

**Om Sakthi**  
**Adhiparasakthi College of Arts and Science**  
(Autonomous)  
G.B. Nagar, Kalavai - 632 506  
Vellore District, Tamilnadu



**SELF - STUDY REPORT**  
**CYCLE 2**



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## **PREFACE**

***“All are children of one Mother  
All Human beings belong to one race of Humanity”***

It is the cherished desire of His Holiness Arulthiru Bangaru Adigalar to help the oppressed and the under-privileged people. The first step in this direction is the formation of the Adhiparasakthi Charitable, Medical, Educational and Cultural (ACMEC) Trust at Melmaruvathur in 1978. It started to render its dedicated service to the cause of education and service to humanity by establishing various institutions.

Adhiparasakthi College of Arts and Science is an unit of Adhiparasakthi Institute of Science, Agriculture and Technology (APISAT) founded by the ACMEC Trust at Kalavai campus, for which foundation stone was laid by the Former Prime Minister Shri Rajiv Gandhi in 1988. The College is totally committed to quality, innovation, dynamism and social relevance. Study, Spirituality and Service are its motto. Inculcation of character and virtues, besides academic excellence are its hallmark. Duty, Dignity and Discipline are its watchwords. It is keen that students should shine as model citizens and men of eminence in our society.

Our vision is to mould youth to combat changing challenges and to serve global community, with professional competence and spiritual commitment to excellence. Our mission is to provide quality, value-based and career-oriented education to students, especially rural young men and women, who will be agents of social transformation and global development through their selfless and spiritual service.

The College was founded by His Holiness Arulthiru Bangaru Adigalar with a vision to Empower the Rural Students through Higher Education and to fulfill the long felt demand of local people of Kalavai, a rural area of Vellore District.

The social background of this region relies on small income through agriculture, petty business, and salary earned from industry employment. Most of the students of Adhiparasakthi College of Arts and Science are economically weak and poor and the College is like the savior to offer higher education to the aspiring youth from the poorer section of the region at an affordable cost. About 75% of the students belong to the category of first generation learners. An obvious characteristic of this unique social background is the remarkable awareness among the students and their parents (irrespective of class and status) about the need for the pursuit of higher education at any cost. This social awareness fully justifies the establishment of this College.

This is the first self-financing co-educational Science College started in Tamil Nadu, affiliated to University of Madras from the academic year 1988. To begin with, three Undergraduate courses, *viz.*, B.Sc. Biochemistry,

B.Sc. Microbiology and B.Sc. Computer Science were offered with a total strength of 48 students and 10 faculty members. It is significant to note that this institution introduced Undergraduate programme in Microbiology for the first time in the whole of South India.

In the year 1993-1994, the College was upgraded into a Postgraduate College with the introduction of M.C.A. programme in response to the great demand from the local public. In 1994-1995, two more Postgraduate programmes, viz., M.Sc. Biochemistry and M.Sc. Applied Microbiology were added. B.C.A. programme was introduced in 1999-2000. From 2001-2002, M.Sc. Information Technology and M.Sc. Computer Science and Technology (5 year integrated course) were offered in tune with rapid expansion in the field of Information Technology.

Since its inception from 1988-2001, the College has been affiliated to University of Madras, Chennai. From 2002-2003, the College has been affiliated to the newly created Thiruvalluvar University, Vellore.

B.Com and B.B.A. courses were introduced in 2004-2005. To its merit, Department of Computer Science and Applications has approval for M.C.A. course from All India Council for Technical Education (AICTE) since 2005. Departments of Computer Science, Biochemistry and Microbiology were upgraded into research departments with the introduction of M.Phil. programmes in these disciplines from 2005-2006, and the College has been recognized for Ph.D. programmes in Biochemistry and Microbiology from 2008-2009. M.Com. course was introduced in 2009-2010. Commerce department was also made in to a research department with the introduction of M.Phil. in Commerce from 2011-2012. B.Sc. (Mathematics) has been inaugurated from 2012-2013. Ph.D. programme in Computer Science is being inaugurated from 2013-2014.

Presently the College has to its credit 7 Undergraduate, 5 Postgraduate, 4 M.Phil. and 3 Ph.D. programmes with 1174 students, 63 teaching staff and 38 non-teaching, technical and supportive staff on the roll.

NAAC has accredited the College with B<sup>++</sup> grade in March, 2007. The IQAC (Internal Quality Assurance Cell) was established on 26<sup>th</sup> September, 2007. The College obtained 2(f) recognition from UGC in June, 2008 and permanent affiliation from Thiruvalluvar University, Vellore in August, 2008. The College is functioning as the Regional Field Unit (RFU) of National Testing Services (NTS), Mysore, since July, 2009, and has obtained CPCSEA (Committee for the Purpose of Control of Scientific Experiments on Animals) Approval for Animal Experiments in 2009. The College has stepped in to yet another milestone of Autonomous status from the academic year 2011-2012.

The academic excellence, the praise-worthy discipline, the character formation and the value-based education in a rural atmosphere are

commendable merits by which Adhiparasakthi College of Arts & Science has won the admiration and esteem of parents.

The students have so far secured Nine UG Gold Medals and Twenty Two PG Gold Medals in the Examinations conducted by the University of Madras, Chennai and Thiruvalluvar University, Vellore. They are also 57 Rank holders in UG examinations and 131 Rank holders in PG examinations.

#### **INFRASTRUCTURE FACILITIES**

Two three-storied modern UG and PG blocks with a total built-up area of 1,08,549 sq. ft. having 31 class rooms and 8 staff rooms, and 2 PG laboratories, 5 UG laboratories and 8 air-conditioned research halls for Departments of Microbiology and Biochemistry and 5 air-conditioned laboratories for Department of Computer Science.

Sophisticated instruments worth about Rs. 25 lakhs are available in the Instrumentation Centers of Biochemistry and Microbiology Departments. A well-established modern animal house is available for research in Life Sciences. The College is one of the few self-financing Colleges to have HPLC, UV-VIS Spectrophotometer, PCR thermal cycler, High speed refrigerated centrifuge, Ultra-deep freezer, Gel documentation system *etc.* in Biochemistry and Microbiology laboratories.

All Departments, Offices, Library, Examination Cell, Placement Cell and Hostel are computerized. There are 228 computers and 3 servers available for students and teachers. All departments have intercom and Internet facilities with 12 Mbps Sify Internet leased line connection. Uninterrupted power supply is provided in the College and the hostels with the help of exclusive HT line, and three generators. Safety of the College and hostel premises is monitored by a team of Trained Security Personnel. College is equipped with audio-visual aids, LCD projectors, over-head projectors, and educational CDs and DVDs supplementing the teaching.

An acoustically designed air-conditioned seminar hall fitted with audio-visual aids with a seating capacity of about 250 is available for conducting conferences and seminars. An air-conditioned conference hall is available for conducting important meetings such as, Governing Body, Academic Council and Finance Committee. An open auditorium with a seating capacity of 1500 is available for organizing functions.

Two hostels, one each for men and women, located near the College are provided with modern cooking facilities with large dining hall and enough number of hygienic rest rooms.

The College has excellent library with a total collection of 13,468 books. Books and journals worth Rs. 2 lakhs are added every year to this collection. National and International journals and magazines are available for research. The library is also having DELNET, OPAC and INFLIBENT

facilities for students. The library is equipped with Internet, Reprography, Computers, Educational CDs and DVDs and Bar Coding system.

There is a common effluent plant to treat the waste water from the College and the hostels. A Reverse Osmosis plant has been installed in the campus to provide potable water.

A Language Lab has been set up with 30 systems to improve the communication skills of students.

Apart from imparting quality higher education at an affordable cost, the College continuously strives to mould the personality of the students through various co-curricular and extracurricular activities. It has endeavoured not only to conform to the standards of performance set by the University but also to continuously improve its standards of performance. It takes efforts to conform to the quality it has aimed and continues to sustain quality in its performance as expected by the stakeholders. All these have resulted in the ever-growing popularity of the College among the students and their parents when going for need-based higher education with assured standards of quality.

The College has a temple at the eastern end, to experience the divinity. Regular prayers and special poojas are performed on every Friday and every new moon day, to inculcate spiritualism to the students.

Stadium facilities are available for Volley Ball, Kabbadi, Kho-Kho, Hand Ball, Ball Badminton, Badminton, Tennikoit, Basket Ball. A ground for Cricket, Foot Ball and Hockey are also available. An indoor stadium is available for Chess, Carrom, Shuttle Cock and Table Tennis. A state-of-art Gym is available for the students with instruments worth Rs. 10 lakhs.

A 400 meters track is available for Track Events such as 100 mts, 200 mts, 400 mts, 800 mts, 1500 mts, 3000 mts, 5000 mts, mini-marathon, 4 x 100 mts relay, 4 x 400 mts relay and 110 mts hurdles and Field Events such as Shot Put, Discus Throw, Javelin Throw, High Jump, Long Jump, Triple Jump, Pole Vault and Hammer Throw.

Our College has hosted University, Divisional and Inter-divisional tournaments in Cricket, Foot Ball, Hand Ball, Kho-Kho and Table Tennis.

In order to promote social and service activities among students, National Service Scheme (NSS), Red Ribbon Club (RRC), Youth Red Cross (YRC), Rotaract Club, Enviro club, Leo Club, Consumer Club, Philatelic Society, etc. are operating in the College.

#### **HALLMARKS OF THE COLLEGE**

- \* The College has been recognized by the UGC under section 2(f) of the UGC Act 1956 vide F.8-298/2007 (CPP-1) dated 04.06.2008.
- \* Permanent Affiliation to Thiruvalluvar University, Vellore, vide TU/R/Permanent Affln./2008-2009/A.589 dated 08.09.2008.

- \* The College has been accredited with B<sup>++</sup> grade with a score of 82.70 % by NAAC on 31.03.2007.
- \* Conferment of Autonomous Status by UGC, vide F.22-1/2010(AC) dated 23.09.2010; Autonomous College from 2011-2012.
- \* The M.C.A. course of the College has been approved by AICTE, New Delhi vide AICTE F.No. PG/TN/MCA/2005/12, dated 30-08-2005.
- \* University-recognized Research programme M.Phil. in Biochemistry, Computer Science, Microbiology and Commerce.
- \* University-recognized Research programme Ph.D. in Biochemistry, Computer Science and Microbiology.
- \* First self-financing co-educational Science College started in Tamil Nadu, in the year 1988.
- \* First college to have introduced innovative job-oriented B.Sc. Microbiology course in the whole of South India.
- \* One of the few self-financing colleges to have HPLC, UV-VIS Spectrophotometer, PCR, High speed refrigerated centrifuge, Ultra-deep freezer, Gel documentation system *etc.* in Biochemistry and Microbiology laboratories.
- \* No. of Gold Medals won by UG students is 9 and by PG students is 22.
- \* No. of University Ranks achieved by UG students is 57 and by PG students is 131.
- \* Organized the 3<sup>rd</sup> National Conference of Indian Association of Applied Microbiologists (IAAM) from 5<sup>th</sup> to 7<sup>th</sup> January, 2005 on the theme, “The Impact of Microbes on Human Life”.
- \* Organized CSIR-sponsored National Conference on “Bioprocessing of Renewable Sources and Vaccine Technology” on 21<sup>st</sup> and 22<sup>nd</sup> October, 2009.
- \* Organized NAAC-sponsored State Level Seminar on “Innovative Approaches in Teaching-Learning Process” on 2<sup>nd</sup> and 3<sup>rd</sup> February, 2011.
- \* Regional Field Unit (RFU) of National Testing Services (NTS), Mysore, since July, 2009.
- \* CPCSEA (Committee for the Purpose of Control of Scientific Experiments on Animals) Approval for Animal Experiments in 2009.
- \* Signed MoU with the following organizations for Industrial Visit, Guest Lecturers, Placement Training, Research & Consultancy, and Mutual benefits in academic areas: Blaze Technology Solution,

Puducherry; Department of Zoology, Thiruvalluvar University, Vellore; Ecoscience Research Foundation, Chennai; Globocon, Vellore; Microlabs Institute of Research & Technology, Arcot; Radian Academy, Chennai; Thirumalai Chemicals Ltd., Ranipet; Ultra Marine & Pigments Ltd., Ranipet; Zonal Entomological Team, Vellore.

The staff members of the College have been actively involved in the preparation for its 2<sup>nd</sup> cycle of reaccreditation for the past six months. It has been a unique and rich experience of working and reflecting together and identifying its strengths and weaknesses. This expedition of reflecting on the foot prints left in the past six years has given us insights to think through the path ahead to realize the goal of achieving the potential of Adhiparasakthi College of Arts and Science, through benchmarking ourselves with reputed institutions at the national level. A careful effort has been taken to involve a broader diverse group of faculty members including younger generation in the preparation of this SSR, to ensure quality sustenance and enhancement to lead the College into the future.

Dr. A. Mohamed Sadiq  
Principal

**NAAC REACCREDITATION – CYCLE 2  
STEERING COMMITTEE**

<b>Chairman</b>	Dr. A. Mohamed Sadiq, Principal
<b>Vice-Chairman</b>	Dr. G. Arutchelvan, Vice-Principal and Director, Department of Computer Science and Applications
<b>Convener</b>	Mrs. M. Jayanthi, Head, Department of Biochemistry
<b>Coordinator</b>	Mr. N.T. Ravindran, Assistant Professor, Department of Biochemistry
<b>Members</b>	Mr. C. Sureshbabu, Assistant Professor, Department of Computer Science and Applications Ms. S. Arulmozhi, Assistant Professor, Department of English

## **EXECUTIVE SUMMARY**

Adhiparasakthi College of Arts and Science (Autonomous), was established in 1988 by His Holiness Arulthiru Bangaru Adigalar under the aegis of the Adhiparasakthi Charitable, Medical, Educational and Cultural (ACMEC) Trust, Melmaruvathur. Situated in a rural background, it has been consistent with the aim of imparting education to the economically and socially marginalized, and to the rural students who are mostly first generation learners.

The College was accredited by NAAC in 2007 and conferred with autonomous status in 2011. It continues its journey of academic excellence in imparting Quality Higher Education by responding to academic and administrative challenges. In preparation for its 2<sup>nd</sup> cycle of reaccreditation, the College made the self study report evaluating quality in terms of sustenance and enhancement and the continuous improvement of the College in the past five years is assessed, based on the seven criteria highlighting the key aspects under each criterion.

### **1. CURRICULAR ASPECTS**

The curriculum development process is systematic and is coordinated by the Curriculum Design and Development Cell (CDDC). Employability, innovation, inter-disciplinary subjects and research are aspects sought to be promoted through curriculum design and development.

Several strategies have been adopted to foster global competencies in the learner and to ensure that the curriculum bears a definite thrust on national development:

- \* Skills development in the learners by adopting teaching-learning strategies that promotes soft skills.
- \* Mandatory computer courses for all UG courses.
- \* A range of diploma and certificate courses to provide skilled workforce for the national development.
- \* Integration of extension and outreach programmes centered on community development with the curriculum.
- \* Inclusion of Environmental Studies, Value Education and Human Rights to make education holistic and to inculcate in learners a national outlook.

The College offers seven Bachelor programmes in Science, Commerce and Business Administration. Five Master programmes, four M.Phil. and three Ph.D. programmes are also offered. All the programmes follow the semester pattern and choice based credit system at the UG and PG level. All the departments offer elective options in the V/VI semesters. Diploma and certificate courses such as, DMLT, PGDMLT, CCNA, TALLY, ICAI

Foundation Course, Hindi, Typewriting, etc., are currently available providing opportunities for enrichment and employability. Since Vellore is an economically and socially underdeveloped district, the College gives preference in admission to marginalized groups.

The exposure of faculty in recent advances and feedback from students, alumnae and academic experts give the right impetus and direction for necessary changes in the curriculum. Participation of stake holders in the Boards of studies and the Academic Council is a distinctive feature of the College. Industrial experts in the academic bodies contribute to the quality of the existing curriculum, and facilitate the initiation of novel programmes and collaborative projects. Project work, field trips and on-the-job training are compulsory components of various programmes.

The College also invites experts from various fields for guest lectures. Facilities for providing computer skills exist in the College. All UG courses have a compulsory paper on computer science. To help the slow and disadvantaged learners, the College arranges remedial classes.

The curriculum of the College is proposed to be revised once in three to five years. Four new programmes, one each at the UG, PG, M.Phil., and Ph.D. levels, have been introduced in the last four years. There are mechanisms in place for revision of courses and for feedback from stakeholders. The IQAC analyses feedback and takes necessary action. Some quality sustenance and enhancement measures taken during the last five years:

- \* The Curriculum Design and Development Cell was set up to design and develop appropriate curriculum through a need assessment process.
- \* More choices have been provided to the learners under CBCS. Financial constraints and smaller number of admissions are hurdles in offering more choices.
- \* Skills development through the curriculum is another quality enhancement measure adopted.

## **2. TEACHING-LEARNING AND EVALUATION**

Realizing the significance of institutional accountability in the teaching-learning and evaluation process, the College implements adequate in-built mechanisms and adopts new mechanisms in achieving the goals of academic autonomy. The students admitted are from a heterogeneous background and over the past few years there has been a significant increase in the number of SC/ST and OBC students.

The College ensures wide publicity and transparency in the admission process. Admission to the UG and PG programmes is made by the College on the basis of merit as well as following the guidelines and directions of Government of Tamil Nadu and Thiruvalluvar University.

Several strategies are adopted to increase access to students belonging to disadvantaged communities. Outstanding achievers in extra-curricular activities are offered admission even when academic performance has not been very good. It is a co-educational College, and in many disciplines the number of girls exceeds that of boys.

Orientation sessions, bridge courses, remedial courses, schemes for advanced learners, special services for the differently-abled are some of the measures taken to cater to diverse needs. Much support is extended to students academically and personally through the tutoring and counselling services offered by the College. Tutor-Ward system provides better care and close monitoring of the students. Barriers of learning are identified and steps taken to overcome them. One teaching innovation worthy of note is the introduction of job-oriented diploma and certificate courses that enhance employability.

ICT facility is extensively used for Teaching-learning and evaluation. Every student at the UG level is obliged to take a course in Computer Skills to prepare them for ICT-enabled learning. Students are encouraged to make PPT presentations as part of continuous assessment. All department staff rooms have Internet facility. The internet bandwidth with 12 Mbps Sify leased line connectivity for all the computers on campus enables access to e-resources for the teaching-learning process.

The CDDC monitors all activities pertaining to teaching. All positions are filled against the sanctioned strength. The staff members are constantly recharged in their own discipline and on general professional competence through training programmes both inside and outside the College. The feedback mechanism for staff helps staff members to enhance their professional competency.

Collaboration with many research institutes and laboratories enable the science students to get exposed to sophisticated science instruments. Collaborations with different agencies and NGOs offer a practical exposure and a chance to apply their learning in the field to the students of humanities departments. These collaborations provide opportunities for quality learning through project work and create better prospects for career options. The final semester projects in UG and PG also promote scientific temper and creativity.

The College has a well organized and clearly planned teaching, learning and evaluation schedule drawn and integrated into the total institutional scheme at the beginning of each academic year. The College prepares annual academic schedule. A conscious shift has been made from the traditional teacher-centric approach to a learner-centered one. Limited use is made of the lecture method, adopting instead, participatory learning strategies such as seminars, presentations, project work, group work, peer teaching, etc.

The College follows an overall evaluation pattern with a proportion of 25% of internal assessment and 75% semester evaluation for theory courses and 40% of internal assessment and 60% semester evaluation for practical courses. Proposals to streamline operations at the Office of the Controller are

considered immediately. There is an integrated platform for the entire examination process. The schedule for examinations is published by the Examination Cell well in advance. There is provision for reevaluation. A student-friendly reform enables students to appear for instant supplementary examination in backlog papers of the final semester.

International, national, state level seminars and manifold association activities have opened up new vistas of opportunities to the students to go beyond their culture and curriculum which would ultimately leverage their position in the job market. Learning outcomes are clearly stated and monitored continuously by course teachers and tutors.

### **3. RESEARCH, CONSULTANCY, EXTENSION**

The College's policy is to promote research culture among faculty and students through consultancy and collaboration, since teaching, research and extension are the three major dimensions of higher education. Currently the departments of Biochemistry, Computer Science, Microbiology and Commerce are recognized as Research Centres and other departments are making efforts towards this. A research culture has been created in the College with the launching of many postgraduate and research courses. Interdisciplinary research on issues related to Environment is encouraged to address the global concern on environment.

The College is recognized by the CPCSEA (Committee for the Purpose of Control and Supervision of Experiments on Animals) and has its own Institutional Animal Ethical Committee (IAEC). The College has CPCSEA-approved Animal House, which is used by M.Phil. and Ph.D. scholars belonging to neighbouring institutions. The College also has a Internet Lab with 40 systems with 12 Mbps Sify Leased line.

The Research Committee facilitates and monitors research activities. Several of its recommendations have been implemented in the last five years. 83 research papers have been published in peer reviewed journals. The staff members have also published 26 books during this period. Further to promote research culture on campus, the Research Committee is planning to organize workshops on research.

Research facilities are consistently developed on the campus. Besides the centers for research, there is a well stocked library which subscribes to 22 research journals and to INFLIBNET and DELNET. Systems with net connectivity and reprographic facility are available. The science laboratories have been strengthened with equipment that is useful in research. Residential facilities are provided for researchers.

Expertise is available in research areas in Biochemistry, Computer Science, Microbiology, Commerce and Tamil. The Departments of Biochemistry, Computer Science, Microbiology, Commerce and Tamil under the purview of Thiruvalluvar University have twenty guides for M.Phil., and two research supervisors for Ph.D. Five research scholars are pursuing Ph.D.

research under them. 234 M.Phil.s have been awarded in the last five years. Twenty two national level symposia / seminars / conferences / workshops have been organized in the last five years. The College has also taken several initiatives in transferring / advocating the relative findings of research of the College and elsewhere to the students and the community.

The College maintains a policy of promoting the use of expertise available on the campus for consultancy services. The institution has provided consultancy to Industry, Government, NGO / Academic Institutions / Community and Public.

