17/06/2021, 2. "Lean and Shire & Reach and Teach" on 30/09/2021 and 3. "Cultivation Of Research Excellence To Enhance Innovotion And Professional Development" on 04/03/2022
Students Development Programme	1. Training & Development Programme was conducted to the students, titled as "Future Financial Mangement" on 11/06/2021 and 2. Students Development Programme was organized under the title "Depict our Future with Powerful Technologies" on 30/09/2021
Adopted Village Activities	1. A special survey was

	conducted in the adopted village to find the life standard of the people in the post Covid-19 period and 2. Covid-19 Awareness Programme was conducted in the village.
Inclusion of New Members to IQAC	A new member (Mr.Ashraf, III B.Com.,) was included to represent the Students.
Palm Tree Seed Plantation	DR.R.K.Shanmugam College of Arts and Science in association with Indian Medical Association organized Palm Tree Seed Plantation programme.
Motivation for Research Activities	Faculty Development Programme was organized on "Cultivation Of Research Excellence To Enhance Innovotion And Professional Development" on 04/03/2022
National Leaders / Important Days Celebration	The following events were celebrated as per the plan; 1.Independence Day Celebration, 2.Republic Day Celebration,, 3.Birth Day of Thiru.K.Kamarajar, the then Chief Minister and National Congress Leader, 4.Birth Day of Dr.R.K.Shanmugam (The first Finance Minister of Independent India) was Celebrated and 5.The great Mathematician Ramanujar Birth Day was celebrated
Teachers Day (Septermber-5) Celebration	Teachers Day was celebrated in the presence of Ms. Jayalakshmi, DSP of Kallakurichi.
MOOC Implementation	MOOC courses for the PG courses were implemented as mandatory from the Academic Year 2021-2022. The PG students were motivated to enroll in any one of the listed course. They appeared for the respective

	examinations.
Social Reforms Day Celebration	Social Reforms Day was celebrated on behalf of Mother Theresa Women's Development Forum on 17/09/2021
New MOU Signing	MOU was signed with Evido Computers & Electronics, Kallakurichi - 606208, Tamil Nadu.
Slow Learners & Advanced Learners Programme	A special programme was arranged for the Slow Learners & Advanced Learners by the Faculty Members to face the Examinations.
Personality Development & Interview Skill Programme	Personality Development & Interview Skill Programme was organized for the students by the Silverline Management, Chennai on 27/10/2021.
AQAR 2020 - 2021 Preparation under New Regulation w.e.f 2020 - 2021	AQAR 2020 - 2021 Preparation was undertaken by the IQAC under the New Regulation (w.e.f 2020 - 2021) and submitted in the portal on time after the approval of IQAC Members.
Appreciation to Blood Donors	A periodical Blood Donation Camps are conducted (Weekly & Monthly) in both on campus and at District Headquarters Government Hospital. The Appreciation ceremony was held to Blood Donors.
Feedback Collections from Staffs, Students, Alumni, Employer and Parents	Feedback from the Staffs, Students, Alumni, Employer and Parents were Collected, Analyzed and Action Taken where ever is required.
MHRD - AISHE 2020 -2021 Preparation	MHRD - AISHE 2020 -2021 Preparation was undertaken and submitted in the portal on time after the approval of IQAC.

Voters Day Awareness Programme	The National Voters Day Awareness Programme was organized for the students along with various competitions on Voters Day.
National Flag Day Observation	National Flag Day was observed and fund was collected by the NCC and offered to the District Collector.
Pongal Festival Celebration	Pongal Festival is the traditional function of the Tamil Culture and so we celebrated at our campus.
National Science Day Celebration	National Science Day Was Celebrated
Alumni Association Meeting	Alumni Association Meetings were planned and organized by all department and also a common meeting was conducted.
Certificate Courses / Programme	Certificate Courses / Programme were conducted by all departments to develop the skill of the students in different fields.
International Women's Day Celebration	International Women's Day was celebrated at our campus and at different regions of Kallakurichi District. Rally was also programmed with different themes by the Male Students for the Female Students: 1.The victory of the women is the victory of a nation, 2.Let us celebrate Women's Education, 3.Let us celebrate Motherhood, 4.Avoid violence against Women, 5.Women are the future of a nation, 6.Femininity is strength, 7.Women's security, 8.Womenhood is an achievement, 9.Women's upliftment is the social upliftment and 10.Women