To strengthen the support services with regard to placement for students, the Placement Centre is striving hard by offering career fair and strengthening industry Academic interface. For their on-the-job training, students of this College have visited various organizations.

The outreach programmes of the College aim at community development and sensitization of the campus community to Institutional Social Responsibilities. Both students and staff participate in these programmes and are well structured and function through NSS, the departments and cells /clubs. They encompass the following areas: community development, health and hygiene awareness, education and literacy, AIDS awareness, social work, medical and blood donation camps, environment.

Much of the outreach activity is integrated with the academic curriculum. Regular participation in the extension activities is assessed. The coordinators of the NSS and clubs / cells are staff members. They ensure the smooth implementation of extension activities. The various platforms provided by the College has inculcated in students values such as caring and sharing, civic responsibility, respect for fellow humans, sensitivity towards the elderly and the underprivileged, and towards environmental issues. Thus motivated, students of the College have taken several initiatives in community service.

Students of the NSS and other clubs / cells have organized tree-plantation programmes, blood donation camps, AIDS awareness programmes and many other programmes of social relevance. The College promotes institution-neighborhood network through NSS, Women's Cell, YRC, RRC, Leo Club, Rotaract Club, Citizen Consumer Club, Enviro Club and Departments.

Collaboration with other agencies has given a positive impact upon the visibility, identity and diversity of activities on the campus. Linkages with academic institutions have helped in curriculum development, staff improvement and research. Collaboration with some agencies has promoted student placement, internship and on-the-job training. Other linkages have helped support consultancy and extension activities.

#### **4. INFRASTRUCTURE AND LEARNING RESOURCES**

It is the policy of the College to augment infrastructure in order to strengthen the teaching-learning environment. The College is sufficiently well-endowed in terms of physical infrastructure which include adequate, spacious and well ventilated Class rooms, Seminar / Conference halls, Laboratories including Animal House, Staff rooms, Hospital, Bank, ATM, Post Office, Canteen, Residential hostels, Stadium, Play ground, Indoor Stadium and Gym facilities to support the teaching-learning process. The College also has a full-time qualified Physical Director.

Continuous power supply is provided by an exclusive HT line with a transformer and Generators, in case of power cut. A fleet of 22 buses is operated for the transport of staff and students from different places. The College also has a well-furnished guest accommodation with Air Conditioned double bedded rooms for the guests. All the departments, laboratories and the offices have intercom facility.

The air-conditioned seminar hall with LCD projectors and interactive boards provides the right ambiance for the effective conduct of academic programmes. Recognizing the need for good oral skills in English language a language laboratory with 30 systems is in use. Systems with free internet access are available to staff and students to encourage the use of ICT as a learning resource. Power Point Presentations are also encouraged in classroom teaching-learning as well as during seminars.

There are other facilities such as cool and clean drinking water and wash rooms for students and the staff. The College also has a Hospital with a physician, nursing assistants, pharmacist, with ambulance facility. The College has a Placement and Training Cell.

The General Library, the nerve centre of learning at College has a n open access system with a seating capacity of 60. OPAC, DELNET and NLIST-INFIBNET facility are available. A circulation counter using barcode technology has been set up for speedy and efficient service. The library staff members have been trained to be vigilant and sensitive to the needs of users. There is a ready willingness on their part to render any assistance within the library, thus creating an ambience conducive to reading and reference. Electronic Resource Management package for e-journals and federated searching tools to search for articles in multiple databases are also deployed to provide access to the collection. The College has department libraries also.

The IT infrastructure of the College is maintained by a System Administrator who also advises the management and executes decisions regarding IT issues. There are 228 systems, all with internet facility in the Computer Science laboratories, Net laboratory, Language laboratory, Departments and Offices.

The use of Information and Communication Technology (ICT) has made a significant contribution to the quality of education in the College.

Compulsory computer literacy for the students and imparting of computing skills to both teaching and non-teaching staff and the use of ICT has given boost to academic quality. The office automation and computerization of library have facilitated quick and quality administration.

Recognizing the need for healthy life for students, a Multi-Purpose Stadium has been constructed for games and athletics events. It also houses a fully furnished and well-equipped gymnasium.

The campus is under the care of the Engineering Division, whose staff members ensure that the green campus is well maintained so as to provide a peaceful ambience for teaching-learning.

## **5. STUDENT SUPPORT SERVICES**

The heterogeneous nature of the students necessitates the College to provide excellent student support services to facilitate the transformation among the students as visualized in the mission of the College. The Vice-Principal is in charge of all student support and mentoring activities.

Each class is placed under the charge of staff member under the Tutor-Ward system for mentoring in both academic and personal matters. Besides periodical meetings, wards are encouraged to meet their tutors frequently. The tutors also interact with course teachers and parents to facilitate effective mentoring. The College is sensitive to the needs of its students who are largely drawn from the socially and economically disadvantaged sections. These students are allowed to take books from the book bank for their studies.

In order to promote skill development Soft Skills and Skill-based subjects are offered regularly. Computer literacy is ensured by making it a part of the curriculum. Remedial classes are held for slow learners. Peer teaching strategy is used to help slow learners and students who are at risk of failure.

Students have shown good progression from UG to PG and from PG to M.Phil. and Ph.D. There is an institutionalized mechanism for placement of students. The activities of the Placement and Training cell have become more organized and focused in the last four years. As a result, 15 companies offered 232 placements. The Cell has also taken a number of activities for the personal enhancement and development of students. The cell organizes seminar on career guidance, conducts mock interviews, offers guidance to students for placements and invites organizations for inputs on employment options.

One student has passed Civil services examination and seven students have qualified in NET examination and one student has qualified in SLET examination. Three students have passed the CPT (Commerce proficiency test) and one student has qualified in ICAI (Foundation) course. The departments encourage students to participate in state, national and international level of curricular and co-curricular programmes. One student was selected for a 2 month IASc-INSA-NASI summer research fellowship. Students have won cash prizes in national seminar and symposia.

The G.B. Hospital of the College has a visiting physician who visits daily and two nursing assistants. The canteen provides a variety of food materials.

In continuation of its commitment to imparting holistic education, the College endeavors to maximize student participation in extra-curricular activities. A whole range of sports and games, cultural and extra/co-curricular activities are available to students. A staff member takes responsibility to work in co-ordination with the Vice-Principal to ensure participation of students in off-campus extra-curricular activities. The College has a very strong track record in sports. Students have represented the University in National Meets. Sports students are given flexibility in attendance and evaluation. Deserving sports students are given merit scholarships.

For curbing ragging problems, there is an Anti-Ragging Committee or Discipline Committee constituted as per the Government norms. A student grievance redressal mechanism is implemented at the department and at the College level. The Grievance Redressal Cell has received and redressed grievances pertaining to amenities, teaching-learning, library and hostel. The College has a non-registered alumnae association, which conducts meets annually.

The transformational change experienced by the students from their entry level to the exit level stands as a proof of the excellent student support system offered by the College.

## **6. GOVERNANCE, LEADERSHIP AND MANAGEMENT**

The Managing Trustee is the Administrative Head of Works in the College and represents the Management before the Governing Council, the Government and the Director of Collegiate Education on all matters relating to the general administration of the College.

The Principal is the Academic Head of Works in the College and is the executive authority of the College and plans and executes the academic programme in consultation with the Managing Trustee.

The Leadership given by the members of the Governing Council and the officers of the College facilitate in sustaining and reflecting the vision and mission of the College through every activity of the Institution. The officers of the College work closely with the other members of the administrative team namely the IQAC coordinator, HoDs and Controller of Examination to offer collective leadership in all dimensions of organizational management. Decisions pertaining to academic matters are finalized in a participatory manner at the HoDs meeting. The Management provides an ample array of welfare schemes for teaching and non-teaching staff.

The organization and management of the College is done through four main bodies. The Governing Body determines the fees and ratifies the resolutions of the Academic Council, the Academic Council is responsible for

all academic matters, the Board of Studies of each department revises the syllabus and the Finance Committee deals with financial management. The organizational structure is decentralized. It functions on the principle of participative management and has four levels: the consultative, the planning, the decision making and the implementation. It involves all the stake holders at one level or the other, depending upon the nature of the issue. The various clubs / cells, committees and associations set up for different purposes are delegated work.

Submission of monthly reports to the Principal is an inbuilt mechanism to monitor the continuous improvement of departments and centres. The Internal Quality Assurance is managed by IQAC, Management Review Committee and CDDCC. Quality sustenance of the College is assessed based on the objectives embodied in the Quality Policy.

Periodic programmes are held for over all development of the campus community. Self appraisal by the staff and feedback from stakeholders are regular practices. Linkages and MoUs with different organizations facilitate collaborative work.

The perspective planning for institutional development is drawn as short-term and long term goals in the different functions of the College such as Teaching-Learning, Research and Development, Industry Interaction, Community Engagement, Human Resource Planning and Development, Internationalization and Infrastructure, based on suggestions from the statutory bodies of the institution and the various stakeholders. To implement these plans in a meaningful manner, adequate measures will be taken to mobilize resources. The institution has adopted the concept of Total Quality Management to translate quality to its various administrative and academic units. The IQAC plans and implements the strategies for quality assurance.

As an institution dedicated to the cause of rural students' higher education, the College is cognizant of the role it must play in promoting gender sensitization. Women empowerment is part of the Value Education syllabus and in the Women Cell's programmes. Conceptual views of gender are communicated during these sessions and gender-related issues that strengthen much of everyday life are highlighted through different strategies.

The Management Board and Finance Committee approve the annual budget of the College. A review of utilization is undertaken periodically. The Assistant Administrative Officer is accountable to the Principal and the Managing Trustee. The accounts have been audited regularly. There have been no major audit objections.

Besides the Internal Quality Assurance Cell (IQAC) there are a number of committees to perform the various functions related to the College. Two senior members of the staff represent the staff on the Governing Board of the College. There is an Academic Council for taking policy decisions which has on it the Principal, all the Heads of Departments, representatives of the Thiruvalluvar University

## **7. INNOVATIONS AND BEST PRACTICES**

Adhiparasakthi College of Arts and Science pioneers innovative practices in academic and administrative matters and is open for adapting to emerging trends in Higher education.

The College being a very green campus responds to eco concerns with its eco friendly initiatives. An array of trees, colourful flowering plants, well-laid out lawns and gardens give a serene atmosphere which inspires meditation. Energy conservation measures including with CFL bulbs, careful nurturing of the green cover on the campus, minimum cementing to allow for water harvesting, carbon neutrality and extensive tree plantation are some of the measures to develop the eco-consciousness of the College community.

The recent innovations in the last four years include Autonomy, CBCS, Curriculum Design and Development Cell, Innovative approaches in Teaching-Learning and Evaluation, Suggestion boxes in college and hostel, Research and Consultancy processes, Additional infrastructure, Library, Co-curricular and Extra-curricular activities, Sports, Training and Placement Cell, Governance, Institutional ambience and initiatives and Quality Management.

The two best innovative practices which have contributed to the creation of an ambience of creativity and innovation for quality sustenance and enhancement of the academic process over a period of time are:

1. Job-Oriented Add-On Courses
2. Uplift of Rural Under-Privileged Society Through Extension Activities

These two practices have helped immensely to the students in getting better placement and the local communities in enhancing their environment and livelihood.

The College with an objective to become an institution with a difference in the country is willing to attempt any pioneering effort in its onward journey towards academic excellence. In the present context of challenges in Indian Higher education, the College aspires to strike a balance of inclusiveness with quality enhancement. The vast opportunities available in utilizing the technology for administrative and academic programmes will be harnessed in the days to come. The young students who leave the College will be rooted in the core values and culture which uphold the noble traditions of the nation, yet willing to open their minds to new vistas of knowledge to become the agents of social transformation.

## PROFILE OF THE AUTONOMOUS COLLEGE

1. Name and address of the College:

Name:	Adhiparasakthi College of Arts and Science (Autonomous)
Address:	G.B. Nagar
City:	Kalavai – 632 506, Vellore District State: Tamil Nadu
Website:	<a href="http://www.apcasgbn.com">http://www.apcasgbn.com</a>

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. A. Mohamed Sadiq	O: 04173-242644 R: 0416-2258555	94434-49881	04173-242646	<a href="mailto:mohamed68@rediffmail.com">mohamed68@rediffmail.com</a> <a href="mailto:apcasgbn19@rediffmail.com">apcasgbn19@rediffmail.com</a>
Vice Principal	Dr. G. Arutchelvan	O: 04173-242226 R: 044-27232709	98942-59659	04173-242646	<a href="mailto:garutchelvan@yahoo.com">garutchelvan@yahoo.com</a> <a href="mailto:apcasgbn19@rediffmail.com">apcasgbn19@rediffmail.com</a>
Steering Committee Coordinator	Prof. N.T. Ravindran	O: 04173-242226	99948-71081	04173-242646	<a href="mailto:ntraveendiran@gmail.com">ntraveendiran@gmail.com</a> <a href="mailto:apcasgbn19@rediffmail.com">apcasgbn19@rediffmail.com</a>

3. Status of the Autonomous College by management.

- |  |                                     |
|--|-------------------------------------|
| i. Government                              | <input type="checkbox"/>            |
| ii. Private                                | <input checked="" type="checkbox"/> |
| iii. Constituent College of the University | <input type="checkbox"/>            |

4. Name of University to which the College is Affiliated Thiruvalluvar University, Vellore

5. a. Date of establishment, prior to the grant of 'Autonomy' 19/07/1988  
b. Date of grant of 'Autonomy' to the College by UGC: 23/09/2010

6. Type of institution:

- |                   |                                     |
|-------------------|-------------------------------------|
| a. By Gender      |                                     |
| i. For Men        | <input type="checkbox"/>            |
| ii. For Women     | <input type="checkbox"/>            |
| iii. Co-education | <input checked="" type="checkbox"/> |

- b. By shift
- |              |                                     |
|--------------|-------------------------------------|
| i. Regular   | <input checked="" type="checkbox"/> |
| ii. Day      | <input checked="" type="checkbox"/> |
| iii. Evening | <input checked="" type="checkbox"/> |
- c. Source of funding
- |                            |                                     |
|----------------------------|-------------------------------------|
| i. Government              | <input checked="" type="checkbox"/> |
| ii. Grant-in-aid           | <input checked="" type="checkbox"/> |
| iii. Self-financing        | <input checked="" type="checkbox"/> |
| Any other (Please specify) | <input checked="" type="checkbox"/> |

7. Is it a recognized minority institution?

- |     |                                     |
|-----|-------------------------------------|
| Yes | <input checked="" type="checkbox"/> |
| No  | <input checked="" type="checkbox"/> |

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

-

8. a. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	04-06-2008	The College is not eligible to receive Central assistance in terms of the rules framed under Section 12 (B) of the UGC Act, 1956.
ii. 12 (B)	-	-

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

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

Under Section/clause	Day, Month and Year (dd-mm-yyyy)	Validity	Programme / institution	Remarks
i. AICTE F.No. PG/TN/MCA/2005/12	30-08-2005	2005-06	M.C.A.	
ii. AICTE F.No. PG/TN/MCA/2005/12	21-07-2006	2006-07	M.C.A.	
iii. AICTE F.No. PG/TN/MCA/2005/012	10-05-2007	2007-08	M.C.A.	
iv. AICTE F.No. PG/TN/MCA/2005/012	23-05-2008	2008-10	M.C.A.	

Under Section/clause	Day, Month and Year (dd-mm-yyyy)	Validity	Programme / institution	Remarks
v. AICTE F.No. Southern Region/1-10178764/2012/EOA	23-08-2010	2010-11	M.C.A.	
vi. AICTE F.No. Southern/1-479295951/2011/EOA	01-09-2011	2011-12	M.C.A.	
vii. AICTE F.No. Southern/1-735832172/2012/EOA	10-05-2012	2012-13	M.C.A.	
viii. AICTE F.No. Southern/1-1471236072/2013/EOA	19-03-2013	2013-14	M.C.A.	

(Enclose the Certificate of recognition/approval)

9. Has the College been recognized

a. By UGC as a 'College with Potential for Excellence'(CPE)?

Yes  No

For its contributions/performance by any other governmental agency?

Yes  No

10. Location of the campus and area:

Location *	Rural
Campus area in sq. mts or acres	71.94 Acres
Built up area in sq. mts.	15275.12 sq.mt.

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Does the College have the following facilities on the campus (Tick the available facility)? In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex
- Sports facilities
  - \* play ground
  - \* swimming pool
  - \* gymnasium

● Hostel				
* Boys' hostels			<input checked="" type="checkbox"/>	
* Girls' hostels			<input checked="" type="checkbox"/>	
● Residential facilities				
* for teaching staff			<input type="checkbox"/>	
* for non-teaching staff			<input type="checkbox"/>	
● Cafeteria			<input checked="" type="checkbox"/>	
● Health centre –				
○ First aid facility			<input checked="" type="checkbox"/>	
○ Inpatient facility			<input type="checkbox"/>	
○ Outpatient facility			<input checked="" type="checkbox"/>	
○ Ambulance facility			<input checked="" type="checkbox"/>	
○ Emergency care facility			<input checked="" type="checkbox"/>	
Health centre staff –				
○ Qualified Doctor	Full time	<input checked="" type="checkbox"/>	Part-time	<input type="checkbox"/>
○ Qualified Nurse	Full time	<input checked="" type="checkbox"/>	Part-time	<input type="checkbox"/>
● Other facilities				
○ Bank			<input checked="" type="checkbox"/>	
○ ATM			<input checked="" type="checkbox"/>	
○ Post office			<input checked="" type="checkbox"/>	
○ Book shops			<input type="checkbox"/>	
● Transport facilities				
* for students			<input checked="" type="checkbox"/>	
* for staff			<input checked="" type="checkbox"/>	
● Power house			<input checked="" type="checkbox"/>	
● Waste management facility			<input checked="" type="checkbox"/>	

12. Details of programmes offered by the institution: (Give data for current academic year)

Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / approved Student intake	No. of students admitted
<b>UG (7)</b>					
B.Sc. Biochemistry	3 Yrs	Pass in HSC or its equivalent with Biochem / Micro / Biol / Zoo / Bot / Chem / Biotech / Nutr & Dietetics / Nutr. Biochem	English	50	32
B.Sc. Computer Science	3 Yrs	Pass in HSC or its equivalent with Maths / Business Maths / Stat / Comp Sci	English	50 + 5	51
B.C.A.	3 Yrs		English	50 + 5	55
B.Sc. Microbiology	3 Yrs	Pass in HSC or its equivalent with Micro / Biol / Zoo / Bot / Chem / Biotech / Nutr & Dietetics	English	50	35
B.Com.	3 Yrs	Pass in HSC or its equivalent	English	70	58
B.B.A.	3 Yrs		English	60	27
B.Sc. Mathematics	3 Yrs		English	70	32
<b>PG (5)</b>					
M.Sc. Biochemistry	2 Yrs	Pass with 50% in BSc Biochem / Chem / Biol / Zoo / Bot / Biotech / Nutr & Dietetics / Micro	English	26	14
M.C.A.	3 Yrs	Any Degree with Business Maths / Maths / Stat as Main or Allied Subject; BE / BTech. / MBA; Any Degree with Maths at HSC level	English	60	16
M.Sc. Information Technology	2 Yrs	Pass with BSc Maths / Statistics	English	26	6
M.Sc. Applied Microbiology	2 Yrs	Pass with 50% in BSc Micro / Biol / Bot / Zoo / Industrial Micro / Biotech / Biochem / Bioinfo / Life Sci / Nutr & Dietetics / Home Sci / Chem with Bot / Zoo as Allied	English	26	11

*Profile*

Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / approved Student intake	No. of students admitted
M.Com.	2 Yrs	Pass in BCom / BCom (CS) / BCS / BCom (Bank Mgmt) / BA (Co-op) / BA (Eco) / BA (Corp Eco); BSc Maths / BSc Comp Sci / BCA / BSc (ISM) with any two core papers at the BCom level.	English	30	10
<b>M.Phil. (4)</b>					
M.Phil. Biochemistry	1 Yr	Pass with 55% in MSc Biochem / Chem / Biol / Zoo / Bot / Biotech / Nutrition & Dietetics / Micro	English	20	8
M.Phil. Computer Science	1 Yr	Pass with 55% in MSc Comp Sci / IT / CST or MCA	English	20	19
M.Phil. Microbiology	1 Yr	Pass with 55% in MSc Micro / Biol / Bot / Zoo / Industrial Micro / Biotech / Biochem / Bioinfo / Life Sci / Nutr & Dietetics / Home Sci / Chem with Bot / Zoo as Allied	English	20	9
M.Phil. Commerce	1 Yr	Pass with 55% in MCom	English	25	18
<b>Ph.D. (3)</b>					
Ph.D. Biochemistry	As per the University norms	Completion of PG / MPhil Degree in the same discipline	English	As per the University norms	1
Ph.D. Microbiology			English		-
Ph.D. Computer Science			English		-
<b>PG Diploma Courses (1)</b>					
P.G.D.M.L.T.	1 Yr	BSc with Life Sciences	English	50	28
<b>Diploma Courses (2)</b>					
D.M.L.T.	2 Yrs	Pass in HSC or its	English	50	20

## Profile

Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / approved Student intake	No. of students admitted
D.M.L.T.	1 Yr	equivalent with Biochem / Micro / Biol / Zoo / Bot / Chem / Biotech / Nutrition & Dietetics / Nutritional Biochemistry	English	50	17
<b>Certificate Courses (4)</b>					
C.C.N.A	1 Yr	Pass in HSC or its equivalent	English	30	28
Tally	1 Yr		English	100	73
Typewriting	1 Yr	Pass in SSLC	English	-	126
Hindi	1 Yr		Hindi	-	15

13. Does the institution offer self-financed Programmes?

Yes  ✓ No  ✗

If yes, how many?

14. Whether new programmes have been introduced during the last five years?

Yes  ✓ No  ✗

If yes

Number

15. List the departments: (Do not list facilities like library, Physical Education as departments unless these are teaching departments and offer programmes to students)

Field	Level	Departments	Number of Programmes (Self-Financing)	Number of Students	Total
<b>S C I E N C E S</b>	UG	Biochemistry	1	84	552
		Computer Science	2	319	
		Microbiology	1	90	
		Mathematics	1	59	
	PG	Biochemistry	1	39	206
		Computer Science	2	137	
Microbiology		1	30		

Field	Level	Departments	Number of Programmes (Self-Financing)	Number of Students	Total
	M.Phil.	Biochemistry	1	8	36
		Computer Science	1	19	
		Microbiology	1	9	
	Ph.D.	Biochemistry	1	4	4
		Computer Science	1	-	
		Microbiology	1	-	
Total					<b>798</b>
<b>ARTS</b>	UG	Business Administration	1	108	<b>108</b>
<b>COMMERCE</b>	UG	Commerce	1	197	<b>239</b>
	PG	Commerce	1	24	
	M.Phil.	Commerce	1	18	
<b>OTHERS</b>	PG Diploma	PGDMLT	1	28	28
	Diploma	DMLT	2	37	37
	Certificate	CCNA	1	28	242
		Tally	1	73	
		Typewriting	1	126	
		Hindi	1	15	
<b>Grand Total (Excluding Others)</b>					<b>1145</b>

16. Are there any UG and/or PG programmes offered by the College, which are not covered under Autonomous status of UGC? Give details.

Nil.

17. Number of Programmes offered under (Programme means a degree course like BA, MA, BSc, M Sc, BCom etc.)

a. Annual system	x
b. Semester system	16
c. Trimester system	x

18. Number of Programmes with

a. Choice Based Credit System	16
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- b. Inter/multidisciplinary approach 19
- c. Any other ( specify) x

19. Unit Cost of Education

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )*

- (a) including the salary component Rs. 15,756
- (b) excluding the salary component Rs. 4,396

20. Does the College have a department of Teacher Education offering NCTE recognized degree programmes in Education?

Yes x No ✓

21. Does the College have a teaching department of Physical Education offering NCTE recognized degree programmes in Physical Education?

Yes x No ✓

22. Whether the College is offering professional programme?

Yes ✓ No x

If yes, please enclose approval / recognition details issued by the statutory body governing the programme.

AICTE Approval for MCA:

AICTE F.No. PG/TN/MCA/2005/12 dated 30.08.2005

23. Has the College been reviewed by any regulatory authority? If so, furnish a copy of the report and action taken there upon.

No.

24. Number of teaching and non-teaching positions in the College

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government	Not applicable									

*Profile*

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the Management / Society or other authorized bodies	63						28		10	
Recruited	2	-	3	4	27	27	19	9	8	2
Yet to recruit	-	-	-	-	-	-	-	-	-	-

\*M-Male \*F-Female

25. Qualifications of the teaching staff

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	0
Ph.D.	2	-	-	1	2	-	5
M.Phil.	-	-	3	3	21	20	47
PG	-	-	-	-	6	5	11
Temporary teachers							0
Part-time teachers							0

26. Number of Visiting Faculty/ Guest Faculty engaged by the College. Nil

27. Students enrolled in the College during the current academic year, with the following details:

Students*	UG		PG		M.Phil.		Ph.D.		Certificate		Diploma		PG Diploma	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
From the state where the College is located	3	5		1						1				
	1	4	7	5	2	3			9	4		3	1	1
	4	5	2	6	0	4	3	1	3	9	5	2	6	2

Students*	UG		PG		M.Phil.		Ph.D.		Certificate		Diploma		PG Diploma	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>From other states of India</b>	1	0	0	2	0	0	0	0	0	0	0	0	0	0
<b>NRI students</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Foreign students</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	3	5		1						1				
	1	4	7	5	2	3			9	4		3	1	1
	5	5	2	8	0	4	3	1	3	9	5	2	6	2
<b>Grand Total for UG, PG, MPhil. and PhD.</b>													<b>1145</b>	

\*M – Male; F – Female,

28. Dropout rate in UG and PG (average for the last two batches)

UG  PG

29. Number of working days during the last academic year.

30. Number of teaching days during the last academic year

31. Is the College registered as a study centre for offering distance education programmes for any University?

Yes  No

32. Provide Teacher-student ratio for each of the programme/course offered

Department	UG	PG	M.Phil.
Biochemistry	1 : 17	1 : 10	1 : 3
Computer Science	1 : 32	1 : 17	1 : 4
Microbiology	1 : 18	1 : 8	1 : 4
Commerce	1 : 39	1 : 8	1 : 6
Business Administration	1 : 27	-	-
Mathematics	1 : 20	-	-

33. Is the College applying for?

Accreditation : Cycle 1  Cycle 2  Cycle 3  Cycle 4

Re-Assessment :

34. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 31/03/2007 Accreditation outcome/results: B<sup>++</sup>

\* Kindly enclose copy of accreditation certificate(s) and peer team report(s)

35. a. Date of establishment of Internal Quality Assurance Cell (IQAC)

26/09/2007

b. Dates of submission of Annual Quality Assurance Reports (AQARs).

(i) AQAR for year 2008-2009 on 15/05/2009

(ii) AQAR for year 2009-2010 on 04/06/2010

(iii) AQAR for year 2010-2011 on 19/07/2011

(iv) AQAR for year 2011-2012 on 04/08/2012

36. Any other relevant data, the College would like to include. (Not exceeding one page)

- |   |
|---|
| <ul style="list-style-type: none"><li>* One of the first self-financing co-educational College of the region started in 1998</li><li>* Self-financing College for 25 years</li><li>* Autonomous Status from 2011</li><li>* First College to introduce B.Sc. (Microbiology)</li><li>* Only College in Thiruvalluvar University offering Ph.D. Biochemistry and Ph.D. Microbiology</li><li>* Only Self-Financing College in Thiruvalluvar University offering Ph.D. Computer Science</li><li>* College offering 3 Ph.D. courses and 4 M.Phil. courses</li><li>* Regional Field Unit (RFU) of National Testing Services (NTS), Mysore</li><li>* Committee for the Purpose of Control of Scientific Experiments on Animals (CPCSEA)-approved animal house</li><li>* ICT Seminar hall and conference room with Smart Board and LCD Projector</li><li>* 12 Mbps Sify leased line</li><li>* Internet connectivity to all departments</li></ul> |
|---|

- \* 9 UG Gold Medals and 22 PG Gold Medals in the Examinations conducted by the University of Madras, Chennai and Thiruvalluvar University, Vellore
- \* 57 Rank holders in UG examinations and 131 Rank holders in PG examinations
- \* Sophisticated instruments worth Rs. 25 lakhs in the laboratories of Biochemistry and Microbiology Departments - HPLC, UV-VIS Spectrophotometer, PCR thermal cycler, High speed refrigerated centrifuge, Ultra-deep freezer, Gel documentation system *etc.*
- \* 228 computers and 3 servers
- \* Air-conditioned seminar hall with audio-visual aids with a seating capacity of about 250
- \* Air-conditioned conference hall for conducting important meetings
- \* Open auditorium with a seating capacity of 1500
- \* Two hostels, one each for men and women, with modern cooking facilities with large dining hall and hygienic rest rooms
- \* Library with 13,468 books, National and International journals and magazines
- \* DELNET, OPAC and INFLIBENT facilities
- \* Common effluent plant to treat the waste water from the College and the hostels
- \* Reverse Osmosis plant in the campus to provide potable water
- \* Language Lab with 30 systems
- \* Outdoor and Indoor Stadium facilities for games and athletics
- \* State-of-art Gym with instruments worth Rs. 10 lakhs.
- \* College has hosted University, Divisional and Inter-divisional tournaments in Cricket, Foot Ball, Hand Ball, Kho-Kho and Table Tennis
- \* National Service Scheme (NSS), Red Ribbon Club (RRC), Youth Red Cross (YRC), Rotaract Club, Enviro club, Leo Club, Consumer Club, Philatelic Society, etc

**CRITERION – I  
CURRICULAR ASPECTS**

**1.1 CURRICULUM DESIGN AND DEVELOPMENT**

**1.1.1 INSTITUTIONAL VISION AND MISSION REFLECTED IN THE ACADEMIC PROGRAMME**

Adhiparasakthi College of Arts and Science is a pioneering self-financing institution of higher education with an aim of empowering the rural students to be agents of progress, transforming lives and society. Building on the selfless initiative of its Founder, the College is growing from strength to strength in terms of the content and variety of the curriculum offered at the undergraduate (UG), postgraduate (PG) and research levels.

Our Vision is to mould youth to combat changing challenges and to serve global community, with professional competence and spiritual commitment to excellence.

Our Mission is to provide quality, value-based and career-oriented education to students, especially rural young men and women, who will be agents of social transformation and global development through their selfless and spiritual service.

The vision and mission of the institution are reflected in the academic programmes of the College. The academic programmes are constantly reviewed and updated to be in synchronous with emerging needs and challenges. A need-based curriculum has been introduced to enable students not only to acquire a basic degree but also to develop the skills necessary to meet global challenges. Integration of co-curricular activities with the regular curriculum, job-oriented certificate courses, vocational courses, development of communication skills and modern methods of teaching-learning ensure high academic standards. Technology-aided processes are used in teaching-learning, evaluation, administration and the library.

Although a dynamic curriculum is the prime feature of the autonomous status of the College, the quality of the education imparted to students is monitored internally through various checks and balances. Any change in the curriculum is scrutinized at both departmental and institutional levels prior to implementation. These monitoring bodies are formed both with internal and external experts.

In order to reach its mission, the College imparts quality education in its curriculum which mainly consists of curricular, co-curricular and extra-curricular programmes. While the curricular programmes mainly focus on the intellectual and moral development of the students, the co-curricular and extra-curricular programmes focus at their physical, psychological, social and spiritual well-being.

Quality education is imparted by designing and developing the syllabus by highly competent academicians in the Boards of Studies and Academic council, appointing qualified and dedicated faculty members, conducting regular term and model examinations, providing excellent infrastructure facilities, arranging seminars, conferences and workshops, arranging extra coaching classes for the weaker students, giving emphasis on library usage, industrial / institutional visits, industrial training, which contribute to the intellectual development of students.

Morality among the students is promoted by developing good virtues like honesty, punctuality and integrity, maintaining good rapport with fellow members, not getting indulged in activities like ragging and eve-teasing, attending the classes regularly, taking all the examinations seriously, sincerely and earnestly, and making all the students to know their strengths and weaknesses.

Intra and inter departmental games for boys and girls, annual sports day, health and cleanliness awareness programmes, medical checkups, weekly sports hours, gym exercises etc., are given importance to contribute to the physical development of students.

Programmes on counselling, motivation, stress management, personality development, women's rights, yoga, etc. are carried out to address the psychological needs of students.

Societal needs are addressed by the involvement of students in community development programmes such as NSS, Youth Red Cross, Rotaract Club, Blood Donors Club, Eye Donors Club, Women's Cell, Enviro Club, Leo club, Red Ribbon club, consumer Club, village visits, cleanliness awareness programmes, regular visits to the Old Age and Orphanage Homes, rain water harvesting, communicable and non-communicable disease through outreach meetings, regular free coaching classes to the students of neighboring schools, etc.

The students are spiritually inspired by daily prayer in the class room before the commencement of classes, weekly prayer on every Friday, encouraging the habit of reading books on great leaders and holy books, arranging guest lectures on value education, and character building, frequent spiritual talks, occasional spiritual movies, celebrating religious festivals, which will help the spiritual development of students.

#### **1.1.2 MECHANISMS USED IN DESIGN AND DEVELOPMENT OF CURRICULUM**

Each department constitutes its own Board of Studies (BoS) for initiating curricular reform. The Board is formed by a panel of external experts of subject, industrialists, all faculty members of the department and alumni.

The Curriculum Design and Development Cell (CDDC) and the Internal Quality Assurance Cell (IQAC) function at the institutional level primarily with internal and external experts, whereas the Academic Council is

the body for approving curricular reform, comprising a panel of external experts along with internal experts in various disciplines.

The curriculum design and development process is systematic. It is coordinated by the Curriculum Design and Development Cell. Need is assessed by the faculty of each department from the performance of students, current trends in the discipline and market demands.

- \* The curriculum is planned meticulously by getting feedback from all the stakeholders – students, teaching and non-teaching staff members, the College Management, alumni and employers – through formal mechanisms.
- \* Decisions are taken to introduce / modify courses at the departmental level.
- \* New / modified courses are presented before the Boards of Studies for discussion and resolution.
- \* The minutes of the BoS are placed before the Academic Council for approval. The Council may also make its own recommendations.

The curriculum design and development is a multi-pronged process consisting of varied contributing elements and features. These include

- \* Exposure of faculty to new areas of higher education, while attending Seminars, Conferences, Workshops and through Orientation and Refresher courses programmes.
- \* Periodic discussions on framing and teaching of existing new courses at the departmental level
- \* Feed -back from students and alumni
  - Course-wise feedback from the students at the end of each semester
  - College-level feedback is obtained at the end of the academic year.
  - Feedback from the alumni
- \* Inputs from the IQAC on the basis of analyzed feed back
- \* Inputs from the CDDC, a separate body with a convener and representative members from all departments. Initiatives in the curriculum design and development process by constantly reviewing, assessing and keeping track of the needs of students in the changing scenario based on the current trends
- \* Necessary changes are made in the existing programmes / courses or new programmes / courses by the departments
- \* The newly designed programmes / courses are presented to CDDC
- \* Based on the recommendations from the CDDC, the implementation of the new programme is initiated by the department through the respective Board of Studies

- \* Presenting the programme / course for final approval in the Academic Council.

This vibrant process helps the departments to develop meaningful curricula which are relevant in the context of higher education and societal needs.

### **1.1.3 INVOLVEMENT OF INDUSTRY, RESEARCH BODIES AND CIVIL SOCIETY IN THE CURRICULUM DESIGN AND DEVELOPMENT PROCESS**

Stakeholders from Industry, Research Bodies and Civil Society are engaged in the curriculum design and development process in a unique manner. Each department constitutes a Board of Studies and the College constitutes an Academic Council as per the UGC norms. This Board of Studies includes experts from Industry, Research Bodies and Alumni. The Academic Council includes experts from the service sectors (schools and hospitals), small and medium scale industry, civil society, research bodies and the affiliating University, to give valuable suggestions for curriculum development.

During the alumni meetings, the staff members get their feedback on the syllabus in relation to the current trends that exist in the job market. In the same way, whenever employers come for the campus recruitment, their feedback is sought by the Placement and Training Cell on student performance and the curriculum. Their suggestions are taken into consideration while designing the curriculum for the subsequent years. Academic experts visit the College and share with the management and staff the current educational demands.

The Curriculum Design and Development Cell has internal experts as members, who in turn consult external academics and experts from industry, research bodies and service sector in the design and development of curriculum. Most of the modifications, diversification and introduction of new programmes / courses have been the outcome of the involvement of stakeholders in the curriculum design and development process.

#### **BENEFITS FOR THE COLLEGE THROUGH THE INVOLVEMENT OF THE STAKEHOLDERS**

Based on the suggestions of the Governing Body, Academic Council and the Board of Studies representatives, it is possible to

- \* Start new career-oriented courses, such as Diploma in Medical Laboratory Technology (DMLT) and Post-Graduate Diploma in Medical Laboratory Technology (PGDMLT) in affiliation with All India Medical Laboratory Technologists' Association (AIMLTA), Patna; Cisco-Certified Network Administration (CCNA) course; Course in TALLY in association with YENNES Infotec (P) Ltd., Chennai; ICAI Foundation Class, etc.
- \* Provide a broad-based critical assessment of the course content

- \* Promote a healthy tie-up with industries in both public and private sectors

#### **1.1.4 IMPACT OF CURRICULUM DEVELOPMENT ON EMPLOYABILITY, INNOVATION AND RESEARCH**

##### **EMPLOYABILITY**

The curriculum of each academic programme is designed and developed to increase the job prospects of students. The student progression in our College is towards higher education, research, teaching and jobs in industries, private companies and government sector. The continually revised syllabus and teaching innovations keep this scenario in mind. Making the student employable requires domain knowledge as well as soft skills. Technical skills are imparted through the syllabi of the courses. Soft skills, the second crucial requirement for employability is also developed through the curriculum design. The General English curriculum lays equal stress on verbal and non-verbal communication, oral and written skills. Soft skills, including social skills, communication skills and team work are given as a separate paper. For pan-India employability, Hindi coaching classes are conducted and students are encouraged to appear for examinations conducted by Dakshina Bharat Hindi Prachar Sabha, Chennai.

All UG students are given training in typewriting and encouraged to appear for the typewriting examinations. Personality development, interpersonal and intrapersonal skills and leadership are part of the Value Education curriculum taken by every student of the College. Special interests and abilities are sought to be developed by the integration of a range of co-curricular activities into the curriculum: literary, cultural, sports, yoga, etc. The curriculum of traditional courses has been redesigned / modified with the incorporation of job-oriented elective and skill-based subjects, to enhance the employability of students. As basic computer skill is a pre-requisite for employability to-day, skill-based subjects based on Computer Science are offered for all UG courses. Fieldwork and project work are also built into the curriculum.

##### **INNOVATION**

The autonomous status of the College allows for academic freedom to bring about innovations in the Choice-Based Credit System (CBCS). Subjects like Chemistry and Nanoscience for Biologists, Pharmacology and Pharmaceutical Biochemistry, Cloud Computing, Mobile Computing, Animation Techniques, Client Server Technology, Mushroom and Vermiculture Techniques, Tannery Technology etc. have been included in the curriculum during these years. This has provided adequate employability skills to the students. Computer literacy is improved and essential computing skills are provided by introducing computer courses in the curriculum for all courses. Weekly Net hour in Internet lab is provided for all final year UG and PG students for their project work and reference work.

### **RESEARCH**

Research aspect is ensured in curriculum design and development mainly through project work. In all departments, project work is included as a part of postgraduate curriculum, to promote research culture among the students. Project work is designed to initiate the student into research methodology. A viva voce examination is also conducted on the project. The research attitude among the students is inculcated through the inclusion of research methodology paper. Group discussions, seminars and workshops are organized to motivate research aptitude among the students.

Final year students at the UG level in the Departments of Computer Science, Commerce and Business Administration take up a project in the final semester. Service-Learning Programmes, offered as Extension Activities, by few departments have a research component that is community-based.

#### **1.1.5 CURRICULUM DEVELOPMENT AND RELEVANCE TO REGIONAL / NATIONAL DEVELOPMENTAL NEEDS**

In accordance with the mission statement of the College, the Part IV and Part V components of the curricular programmes and significant elements of the overall curriculum is planned and prepared with a view to sensitize and involve the minds of the learner in local, regional, national and global needs and issues.

Since most students who join the College are first generation learners, and are predominantly from rural background, they need special care and attention. To fulfill their needs and aspirations, every department offers special courses in their own discipline to cater to the local needs. They include Herbal Technology, Animation Techniques, Web Technology, Multimedia systems, Agriculture and Biofertilizer Technology, Tannery Technology, Entrepreneurial Development, Computer Applications in Business. Group discussions, seminars and workshops are organized to motivate research aptitude among the students. To prepare the students to be socially responsible citizens and to respond to the social needs of the society, the College is having value education and skill electives in its curriculum.

The curriculum has been designed and developed by the College to address the needs of society, and to have relevance to regional and national development needs by:

- \* creating access to students from underprivileged communities
- \* combating socio-economic, religious, caste and gender prejudices and thus, be catalysts of social change
- \* contributing to the sustainable socio-economic development of the nearby locality and region
- \* providing skilled human resources and leadership of high quality and integrity to the nation's workforce

- \* inculcating and reinforcing essential values integral to national development, community service, social harmony, family relationships, religious tolerance and individual well-being
- \* sensitizing students to environmental issues, to protect, promote and preserve natural resources

#### **1.1.6. USE OF THE GUIDELINES OF THE REGULATORY BODIES FOR DEVELOPING OR RESTRUCTURING THE CURRICULA**

Development and restructuring of curricula always fall within the guidelines of the University Grants Commission (UGC) and the Tamil Nadu State Council for Higher Education (TANSCHE). The College follows Semester system with Choice Based Credit System (CBCS) recommended by Tamil Nadu State Council for Higher Education. Based on the common structure provided by the CDDC, the departments design and develop curriculum through their Board of Studies and present it in the Academic Council for approval. During the curriculum design, the models of various renowned universities and national curriculum of UGC and AICTE are referred. An academic challenge is to learn beyond classrooms through community service. Each department of the College offers avenues for social involvement through Extension Activities under Part V of the curriculum.

## **1.2 ACADEMIC FLEXIBILITY**

### **1.2.1 PROVISIONS WITH REFERENCE TO ACADEMIC FLEXIBILITY**

#### **A. CORE / ELECTIVE OPTIONS**

Academic flexibility for students exists in making a choice, depending upon their interest and requirements. This also enables them to be equipped for higher studies. The College follows one major system in its UG programmes. The main core subjects are taught during the third year. During the first and second year, along with languages of Part I & II, the introductory subjects in their discipline are taught. Also during the same period, two allied subjects are taught for which the students have no choice. The allied subjects are chosen keeping in mind, the inter-connectedness of the subjects and employability of the students. The Core and allied subjects in a UG programme is a pre requisite to take up teaching career.

The elective courses are offered to encourage inter-disciplinary academic pursuits and to enhance students' competency and job prospects. To cater to the variety of interests of the students and to provide mobility within the department, each department offers subject electives in the 5<sup>th</sup> and 6<sup>th</sup> semesters. A student can take one subject elective out of two in the 5<sup>th</sup> semester and two subject electives (each having an option or 1 out of 2) in the 6<sup>th</sup> semester. To enable inter-departmental mobility of the students, each department offers job oriented and employability-enhancing non-major elective courses and skill-based subject courses in the third year. There are two non-major elective courses and four skill-based subject courses to be

completed by all students. For Non-Major Elective courses, the undergraduate Science students can choose any one of the non-major elective courses offered by any of the Science departments and the Humanities students can choose any one of the non-major elective courses offered by any of the Humanities departments.