	Education is the family development.
Awareness Programme	Consumer Awareness, Entrepreneurship Awareness, Anti-Drug Awareness, etc., were conducted.
Organizing Life Skill Training Programme	Our institution in association with GTT Foundation, Maharashtra organized 3 Day Life Skill Training Programme for the final year students from 04/05/2022 to 06/05/2022
Conduct Model Exam	Conducted Model Examinations in both Odd and Even Semesters in-order-to practice the students towards the University Examinations.
Blood Donation Camp	20 Blood Donation Camps were organized throughout the year.
Annual NSS Camp	Annual NSS Camp was organized at Nainaarpaalayam Village from 26/04/2022 to 02/05/2022.
Organizing Seminar / Conference / Workshop	Seminars/Conference/Workshop were organized as per the schedule: 1.Seminar Programme on "Saving and Investment on Mutual Fund" (27/09/2021) in association with SEBI - SMART, Chennai. 2.Workshop Programme on "Career Guidance to Mathematics Graduates" (07/04/2022) by Mathematics. 3.State Level Workshop on "Literary Translation in Practice" (13/04/2022) by English & Tamil. 4.International Conference on "Materials and Biological Researches" (27/04/2022 & 28/04/2022) by Chemistry. 5.National Seminar on "Recent Trends in Multimedia and Research Trends Using Artificial

	<p>Intelligence and Machine Learning" (05/05/2022) by Computer Science. 6.National Seminar on "Assets Pricing Model an Overview" (06/05/2022) by Commerce. 7.National Workshop on "Mobile Application Development in Android" (12/05/2022) by BCA. 8.National Seminar on "Applications of Nano Magnetic Materials for Spintronics and Advanced Materials" (13/05/2022) by Physics. and 9.National Workshop on "Data Analysis Using SPSS" (26/05/2022) by BBA.</p>
Organizing Graduation Day, Sports Day and Annual Day Celebration	We organized Graduation Day (30.05.2022), Sports Day and Annual Day (31.05.2022) Celebration.

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

- Name of the statutory body

Name	Date of meeting(s)
College Governing Body and IQAC Committee	04/11/2022

14.Whether institutional data submitted to AISHE

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Data of the Institution

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13.Whether the AQAR was placed before statutory body?	Yes				
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Year	Date of Submission				
2021-2022	06/01/2023				

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 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 technical skills.

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 Day with 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, and offer 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 NPTEL 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 students in 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 Moodle are 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

559

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

File Description	Documents
Data Template	View File

2.Student2.1 **528**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **936**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 **472**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 **84**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **84**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 559

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

File Description	Documents
Data Template	View File

2.Student

2.1 528

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 936

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

File Description	Documents
Data Template	View File

2.3 472

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 84

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2	84
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	49
Total number of Classrooms and Seminar halls	
4.2	69
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	230
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

DR.R.K. Shanmugam College of Arts and Science ensures well designed curriculum to enable the students to acquire domain knowledge, skill and aptitude by conducting skill-based programs, value added courses, computer education certificate course and English Language Certificate course to nurture students learning.

Our college has a coherent sequenced plan for curriculum delivery that ensures consistent teaching and learning expectation and a clear reference for monitoring learning across the year.

Our college follows refined syllabus collaboratively with Thiruvalluvar University and Annamalai University. We adhere to a shared vision for curriculum practice. The college follows CBCS pattern for all the UG, PG, M.Phil and Ph.D courses as per the syllabus of the Thiruvalluvar University and Annamalai

University.

The College offers Bridge courses to First Year UG students, with an aim to orient them to the higher education system, which helps students from rural background and without much exposure. The college also offers coaching through various sources to participate in various competitive exams.

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

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

Academic calendar for the college is prepare for necessary compliance by all concerned in order to achieve the goals of quality enhancement in the beginning of each academic session. The college implements a well-planned and detailed academic year with an aim to clarify the responsibilities, duties and entitlements of students, faculty members and non-teaching staffs.

Each department shall prepare a tentative department-wise academic calendar keeping in view the days of state, national and international importance and prior to the commencement of the session. The head of the department reviews the academic, research extra co-curricular activities for the upcoming academic semester/session. Based on the department-wise academic calendar as submitted by all heads of the departments, the college academic calendar shall be prepared.

Our college adheres to the fact that, Academic programme and activities organised by various departments should not be merely rituals but a module of learning in tune with the best interest of the students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://rkscollege.com/wp-content/uploads/2022/02/ACADEMIC-CALENDAR-2021-2022.pdf

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

D. Any 1 of the above

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

1.2 - Academic Flexibility

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

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

20

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)****15**

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**491**

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**

Dignitaries from various human rights forum, social workers, police department are invited to deliver their motivational speech for the benefit of the students. Environmental studies and human values education have been made compulsory papers for UG students while human rights as compulsory paper for Post Graduate students. The institution ingrains in students, the practice of environmental conservation, blood donation, cleanliness, cleaning of village surroundings road side and temples through NSS, YRC and other clubs.

Students are brought regarding the value of planting trees and nurturing them regularly so as to conserve the nature. Green culture and green campus is actively promoted with an aim to make students follow the same practice everywhere their life all

through.

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

15

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

236

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

A. All of the above

syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	https://rkscollege.com/wp-content/uploads/2023/02/1.4.1-FEED-BACK-2021-2022.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/2023/02/1.4.1-FEED-BACK-2021-2022.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	
528	
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

528

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

Our college has implemented an effective monitoring system for a better and effective relationship between the students and teachers. This system helps the teachers to follow the progress of student academic matters, sports and extra-curricular interest. Each student is allotted a personal tutor to guide them academically and personally. These mentors keep track of each student's academic performance to upgrade themselves in the socio-economic system. Thus, students get to know their values and they move on to achieve their goals with the help of motivating mentors.