S. No.	Programme	Electives
1.	Biochemistry	1. Diagnostic Biochemistry – I 2. Diagnostic Biochemistry – II 3. Nutrition in Health and Disease (PG)
2.	Computer Science and Applications	1. Introduction to Information Technology 2. Internet and its applications 3. Basics of Information Technology (PG) 4. Programming in C (PG)
3.	Microbiology	1. Clinical Microbiology – I 2. Clinical Microbiology – II 3. Herbal Technology (PG)
4.	Commerce	1. Elements of Accounting 2. General Commercial Knowledge 3. Principles of Public Administration (PG)
5.	Business Administration	1. Management Concepts 2. Training Development
6.	Mathematics	1. Basic Mathematics 2. Foundation Mathematics for Competitive Examination

#### **B. ENRICHMENT COURSES**

Certain specially designed programmes enhance the curriculum by catering to the need for the development of various skills of the students. The non-major elective courses, skill-based elective courses and the extension activity courses instill social consciousness and enrich the curriculum in a unique manner.

Based on the local needs and to increase the self-employment and job opportunity for students, the College has started the following diploma and certificate courses:

1. PG Diploma in Medical Laboratory Technology (PGDMLT)
2. Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years)
3. Cisco-Certified Network Administration (CCNA)
4. TALLY
5. ICAI Foundation Class

6. Typewriting class

7. Hindi Courses

In order to provide computer literacy to all students, computer courses are offered either as Non-Major Elective or Skill-based Subject.

**C. COURSES OFFERED IN MODULAR FORM**

The theory papers of all courses are in modular form having five units. All units carry equal weightage in the examination process.

**D. CREDIT TRANSFER AND ACCUMULATION FACILITY**

Credit transfer will be possible only after signing a Memorandum of Understanding (MoU) with the concerned institution.

At present there is no scope for credit transfer and credit accumulations. However such possibilities will be considered in the curriculum to be restructured in near future.

**E. LATERAL AND VERTICAL MOBILITY WITHIN AND ACROSS PROGRAMMES AND COURSES**

The CBCS provides scope for lateral mobility within and across programmes and courses. The students at both PG and UG levels in both sciences and humanities have the flexibility in choosing the non-major elective and skill-based subject courses offered by other departments, which provides ample room for lateral mobility. This offers students with an opportunity to be exposed to and learn academic contents entirely different from their major field of study. Exposure to curriculum in related fields is provided through non-major elective offered by departments which could be chosen by students of the related departments, that is Science courses for Science students and humanities courses for humanities students.

**1.2.2. COURSES TARGETING INTERNATIONAL STUDENTS – IMPEDIMENTS**

With the proliferation of Colleges over the past decade, the student profile of the College has changed. The institution now draws students, who are largely from both socially and economically disadvantaged sections, from remote rural areas. The focus of the academic courses has been largely on catering to the needs of such students, a majority of who are first generation learners. Hence, courses specially targeting international students have not been developed so far.

**1.2.3. DUAL DEGREES AND TWINNING PROGRAMMES**

The College does not offer dual degrees. But the College is offering the following additional Diploma and Certificate courses at flexible timings so that the students can take up these courses along with their degree programme.

1. PG Diploma in Medical Laboratory Technology (PGDMLT)
2. Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years)
3. Cisco-Certified Network Administration (CCNA)
4. TALLY

5. ICAI Foundation Class

**1.2.4. SELF-FINANCING PROGRAMMES**

As the institution is a Self-Financing Institution, all the programmes offered by it are self-financed programmes with due approval from the affiliating Thiruvalluvar University, Vellore. We are not getting any grant or aid from the State Government / University.

The quality of the College is measured not only by the infrastructure but also the quality of the faculties and technical staff. Our institution has identified certain strategies to attract and retain the bright faculties available in our region. All the departments have adequate qualified faculty as per the norms of the affiliating university / AICTE. At the end of every academic year all the departments will furnish a detailed workload and staff requirement to the Principal. Normally, the institution will appoint the required faculty during the month of May and June and a special orientation will be given to the new members. Staff salary is being credited to their accounts during the first week of every month and they are benefited with PF contribution as per the state Government norms. Every year, there will be an increment and performance-based incentives. Staff members are motivated to publish articles in reputed national and international journals.

**1.2.5. ADOPTION OF CHOICE-BASED CREDIT SYSTEM (CBCS)**

The institution follows the Choice-Based Credit System from 2008. All the UG and PG programmes are covered under this system.

**1.2.6. ANNUAL SYSTEM / SEMESTER SYSTEM / TRIMESTER SYSTEM**

The institution follows the Semester System from 2007. All the programmes offered by the College are covered under this system.

**1.2.7. POLICY TO PROMOTE INTER-DISCIPLINARY PROGRAMMES AND OUTCOME**

Policy: The College seeks to promote inter-disciplinary programmes, that will prepare students for careers with varied needs through broad-based learning. This enables the departments to combine multidisciplines into a customised and meaningful academic programme.

Outcome: Interdisciplinary courses are designed in order to enhance the employability and to provide wider options for students to pursue higher studies and research. A number of electives are offered by the departments to students of other disciplines. Students have been very amenable to these courses that have enriched and broadened their perspective.

**Table 1.1: Inter-Disciplinary Programmes Offered**

No.	Programme	Inter-Disciplinary Programmes Offered
1.	Biochemistry	1. Clinical Microbiology – I 2. Clinical Microbiology – II 3. Herbal Technology

No.	Programme	Inter-Disciplinary Programmes Offered
		4. Chemistry and Nanoscience for Biologists 5. Pharmacology and Pharmaceutical Biochemistry 6. Biostatistics
2.	Computer Science and Applications	1. Elements of Accounting 2. General Commercial Knowledge 3. Principles of Public Administration 4. Discrete Mathematics 5. Fuzzy Logic 6. Operation Research 7. Mathematical Foundations 8. Statistical Methods and Their Applications
3.	Microbiology	1. Diagnostic Biochemistry – I 2. Diagnostic Biochemistry – II 3. Nutrition in Health and Disease 4. Mushroom and Vermiculture Techniques 5. Tannery Technology
4.	Commerce	1. Computer Applications in Business 2. E-Commerce 3. Sales and Advertisement Management 4. Business Law
5.	Business Administration	1. Introduction to Information Technology 2. Internet and its applications 3. Managerial Economics 4. Business Mathematics and Statistics 5. Operational Research
6.	Mathematics	1. Management Concepts 2. Training Development

### **1.3 CURRICULUM ENRICHMENT**

#### **1.3.1 FREQUENCY OF REVIEW OF CURRICULUM**

Updating of curriculum and revision of syllabi are imperative for market relevance and meeting life challenges. The frequency of the review of curriculum depends upon the feedback received as well as the teachers' analysis which varies from department to department. The revised / modified syllabus will be placed before the Academic Council for final approval and implementation. No revision is made in the middle of an academic year. The College is functioning as an Autonomous College for the last 2½ years. The

curriculum of the College is proposed to be revised once in three to five years. The departments periodically review the curriculum and update it in order to make it socially relevant, job oriented and knowledge intensive. Minor, need based modifications are sometimes made in the syllabus with the approval of the Board of Studies.

**1.3.2 NEW PROGRAMMES INTRODUCED AT UG AND PG LEVEL DURING THE LAST FOUR YEARS**

UG Level

1. B.Sc. (Mathematics)  
Diploma and Certificate courses
1. PG Diploma in Medical Laboratory Technology (PGDMLT)
2. Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years)
3. Cisco-Certified Network Administration (CCNA)
4. TALLY
5. ICAI Foundation Class

Though inter-disciplinary courses or programmes in emerging areas have not been introduced in the last four years, core, elective and skill-based papers in inter-disciplinary and emerging areas have been introduced in the curriculum.

1. Chemistry and Nanoscience for Biologists, Plant Biochemistry and Microbial Technology, Pharmacology and Pharmaceutical Biochemistry, Clinical Microbiology courses are offered for Biochemistry students
2. Cloud Computing, Digital Image Processing, Mobile Computing, Management Information Systems, Animation Techniques, Client Server Technology courses are offered for Computer Science and Applications students
3. Mushroom and Vermiculture Techniques, Tannery Technology, Pharmaceutical Microbiology, Agriculture and Biofertilizer Technology, Diagnostic Biochemistry courses are offered for Microbiology students
4. Business Law, Advanced Business Statistics, Computer Applications in Business, Business Statistics and Operations Research courses are offered for Commerce students.
5. Introduction to Information Technology, Internet and its applications, Managerial Economics, Business Mathematics and Statistics, Operational Research courses are offered for Business Administration students
6. Linear Programming, Management Concepts, Training Development courses are offered for Mathematics students.

### **1.3.3 REVISION OF THE EXISTING PROGRAMMES**

Curriculum design and revision is a continuous process and the departments focus on achieving academic excellence by modifying the syllabus to suit the global and regional needs / trends. Revision of courses is initiated at departmental meetings by faculty, at BoS meetings and Academic Council by peers and subject experts, and also by the Curriculum Design and Development Cell and IQAC, based on emerging needs and trends. Overall 56% of UG courses (4 out of 7) and 60% of PG courses (3 out of 5) underwent a major revision of syllabus at the time of implementation of Autonomous Status in 2011-2012, while other courses underwent slight modifications.

### **1.3.4 VALUE-ADDED COURSES AND STUDENTS' ACCESS**

Most of the departments in the College offer courses in computer applications relevant to their disciplines and hence the students are trained in the use of computer software and programming. This helps students and teachers to use Information and Communication Technology (ICT)-enabled teaching-learning methodologies more effectively in the understanding of the subject.

Some departments offer job-oriented elective courses like Medical Laboratory Technology, Pharmacology and Pharmaceutical Biochemistry, Cloud Computing, Digital Image Processing, Mobile Computing, Animation Techniques, Client Server Technology, Mushroom and Vermiculture Techniques, Tannery Technology, Agriculture and Biofertilizer Technology, Computer Applications in Business, Internet and its applications, etc.

Apart from the courses of regular study, the students are also provided opportunities to develop soft skills by incorporating personality development programmes and interpersonal relationship building into their mandatory curriculum. The English department offers Soft skills for Linguistic Communication and Positive Traits, Soft skills for Interpersonal Communications and Essential Job skills courses for UG students.

A wide variety of short term programmes are offered to students by Women's Cell, providing them with additional entrepreneurial skills. The Short Term Programmes include Jewel making, Glass Painting Embos Painting, Fabric Painting, etc.

Courses in Soft Skills, Instrumentation, Tally, C and C++, Visual Basic, Computer Applications are designed to add value by developing skills and providing career training. The courses are widely publicized by the Heads of the Department and Course Coordinators, who also ensure that all students have access to them. All the PG students are offered Internet Hours and Library hours.

### **1.3.5 HIGHER ORDER SKILL DEVELOPMENT PROGRAMMES**

Higher Order Skill development programmes in consonance with national requirements as outlined by the National Skills Development Corporation (NSDC) and other agencies have listed sectors seeking skilled

personnel in consonance with national requirements. The College has introduced PG Diploma in Medical Laboratory Technology (PGDMLT), Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years), Cisco-Certified Network Administration (CCNA), TALLY, ICAI Foundation Class, Typewriting class, etc. The Placement and Training Cell and NSS have offered training programmes for their personality development and enhancing their employability skills. The College also provides opportunities through Academic Clubs to hone and develop these skills. The laboratories are well equipped and provide adequate support by conducting Instrumentation Training to enable the students to probe, experiment, explore and achieve these higher level skills.

## **1.4 FEEDBACK SYSTEM**

### **1.4.1 FEEDBACK MECHANISM AND ITS USE**

Feedback is the springboard for betterment and change. Feedback regarding the curricular aspects is obtained from the stakeholders of the institution in different ways and changes are made in the structure of the curriculum based on this feedback. The College organizes periodic meetings with the class representatives with the Principal and the HoDs. Course-wise evaluation is collected at the department level from students at the end of each semester. Every year, the outgoing students evaluate the entire programme including the curricular, extra-curricular and student services of the College, including the performance of teachers, learning process and curriculum.

Evaluation is also done by alumni when they return to the campus for their graduation and during the annual alumni meet. Feedback regarding academic content and other provisions at the departmental level and the College level is obtained from parents during the Parent-Teachers Meet. The suggestions emerging from these meetings are given due consideration during syllabus revision by the Boards of Studies.

### **1.4.2 FEEDBACK FROM NATIONAL AND INTERNATIONAL FACULTY**

The frequent visits of the faculty from reputed institutions of higher education in India and Abroad ensures that curriculum changes in the College are in tune with international expectations. The College invites eminent national and international resource persons during organization of Symposia / Seminars / Conferences / Workshop / Guest Lectures. The staff members engage with them in discussions on ways and means to update the curriculum to suit the current global trends. The academic peers who are involved in evaluating the answer books and conducting practical exams also give their feedback.

### **1.4.3 FEEDBACK FROM ALUMNI, EMPLOYERS, INDUSTRY EXPERTS AND COMMUNITY**

An expert representing the industry and an alumni are invited to serve on the Board of Studies of every department, and prominent members of the

local community are invited to serve on the Academic Council and Internal Quality Assurance Cell. Their constructive criticisms and suggestions help departments in revising course contents. Their expertise is also used for industrial training and collaborative projects.

- \* During Alumni Meets and Graduation Day celebrations, the alumni interact with the faculty and suggest measures for improvement.
- \* When prospective employers approach the Placement and Training Cell, crucial inputs about their requirements of students and also the experiences with alumni working with them are discussed.
- \* While visiting the College for the participation in Symposia / Seminars / Conferences / Workshop / Guest Lectures, Industry experts provide feedback about the students working under them.
- \* Extension activities and outreach programmes provide a platform for interaction with the community. The College uses this opportunity to obtain feedback about the institution. Eminent citizens in the Governing Body, Academic Council and IQAC also give feedback on various aspects of the institution.

The feedback from different sources is passed on to the heads of the departments for incorporating into the syllabus. The HoDs discuss this feedback in the IQAC and CDDC meetings, which take quality enhancement / corrective measures in consultation with the relevant bodies. The positive aspects as well as the negative aspects are taken into consideration in academic, administrative and financial reforms. Initiatives for core courses, modifications, certificate/diploma courses have been taken on this basis.

#### **1.4.4 QUALITY SUSTENANCE AND ENHANCEMENT MEASURES**

The Curriculum Design and Development Cell (CDDC) was set up to design and develop suitable curriculum through a 'need assessment' process based on feedback from stakeholders and consultation with expert groups. More choices have been provided to the learners, in the elective papers of the last two semesters of the U.G. programmes in all disciplines. Financial constraints and smaller number of admissions are hurdles in offering more choices. Skills development through the curriculum is another quality enhancement measure adopted in the last four years.

The syllabi are revised periodically with academic experts serving as members of Board of Studies who scrutinize the content specifically at the departmental level and at the College level by the members of Academic Council. The IQAC also monitors the entire process for any lacunae.

Faculty members of all disciplines attend workshops, symposia, seminars, conferences, orientation programmes and refresher courses organized at the state, national and international levels. This enables them to be abreast of the most recent developments in their disciplines. This, in turn, helps them to introduce advancements in the curriculum.

The College has established linkages both with academic and research institutions within and outside the State. Field visits and institutional visits – All the students of PG and UG go for field visits to companies and Government institutions. This helps them to gain more practical knowledge apart from the theoretical inputs gained in the classrooms.

Most of the faculty members use LCD and OHP projectors and laptops for classroom learning. The library has OPAC, DELNET and INFLIBNET which provides online access to e-journals and books.

All the PG departments have become research departments offering M.Phil. and/or Ph.D.

Adhiparasakthi College of Arts and Science is engaged in a serious pursuit of wholesome academic advancement at all levels for both students and teachers. The entire curricular structure is dynamic and tuned to receive the indicators of the directions for future growth from academia, industry and society. Feedback from staff, students, alumni, employers and industrialist are the strategies adopted for sustaining quality. Quality-check mechanisms exist at all stages to ensure adherence to high standards. With all these, the College ardently pursues its mission of imparting holistic education manifesting a rich tradition of quality and value loaded system of learning, aiming to bring about the wholesome transformation of students with a well-balanced moral, social and spiritual outlook.

## **CRITERION – II**

### **TEACHING-LEARNING AND EVALUATION**

#### **2.1 STUDENT ENROLMENT AND PROFILE**

##### **2.1.1 PUBLICITY AND TRANSPARENCY IN THE ADMISSION PROCESS**

Our College is serving the cause of higher education in the rural area of Vellore district for the past 25 years. The College is famous for its academic excellence and has a good name among public for serving the first generation learners and less-privileged sections of society from nearby districts. The Institution ensures wide publicity and transparency in the admission process through the annual prospectus, the College website and advertisements in regional and national Tamil and English newspapers, posters, banners and hoardings. Notice boards and charts are kept near the College entrance, displaying the admission process.

Also special programmes are conducted for school children by individual departments as part of their Extension Activities and other programmes, generate awareness regarding the College curriculum, and inculcate a thirst for higher education and enhance the quality and quantity of admissions. The College organizes exhibitions for school children with adequate representation from each department, to create an increased awareness among them regarding the various fields of Higher Education and the available career options, which in turn helps them to make appropriate choices.

As our institution is self financing, admissions are made as per State Govt. and Affiliating University norms and guidelines. Transparency in the admission process is ensured by compiling all the data in the application forms. The first list of provisionally selected students is prepared, based on merit and as per the criteria given by the Government. The selected list of candidates indicating the cut-off and the quota is pasted on the notice boards for public viewing. Enquiries regarding the selection process are addressed promptly at the departmental levels. The Principal meets the public on stipulated dates to address the queries and suggest alternate study options available at the College in case the applicants do not qualify for their first choice of major.

##### **2.1.2 PROCESS OF ADMISSION FOR UG, PG, M.PHIL. AND PH.D. PROGRAMMES**

A committee constituted by the Principal prepares the prospectus and the application forms. The prospectus includes the curricular highlights, courses offered, eligibility details, admission procedure, and features of the College.

College offers courses in Science, Arts and Commerce at UG and PG level. Applications are invited from the eligible students for all the courses.

The College has constituted an admission committee, which is headed by the Principal and comprises of the Vice Principal, HoDs and senior most staff. This admission committee finalizes the selection list along with waiting list of candidates on the basis of the marks obtained in Higher Secondary Examinations and the Government quota. This information is displayed in the College Notice board and mail is sent to the selected candidates. On the date of admission, all original documents are verified and the candidate is admitted after payment of fees. Institution gives preference to students from economically backward, first generation, wards of widow, orphan, destitute, differently abled, etc.

The admission process followed for UG is followed as well for admission to PG courses also. Postgraduate admissions are made with Minimum 50% marks in the Bachelor Degree Examination. In case of SC/ST, and Visually impaired candidates the minimum percentage marks required shall be less by 5%. For MCA admissions, AICTE and TANCET norms based on the marks scored by students in the Common Entrance Test conducted by State level agency and the marks scored by the students in the UG degree are followed.

M.Phil. admission is done based on the availability of guides in different disciplines. Candidates are selected on the basis of marks scored in their Master's Degree programme as well as their performance in an entrance test, as per the Government quota.

Selection of research candidates for Ph.D. is on the basis of merit. The candidates are called for an interview by the selection committee, which comprises of the Research guide, the Head of the Department and an external expert, or Research guide and two external experts. The selected candidates are then admitted as per the norms of Thiruvalluvar University. Students who have cleared common eligibility tests conducted by national agencies such as UGC-NET / CSIR-NET / GATE and state agency such as SET are given preference for admission into Ph.D. programmes.

Transparency is maintained in this way regarding the admission process for the various UG, PG, M.Phil. and Ph.D. programmes. For all the academic programmes, after admission, each student is given a unique registration number with an identity card to confirm his / her enrolment.

### **2.1.3 MECHANISM TO REVIEW ADMISSION PROCESS AND OUTCOME**

The number of the candidates applied and admitted in the UG and PG programmes is discussed at the Academic Committee meetings. The departments whose programmes are in high demand are encouraged to consider increasing seats with the permission of the affiliating University, whereas those with very low demand are directed to take extra measures to enhance their enrolment, by intensifying their publicity mechanism and to succeeded in augmenting the quantity and quality of their enrolment.

The analysis by the Admission Committee has indicated that in recent years, the number of students from economically stronger background opting for non-technical programmes has been declining. Therefore competition has increased. The College has to undertake aggressive marketing strategies to survive. Wider publicity for its programmes on newspapers and flexibility in payment of fees are the measures taken to improve the admission process.

The admission policy of the College and the geographical location of the College in a rural area mainly comprising of students belonging to socially and economically backward sections, ensure equal opportunity for all eligible candidates in admission.

#### **2.1.4 STRATEGIES ADOPTED TO IMPROVE INCLUSIVENESS IN ADMISSION**

##### **SC/ST**

Reservation policies of the government are followed to ensure that the strategies adopted by the government in the creation of equity and provision of access to the SC/ST applicants are implemented. These students with minimum passing marks are provided admission and they also avail Government scholarships. Sponsorship by philanthropists and alumni are some of the strategies adopted to increase access to students belonging to these categories. Further support is offered in the form of books from the book bank.

##### **OBC**

As per the existing State Government laws, reservation is provided to the OBC (otherwise called as BC/MBC) students. These students also avail Government scholarships. Sponsorship by philanthropists and alumni are some of the strategies adopted to increase access to students belonging to these categories. Further support is offered in the form of books from the book bank.

##### **WOMEN**

Our institution being a co-educational one, both girls and boys are admitted. Generally more girl students prefer this institution and in many programmes, girls outnumber boys. The College does not practice any discrimination on the basis of gender. Equal opportunities are given to both genders. Separate hostel facilities are available for women. Counselling is provided to needy parents and students on the importance of women education.

##### **DIFFERENT CATEGORIES OF PERSONS WITH DISABILITIES**

As per the State Government policy, reservations and other facilities are provided to the physically challenged students. The requirements and needs of differently-abled students are given a special care and attention.

##### **ECONOMICALLY WEAKER SECTIONS**

Of the seats in the open quota, a sizeable percentage is filled by students from the economically-weaker sections. Strategies adopted to improve access in relation to the SC / ST / OBC are also extended to the economically-weaker sections. Fee concession, scholarships from private and

government agencies, and bank loans are arranged for poor students. Students belonging to this section are allowed to pay the fees in installments and the fine for paying after the due date is waived. Further support is offered in the form of books from the book bank of the departments.

**OUTSTANDING ACHIEVERS IN SPORTS AND EXTRACURRICULAR ACTIVITIES**

The College reserves 3% quota for outstanding achievers in sports and extra-curricular activities. The College believes in the all-round development of students through a proper blend of sports and academics. Besides informal counselling at the time of admission, the Department of Physical Education ensures that good sportspersons at the plus-two level in neighbouring institutions are made aware of the facilities available to sportspersons in this institution. Preference is given to the students who are proficient in those sports which are played in the College. Outstanding achievers in extra-curricular activities are offered admission even when academic records are not very good. Concessions on payment of fees and sports kit (uniform, shoes, jerseys, etc) are provided to sports students.

**2.1.5 NUMBER OF STUDENTS ADMITTED IN THE COLLEGE IN THE LAST FOUR YEARS**

**Table 2.1: Number of Students Admitted in the College in the last four years**

Categories	Year I (2008 – 2009)		Year II (2009 – 2010)		Year III (2010 – 2011)		Year IV (2011 – 2012)		Year V (2012 – 2013)	
	M	F	M	F	M	F	M	F	M	F
SC / ST	16	20	21	23	19	16	33	32	26	30
MBC	48	85	83	78	69	84	69	102	81	123
BC	59	119	51	99	59	104	54	129	66	132
OC	07	21	02	20	07	30	10	29	11	38
<b>TOTAL</b>	<b>130</b>	<b>245</b>	<b>157</b>	<b>220</b>	<b>154</b>	<b>234</b>	<b>166</b>	<b>292</b>	<b>184</b>	<b>323</b>

**2.1.6 ANALYSIS OF THE DEMAND RATIO FOR THE VARIOUS PROGRAMMES**

**TABLE 2.2: Analysis of the Demand Ratio for the Various Programmes**

S. No.	Duration	Year	Number of Applicants	Number of Students Admitted	Demand Ratio
<b>UG</b>					
1.	B.Sc. Biochemistry	2008-2009	57	16	3.6 : 1
		2009-2010	52	38	1.4 : 1

*Criterion – II Teaching-Learning and Evaluation*

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S. No.	Duration	Year	Number of Applicants	Number of Students Admitted	Demand Ratio
		2010-2011	32	25	1.3 : 1
		2011-2012	32	18	1.8 : 1
		2012-2013	47	34	1.4 : 1
2.	B.Sc. Computer Science	2008-2009	144	50	2.9 : 1
		2009-2010	84	50	1.7 : 1
		2010-2011	87	50	1.7 : 1
		2011-2012	55	50	1.1 : 1
		2012-2013	93	55	1.7 : 1
3.	B.C.A.	2008-2009	248	50	4.9 : 1
		2009-2010	143	51	2.8 : 1
		2010-2011	78	50	1.6 : 1
		2011-2012	107	53	2.0 : 1
		2012-2013	107	55	1.9 : 1
4.	B.Sc. Microbiology	2008-2009	78	40	1.9 : 1
		2009-2010	36	20	1.8 : 1
		2010-2011	33	17	1.9 : 1
		2011-2012	56	27	2.1 : 1
		2012-2013	45	28	1.6 : 1
5.	B.Com.	2008-2009	82	35	2.3 : 1
		2009-2010	106	64	1.7 : 1
		2010-2011	72	50	1.4 : 1
		2011-2012	91	70	1.3 : 1
		2012-2013	91	69	1.3 : 1
6.	B.B.A.	2008-2009	103	60	1.7 : 1
		2009-2010	67	55	1.2 : 1
		2010-2011	61	35	1.7 : 1
		2011-2012	59	40	1.5 : 1
		2012-2013	49	41	1.2 : 1
7.	B.Sc. Mathematics	2008-2009	-	-	-
		2009-2010	-	-	-
		2010-2011	-	-	-

*Criterion – II Teaching-Learning and Evaluation*

S. No.	Duration	Year	Number of Applicants	Number of Students Admitted	Demand Ratio
		2011-2012	-	-	-
		2012-2013	35	27	1.3 : 1
<b>PG</b>					
8.	M.Sc. Biochemistry	2008-2009	58	26	2.2 : 1
		2009-2010	40	25	1.6 : 1
		2010-2011	37	20	1.9 : 1
		2011-2012	30	16	1.9 : 1
		2012-2013	28	25	1.1 : 1
9.	M.C.A.	2008-2009	83	28	2.3 : 1
		2009-2010	45	25	1.8 : 1
		2010-2011	58	46	1.7 : 1
		2011-2012	63	40	1.6 : 1
		2012-2013	71	49	1.4 : 1
10.	M.Sc. Information Technology	2008-2009	34	18	1.9 : 1
		2009-2010	17	11	1.5 : 1
		2010-2011	-	-	-
		2011-2012	27	21	1.3 : 1
		2012-2013	53	26	2.0 : 1
11.	M.Sc. Applied Microbiology	2008-2009	51	24	2.1 : 1
		2009-2010	40	19	2.1 : 1
		2010-2011	32	19	1.7 : 1
		2011-2012	34	20	1.7 : 1
		2012-2013	20	19	1.1 : 1
12.	M.Com.	2008-2009	-	-	-
		2009-2010	-	-	-
		2010-2011	25	15	1.7 : 1
		2011-2012	32	29	1.1 : 1
		2012-2013	25	14	1.8 : 1
<b>M.Phil.</b>					
13.	M.Phil. Biochemistry	2008-2009	7	5	1.4 : 1
		2009-2010	9	9	1.0 : 1

S. No.	Duration	Year	Number of Applicants	Number of Students Admitted	Demand Ratio
		2010-2011	20	20	1.0 : 1
		2011-2012	32	20	1.6 : 1
		2012-2013	20	15	1.3 : 1
14.	M.Phil. Computer Science	2008-2009	4	3	1.3 : 1
		2009-2010	4	4	1.0 : 1
		2010-2011	20	20	1.0 : 1
		2011-2012	34	16	2.1 : 1
		2012-2013	24	17	1.4 : 1
15.	M.Phil. Microbiology	2008-2009	6	4	1.5 : 1
		2009-2010	8	8	1.0 : 1
		2010-2011	20	19	1.1 : 1
		2011-2012	30	20	1.5 : 1
		2012-2013	22	17	1.3 : 1
16.	M.Phil. Commerce	2008-2009	-	-	-
		2009-2010	-	-	-
		2010-2011	-	-	-
		2011-2012	19	17	1.1 : 1
		2012-2013	30	24	1.3 : 1

### **2.1.7 DISCONTINUATION OF A PROGRAMME DURING LAST FOUR YEARS**

The College has not discontinued any programme in the last four years due to want of admissions. The M.Sc. (Information Technology) course was kept suspended in the academic year 2010-11 due to low patronage and the M.C.A. course has been kept suspended in the academic year 2013-2014 due to the new lateral entry policy in M.C.A. course according to AICTE norms.

## **2.2 CATERING TO STUDENT DIVERSITY**

### **2.2.1 ORIENTATION / INDUCTION PROGRAMME FOR FRESHERS**

The College organizes an orientation programme for freshers and their parents / guardians on the first day of College. The orientation programme is followed by a special welcome and orientation in their respective departments. All the communications are bilingual keeping in mind the inclusiveness factor among a widely heterogeneous composition of parents and students. The important aspects highlighted in the orientation programme are:

- \* Vision and mission of the College
- \* Core values, rules and traditions of the College
- \* Code of conduct and disciplinary measures
- \* Healthy boy – girl relationship.
- \* Autonomous System
- \* Curriculum structures
- \* Semester and CBCS pattern
- \* Importance of English language as medium of instruction
- \* Evaluation pattern
- \* Weekly Day-order system
- \* Attendance requirements and leave procedures
- \* Fee payment regulations
- \* Physical education
- \* Anti-ragging measures and Discipline Committee
- \* Activities of Grievance Redressal Cell
- \* Student support services
- \* Extension programmes such as National Service Scheme, Consumer Club, Enviro Club, Leo Club, Philatelic Society, Red Ribbon club, Rotaract Club, Women Cell, Youth Red Cross, etc

Parents' feedback is collected after the orientation programme and used to improve the programme the following year.

As one of the most significant challenges faced by the majority of freshers is competence of communicative skills in English, a programme on "Communication Skills in English" as a bridge course is offered for all first year students by the Department of English for the first three days immediately after the commencement of classes.

### **2.2.2 ANALYSIS OF DIFFERENTIAL REQUIREMENTS OF STUDENT POPULATION**

All departments provide detailed information about the nature of subject at undergraduate level before they start teaching the subjects.

As English is the medium of instruction, the students' competence in English is assessed before the commencement of the regular teaching programme and based on this,

- \* Bilingual teaching is adopted to increase the competency of the students in English and to perform better in examinations.
- \* Remedial classes are arranged to help students with poor academic skills.

- \* Independent, innovative and creative thinking is encouraged through interactive classroom activities and thought-provoking assignments, which will help in overcoming the ill-effects of rote memorizing and innate fear on education.

Wherever informal discussions with class tutors reveal difficulty on the part of the newcomer to adjust to the academic and social demands of the campus, academic advising and professional counseling are offered.

### **2.2.3 BRIDGE / REMEDIAL / ADD-ON COURSES**

#### **BRIDGE COURSES**

A large section of the students are from vernacular medium. They have difficulty coping with instruction in English. The Department of English offers a bridge course on “Communication Skills in English” for the first three days to the first year UG students. The course consists of basic communicative skills, introduction to new vocabulary and accent training. The next week is dedicated to introduce basic concepts in their respective disciplines. The Departments of Biochemistry, Computer Science and Microbiology also provide bridge courses to familiarize students with technical terms and jargon specific to their disciplines.

#### **REMEDIAL COURSES**

After analyzing the results of the first term test for each course, remedial coaching is given by faculty, for the slow learners who struggle to perform with the required academic competence. Each department takes responsibility for its disciplines. The remedial programmes are conducted outside class hours on Saturdays and in evenings. Personal guidance by the faculty at all times helps the students to overcome their problems. To facilitate better understanding of course content bilingual method of teaching is adopted where necessary.

#### **ADD-ON COURSES**

Based on the local needs and to increase the self-employment and job opportunity for students, the College is providing the following diploma and certificate courses as add-on courses:

1. PG Diploma in Medical Laboratory Technology (PGDMLT)
2. Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years)
3. Cisco-Certified Network Administration (CCNA)
4. TALLY
5. ICAI Foundation Course
6. Typewriting class
7. Hindi Courses
8. Yoga classes

#### **2.2.4 INCREMENTAL ACADEMIC GROWTH OF DIFFERENT CATEGORIES OF STUDENTS**

An analysis of the first term test marks is done for each course in all departments. This sheds light on the number of slow learners in every course. The departments in coordination with the Vice-Principal arrange remedial coaching classes for the under achievers and slow learners. The slow learners are provided additional help with supporting materials, lecture material and old question papers, and by motivating and encouraging them and taking special care to clarify their doubts. Supplementary instant examinations for final semester students help the slow performers to clear their arrears and get the degree within the stipulated time of study.

A personalized attempt in helping the students towards consistent academic progress is the Tutor Advising System where, students of each class are assigned a tutor among the faculty from the respective department, to monitor the day to day affairs, discipline, attendance, performance in the classroom and holistic growth of the students. This system facilitates the continuous monitoring of the student's progress as the students are required to report to the tutor frequently and to obtain approval from the tutor in issues related to leave, retests, improvement tests and scholarships. The tutor also arranges meeting with the parents to apprise them of the academic growth of the students.

#### **2.2.5 IDENTIFICATION AND RESPONSE TO THE LEARNING NEEDS OF ADVANCED LEARNERS**

Advanced learners are encouraged to participate in State and National level academic, intellectual and cultural programmes within and outside the campus, which provides them exposure to develop their innate talents in organizing and it also serves as a platform for interaction and experiential learning. They participate in symposia / seminars / conferences, present papers or posters and make wide use of technology in the learning process.

They are also encouraged to take add-on courses and to visit other institutions of higher learning for more practical exposure. They are assigned topics from the syllabus for classroom presentations, to which the faculty adds supplementary material. They are motivated to exploit the resources of the library and Internet, and share the knowledge thus acquired. Specially challenging tasks are assigned to them providing them intellectual stimulation. They are also given lead roles in group work.

#### **2.2.6 CATERING TO THE NEEDS OF DIFFERENTLY-ABLED STUDENTS**

The differently-abled are given special consideration by the institution. They are taken care of by providing them with fee concession, management scholarships. Class-rooms are allotted on the ground floor, scribes are provided during examinations and extra time is given to complete tests. Ramps are also provided for their convenience. Facilitating the use of lecture notes by advanced learners through sharing is another measure taken to cater to their

needs. Student volunteers in the campus support them in a big way. The College takes every effort to get them the Government scholarships due to them.

## **2.3 TEACHING-LEARNING PROCESS**

### **2.3.1 TEACHING, LEARNING AND EVALUATION SCHEDULES**

The preparation of the College Calendar starts with the evaluation of the activities of the previous academic year and is based on the department level plans for the following academic year. At the end of each academic year, the Principal holds consultations with the faculty and the Controller of Examination to plan the schedule for the forth-coming academic year. Dates are fixed for the re-opening, the term (continuous assessment) tests, semester-end examinations, evaluation and publication of results, departmental activities, conferences, seminars, workshops, guest lectures, literary, cultural and sports events. A semester comprises ninety working days. The first term test is held forty days after the commencement of the semester, the second term test after seventy days and the semester-end examination after ninety days.

The Assistant Administrative Officer incorporates the schedules of important programmes suggested by various departments and cells / clubs, and the schedule of Govt. holidays and presents the draft plan to the Principal. The draft is discussed in detail by the Principal with the Heads of Departments. The final approved calendar is printed in the College hand-book and copies are distributed to all the students and staff at the beginning of the academic year. The term tests and semester examination dates along with other major academic events are indicated in the College calendar for the smooth conduct of the Teaching-Learning process.

Work load of individual staff, requirement of chemicals, glass wares, equipments, books and stationeries for each department, proposals for maintenance of equipments, educational tours and industrial visits are also submitted by the HoDs. In addition, every staff draws up an academic lesson plan and practical schedule for the semester at the beginning of the academic year. This plan is the blue print for various activities to be conducted during the year by each staff.

To evaluate the understanding of the subject by the students, they are given term tests, assignments and seminars. Subject wise result sheet is maintained. After examination question paper is discussed in detail with students in classroom and guidelines are given to improve their performance.

### **2.3.2 COURSE OUTLINES AND SCHEDULES**

Staff meetings and department meetings are held prior to reopening day. The timetable and responsibilities are shared by staff. Department level meetings are held periodically to discuss on the academic matters of the

department. Issues like assignment and seminar topics for students, absentee students and poor performers are discussed and suitable actions are planned.

At the beginning of each semester, all staff members prepare a lesson plan and practical schedule for the entire semester, for every course they handle. This lesson plan is submitted to the Principal and the Secretary for approval. The teaching plan states categorically an extent of the syllabus to be covered by the end of each month. The Heads of the Departments periodically check the individual lesson plan of the respective faculty. Overall adherence to the plan is assessed periodically by the Principal. Notes of lesson are also maintained by individual staff, which is checked every week by the HoD and the Principal. The coverage of syllabus is periodically reviewed. Students' feedback collected at the end of every semester is also considered while making the lesson plan and during its implementation for subsequent action. At the end of the academic year, the IQAC evaluates the functioning of the department and their achievements.

The syllabus of each paper is given to the students by all staff at the beginning of the semester. Some departments give the entire course syllabus. It stimulates interest of the students in general and for those motivated students it helps them to get a head start. Having the syllabus and course plan in hand helps both the staff and the students to make progress in the teaching-learning process.

### **2.3.3 OTHER METHODS OF LEARNING EXPERIENCES PROVIDED TO STUDENTS**

The College as a whole and individual staff member in each department is making a well-intended and determined effort to deviate from the teacher-centric lecture method to the learner-centric alternative pedagogy. This is facilitated by the organization of the Seminar on Innovative Approaches in Teaching-Learning Process by the IQAC.

The classroom learning is dependent on lecture method with predominant use of the Chalk-and-talk method. Other methods of learning experiences are also provided in the College. Along with lecture method, teachers use diagrams, charts, models, photos, OHP transparencies and LCD projectors for effective teaching. All departments conduct special guest lectures by inviting subject experts. The classes have been made participatory by adopting strategies such as student seminars, focused group discussions, PPTs and oral presentations by students. All departments use project based methods of learning for PG students.

Creative facilitation of the Teaching-Learning process is also done through laboratory work, tutorials, group activities, creative assignments, case studies, field work, seminars, conferences, workshops and exhibitions. The visits to relevant institutes and sharing of learning experiences are also some of the different Teaching-Learning strategies.

Some of the new trends in teaching implemented are ICT-enabled teaching by the use of LCD projectors and provision of Internet laboratory hours.

#### **2.3.4 OTHER METHODS OF LEARNING EXPERIENCES**

The institution has made a conscious effort to shift from the traditional teacher-centric approach to a student-centric one. Apart from for lead lectures given by the staff, learning is made student-centric through the following types of participatory activities. Students' enthusiasm, involvement and willingness to participate will make learning student-centric. The teacher's role is only that of a facilitator who promotes self management of knowledge, holistic development and skill formation at a personal and Interpersonal level, through Participatory learning activities.

Individualized activities in Participatory learning include Project Work, Practicals, Hands on training in basic and advanced instrumentation techniques, Participation and presentation of papers in conferences, seminars, symposia and workshops, Assignments, Exhibition of charts and models, Library hours, Internet hours, Case studies and participation in other competitive events.

Group activities in Participatory learning include Peer teaching, Tutorials, Group discussion, Organizing exhibitions, Participating in Academic competitions, Interactive public lectures by eminent resource persons, Role play, Institutional visits, Field trips and Academic Debates.

The language departments specially organize Quizzes Debates and Poetry competitions.

The academic clubs of the departments organize activities to facilitate the creative academic pursuits of the students individually and collectively. The Intercollegiate and interdepartmental academic programmes encourage the same in addition to bringing a competitive edge to the academic endeavor of the students.

By these activities, the learner acquires knowledge of the topic from reading and browsing the net and then writes the paper, developing reference, writing and speaking skills. These methods facilitate the participation of students in the learning process. In all departments computer and internet are used by the students and staff to get additional information. Thus education in the College is made student centric.

#### **2.3.5 INVITING EXPERTS / PEOPLE OF EMINENCE FOR LECTURES / SEMINARS**

The College has a policy to give autonomy to the departments to invite experts and people of eminence based on their experience in the relevant field of specialization to provide lectures / seminars for students. Eminent alumnae well-placed in industry and in academic and research institutions volunteer to visit the College and talk to the current students and talk about their

experience during their own student days of struggles and progress that propels our students to study well.

### **2.3.6 LATEST TECHNOLOGIES AND FACILITIES FOR EFFECTIVE TEACHING**

Teaching-learning processes are moving online away from the traditional class room. Technology support is increasingly required for effective teaching. Keeping this trend in view, the institution has adopted a blended solution by combining harmoniously the strengths and benefits of both approaches.

The departments are equipped with computers with Internet connection, ICT-enabled facilities, OHP projectors, Bio-visual charts, Models and interactive CD-ROMs for effective teaching. In addition, PPTs, relevant online resources, print-outs from e-journals, etc. are also used as aids to teaching. A well-equipped media laboratory is available for e-content preparation. The students are also encouraged to use computer software packages for meaningful analysis of the experimental data collected/acquired by them. Software used exclusively for teaching and research include SPSS 16, MatLab 6.5, Adobe web bundle - CS2, Macromedia Studio – 8, Adobe Pagemaker 7, Adobe Photoshop 7, Corel Draw X3 Graphics Switch, .NET, C, C++, JAVA, Visual Basic, Oracle, MS-SQL, etc.

E-Library resources and online content are used by staff where the courses need updated information. This is made possible through the good infrastructural provisions for internet and intranet connectivity and by subscribing to OPAC, DELNET and INFLIBNET. The library web-tutorials are a great help in tapping e-resources. Web-based education has created a new medium of “Anytime, Anywhere” learning in hyperspace, creating additional challenges and opportunities for teachers and learners.

As staff members have been trained in multimedia systems such as video and power point, it enables them to select the best media with which to explain a particular concept or process. These teaching aids enhance classroom teaching-learning experience, as they cover the key areas for effective teaching: Sound reinforcement, interactive learning, presentation choices and technology integration.

### **2.3.7 PROVISION FOR THE SERVICES OF COUNSELLORS / MENTORS / ADVISORS**

There is provision for mentoring / counselling, as the Tutor-Ward system is a long standing tradition of the College. All departments have a class Tutor system wherein a class is allotted to a staff to monitor on a day-to-day basis the attendance, discipline and academic performance of students. The Tutor looks into matters regarding the Wards’ academic performance, completion of academic requirements, health follow-ups and grievances, if any. Details of the students’ academic progress, based on continuous assessment tests, attendance and participation in co-curricular activities are

maintained by the Tutor. The Tutor also meets and interacts with the parents/guardians of their wards on issues related to academics.

The Tutor is the first person whom the student approaches for any personal or academic guidance. He acts as a link between the students and the Head of the Department. Any problem arising from the class is first referred to him. He solves such problems and only when he is unable to tackle them, he takes it forward to the HoD, and thus in the first place the class teacher becomes their first counselor. The students feel confident to approach him even in the case of personal and psychological problems. Not only those students with problems but also others, who have higher career goals and aspirations, approach the class teacher for guidance. Much assistance is extended to students individually or collectively for academic, career, personal and financial decision-making through this arrangement.

### **2.3.8 INNOVATIVE TEACHING APPROACHES / METHODS / PRACTICES ADOPTED DURING THE LAST FOUR YEARS**

Along with traditional chalk-and-talk method of teaching, different tools such as, bio-visual charts, models, maps, specimens etc are used for effective learning experience.