Our institution provides bridge courses for improving their academic performance and also their life skills. PTA meeting is being conducted by all the departments twice in every semester. The college gives much attention to the slow learners and special attention to the advanced learners. Advanced learners are motivated to move on to the next level. Their learning activities are enriched with a host of special lectures, online courses, enhanced tests and constant motivation. Many such advanced learners of the college have come out with flying colours in the university exams, as testified by their top ranks.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2023/01/2.2.1.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
1247	84

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 teaching method of our college focuses on imparting education through a student centric approach. The teacher facilitates learning by allowing each individual student to comprehend at their personal level. Classroom involvement of each student is ensured for interactive learning.

Courses offered by the College have a well-defined program outcome. This target-oriented teaching-learning process provides a comprehensive understanding to the students. Student feedbacks help to identify any lacuna which can then be addressed in the upcoming semesters.

Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual method, Language Lab, Industrial Visits, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning to the students.

Internal assessments are planned well so as to encourage students to work independently. Written Assignments enhance confidence and writing skills apart from inculcating an interest in research activities. Seminars help students present their assignments before the entire class, helping them overcome stage fear and develop oratory prowess.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://rkscollege.com/wp-content/uploads/2023/01/2.3.1.pdf

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

The ICT practices and technological interventions of our college promote inclusion and the development of digital skills. The college takes all possible measures to transform the learning environment of students through ICT platforms.

Our college uses OHP (the overhead projector) as a controllable blackboard or bulletin board in the teaching of writing, extends the range of teaching techniques so that an instructor may prepare in advance with the hand written sheets of film test questions, quotations and short poems to be shown in any order form. Then we use pictures, graphics as subject for creative composition.

The language laboratory is a very helpful tool for training one's speech in any language. It provides facilities which allows the students to listen to model pronunciations, repeat and second the same, listen to their performance and compare and do self-assessment.

Weekly once we have been conducting seminar, PPT presentation for the students to enrich their knowledge. In our future plan we planned to implement special lab for physics and chemistry to create innovative ideas for making new things. The ICT vision of the college is aimed at making our rural students into technocrats.

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

84

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

84

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

21

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

19

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.

Each subject teacher carries out the internal assessment with enough flexibility to improve performance and score better. Continuous assessment is followed for practical subjects. Internal marks are awarded following the university guidelines.

Students are also made aware of the evaluation process through the orientation Programmes at the beginning of every semester. The corrected answer scripts are verified by the HODs to ensure the standard of the evaluation process and then distributed to the students for verification. Student grievances are promptly acted upon by the department heads and teachers concerned in a positive manner.

Special classes are conducted for the slow learners based on their specific requirements. This helps the slow learners to update their subject knowledge along with the other students, and students involved in other activities of nation building do not miss out on their studies. For the final year students the laboratory and the project assessment are conducted by the internal and external examiner appointed from other colleges as per the decision of the University.

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

The College has established an Examination Grievance Redressal Committee to bring in transparency and accountability in evaluating students' academic performance. The function of this Committee is to look into student complaints and act upon their grievances. Valuation or Revaluation grievances are referred to the University for redressal. Students for whom results have been withheld or mark statements have not been issued are advised to approach the Committee at the earliest. If need be, the Committee members visit the Controller of Examination section of the affiliating university and get resolved such issues like Result With Held, Pending of Results & Certificates, Missing of Internal Marks & Paper Code, Hall Ticket issues, etc. This Committee also holds the responsibility of ensuring proper scribe arrangement to the differently abled students during internal and external exams. Students can state their grievance regarding any academic and non-academic matter with the campus through the online and grievance /suggestion box. Any grievances by students or faculty related to internal examination are solved by the college examination committee.

File Description	Documents
Any additional information	No File Uploaded
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.

POs deal with the general aspect of graduation for a particular Program, and the competencies and expertise a graduate that they possess after the completion of the program. The program outcomes set by our institution reflect on these aspects.

Course Outcomes are the statement that helps the learners to understand the reason for pursuing the course and helps him to identify what he will be able to at the end of the course. Cos are set by the institutions by consulting with the department heads, faculty, students and other stakeholder. A course objective describes what a faculty member will cover in a course and how they are generally less broader than desirable goals and more broader than students learning outcomes.