All departments are provided with PCs with Internet connectivity and OHP projectors. PG Students are given access to the Internet facility at the Internet lab as a part of curriculum. All students can access Internet in the Library. Library has subscribed to OPAC, DELNET and INFLIBNET.

The students and the staff are expected to have up-to-date knowledge of the subject. Staff members update their knowledge by referring the recent editions of the reference books, journals and periodicals, reports etc. They regularly attend refresher courses, seminars, workshops, and conferences. These new methods and techniques have created interest among students to learn more and more. By providing these facilities, teachers feel encouraged to make use of these innovations in teaching-learning process.

Another major innovation made during the last four years is the introduction of job-oriented diploma and certificate courses that enhance employability of the students. The Departments of Biochemistry and Microbiology offer PG Diploma in Medical Laboratory Technology (PGDMLT) and Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years) in affiliation with All India Medical Laboratory Technologists' Association (AIMLTA), Patna. The Department of Computer Science and Applications offers Cisco-Certified Network Administration (CCNA) course. The Department of Business Administration offers a Course in TALLY in association with YENNES Infotec (P) Ltd., Chennai. The Department of Commerce offer ICAI Foundation Course in association with ICAI Vellore Chapter. Apart from these students are encouraged to appear for Typewriting examinations conducted by the state government and Hindi examinations conducted by Dakshina Bharat Hindi Prachar Sabha, Chennai. Student

beneficiaries have found better placement opportunities as a result of this innovative practice.

With the introduction to Autonomous status, some departments have introduced new interdisciplinary and innovative papers to kindle the interest of the students towards research and placement. These papers include Chemistry and Nanoscience for Biologists and Pharmacology and Pharmaceutical Biochemistry for Biochemistry students; Cloud Computing, Mobile Computing, Animation Techniques and Client Server Technology for Computer Science and Applications students; Mushroom and Vermiculture Techniques, and Tannery Technology for Microbiology students.

Oral feedback was taken to evaluate the impact of such practices. Responses have been positive. Teaching innovations are brought to the notice of the IQAC and CDDC, which in turn presents them to the management and the faculty at general staff-meetings and meetings of HoDs, so that the practices may be adopted more extensively and suggestions for improvement may be made. Formal appreciation for the innovator/s is also registered.

The Institution motivates the staff to adopt new and innovative approaches by providing ICT arrangements and infrastructure. Such innovative practices has a wide impact on student learning as they develop skills like presentations, communication, analytical, scientific reasoning, creative reading, time management and overall personality development. It enables the staff to spend more time with individual students and allows students to carry out more independent work. The effectiveness of the innovative teaching methods is assessed through students as well as peer evaluation.

### **2.3.9 INSTILLING AND NURTURING CREATIVITY AND SCIENTIFIC TEMPER**

College takes special care to instill and nurture creativity and scientific temper among the learners by providing opportunities for the following:

- \* Curriculum
  - Live Academic projects for PG students
  - Interdisciplinary and innovative subjects - Chemistry and Nanoscience for Biologists, Pharmacology and Pharmaceutical Biochemistry, Cloud Computing, Mobile Computing, Animation Techniques, Client Server Technology, Mushroom and Vermiculture Techniques, Tannery Technology, etc
  - Add-on diploma and certificate courses – PGDMLT, DMLT – 1 and 2 Years, CCNA, TALLY, ICAI Foundation Course, Typewriting, Hindi, etc
  - Field work / Industrial visits
  - Term paper
- \* Individual courses
  - Seminars

- Creative Assignments
- Laboratory work
- \* Co-curricular Activities
  - Research paper presentation at the Regional / National level Symposia / Seminars / Conferences
  - Extension activities
  - Academic Club activities
  - Organizing Academic activities at Departmental and Intercollegiate level
  - Conducting Exhibitions for school children

**2.3.10 STUDENT PROJECTS – A MANDATORY PART OF THE LEARNING PROGRAMME**

The College considers student projects an essential part of the learning programme. Projects at the UG level are mandatory for few courses such as B.Sc. (Computer Science), B.C.A. and B.B.A. Projects are a mandatory part of the learning process for all courses at the PG level. The project works instill in them the approach to creativity and scientific temper, and make the students to learn through innovation and search. Project topics are discussed at various levels and students select their research topics. The students are assigned with the staff members by the Head of the Department and they act as research guides in facilitating such projects.

Totally 1241 projects have been executed within the College in the last five years, with 510 at the UG level, 497 at the PG level and 234 at the M.Phil. level.

**Table 2.3: Number of Projects executed within the College in the last five years**

Course	Number of Projects executed within the College				
	2008 – 2009	2009 – 2010	2010 – 2011	2011 – 2012	2012 – 2013
<b>UG (510)</b>					
B.Sc. Computer Science	-	-	44	47	47
B.C.A.	-	-	49	51	49
B.B.A.	34	50	52	52	35
Total	<b>34</b>	<b>50</b>	<b>145</b>	<b>150</b>	<b>131</b>
<b>PG (497)</b>					
M.Sc. Biochemistry	26	26	25	20	15
M.C.A.	19	52	26	25	46

*Criterion – II Teaching-Learning and Evaluation*

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Course	Number of Projects executed within the College				
	2008 – 2009	2009 – 2010	2010 – 2011	2011 – 2012	2012 – 2013
M.Sc. Information Technology	23	17	11	-	19
M.Sc. Applied Microbiology	20	26	19	19	19
M.Com.	-	-	-	15	29
<b>Total</b>	<b>88</b>	<b>121</b>	<b>81</b>	<b>79</b>	<b>128</b>
<b>M.Phil. (234)</b>					
M.Phil. Biochemistry	5	8	20	20	15
M.Phil. Computer Science	3	4	20	19	16
M.Phil. Microbiology	4	8	18	19	14
M.Phil. Commerce	-	-	-	19	22
<b>Total</b>	<b>12</b>	<b>20</b>	<b>58</b>	<b>77</b>	<b>67</b>
<b>Year-Wise Total</b>	<b>134</b>	<b>191</b>	<b>284</b>	<b>306</b>	<b>326</b>
<b>Grand Total 1241</b>					

The list of the external institutions with which the College has associated for the Student project work is given below:

**Department of Biochemistry**

1. Indian Institute of Technology – Madras, Chennai
2. Central Leather Research Institute, Chennai
3. University of Madras, Chennai
4. Dr. A. Lakshmanan Post-Graduate Institute of Basic Medical Sciences, Taramani, Chennai
5. Indian Immunologicals Ltd., Hyderabad
6. M.S. Swaminathan Research Foundation, Chennai
7. Christian Medical College and Hospital, Vellore
8. Sachika Institute of Training in Biomedical Technology, Chennai
9. Criya Labs, Tirupathi
10. Gloris Biomed Research Center

**Department of Computer Science and Applications**

1. Chennai Port Trust, Chennai
2. Rajiv Gandhi Telecom Memorial Training Center (BSNL), Chennai
3. Electronics & Radar Development Establishment (LRDE), Bangalore

4. Brakes India Ltd., Chennai
5. FABMAX Semiconductor Research Lab, Chennai
6. Infitech Global, Chennai
7. Jiffy Solution Chennai
8. EDGE Technologies, Chennai
9. Global Techno Solutions, Chennai
10. Times Technologies, Chennai

**Department of Microbiology**

1. The Tamil Nadu Dr. MGR Medical University, Chennai
2. Dr. A. Lakshmanan Post-Graduate Institute of Basic Medical Sciences, Taramani, Chennai
3. Sri Venkateswara University, Tirupathi
4. The Voluntary Health Services Multi-Specialty Hospital & Research Institute, Adyar, Chennai
5. Indira Gandhi Government General Hospital & Post Graduate Institute, Puducherry
6. Government Vellore Medical College and Hospital, Adukkamparai, Vellore
7. Christian Medical College and Hospital, Vellore
8. Sri Narayani Hospital & Research Centre, Vellore
9. Sachika Institute of Training in Biomedical Technology, Chennai
10. Arvind Remedies Ltd., SIPCOT Industrial Park, Irungattukottai

**Department of Commerce**

1. Bharat Heavy Electricals Ltd., Ranipet
2. Chennai Port Trust, Chennai
3. UCO Bank, Kanchipuram
4. LIC Housing Finance Ltd., Chennai
5. Cheyyar Cooperative Sugar Mills Ltd., Cheyyar
6. Wheels India Ltd., Chennai
7. LUCAS TVS P Ltd., Chennai
8. Sri Lakshmi Saraswathi Textiles Ltd., Arni
9. NAG Leathers (P) Ltd., Ranipet
10. Hero Motor Cycles Ganesh Motors, Vellore

**Department of Business Administration**

1. Bharat Heavy Electricals Ltd., Ranipet
2. Aavin Co-op Milk and Dairy Union Ltd., Vellore
3. Vellore Cooperative Sugar Mills Ltd., Vellore
4. Cheyyar Cooperative Sugar Mills Ltd., Cheyyar

5. Cooperative Sugar Mills Ltd., Chittoor
6. Sholinghur Sri Ganapathy Kanthan Handloom Weavers' Cooperative Society Ltd., Sholingur
7. Pinoor Water Solution Ltd., Chennai
8. Malladi Drugs and Pharmaceuticals Ltd., Ranipet
9. Avon Data Cable Pvt. Ltd., Bangalore
10. Hero Honda Motor Cycles Ganesh Motors, Vellore

The staff members as the project guides facilitate the research endeavors of students through the following means:

- \* Guiding the students to prepare the project proposal
- \* Ascertaining the feasibility of the students' project proposal
- \* Helping the students to streamline the project
- \* Helping and guiding the students during the execution of the project
- \* Teaching the intricacies of interpretation and analysis of data
- \* Enabling the student in writing the project report and facing the viva-voce

### **2.3.11 FACILITATING THE FACULTY IN LEARNING / HANDLING COMPUTER-AIDED TEACHING / LEARNING MATERIALS**

Faculty members are periodically deputed to attend programs on new and emerging technologies. Access to computers, internet and computer-aided packages are available at the department and College level. The College is equipped with 12 Mbps Sify leased line. Several licensed software are available for computer-aided teaching. Media laboratory is available for e-content creation with high-end computer systems.

The library is equipped with internet browsing for staff separately. E-journals are made available to them through DELNET and INFLIBNET subscription. Each department is provided with PCs with Internet connection. This type of training and facilities motivate the staff members to use more computer-aided teaching-learning methods

### **2.3.12 MECHANISM FOR EVALUATION OF TEACHERS BY THE STUDENTS / ALUMNAE**

The College has adopted a mechanism for the evaluation of teachers through the feedback mechanism. At the end of each semester, the students evaluate the syllabus, the teacher and his/her teaching and evaluating methods through a questionnaire supplied to them. The results of this assessment is consolidated and analyzed in terms of the strengths and weaknesses of the teacher and is shared by the head of the institution with individual teachers with verbal remarks, which includes appreciation and suggestions for growth and improvement.

### **2.3.13 CHALLENGES IN CURRICULUM COMPLETION AND INSTITUTIONAL APPROACHES TO OVERCOME THEM**

There are generally no challenges in completing the curriculum within the planned time frame and calendar. The College has built-in mechanisms to ensure Curriculum completion within the planned time frame and calendar. Some of these measures include:

- \* A well-prepared and complete College Calendar for the entire year.
- \* Individualized complete lesson plan and practical schedule prepared in the beginning of each semester and adherence to it by the staff.
- \* Constant monitoring of the coverage of syllabus by the Principal and HoDs.

Still it is possible that the College faces a few challenges in completing the curriculum within the planned time frame and calendar.

- \* The most common challenge faced is unexpected holidays due to reasons beyond the control of the College - Climatical condition / Local Holidays / Bandhs declared by political parties. The provision of additional working days in the College Calendar and extra classes on Saturdays helps the College to manage this challenge effectively.
- \* Absence of staff for long periods either due to personal / medical / maternity reasons could also create difficulties in completing the curriculum within the planned time frame. Departments take responsibility to put in extra sessions to complete the curriculum on schedule, whenever necessary.
- \* To meet the demand for intensive teaching for conceptual clarity for I year UG students, extra classes are taken for the completion of the course content.

### **2.3.14 AUGMENTING TEACHING-LEARNING PROCESS THROUGH LIBRARY RESOURCES**

Library resources are used widely to augment the teaching-learning process.

- \* The library manages to cater to the needs of staff and students with access to books and journals.
- \* The College has a general library and departmental libraries cater to the needs of the staff and students to take books for reference. Text books are kept in a separate cupboard in most departments for staff's use. The books from the Department libraries and General library are issued to the students. Open access system is followed.
- \* The Library is well stocked with books, journals, back-volumes, project dissertations, e-books and e-journals.
- \* The books in the general library are categorized as Reference / Text books.

- \* The General library functions on all days except Sundays and Government Holidays from 8.30 AM to 5.30 PM, which facilitates optimum use.
- \* Departmental libraries are kept open during working hours.
- \* The library is automated with bar-coding for computerized transaction and fast access.
- \* Students are allotted a library hour within the time table to encourage reading habits.
- \* Students can visit library during break time and lunch hours for transaction of books.
- \* Each student is allowed to draw 2 (for UG) or 3 (for PG) books from general library and 1 book from department library at a time. They provide a ready access to learning resources relevant to the day-to-day classroom teaching-learning process.
- \* The library's collection of CD-ROMs is used to augment classroom teaching.
- \* The library has been a member of DELNET from October, 2007, and INFLIBNET from March, 2012. Staff and students are using this facility.
- \* Computers with Internet connections are available in the library for the use of both staff and students.
- \* Book bank system provides text books which are issued to the underprivileged students for one semester.
- \* The College also subscribes to many journals of national and international repute.
- \* The Librarian helps the departments to purchase the latest edition of the books as per the requirement of the staff.
- \* The general and the departmental libraries are continuously being upgraded and replenished with new books.
- \* Every year books, magazines, journals are added as per to the needs of staff.
- \* Books related to emerging topics and modern trends are given due importance while purchasing new books.
- \* New books bought for the library are displayed in the shelf meant for them.

### **2.3.15 CONTINUOUS MONITORING, EVALUATION AND REPORT ON QUALITY OF TEACHING, TEACHING METHODS AND CLASSROOM ENVIRONMENT**

The College continuously monitors and evaluates the factors related to the quality of teaching- learning process. The regularity of classes, the

assignments and their timely submission, revision of the previous day's lesson on the next day, frequent class tests, internal assessments, etc help in continuously monitoring the quality of teaching- learning. Evaluation is also through a feedback from students, submitted at the end of semester for each course. Grievance redressal mechanism in each department and at the College plays a monitoring role in the quality of teaching.

The Principal and Heads of departments monitor the Teaching-Learning process within the class room and the classroom environment and the effect on student performance, once in a while through direct observation. The Principal also visits the departments and meets the HoD, staff and students and interacts with them on these areas. Mentoring provided by senior faculty in the department for new faculty and sharing of a course by two teachers provide subtle mechanisms of monitoring with an intension of helping the faculty to develop his/her potential.

## **2.4 TEACHER QUALITY**

### **2.4.1 FACULTY STRENGTH OF THE COLLEGE**

The College has total faculty strength 63 for UG and PG together. All the positions are filled against the sanctioned strength. One member of the faculty is from outside the state.

### **2.4.2. SELECTION OF FACULTY MEMBERS**

Based on the estimated workload of the departments for the ensuing academic year and if new staff members are required, the College advertises in leading local and national English and vernacular newspapers for the available posts mentioning the eligibility criteria as prescribed by UGC.

The applications are scrutinized as per their qualification and teaching experience by the respective heads of the departments in consultation with the Principal and the short listed candidates are called for a demonstration class and an interview.

The Staff Selection Committee constituted by the College Management conducts interview. The committee comprises of Secretary, Principal, Vice Principal and Head of the department.

The selection committee prepares a panel of selected candidates in the order of priority. The selection is made, taking into account the eligibility, academic record, subject expertise, teaching efficiency and previous experience. The selected candidate is appointed initially on probation for one year.

**2.4.3 DETAILS OF FACULTY MEMBERS**

**Table 2.4: Details of Faculty Members**

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	0
Ph.D.	2	-	-	1	2	-	5
M.Phil.	-	-	3	3	21	20	47
PG	-	-	-	-	6	5	11
Temporary teachers							0
Part-time teachers							0

**2.4.4 COMPLETION OF UGC-NET, CSIR-NET AND SLET EXAMS BY FACULTY MEMBERS**

Percentage of faculty members qualified in UGC-NET	4.8%
Percentage of faculty members qualified in CSIR-NET	7.9%
Percentage of faculty members qualified in SET	7.9%
Percentage of faculty members with PG as highest qualification	15.9%
Percentage of faculty members currently pursuing Ph.D.	17.5%
Percentage of faculty members submitted Ph.D. thesis	4.8%

**2.4.5 DIVERSITY IN FACULTY RECRUITMENT**

**Table 2.5: Details of Diversity in Faculty Members**

Department	% of faculty who are product of the same College	% of faculty from other Colleges within the State	% of faculty from other States	% of faculty from abroad
Biochemistry	20	70	10	0
Computer Science and Applications	55	45	0	0
Microbiology	22	78	0	0
Commerce	0	100	0	0
Business Administration	20	80	0	0
Mathematics	0	100	0	0
Tamil	0	100	0	0
English	0	100	0	0

#### **2.4.6 QUALIFIED AND COMPETENT TEACHERS**

Yes, the College has the required number of qualified and competent teachers to handle all the courses of all departments.

Fifty three (53) Faculty members were appointed during the last five years, i.e., 14 staff in the year 2008-2009, 9 staff in the year 2009-2010, 5 staff in the year 2010-2011, 12 staff in the year 2011-2012 and 13 staff in the year 2012-2013.

#### **2.4.7 VISITING PROFESSORS ON THE ROLL**

Since all the posts have been filled by the Management, there is very little scope to have visiting professors on the rolls of the College.

#### **2.4.8 POLICIES / SYSTEMS TO RECHARGE TEACHERS**

The College extends full support for the professional development of the faculty, by facilitating the recharge of teachers through its various policies.

- \* The College organizes a minimum of one training programme per year for staff.
- \* Staff members are nominated from the College for national / international conference / seminar / symposia / workshops.
- \* For discipline-specific national conferences, staff members are deputed from the department based on their specialization / interest.
- \* The Management encourages and gives support in organizing in national / international conferences / seminar / symposia / workshops in the College and in participating in national / international conferences / seminar / symposia / workshops, refresher courses and orientation courses.
- \* Application for research grants for major and minor projects are encouraged, recommended, and forwarded.
- \* The staff members are encouraged to pursue their M.Phil. and Ph.D. through part-time study method.
- \* Staff members undertaking research in the science discipline are permitted to use the College laboratory facilities.
- \* The College also organizes number of seminars, workshops and special lectures for the benefit of faculties.
- \* The College is developing policy guidelines on other areas of staff recharge practices such as providing research grants, in-service training, etc.
- \* These provisions have contributed in improving the research culture amongst staff as they have initiated their research activities.

**2.4.9 AWARDS / RECOGNITIONS TO FACULTY FOR EXCELLENCE IN TEACHING AT THE STATE, NATIONAL AND INTERNATIONAL LEVEL DURING LAST FOUR YEARS**

**Table 2.6: Awards / Recognitions to Faculty for Excellence in Teaching**

<b>Academic Year</b>	<b>Awards / Recognitions for Excellence in Teaching</b>	<b>Name of the Faculty</b>
2007-2008	Best NSS Programme Officer, from Thiruvalluvar University, Vellore.	Dr. A. Mohammed Sadiq, NSS Programme Officer.
	Kasthuri Raja Award, from All India Tamil Teachers Association, Madurai.	Mr. S. Vaitheeswaran, Head, Department of Tamil.
2009-2010	Member of Academic Council of Thiruvalluvar University, Vellore.	Dr. A. Mohammed Sadiq, Principal.
	Chairman / Member of the Board of Studies of Thiruvalluvar University, Vellore.	Mrs. M. Jayanthi, Head, Department of Biochemistry. Mrs. G. Rajalakshmi, Assistant Professor in Biochemistry. Mr. T. Pannerselvam, Head, Department of Microbiology. Mr. A. Mani, Assistant Professor in Business Administration
	Thiruvalluvar Virudhu 2010, from Kaviyarasar Kalai Tamil Sangam, Namakkal.	Dr. M. Mohammed Ali Jinnah, Assistant Professor in Tamil
2011-2012	Elakkiya Sudar Virudhu	Dr. G. Shanthi, Head, Department of Tamil.
2012-2013	Member in Board of Studies for framing Higher Secondary Syllabus - State Council of Education Research and Training.	Dr. G. Arutchelvan, Director, Department of Computer Science and Applications. Mrs. M. Jayanthi, Head, Department of Biochemistry.

**2.4.10 STAFF DEVELOPMENT PROGRAMMES DURING LAST FOUR YEARS**

**Table 2.6: Staff Development Programmes During Last Four Years**

<b>Academic Staff Development Programmes</b>	<b>Number of faculty</b>
Refresher courses	1
HRD programmes	0
Orientation programmes	3

<b>Academic Staff Development Programmes</b>	<b>Number of faculty</b>
Staff training conducted by the College	All the Staff
Staff training conducted by University/other Colleges	5
Summer / winter schools, workshops, etc.	6
Any other (please Specify)	0

**Table 2.7: Workshop and Training Programmes Conducted in the College During Last Four Years**

<b>Date and Year</b>	<b>Particulars</b>	<b>No. of Participants</b>
23 <sup>rd</sup> and 24 <sup>th</sup> July, 2008	Training Programme on “Animal Handling	18
2 <sup>nd</sup> and 3 <sup>rd</sup> February, 2011	State Level Seminar on “Innovative Approaches in Teaching-Learning Process” – NAAC Sponsored	All the Staff
15 <sup>th</sup> December, 2010; 6 <sup>th</sup> November, 2012	Workshop on “Question Paper Setting” – NTS Sponsored	All the Staff
8 <sup>th</sup> May, 2012	State Level Workshop on “Analytical Techniques – HPLC”	18
26 <sup>th</sup> to 30 <sup>th</sup> June, 2012	Refresher Programme on “Question Paper Setting” NTS Sponsored	All the Staff
13 <sup>th</sup> and 14 <sup>th</sup> February, 2013	National Workshop on “Molecular Techniques” in association with Priya Research Labs, Bengaluru.	18

#### **2.4.11 FACULTY CONTRIBUTION AND PARTICIPATION**

Percentage of faculty who have:

- \* been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies 11%
- \* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies 60%

- |   |     |
|---|-----|
| * presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies | 30% |
| * teaching experience in other universities / national institutions and others                            | 44% |
| * industrial engagement   | 8%  |
| * international experience in teaching  | Nil |

#### **2.4.12 ORGANIZATION OF ACADEMIC DEVELOPMENT PROGRAMMES**

The College organizes academic development programmes for its faculty regularly, with the objective of enriching the teaching-learning process:

- \* NAAC Sponsored State Level Seminar on “Innovative Approaches in Teaching-Learning Process”.
- \* Workshop on “Analytical Techniques – HPLC” and “Molecular Techniques” and Training Programme on “Animal Handling.
- \* Training in multimedia, use of new software, training in accessing e-resources, etc. to strengthen technology-aided teaching-learning.
- \* Inputs sessions with experts to design elective courses for various disciplines.
- \* Refresher Programme and Workshops on question paper settings by the Regional Field Unit of NTS.
- \* Symposia / Seminars / Conferences at national level to enable knowledge management.
- \* Training in soft skills, communication, classroom dynamics and personality development to strengthen teacher quality.

#### **2.4.13 TEACHING INNOVATION AND RECOGNITION DURING LAST FIVE YEARS**

Innovation is an element of teaching process to make the learning an enjoyable exercise for the students to enable them to be developed holistically. The College promotes the use of activity-based learning in the past two years. The innovations such as, frequent use of Power Point presentations, OHP Projectors, Educational interactive CDs and Animation clippings, have been undertaken by the staff in their teaching process.

These steps have led to enhanced understanding and interest towards the subject by the students.

#### **2.4.14 MOBILITY OF FACULTY AND FACULTY EXCHANGE PROGRAMMES**

So far no Faculty Exchange Programmes has been undertaken with any National Body. But the College has plans to take it up in the near future.

## **2.5 EVALUATION PROCESS AND REFORMS**

### **2.5.1 STAKEHOLDERS' AWARENESS ON EVALUATION PROCESSES**

The evaluation process is instrumental to a student's personal and career development. Students appreciate an assessment of their academic performance and welcome constructive feedback. Since the Evaluation Process is one of the foremost components in maintaining the authenticity of an autonomous curriculum, utmost care is taken in the conduct of the examinations.

The evaluation process is made known to the stakeholders during the orientation programme by the Principal when freshers come into the College. Periodically Tutors and HoDs orient their wards regarding the same in the classes. The newly recruited staff members are also given an introduction to the examination system. Each department separately gives orientation to newly admitted students about CBCS, Continuous Assessment by term tests and Semester Examinations, question paper pattern, reevaluation options, instant supplementary examinations and rules regarding their conduct during class tests and examinations.

The details on passing minimum, overall grade point (OGP) calculation, eligibility for end semester examinations, question paper setting, mode of valuation, transparency and revaluation for supplementary students are available in the syllabus book. The term test / semester examination schedules are provided in the College Calendar and the fee details are displayed on department notice board.

Previous semesters' question papers are made available to the students from each department and are also available in the College library. Detailed information is also displayed in the notice board. Whenever, examination process reforms are introduced by the College, it conducts special orientation programme on the same.

### **2.5.2 MAJOR EVALUATION REFORMS AND IMPLEMENTATION**

As an autonomous institution, the College periodically carries out evaluation reforms.

- \* Abiding by the directives given by the State Council for Higher Education of Tamil Nadu, the CBCS has been introduced for all the UG and PG programmes.
- \* Evaluation processes are also discussed at Academic Council and Governing Body meetings and suggestions for improvement are solicited.
- \* The College has adopted uniform question paper pattern for all disciplines.
- \* Question papers setting, scrutiny and valuation are done only by external examiners from reputed Colleges.

- \* The College has been implementing single evaluation system for both UG and PG courses since the introduction of autonomous system in 2011 and double evaluation system for M.Phil. courses.
- \* For all the courses, the question papers are set and scrutinized by external examiners only.
- \* The continuous internal assessment marks are sent to the Controller of examinations after getting signature from the students.
- \* The students' photographs are printed in the Semester Mark statement.
- \* From 2012-2013, the College has been permitting the students who have failed in two papers or less than that in final semester to appear for instant supplementary examination and to apply for reevaluation in the current semester for a maximum of two papers.

### **2.5.3 MEASURES FOR CONTINUOUS EVALUATION AND PROGRESSIVE IMPROVEMENT**

As the students are aware that they are being evaluated continuously, good attendance and participation in the class is ensured. Two term tests and frequent class tests are conducted in a phased manner per semester along with an assignment and a seminar, all of which are mandatory and form the basis for continuous internal assessment (CIA) marks. The term tests are conducted in the same pattern as the end-semester examination (ESE), to familiarize them with semester examinations.

A progress report on the term examination is sent to their parents through post. After the first term test, an analysis of the results for each course is done. Based on this, remedial classes are arranged on Saturdays for under-performers, to ensure progress and improved academic performance.

After the remedial special classes, the failed students are made to reappear for the examination. If a student is found to be academically weak even after the remedial classes, their parents are invited for personal discussion about the student's performance, by the concerned staff / tutor.

The internal assessment results are displayed on the departmental notice boards well ahead of the deadline for sending the same to the CoE.

### **2.5.4 PERCENTAGE OF MARKS FOR CONTINUOUS INTERNAL ASSESSMENT AND STRATEGIES TO ENSURE RIGOUR OF THE INTERNAL ASSESSMENT PROCESS**

The College follows 25:75 ratio for theory papers and 40:60 ratio for laboratory courses for Continuous Internal Assessment (CIA) and End Semester Examinations (ESE). Thus 25% for theory and 40% for practical are earmarked for CIA.

Several strategies have been adopted to ensure rigour of the internal assessment process.

- \* The semester examination schedule and term test schedule for UG and PG courses is followed as given in the College calendar to ensure the rigour of the internal assessment process.
- \* Syllabus for each test is decided by course teachers in consultation with the respective HoDs along with lesson plans. This is done at the beginning of the semester and communicated to students well in advance.
- \* HoDs ensure that the pattern of the papers is in adherence with the End Semester Examination papers.
- \* Continuous Internal Assessment of students is done through term test, assignments, seminars, regular attendance, laboratory work and projects in strict adherence to the deadlines as per the lesson plan / practical schedule.
- \* The internal assessment for laboratory courses comprises of several criteria such as accuracy, record work, viva voce, experiment design, skill, neatness, display etc.
- \* Continuous internal assessment is followed by Faculty guides in evaluating UG, PG and M.Phil. projects.
- \* Deadline for the submission of consolidated CIA marks is set by the CoE. HoDs are responsible for meeting schedules and ensuring quality.

#### **2.5.5 ADHERENCE TO DECLARED EXAMINATION SCHEDULE**

Examination schedules are decided before the commencement of the academic year and the College adheres strictly to the declared examination schedules unless there is an emergency due to unexpected holidays declared by the government, and under such circumstances examinations are rescheduled.

#### **2.5.6 TIME TAKEN FOR DECLARATION OF EXAMINATION RESULTS**

The average time taken by the College for declaration of examination results is 30 days from the date of the last examination. Efforts are on to declare the exam results within 25 days. Copies of the results announced by the Controller of Examinations are distributed to the class teachers through the Principal. The class teachers in turn convey the results to the students.

#### **2.5.7 INTEGRATED EXAMINATION PLATFORM - PRE-EXAMINATION PROCESS – EXAMINATION PROCESS – POST-EXAMINATION PROCESS**

The office of the Controller of Examinations (CoE) is in-charge of the entire examination process, which is managed by the Controller of Examinations and a team of support staff. The CoE office follows an integrated examination platform through well-defined pre-examination, examination and post-examination processes.

**PRE-EXAMINATION PROCESS**

- \* The Pre-Examination process encompasses various elements of Student and Faculty involvement, such as evaluation and conduct of term tests and semester examinations of all courses offered by various departments in a semester. The pre-examination process starts with gathering the required information by the CoE.
- \* The examination fee for each student is calculated and the information is sent to the respective departments for informing the students regarding the amount of fee and the date of payment.
- \* A draft Time table for term tests and semester examinations is prepared by the Controller of Examinations in consultation with the departments to check the convenience for the students and the faculty. After making the necessary changes, the fair Time table is sent to the respective departments well ahead of time for display in the notice board.
- \* The panel of external examiners is chosen by the Staff members of the department from a pool of examiners available with the department. The file containing the examiners list is periodically updated by the office of Controller of Examinations to bring in new members into the pool of examiners.
- \* The process of question paper generation begins three months prior to commencement of examination to ensure that all required question papers are ready on time.
- \* The examination pattern consists of Off Campus setting of Question papers. On getting acceptance from the external examiners, question pattern, model question paper and syllabus are sent to facilitate the process of question setting. Two sets of questions are set for all courses for maintaining confidentiality. Scrutiny of the question papers is done by an external examiner and random selection of one of them is done by the CoE.
- \* The selected question papers are printed and packed in sealed covers under the supervision of the Controller of examinations
- \* The students who have completed the term test and attendance requirements are eligible to appear for semester examination. They are given an application form and challan. Payment is made in the bank on the premises and the form submitted to the CoE office.
- \* Each student is given a unique register number denoting year of joining, course and class roll number.
- \* Hall tickets are prepared for such eligible candidates and issued individually three days before the commencement of the examination.
- \* Availability of answer sheets and other stationeries required for the examinations are ensured before the commencement of the

examination. One and half times stock of answer papers and blank marks sheets is always maintained to avoid delays.

- \* Time table for the examinations is prepared and intimated to the students well in advance.
- \* The duty schedule for invigilators and attendance sheets for students are prepared in advance by the office of Controller of Examinations.
- \* HoDs act as members of squads during the semester examinations.
- \* Physical arrangements for Examinations are appropriately made with regard to the Seating Arrangements with specific indicators for each student.
- \* The teachers with less than three years of experience are oriented by the Principal and the Controller of examinations before the Semester Examination period.

#### **EXAMINATION PROCESS**

- \* On the day of examination the question paper packets are opened by the Chief Superintendent of the examinations in the presence of CoE and invigilators and disbursed to the invigilators, who will reach the examination hall 15 minutes before the commencement of examination. After the first bell, the invigilators distribute the question paper to the students.
- \* The examination is conducted by the Invigilators under the overall supervision and constant monitoring of the Chief Superintendent of the examinations and the Controller of Examinations.
- \* The examination process is smooth and well coordinated by the Examination Section. The Controller and the Squad are vigilant. Attendance for each examination is recorded immediately.

#### **POST EXAMINATION PROCESS**

- \* The first step in the post-examination process is the coding of answer scripts which takes place at the end of each examination so that the scripts are ready for valuation. These papers were evaluated in the central valuation.
- \* After verification, the results are presented in the Academic Council with representatives from the Thiruvalluvar University, Vellore, for final approval.
- \* The results are published on the College notice board and separate copies are sent to all the departments.
- \* Students dissatisfied with their results can apply for revaluation or supplementary instant examination (only in final semester).
- \* After the complete verification, mark statements are distributed to the students.

**2.5.8. REFORMS IN PH.D. EVALUATION PROCESS**

No major change has been effected in the Ph.D. evaluation process, since it comes under the purview of the parent Thiruvalluvar University, to which the College is permanently affiliated to.

**2.5.9 EFFORTS TO STREAMLINE THE OPERATIONS AT THE OFFICE OF THE CONTROLLER OF EXAMINATIONS**

Some efforts have been made in the office of the CoE to streamline the operations for the smooth conduct of the examination and related processes.

- \* Preparation of Schedules for centralized I and II term tests, semester examination and transparency for both theory and laboratory courses along with the planning of the College calendar.
- \* Dispatch of necessary materials (question pattern, model question paper and syllabus) to external experts and receipt of hard or soft copy of the semester examination questions.
- \* Preparation of Attendance sheet, Hall plan, Invigilator list, Hall-supervisor schedule, Physical arrangements and First-Aid facilities for the smooth conduct of the semester examination.
- \* Purchase of colour printer, Xerox machine, duplicating machine, line printer and UPS for printing question paper and mark statements.
- \* Installation of software in the server for entry of CIA and ESE marks of students
- \* Two sets of question papers for Semester Examination are set by external examiners. Another external examiner scrutinize them and select one of them for the examination. The question papers are always placed in sealed covers.

The CoE office also undertakes the following operations for the conduct term and semester examinations.

- \* Evaluation format for all courses in each semester
- \* Maintenance of a database for external examiners of all disciplines
- \* Calculation of Examination fee as per College norms
- \* Eliciting the necessary information of eligible candidates for the issue of hall tickets

CoE's Office is well equipped with adequate staff. They are trustworthy and dedicated. All of them are proficient in computer operation. They follow a meticulous timetable, well ahead of time, keeping the main events of the College in mind.

Also one staff from each department has been appointed as staff coordinators to interact with the CoE office on examination related matters. The CoE communicates with the Principal and the HoDs and displays important information to the staff and students in the College notice board.

#### **2.5.10. MECHANISM FOR REDRESSAL OF GRIEVANCES WITH REFERENCE TO EVALUATION**

The term test answer scripts are distributed to the students by the teachers concerned and the students are free to discuss the marks allotted to them. Grievances are addressed on the spot. The continuous internal assessment marks of the students are announced by each department and are submitted to the Controller of Examinations office with the signature of the students. If the students have any clarifications, they will approach the department heads, or the Principal if necessary.

If the students have any grievance regarding the conduct of the examinations, change in question paper pattern, out of syllabus questions, they can give it in writing to the Controller within 24 hours. The grievances are taken up by the office of CoE with the department concerned and redressed. For semester examination, if the student is not satisfied with the marks obtained, he/she has the option of applying for revaluation. A Suggestion Box is kept at the Principal's office. The grievance redressal committee reviews complaints about valuation and takes necessary steps.

### **2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES**

#### **2.6.1 LEARNING OUTCOMES FOR PROGRAMMES**

Learning outcomes are stated for each course while the course content is prepared and then it is passed through the Boards of studies and Academic Council. Staff members are made aware of these during general staff meetings held at the close and beginning of the academic year.

A copy of the course content with the learning outcomes is made available to the students for their reference, and the outcomes are clearly explained to the students by the individual faculty in respect of their subject.

#### **2.6.2 MONITORING AND ENSURING THE ACHIEVEMENT OF LEARNING OUTCOMES**

Monitoring of the achievement of learning outcomes is done by course teachers and tutors through the students' performance in CIA and ESE and also their feedback collected for each course at the end of the semester. Attendance is compulsorily taken for every hour. The class test and assignments are valued and the marks are recorded, which acts as a ready reckoner for the academic progress of the students. The student's participation in the class and the marks scored in tutorials, assignments helps to judge the students by the staff members. The class tutors keep a track record of students; performance and maintain their assessment record graph. Results of test, exams are recorded and evaluated every semester. The slow learners are taken care of by the tutors.

The student-centric teaching and learning method also ensures the achievement of learning outcomes

**2.6.3. ANALYSIS OF DATA ON STUDENT LEARNING OUTCOMES AND OVERCOMING BARRIERS**

An inability on the part of the student to meet the requirements of the academic curriculum is considered as a failure in achieving the learning outcome. Whenever this is identified the student is helped by the department with remedial coaching, bridge courses, peer teaching, individualized academic advising and opportunities for writing improvement tests and supplementary examinations Parents/guardians are kept informed about the academic performance of their wards so that they can extend support at home.

Barriers of learning are thus identified and steps to overcome them are taken. For example, when English as medium of instruction is found to be a barrier of learning, the bilingual method is used judiciously. Other barriers such as socio-economic factors are addressed by tutors with the support of the resources of the College.

Every semester feedbacks are received from the students, and also from the Head of the departments and it is statistically analyzed and department-wise planning is done to improve the quality of the education.

The College has also formulated the following steps to overcome barriers in learning outcome.

- \* A minimum attendance percentage of 75% as eligibility to appear for semester examinations
- \* Communication English classes are conducted to improve their oral, written and conversational skills to help them to cope up with the subject
- \* Providing question bank
- \* Providing valued answer booklets to the students after their class and term tests
- \* Encouraging students to write in the short and descriptive method
- \* Extra classes for slow learners and also counseling classes for weak students in the subjects to improve their performance
- \* Periodic evaluation to improve the learning outcome

**2.6.4 PROGRAMME-WISE DETAILS OF THE PASS PERCENTAGE AND COMPLETION RATE**

Table 2.3: Programme-Wise Details of the Pass Percentage and Completion Rate

Course	2008-2009				2009-2010				2010-2011				2011-2012				2012-2013			
	A	C	CR	P%	A	C	CR	P%	A	C	CR	P%	A	C	CR	P%	A	C	CR	P%
	<b>UG (T)</b>																			
B.Sc. Biochemistry	29	27	0.93	63	19	17	0.89	71	16	16	1.00	94	38	36	0.95	78	25	24	0.96	92
B.Sc. Computer Science	52	49	0.94	94	50	46	0.92	92	52	44	0.84	95	51	47	0.92	92	47	45	0.96	96
B.C.A.	50	45	0.90	90	46	43	0.93	93	52	49	0.94	98	52	51	0.98	94	47	45	0.96	96
B.Sc. Microbiology	46	45	0.98	96	31	27	0.87	96	41	39	0.95	95	20	19	0.95	95	17	15	0.88	93
B.Com.	40	37	0.93	92	31	29	0.94	97	56	50	0.89	98	65	59	0.91	88	50	48	0.96	81
B.B.A.	33	33	1.00	100	56	56	1.00	100	60	60	1.00	100	55	53	0.96	96	35	34	0.97	97
	<b>PG (S)</b>																			
M.Sc. Biochemistry	26	26	1.00	96	26	26	1.00	100	25	25	1.00	100	20	20	1.00	100	16	15	0.93	100
M.C.A.	20	19	0.95	95	54	53	0.98	98	28	26	0.93	90	25	25	1.00	100	46	46	1.00	100
M.Sc. Information Technology	23	23	1.00	100	18	18	1.00	100	11	11	1.00	100					21	20	0.95	100
M.Sc. Applied Microbiology	23	20	0.87	95	26	23	0.88	96	20	19	0.95	100	19	19	1.00	90	20	19	0.95	100
M.Com.													15	15	1.00	93	29	29	1.00	76
	Started from 2010-2011																			



### **CRITERION – III**

#### **RESEARCH, CONSULTANCY AND EXTENSION**

##### **3.1 PROMOTION OF RESEARCH**

###### **3.1.1 RESEARCH COMMITTEE AND ITS IMPACT**

Yes, the College has a Research Committee that acts as a supporting system for staff to pursue their research career successfully along with teaching and for students to initiate their research career.. The Research Committee comprises of Principal and HoDs of Research departments. Staff members who have an aptitude for research and those who provide guidance to pursue research are also selected as its members.

###### **COMPOSITION OF RESEARCH COMMITTEE**

Dr. A. Mohamed Sadiq, Principal	- Convener
Dr. G. Arutchelvan, Vice-Principal	- Coordinator
Dr. G. Shanthi	- Member
Mrs. M. Jayanthi	- Member
Mr. T. Pannerselvam	- Member
Mrs. S. Lakshmi	- Member

The committee meets periodically to monitor the progress on the developments of research activities in the College. It primarily motivates and urges the faculty members to register for Ph.D. and to publish papers in scientific journals, and takes initiatives to enlighten the faculty on the availability of research grants of different funding agencies.

M.Phil. in Biochemistry, Computer Science and Microbiology were inaugurated from 2005-2006. Ph.D. programmes in Biochemistry and Microbiology were inaugurated from 2008-2009. M.Phil. in Commerce was introduced from 2011-2012. Ph.D. programme in Computer Science is being inaugurated from 2013-2014.

The Research committee, with the object of promoting research activity, recommended in 2010 that all eligible staff be encouraged to apply for approval as M.Phil. and Ph.D. research supervisors from the university. Accordingly, all eligible staff members' names were forwarded to Thiruvalluvar University and were duly approved. They are now guiding M.Phil. and Ph.D. scholars admitted to the College.

###### **MAJOR RECOMMENDATIONS OF THE RESEARCH COMMITTEE**

- \* To develop an aptitude for research among both staff and students
- \* To encourage all staff to pursue M.Phil. and Ph.D. courses
- \* To encourage both faculty and students to submit research proposals and write research papers and publish in international and national journals

- \* To encourage all departments to have MoU with relevant industries and research institutions

#### **IMPACT OF THE RECOMMENDATIONS**

- \* More staff members have completed M.Phil. and enrolled for Ph.D.
- \* More research papers (83) published by staff and students in national and international journals during the period 2008-2013.
- \* Currently the College has 20 M.Phil. and 2 Ph.D. guides in various disciplines.
- \* 234 scholars have completed M.Phil. during 2008-2013.

The Committee also encourages the research departments to conduct guest lectures by inviting experts from various fields to kindle the research interest among the faculties and students and to enhance the quality of research.

As a result of the Research committee's efforts, students have come out with many research initiatives. Research thrust has been infused in the M.Sc students who are carrying out projects. M.Phil. students are working on their dissertation.

#### **3.1.2 POLICY TO PROMOTE RESEARCH**

Research is one of the identified strategic areas of focus and is a significant activity of the College. The College promotes and monitors creation of new knowledge in an ethical and evidence-based research environment which is disseminated through publications and research to meet the emerging social and industrial needs.

The policy of the College is to promote research culture among faculty and students through motivation and facilitation of smooth implementation of research projects. At present the Research Committee has advised all those staff members who have not registered for Ph.D. to register for Ph.D. The College has encouraged and supported faculty members to apply, mobilize resources and conduct National / International symposia / seminar / conferences every year in all the disciplines. The College encourages PG and M.Phil. students to visit research institutions to learn more about research.