Outcome based education emphasizes on stating of what the students be able to do at the end of the program. Assessing the students whether they are able to do what they are expected to do. Orienting teaching and other academic process helps the students to do what they are expected to do.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://rkscollege.com/wp-content/uploads/2023/01/2.6.1-PO-CO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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. 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 Annamalai University 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 socioeconomic situation of the students. Therefore, the program outcomes are designed to be economically uplifting 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/2023/02/2.6.3-Program-Attainment.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****389**

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/2023/01/2.6..3.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://rkscollege.com/wp-content/uploads/2023/01/2.7.1.pdf>**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0.24500**

File Description	Documents
Any additional information	View File
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****1**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	http://www.evidocomputers.com/

3.2 - Innovation Ecosystem**3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

Our Institution has purchased a separate software (ERP) from "Infoindus Technologies Private Limited"- Chennai for developing a digital ecosystem for the institution. This digital platform has been introduced for real time communication, transparency and access for all the stake holders of the college, thereby reducing the use of papers. Subject oriented videos, study materials (primary source and secondary source), Study resources and easily comprehensible questions were offered to allow students to learn without interruption.

Students and Faculty members are encouraged to prepare their

Research Papers, Articles and they are motivated to present their ideas effectively at National and International Conferences. Our institution also encourages teachers and students to publish Articles and Research Papers in reputed journals. Our Institution gives importance for Innovative projects which helps in shaping the future of the students as well as Faculty members.

Our institution follows the path with participations in events on digital platforms, publications in Online Journals, participation in webinars, conducting innovative e-events which are very useful to build a digital platform of students as well as faculty members.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/3.2.121-22.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

10

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

File Description	Documents
Any additional information	No File Uploaded
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

The institution encourages the staff and students to involve in

the extension programs like NSS, NCC, YRC, RRC, Eco-Club and Swachh Bharat. The college organizes various extension activities to sensitize the students towards community needs. The students actively participate in social service activities leading to their overall development. The college runs the National Service Scheme and National Cadet Corps units efficiently.

NSS camps are conducted and several activities are carried out focusing cleanliness, tree plantation, water conservation, Road construction, society interaction, group discussion eradication of superstition, environmental awareness, women empowerment, national integrity, blood donation, health checkup, etc.

Our institution conducts social awareness programs every year regarding about road safety day, issues on drunk and drive, following safety rules, voter awareness and consumer awareness for the mutual development of students and society at large. The World Mental Health Day, World Environment Health Day, Cancer Awareness Program, World Heart Day And World Population Day are also Celebrated.

International Yoga day was celebrated by the NCC cadets to bring awareness on importance of yoga to the students and their family. Respective departments constantly motivate students to participate in society and nation-building activities.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/3.4.1-description.pdf
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

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

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

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

19

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

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

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

751

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

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year****10**

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year****1**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Our institution is spotted with beautiful green surrounding of woods and garden as well as good infrastructure. Well-equipped classrooms, staff rooms, computer labs, seminar hall and staff

browsing rooms are available.

State-of-the-art facilities are available in the college for conducting various outdoor as well as indoor sports events like cricket, football, volley ball, throw ball, kabadi, kho-kho, ball badminton, carom, chess, Etc.. We have Parking zones, water purifiers, first-aid boxes, solar unit, CCTV cameras, fire-extinguishers and toilets in adequate numbers.

Office is equipped with high-speed internet. Library is fully digitalized and accessible for the visually challenged students. The college has an open-air-auditorium and an air-conditioned auditorium. We also offer our auditorium to conduct free coaching classes and welfare programs by the Government. College laboratory is well equipped with multiple sets of apparatus for students to focus towards research. A sophisticated language laboratory has been established for enhancing language-learning activities. College cafeteria serves quality food for the students, and it is frequently inspected by the staff members. Beyond regular teaching our infrastructure is utilised to carry out research projects, certificate courses, co-curricular activities and placement training programmes.

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

level tournaments. The institution has sports room and store room for keeping sports equipment.

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.

The Sports Complex comprising different playing fields namely football, cricket, ball badminton, hockey, kabadi, etc., and track & 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/4.1.221-22.pdf

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

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/4.1.321-22.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)

69

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

4.2 - Library as a Learning Resource

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

Our Higher Education Institution is having Integrated Library Management System at our library.

Name of ILMS software - MODERN LIB

Nature of Automation - Fully Automated

Version - 4.5 GB Version

Year of Automation - 2017

(Note: Our institution was using ROVAN LMS from 2003 to 2017 with 2.0 GB Version)

The facilities that are available to the staff and students under ILMS are

- Computerized Library with Internet facility
- Online content can be accessed from remote login and can be read using the software.
- Library provides free E-journal, E-books and E-News Papers, along with the hard copies of the Textbooks, Journals, Question Banks, News Papers and other materials.
- OPAC facility is available to search the books by Publishers, Titles, Authors and Subject.
- CDs, DVDs, Bar Code Scanner, Photo Copier, etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://rkscollege.com/wp-content/uploads/2022/12/4.2.121-22.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

D. Any 1 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	No File Uploaded
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

248

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

Our institution upgrades its IT infrastructure regularly. Computer laboratories are equipped with ICT and Wi-Fi facilities along with the sufficient number of computers. The classrooms and staffrooms are provided with Wi-Fi facility to enhance teaching - learning process.

Our institution also has separate internet browsing centre for the faculty members. The usage of information and communication technology is being planned by our institution for the purpose of interactions with the stake holders of the college. Our college finance and accounts are maintained by the staffs that are well trained in the accounting software 'TALLY'. The complete process of administration and finances are wholly computerised in-order to facilitate the timely reporting and efficient allocation of resources.

College library has a library management software. The consolidated report of the monthly attendance of the students has been computerized to provide each student attendance on a day-to-day basis. It helps in storing the enormous volume of data and it facilitates process in the area of planning and development, administration, finance and accounts, students' admission in the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/4.3.121-22.pdf

4.3.2 - Number of Computers

230

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

4.3.3 - Bandwidth of internet connection in the Institution

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)**

57

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

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

The College has well-established and functioning laboratories for physical science, chemical science, computer science and English language. The library is equipped with thousands of books, digital subscriptions, electronic materials, computer network and helping staff. The college hosts most of the sports tournaments in Kalllakurichi district. 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, along with six solar lights with 22 W capacity at important locations. Quality drinking water is supplied without any interruption. High-capacity RO plants have been installed to ensure this. The college is situated nearby a pharmacy college, the managing directors offer regular medical services being renowned doctors themselves. Rainwater Harvesting plants have been created at the crucial points within the campus. Adequate parking facilities for bicycles, motorized two wheelers and four-wheelers are available at various locations inside the campus. The college runs separate hostels for boys and girls, with sufficient facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/4.4.221-22.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

238

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

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**780**

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://rkscollege.com/wp-content/uploads/2023/01/5.1.3.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**176****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****176**

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

A. All 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	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

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

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

5.2.2.1 - Number of outgoing student progression to higher education

50

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

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

11

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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 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 premises through Campus Cleaning Program.

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 institute.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/5.3.2-21-22.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

36

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 is a proud strength of our 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 improvement of infrastructure and academic activities in the Institution.
- Conducts periodical meetings for fulfilling the various objectives of alumni association.
- Raise funds for promoting the objectives of the association.
- Conducts various activities that help in the career and competitive examination guidance to the students.
- Students were benefitted by the placement interviews which were co-ordinate by alumni.

Financial Contribution:

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

- **Financial Contributions:** Financial contributions for seminars, conferences, first aid kits, cash awards etc.
- **Fees payment:** A few students are benefited with tuition fees, Transportation fees, Exam fees and Hostel fees from the Alumni Scholarship.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/5.4.121-22.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

The vision of the College is to give rural youth access to higher education and to support them in becoming valuable members of the society, with a focus on women's empowerment. Our mission is to provide the pupils the self-assurance they need to face the challenges of a world that is competitive and changing quickly.

The college has a governing body consisting of 7 members, College Academic Council with 11 members, Students Representatives Council comprising 86 members, and college executive committee of 11 members.

The governing body and Executive Council of the college consist of the Board of Directors, Principal, the Vice Principal. These bodies provide leadership to the institution by formulating plans for development and taking crucial decisions towards the growth of the institution.

Academic Council efficiently manages day-to-day Academic Activities and the routine of teaching-learning activities.

Faculty members participate in and lead a number of committees that are established for the regular operation of the college.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/6.1.121-22.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.

Participation and decentralisation are institutional management practises. The success of our institution is attributable to everyone's concerted efforts in realising the organization's vision through their participation in running the college and making crucial decisions.

Dr. R.K.Shanmugam College of Arts and Sciences is particularly interested in decentralization with the goal of ensuring

participation by everyone. The management of the institution comprises distinct committees for each area of academic, research and administrative activities, thereby ensuring the overall growth of the institution. The management committee maintains the facilities and infrastructure in order to meet the standards and requirements of the higher education organisations and to achieve the objectives or benchmarks of the Institution. Additionally, all amenities are provided for both teaching and non-teaching professionals as well as students.

Together, the Principal, Vice Principal, Heads of the Departments, faculty members, non-teaching staff and Student Representatives focus on nurturing the development of the Institution by splitting the tasks and encouraging Participatory Institutional Growth.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2023/01/6.1.2-VARIOUS-COMMITTEE.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic or perspective Plan is meticulously formulated in accordance with the vision and mission of the college. Strategic plan includes schemes for student development, up to date faculty, state-of-the-art infrastructure, induction of new technology, optimum allocation of financial resources etc. below are the specific strategic plans undertaken in this academic year for the development of the college:

1. Extension of the area that may be used by adding vertical space to add more classrooms, laboratories, auditoriums, staff rooms, etc.
2. Renovations to revive ageing infrastructure.
3. Expanding the ICT (information and communication technology) and creative methods used to improve the scope and profile of the teaching-learning experience.
4. New certificate courses for students.

Deployment measures

The college takes all the measures necessary to deploy the strategic plans. New buildings for the further expansion of the college, new recreational facilities, new washrooms and other infrastructure development plans have been executed by the college management. Funds have also been mobilised for the purpose of deployment of various developmental plans.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/6.2.121-22.pdf
Upload any additional information	View File

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

The Governing Body

The institution's Governing Body and Executive Committee are led by the Chairman. The Correspondent, Secretary and other members of the College Management Board are part of the committees and decision-making bodies.

Administrative Structure:

The principal efficiently oversees both the academic and administrative operations of the College on a daily basis. He is ably assisted by the vice principal, departmental heads, IQAC Coordinator, Teachers, and Office Superintendent.

The administrative setup consists of the Governing Body, Academic Council (Principal, Vice-Principal, HODs, Staff and Students), IQAC, Departments, Students Council, Placement and Training Cell, Alumni Association and Administrative Officer.

Depending on the contemporary demands and professional environment, the college's hiring policy and service regulation procedures have been updated.

The regulations and qualification guidelines prescribed for hiring teaching staff are in line with those established by the State and Central Governments, affiliated University, and the

UGC. Especially, the UGC regulations issued in the year 2018 is methodically adhered to while laying out minimum qualification for faculty recruitment.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/6.2.221-22.pdf
Link to Organogram of the institution webpage	https://rkscollege.com/wp-content/uploads/2022/03/DR.R.K.S.-ORGANOGRAM-1.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

A. All 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

- On Duty leave is offered to faculty members for attending Conferences / Seminars / Workshops.
- One day's pay is provided as an incentive to those employees who don't use their casual leave in the corresponding months.
- Free education is offered to the wards of the staff members including school education for their children in the sister institutions.
- Hostel accommodation and bus transportation are provided free-of-cost to the staff members.

- All faculty members have access to the wi-fi internet facility within the campus.
- Financial support is provided by the college management to the staff members' during their family events, unexpected incidents and for unforeseen medical emergencies.
- Awards and gifts are provided to those faculty members giving significant academic results.
- Health coverage and group insurance is extended to the staff members and their families.
- Special incentives are provided to the vehicle drivers during festivals and their family events.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/6.3.121-22.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

2

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

4

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

74

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 implemented by the college for the purpose of quality assurance makes it easier to create objectives and improve staff members' overall performance. The

appraisal has been carried out using different criteria. the evaluation of teaching-learning process includes achieving maximum results in model exams and university exams, student feedback, activities for enhancing slow learners, communication skill certification, certificate programmes, and inviting businesspeople to the departments. Technical paper publication, book publication, research consulting, paper presentation at conferences, and team research projects are also taken as metrics for the appraisal of teaching faculty. Besides, mentoring students and research scholars, producing rank holders, student successes, placement outcomes, conducting parents' meetings, organising programmes, carrying out administrative duties and providing assistance to college administration are also considered valuable contributions by the faculty. Performance appraisal process is systematically conducted upon the completion of each academic year. The staff members are encouraged to thrive in their professorial endeavours and continue to get better every year by the periodic review.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2023/01/6.3.5.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:

Regular financial and academic audits are conducted by internal auditors, who then report their findings. Every three months, the board of management is given the internal audit report.

The daily financial transactions, which include student fee revenues, fixed deposit interest income, and asset revenue, are carefully audited. These transactions also include expenses for salary grants, transportation, sports, events, hostels, canteens, libraries, labs, computers, electricity, stationery and other expenses.

External Audit:

The Institution's assets, liabilities, revenues, and overall financial soundness are all carefully audited, and the results are publicly disclosed during each fiscal year.

This auditing approach guarantees efficient and reliable financial administration, which supports the institution's long-term expansion.

Long-term institutional growth is a result of the external audit.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/6.4.121-22.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)

66

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

In order to explore potential sources of income, the College collaborates with its alumni and other stakeholders on a regular basis. The members of Dr. R.K. Shanmugam Educational Trust mobilise their own cash as additional shares as needed. The management develop a plan to raise money from sources like venue

and auditorium.

Financial resource is mobilised from student fees, funding for academic events, revenue from the Trust's agricultural land and other sources.

Financial resources are optimally used for academic and physical infrastructure, staff salary, student and staff welfare, sports and culture, group insurance, vehicle maintenance, and library resources. Bills and accounts for the proper utilisation of financial grants are filed diligently for internal as well as external auditing purposes.

The internal quality assurance cell continues to make a substantial contribution towards institutionalising the quality assurance processes and tactics.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2022/12/6.4.321-22.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

The Internal Quality Assurance Cell of our institution is contributing its services for institutionalizing the quality assurance strategies and the process. They are;

- Counselling to Students through staff incharges both in person and over the phone whenever it is required for studies, examinations, disciplines, family welfare, etc.
- Conducting periodical meeting with the IQAC Members with proper communication for the institutional development.
- Conducting internal Academic Audit on Annual Plan, Work Load, Records and other documents and giving needed suggestion for the welfare of the students.
- Encourage the students to maintain the clean and green campus and insist to practice regularly.

- Educate the fresh/new faculty members to utilize the ICT facilities for teaching.
- New MOU signed with Evido Computers & Electronics, Kallakurichi.
- AQAR 2020-2021 prepared and submitted successfully during the academic year 2021-2022.

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2023/02/6-.5.1-new.pdf
Upload any additional information	View File

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

The Academic Calendar is regularly prepared, issued to students & staffs and uploaded in the institution website.

- Edutainment events would be conducted to the first year students in the beginning of the academic year.
- The Bridge Course in English would be offered to all first year students
- The work load and time table would be received from the Heads of the Departments, would be scrutinized and then shared with the Students in the beginning of every semester.
- The slow learners and fast learners would be identified at the initial period and give additional / extra care based.
- All necessary informations are shared through circular to all HODs, Faculty Members, Non-teaching Members and Students.
- Meetings would be conducted periodically for HODs, Staff and Representative to analyse the progress of teaching-learning process.
- Feedback from staff and students would be collected, analyzed and recommended to management.

Other Important activities (2021-2022)

- Staff and Student development programmes
- Motivation programmes
- Life skill programme for the final year students

- **MOU signed**
- **Introduced new certificate programmes etc**

File Description	Documents
Paste link for additional information	https://rkscollege.com/wp-content/uploads/2023/02/6.5.2new.pdf
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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rkscollege.com/wp-content/uploads/2023/01/Annual-Report.pdf
Upload e-copies of the accreditations and certifications	View File
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

Individuals are given equal opportunities regardless of their gender, with extra provisions and safety working environment for the female students, faculty and staff members.

a) Security and safety

1. Security checkpoints at all campus entrances and exits.
2. Extensive monitoring network with control rooms that are monitored 24 hours a day, seven days a week.
3. All faculty members rotate their responsibilities for discipline and security.
4. Strict enforcement of anti-ragging, anti-smoking, and mobile-free campus policies.

(b) Guidance

- i. Formal and informal avenues for male and female students and employees to seek academic and other assistance.
- ii. Students can seek advice from the Class and Mentor Committees.
- iii. The right to live free from violence and prejudice has been ensured for female students and faculty.
- iv. Substantial awareness has been provided for women about the best possible bodily and mental health, the right to an education, the right to vote, and the right to an equal wage.

(c) Common Rooms

A common room has been set aside for female students to promote gatherings and conversations.

File Description	Documents
Annual gender sensitization action plan	https://rkscollege.com/wp-content/uploads/2023/01/7.1.1-ANNUAL-GENDER-SENSITIZATION-ACTION-PLAN_21-to-22.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/2023/01/7.1.1-PROMOTION-OF-GENDER-EQUITY.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

Our institute's primary operations have a very low environmental impact since they generate less trash, guaranteeing that less natural resources are consumed.

(a)Solid Waste: The waste generated by the College's everyday activities comprises paper, glass, metals, foods, and tyres, among other things. Each level and source of garbage is separated. The floor dustbins are emptied into moveable containers/dustbins provided for each block and transported to the College's disposal yard. The authorised vendor who collects waste from the designated location, segregates it, and disposes of it in authorised landfills.

(b)Waste Liquid:

The College generates two categories of liquid waste:

1.Waste sewage

2.Laboratory and Cafeteria waste

(c)E-Waste Management: Electronic equipment such as computers, phones, printers, fax machines, and photocopiers generate flip flops, memory chips, motherboards, compact discs, and cartridges, which are appropriately disposed. Electronic garbage generated by hardware that cannot be reused or recycled is disposed of centrally by approved 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:

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	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	B. Any 3 of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Reports on environment and energy audits submitted by the auditing agency</td><td>View File</td></tr> <tr> <td>Certification by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certificates of the awards received</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	View File	
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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 information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photographs / videos of the facilities</td><td>View File</td></tr> <tr> <td>Policy documents and information brochures on the support to be provided</td><td>No File Uploaded</td></tr> <tr> <td>Details of the Software procured for providing the assistance</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td>No File Uploaded</td></tr> </tbody> </table>	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	No File Uploaded	
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Any other relevant information	No File Uploaded										

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).

The institution fosters an inclusive atmosphere for all people, with tolerance and harmony toward cultural, regional, linguistic, communal socioeconomic and other differences. Various sports and cultural events organised within the campus that encourages harmony with one another.

NSS - Village awareness, annual camp, and so on

NCC - Swachh Bharat, and so on.

RRC and YRC - Blood donation, etc.

During commemorative and patriotic days, competitions, seminars, cultural and rally events are held.

Along with various regional festivals, Deepavali, Christmas and Pongal are celebrated in college, along with literary activities such as poem writing, short story writing, debating, and so on. This fosters positive interaction amongst persons of various racial and cultural origins. Competitions, seminars, and cultural events were also being organized to develop a good harmony among the students. During commemorative and patriotic days, competitions, seminars, cultural and rally events are held. The institute includes a code of ethics for students as well as lecturers and other personnel.

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	View File

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

The College promotes the awareness about various National Identities and Symbols. The College celebrates the Independence Day & Republic Day with great pomp and vigour.

1. Fundamental Duties and Rights of Citizens:

The Faculty of various departments organizes various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the citizens. The students enthusiastically participate in various programs such as:

- Academic programs that include Seminar, Conferences, Expert talks, etc that enriches the awareness about these aspects.
- Various activities like poster making competition, essay writing etc.
- Organizing Annual Competitions on various contemporary legal issues.

2. Constitutional Obligations:

We also organize student centric activities like paper, poster & essay competition that is being displayed at annual Synergy event etc., which have always received huge participation from the students and promote their awareness about various aspects of Indian citizenship. List of various activities conducted in the Institute for being responsible citizens are as below:

- Independence Day
- Republic Day
- Aids Awareness Day
- World Cancer Day
- World Consumer Rights Day
- World Environment Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://rkscollege.com/wp-content/uploads/2022/12/7.1.9-a21-22.pdf
Any other relevant information	https://rkscollege.com/wp-content/uploads/2022/12/7.1.9b21-22.pdf

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

A. All of the above

organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

National and international remembrance days, events, and festivals are celebrated by the institution. Our institution enthusiastically commemorates these dates to honour the philosophy of nationalism and to pay tribute to our great National Leaders. The institution's Faculty, Staff, and Students all gather together to commemorate these occasions and disseminate the message of Unity, Peace, Love, and Happiness throughout.

Every January 26th, the institution commemorates the adoption of the Indian constitution and spreads the idea that India is the world's greatest democracy.

Every year on August 15th, parades and flag hoisting are held to celebrate India's independence. Students are urged to remember our country's leaders and the sacrifices they made.

Every year on October 2nd, students and faculty make a vow to learn about our great leader, Mahatma Gandhi and live by the Gandhian Ideals of Truth and Non-violence.

Every year on June 21st, the college celebrates International Yoga Day.

Voters Day is observed on January 25th, and pupils are educated on their duties and privileges as 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	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

PRACTICE - 1: VILLAGE ADOPTION

Meaning: Village adoption is to empower the villagers.

Goal: Village Development

Context: As our institution is located at rural & hilly region we do service for Indili, Periyasiruvathur and Thottiyam Villages.

Practice: Conducting education, healthcare and awareness program.

Evidence of the Success: Conducted rally for tree plantation, plastic eradication, Corona vaccination, rainwater harvesting.

Conducted awareness for Corona vaccination, nutrition food, blood donation.

Problems Encountered and Resources Required: Difficult to achieve our goal due to financial issues and so need support.

Conclusion: We carry out the service along with our NCC, NSS, YRC and other service clubs.

PRACTICE - 2 WOMEN HEALTH CARE EDUCATION

Meaning: Health is a state of complete physical, mental and social wellbeing.

Goal: To promote the health of the rural women students

Context: Being poverty our girl students take up part time job on putting their health at risk without food.

Practice: Doctors visit the campus and examine the health of the students.

Evidence of the Success: Women Staffs give care to girl students to promote the health and concentrate on education.

Problems Encountered and Resources Required: The girl students feel shy to share about their health issues even to women staffs.

Conclusion: The students must have access to good health to keep them fit.

File Description	Documents
Best practices in the Institutional website	https://rkscollege.com/wp-content/uploads/2023/01/BEST-PRACTICE-1-VILLAGE-ADOPTION-SUPPORTIVE-DOCUMENT.pdf
Any other relevant information	https://rkscollege.com/wp-content/uploads/2023/01/BEST-PRACTICE-2-HEALTH-CARE-SUPPORTIVE-DOCUMENT.pdf

7.3 - Institutional Distinctiveness

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

The College is committed to the task of serving the needs of the rural and tribal communities. It carries out numerous activities with the help of students, teachers, parents, alumni, the local community, and the district administration. Academic works, exam routines and placement processes were completed without much impediment through the online mode amidst the lockdown. In the wake of the pandemic, the entire college stood with familial bondage and protected all its stakeholders, particularly students, staff and their families. As a result, the institution

began contacting students, parents, and teachers to provide counselling to help them overcome their fear of death and to motivate them to eat nutritious food and live a healthy lifestyle.

Our NCC, NSS, and YRC volunteers began serving the public in collaboration with the Police Department, the Health Department, and the district administration.

While focusing on its commitment to cultivate critical thinking and develop the individuals, the college has evolved best practices and institutional ethics including a rich tapestry of certificate courses and introduction of research components at the UG and PG courses.

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

7.3.2 - Plan of action for the next academic year

Our Higher Education Institution is having the following plans to implement in the upcoming year.

- Survey about Local Society(Economic, Education, Life Status, etc.,)
- Science & Technology Centre Activities
- Training for the Value Added Product
- Applying for NAAC Cycle 2
- Applying for the NIRF 2023
- Staff & Students Collaboration Activities
- Signing MOU with Innovation & Incubation centres
- Staff Development Hour as the Best Practice
- Submitting a Proposal for the Green Champion Award 2022