It is the institution's policy to encourage staff and students to participate and present papers in National/ International symposia / seminar / conferences. Incentives are given to staff and students for publication of papers in journals. The College library has subscribed to INFLIBNET, which provides on line journals and books meant for research scholars.

#### **FUTURE PLANS**

##### **STAFF**

- \* Promoting Publications and Presentations
- \* Claiming Research Guide status
- \* Encouraging staff to send Mini / Major projects proposals

- \* Awards for Best Researchers
- \* Exchange programmes with Universities / Colleges
- \* Organizing State and National Level Seminars in the campus

#### **STUDENTS**

##### **M.PHIL. AND PH.D.**

- \* Publishing papers / presenting the projects to be made mandatory
- \* Assisting in organizing State and National Level Seminars in the campus
- \* Exchange programmes with universities / research institutions
- \* Conferences, Workshops and Presentations
- \* Common Instrumentation Centre

##### **POSTGRADUATE LEVEL**

- \* Compulsory projects
- \* Paper presentations and seminars made mandatory
- \* Incentives for publications
- \* Knowledge sharing with neighbourhood Colleges and schools
- \* Visits to research universities and research institutes
- \* “Research forum” (staff and students) to be formed
- \* Relevant tools of research (Mat lab, SPSS, etc ) to be taught
- \* Instrumentation classes with sophisticated instruments (HPLC, UV-VIS Spectrophotometer, Gel Documentation System, ELISA, Semi-auto analyzer, Immuno-electrophoresis, PCR, SDS-PAGE)
- \* Inculcating periodicals and journals reading habits among students

##### **GRADUATE LEVEL**

- \* Industrial / Institutional visits, report writing, mini projects
- \* Websites to be part of the references for syllabus
- \* Library hours for final year students
- \* Encourage to attend seminars at State and National levels

##### **LINKAGES**

- \* Establishing MoUs with Universities and Research Institutes
- \* Encouraging Scholars to visit Research Institutes
- \* Promoting outsourcing of projects from well-established centres

##### **CONSULTANCY**

- \* Offering Training programmes to industries and companies
- \* Expertise sharing with industries and establishing contacts
- \* Offering training to select groups from the neighbourhood

### 3.1.3 PRIORITISED RESEARCH AREAS AND AREAS OF EXPERTISE

Prioritised research areas and expertise available are given below.

**Table 3.1: Prioritised research areas and expertise available**

S. No.	Prioritized Research Area	Areas of Expertise
1.	Biochemistry	Clinical Biochemistry, Phytotherapy, Phycotherapy, Nanoparticles, Animal Studies (Hepato- protective, Cardio-protective activities, Nephro-protective, Anti-Diabetic activities), Anti-Microbial activity, Biotechnology.
2.	Microbiology	Food Microbiology, Industrial Microbiology, Environmental and Agricultural Microbiology, Isolation and characterization of microorganisms, Anti-Microbial activity, Microbial Biotechnology
3.	Computer Science & Applications	Computer Networks, Cloud Computing, Data mining, Software Engineering, Theoretical Computer Science, Relational Database Systems, Soft Computing
4.	Commerce	Financial Statement, Human Resource Management, Marketing
5.	Tamil	Ikkala Ilakkiyam (Modern Literature), Nattuppura Ilakkiyam (Folkore Literature), Bhakthi Ilakkiyam (Devotional Literature),

### 3.1.4 PROACTIVE MECHANISMS ADOPTED TO FACILITATE SMOOTH IMPLEMENTATION OF RESEARCH SCHEMES / PROJECTS

The College provides following avenues for facilitating smooth implementation of research projects / schemes.

The College will provide advance funds for sanctioned projects when there is a delay. The College is providing Seed money for research activities of staff. The Principal investigator will be given autonomy and flexibility to execute his/her research projects and to utilize overhead charges sanctioned by funding agencies for enhancing the infrastructural facilities. The administrative staff members are efficient and supportive in ensuring timely release of grants, auditing and submission of utilization certificates to the funding authorities.

The College management provides two special increments for staff members who have completed Ph.D. Staff members are provided with funds to attend seminars and workshops related to research. The work load of the

staff who is involved in research is reduced. They are also given special leave to attend seminars, conferences and workshops, and for data collection. They are also provided special leave to prepare and present their projects.

The Departments of Biochemistry, Computer Science, Microbiology and Commerce are established research centers of the parent university. The departments are asked to prepare a budget for the ensuing year indicating the requirements for research.

Staff members who have registered for research are given flexibility in the time table to carry out laboratory experiments, collection and analysis of data and library work. Staff and students are permitted to use the in-house sophisticated instruments at various laboratories and the Library resources for their research. The staff members are encouraged to undergo faculty improvement programme which would help them to complete their M.Phil./ Ph.D. Special leave is provided to the staff members who are pursuing their doctoral degrees for meeting their research guides.

### **3.1.5 PROMOTION OF INTERDISCIPLINARY RESEARCH**

The Research Committee plays an active role in promoting interdisciplinary research by encouraging and motivating faculty from different disciplines to work on mutually related topics. The Committee requested the CDDC (Curriculum Design and Development Cell) to advise the Boards of Studies to frame interdisciplinary papers for UG and PG courses, to kindle the interest of students in interdisciplinary research.

Hence many new interdisciplinary subjects were introduced both at the UG and the PG courses, such as

- \* Chemistry and Nanoscience for Biologists, Pharmacology and Pharmaceutical Biochemistry for Biochemistry students
- \* Discrete Mathematics, Fuzzy Logic, Elements of Accounting, Cloud Computing, Mobile Computing, Animation Techniques, Client Server Technology for Computer Science and Applications students
- \* Nutrition in Health and Disease, Mushroom and Vermiculture Techniques, Tannery Technology for Microbiology students
- \* Computer Applications in Business, E-Commerce, Introduction to Information Technology, Internet and its applications for Commerce and Business Administration students

The PG and M.Phil. students of the Departments of Biochemistry and Microbiology carry out interdisciplinary research in their Projects.

### **3.1.6 EFFORTS TO ATTRACT RESEARCHERS OF EMINENCE TO VISIT THE CAMPUS**

The College has taken efforts to attract researchers of eminence and academicians to visit the campus and interact with teachers and students through various means such as inviting them to be resource persons or chief guests of the symposia / seminars / conferences/ workshops and guest lectures

organized by the departments / clubs / cells. Eminent academicians are also members of the Boards of studies, Academic Council and Governing Body, and visit the College regularly for these meetings.

The College is recognized by the CPCSEA (Committee for the Purpose of Control and Supervision of Experiments on Animals) and has its own Institutional Animal Ethical Committee (IAEC). The members nominated by the CPCSEA visit the College regularly for the IAEC meetings and interact with the staff and students.

### **3.1.7 SABBATICAL LEAVE FOR RESEARCH ACTIVITIES**

The College grants permission to all research scholars to visit places for the purpose of research and data collection. The staff are given special leave to meet their research supervisor to discuss on the progress of their work and for data collection.

The College provides on-duty leave to staff for participating and presenting papers at national and international symposia / seminars / conferences. Many staff members have availed this facility. The registration fee for conferences, traveling, boarding and lodging and local conveyance allowances are paid as per the norms.

The provision of leave has enabled staff members to pursue research in their respective areas of interest thus enhancing their research aptitude and teaching capacity which has strengthened the institutional research ambience. The expertise gained by the staff during their leave period has greatly helped the College by way of their contributions to research and consultancy services.

### **3.1.8 NATIONAL AND INTERNATIONAL CONFERENCES ORGANIZED BY THE COLLEGE AND EMINENT SCIENTISTS / SCHOLARS**

The details of national and international conferences organized by the College and eminent scientists / scholars participated in them are given below.

#### **2008-2009**

National Level Seminar on “Next Generation Networks”, by the Department of Computer Science and Applications on 25<sup>th</sup> and 26<sup>th</sup> September, 2008.

- \* Dr. A.M.S. Ramasamy, Pondicherry University, Puducherry.
- \* Dr. D. Sridharan, Anna University, Guindy, Chennai.
- \* Dr. K. Raja, MIT, Chrompet, Chennai.
- \* Dr. N. Durai, Adhiparasakthi Agricultural College, Kalavai.

National Symposium on “Recent Trends in Molecular Diagnosis and Nanotherapeutics” (NanoBioz '08) by the Department of Biochemistry on 15<sup>th</sup> and 16<sup>th</sup> October, 2008.

- \* Dr. M. Kandasamy, University of Madras, Chennai.
- \* Dr. Udaykumar Ranga, Jawaharlal Nehru Centre for Advanced Scientific Research, Bangalore.

- \* Dr. Chandrabhas Narayana, Jawaharlal Nehru Centre for Advanced Scientific Research, Bangalore.
- \* Dr. Priya Abraham, Christian Medical College, Vellore.
- \* Dr. S. Subramaniam, Apollo Hospitals, Chennai.

National Symposium on “Recent Trends in Microbial Technology” (MicroTek '09) by the Department of Microbiology on 29<sup>th</sup> January, 2009.

- \* Dr. S.L. Hoti, Vector Control Research Centre, Puducherry.
- \* Dr. R. Vijayaraghavan, Centre for Leprosy Training and Research Institute, Chingelput.
- \* Dr. R. Saravanan, Periyar Univeristy, Salem.

Seminar on “Certificate in Accounting Technicians”, on 5<sup>th</sup> August, 2009 by the Department of Commerce and Business Administration.

- \* Mr. M. Ponnusamy, SIRC (Southern India Regional Council) of ICAI (The Institute of Costs Accountants of India), Egmore, Chennai.

**2009-2010**

CSIR (Council of Scientific and Industrial Research), New Delhi-Sponsored National Conference on “Bioprocessing of Renewable Sources and Vaccine Technology” (VacBioz '09) by the Department of Biochemistry on 21<sup>st</sup> and 22<sup>nd</sup> October, 2009.

- \* Prof. S.P. Thyagarajan, Sri Ramachandra University, Porur, Former Vice-Chancellor, University of Madras, Chennai.
- \* Prof. P.T. Kalaichelvan, University of Madras, Guindy Campus, Chennai.
- \* Prof. K. Jegatheesan, Kamaraj College of Engineering and Technology, Virudhunagar.
- \* Dr. N. Krishnakumar, Institute of Veterinary Preventive Medicine, Ranipet.
- \* Prof. T.P. Sastry, Central Leather Research Institute, Chennai.
- \* Prof. S. Jayachandran, Pondicherry University, Puducherry.

National Conference on “Soft Computing” (NCSC '10) on 28<sup>th</sup> January, 2010 by the Department of Computer Science and Applications.

- \* Dr. V. Susheela Devi, Indian Institute of Science, Bengaluru.
- \* Dr. C. Chellappan, Anna University, Chennai.
- \* Dr. B. Ramadoss, National Institute of Technology, Tiruchirapalli.

National Conference on “Current Trends in Capital Market” on 3<sup>rd</sup> February, 2010 by the Department of Commerce and Business Administration.

- \* Dr. M. Ranganathan, University of Madras, Chennai.
- \* Dr. B. Charumathi, Pondicherry university, Puducherry.

- \* Dr. S. Gangadharan, Institute of Financial Management and Research, Chennai.

**2010-2011**

National Conference on “Molecular Diagnosis of Communicable Diseases” (Infectiva '10) on 11<sup>th</sup> October, 2010 by the Department of Microbiology.

- \* Dr. Subash Chandra Parija, Jawaharlal Institute of Postgraduate Medical Education & Research, Puducherry.
- \* Dr. Vanaja Kumar, Tuberculosis Research Center (TRC), Chennai.
- \* Dr. Jayalakshmi, Madras Medical College, Chennai.

International Conference on “Gene Therapy and Phytotherapy in Modern Medicine” (GenBioz '11) on 4<sup>th</sup> January, 2011 by the Department of Biochemistry.

- \* Dr. Pradeep Chhalliyil, Genetic – ID Inc., Fairfield, Iowa, U.S.A.
- \* Mr. Senthilkumar Thangaraj, Max Planck Research Unit for Enzymology of Protein Folding, Germany.
- \* Dr. U.V. Babu, The Himalaya Drug company, Bengaluru.
- \* Dr. S. Ayyasamy, Government Siddha Medical College, Chennai.

NAAC (National Assessment and Accreditation Council) Sponsored State Level Seminar on “Innovative Approaches in Teaching-Learning Process” on 2<sup>nd</sup> and 3<sup>rd</sup> February, 2011 by the Internal Quality Assurance Cell (IQAC).

- \* Prof. S.P. Thyagarajan, Pro-chancellor (Research), Sri Ramachandra University, Chennai, Chairman, Tamil Nadu State Academic Audit and Accreditation Council (TANSAAC), Chennai, and former Vice-Chancellor, University of Madras, Chennai.
- \* Prof. J. Inbaraj, Directorate of Teacher Education, Research and Training, Chennai.
- \* Prof. P. Allan John, Sacred Heart College (Autonomous), Thiruppattur.
- \* Prof. C. Thangamuthu, Chairman, National Council for Teacher Education, Southern Region, Bangalore, former Vice-Chancellor, Bharathidhasan University, Tiruchirappalli.

National Conference on “Network Security” on 12<sup>th</sup> February, 2011 by the Department of Computer Science and Applications.

- \* Dr. S. Arumugasamy Perumal, S.T. Hindu College, Nagercoil.
- \* Dr. S. Selvakumar, Professor, National Institute of Technology, Thiruchirappalli.
- \* Mr. N. Surendra Reddy, Mahindra Systems, Chennai.

National Conference on “Human Resource Practices in Globalization Era” on 23<sup>rd</sup> February, 2011 by the Department of Commerce and Business Administration.

- \* Mr. S. Ashok, Indian Bank Head Office, Chennai.
- \* Dr. S. Sandhiya, Reva Institute of Science and Management, Bengaluru.
- \* Dr. A. Dhanalakshmi, Acharya Academy of Management Studies, Bengaluru.

**2011-2012**

National Symposium on “Microbial Enzymes and Probiotics” (ENPRO '11) on 28<sup>th</sup> October, 2011 by the Department of Microbiology.

- \* Prof. K. Jeevaratnam, Pondicherry University, Pudhucherry.
- \* Prof. Sulochana Somasundaram, Sri Venkateshwara Engineering College, Sriperumbudur.
- \* Prof. G. Narashima, Sri Venkateshwara University, Thirupati.

National Level Conference on “Data Mining” on 6<sup>th</sup> March, 2012 by the Department of Computer Science and Applications.

- \* Dr. A. Senguttuvan, Sree Vidyanikethan Engineering College, Rangampet, Tirupathi.
- \* Dr. K. Rajkumar, Bishop Heber College (Autonomous), Tiruchirappalli.
- \* Dr. Angelina Geetha, B.S. Abdur Rahman University, Chennai.

National Level Conference on “Issues and Challenges in Foreign Direct Investment” on 20<sup>th</sup> March, 2012 by the Department of Commerce.

- \* Dr. V. Gopalan, Janhar Consultancy Services Pvt. Ltd, Chennai.
- \* Dr. B. Charumathi, Pondicherry University, Pondicherry.
- \* Dr. M. Muthugopalakrishnan, Acharya Business School, Bangalore.

State Level Workshop on “Analytical Technique - HPLC” (TechBioz '12) on 8<sup>th</sup> May, 2012 by the Department of Biochemistry.

- \* Mr. P. Sivarajan, Micro Labs, Pondicherry.

**2012-2013**

National Symposium on “Entrepreneurship Development for Life Sciences” (EDBioz '13) on 23<sup>rd</sup> January, 2013 by the Department of Biochemistry.

- \* Dr. R. Dayalane, Puducherry Agro Service and Industries Corporation Limited (PASIC), Puducherry.
- \* Mr. S. Muralidharan, Tamil Nadu Industrial Investment Corporation (TIIC), Chennai.
- \* Dr. R. Durai, Adhiparasakthi Agricultural College, Kalavai.
- \* Dr. S. Karpagavalli, Adhiparasakthi Agricultural College, Kalavai.
- \* Mr. A. Karthikeyan, Adhiparasakthi Agricultural College, Kalavai.

National Workshop on “Molecular Techniques” , on 13<sup>th</sup> and 14<sup>th</sup> February, 2013 by the Department of Microbiology in association with Priya Research Labs, Bengaluru.

- \* Dr. V. Saravan Perumal and Mr. S. Pradeep Raja, Priya Research Labs, Bengaluru.

National Level Conference on “Cloud Computing” on 23<sup>rd</sup> February, 2013 by the Department of Computer Science and Applications.

- \* Dr. R. Rajesh, Bharathiar University, Coimbatore.
- \* Dr. Ka. Selvaradjou, Pondicherry Engineering College, Puducherry.
- \* Mr. D. Suresh, IBM India Pvt Ltd., Chennai.
- \* Dr. T. Venkatraman, Former Principal.

National Conference on “Growth and Challenges of Retail Industry in India” on 6<sup>th</sup> March, 2013 by the Department of Commerce.

- \* Dr. S. Gurusamy, University of Madras, Chennai.
- \* Mr. S. Ilayaraja, RMD Engineering College, Chennai.
- \* Mr. Akhil Jain, Havells India Ltd., Chennai.

National conference on Human Resource Management Challenges – 2013 on 27<sup>th</sup> February, 2013 by the Department of Business Administration.

- \* Mr. C.J. Praveen Kumar, Kalyani Praveen & Associates, Vellore.
- \* Dr. A. Varadaraj, Measi Institute of Management (formerly New College Institute of Management), Chennai.
- \* Mr. C. Thirmalazhagan, Anna University, BIT Campus, Tiruchirappalli.

Workshop on Question Setting by Regional Field Unit (RFU) of National Testing Services (NTS).

- \* Dr. T. Parasuraman, Pondicherry Institute of Linguistics and Culture, Puducherry, on 6<sup>th</sup> November, 2012

Apart from this, many eminent scientists / scholars have visited the College for presenting guest lectures.

- \* Dr. V. Ravikumar, Bharathidhasan Univeristy, Trichy.
- \* Mr. Sagar Sen Gupta, Grow Skill solution Pvt. Ltd. Chennai.
- \* Mr. Baskar, Linux, Chennai.
- \* Dr. N. Pughazendhi, Physician, Cheyyar.
- \* Dr. M.E. Ahmed Marakkaiyar, New College, Chennai.
- \* Dr. A. Padmarajan, Institute of Veterinary Preventive Medicine, Ranipet.
- \* Dr. V. Rajagopalan, Zonal Entomological Office, Vellore.
- \* Mr. V. Sivakumar, CPC Diagnostics Pvt. Ltd., Chennai.

- \* Dr. R. Selvakumar, Christian Medical College, Vellore.
- \* Mr. J. Vijayakumar, Christian Medical College, Vellore.
- \* Mr. S. R. Ragunath, SBI Staff College, Chennai.
- \* Dr. T. Bhuvanewari, Dr. M.G.R. University, Chennai.
- \* Dr. Go. Bharani, Government Medical College, Vellore.
- \* Dr. B. Rathinasabapathy, Retired Professor in Education, Thiruvannamalai.
- \* Mr. S. Gopalakrishnan, Tata Consultancy Services, Chennai.
- \* Dr. Sathish Kumar Natarajan, University of Nebraska Lincoln, USA.
- \* Dr. K. Kannan and Mrs. Lalitha Kannan, Medical University of South Carolina, Charleston, SC, USA.
- \* Mr. Manigandan, Tata Consultancy Services, Chennai.
- \* Prof. M. Rasool, Vellore Institute of Technology, Vellore.
- \* Ms. M. Abirami, Infosys Limited, Chennai.

### **3.1.9 TRANSFERRING / ADVOCATING RESEARCH FINDINGS TO STUDENTS AND COMMUNITY (LAB TO LAND)**

The College has taken the initiative in transferring / advocating the relative findings of research of the College and elsewhere to the students and the community.

The awareness about the latest research available at the College level is shared among the students. The findings of the research are presented at various seminars and conferences by the faculty and students. The staff and students are actively engaged in publishing the outcomes of their research in reputed journals. Our staff also acts as resource persons for special lectures. They also participate and present papers in seminars to give a picture of the relative findings of their research.

- \* Environmental research has highlighted the urgent need for ecological balance and conservation. In response, the College has introduced eco-friendly courses in the curriculum such as Mushroom and Vermiculture Techniques, Agriculture and Biofertilizer Technology, etc.
- \* In response to repeated findings that a large percentage of Indian degree holders are unemployable because they lack soft skills, the College has initiated training in soft skills and personality development for students.
- \* The Department of Biochemistry has organized programmes for Screening of Anemia and Blood Grouping Programme for school children and an Awareness Programme on “Dengue Fever”,

- \* The Department of Microbiology has taken initiatives in conducting awareness programmes on Swine flu and a Health Awareness programme for School students.
- \* NSS (National Service Scheme) students have conducted awareness campaign on the importance of public health and hospital treatment during pregnancy period, a survey on “Dropout in School Education”, Dengue Awareness programme, and awareness rallies on Voting and Fire safety, etc in nearby villages.
- \* Red Ribbon Club (RRC) has organized a programme on “Awareness of HIV/AIDS through Folk Media / Drama” and regularly conducts “Celebrating Life” programme with Resource persons from District RRC.
- \* Youth Red Cross (YRC) has organized First Aid Awareness Programme.
- \* Citizen Consumer Club has conducted Consumer Awareness meeting, Consumer Awareness camp and Awareness Programme on Food Adulterants.
- \* Enviro Club organized a Training Programme on Management of Solid Waste and Awareness Programme on Plastics.

Application of academic learning to real human needs produced positive outcomes and beneficial relationships.

### **3.1.10 FACULTY ACTIVELY INVOLVED IN RESEARCH**

Staff members of both Sciences and Humanities Departments are actively involved in guiding undergraduate and postgraduate student research projects.

Twenty staff members are involved in guiding M.Phil. scholars while two staff members are recognized as Ph.D. research guides and are guiding researchers leading to a Ph.D. degree.

Five staff members have been awarded Ph.D. Eleven staff are pursuing Ph.D and of them, two have submitted their Ph.D. theses and awaiting viva-voce.

**Table 3.2: Department-wise Details of Faculty members actively involved in research**

S. No.	Department	No. of Guides for M.Phil.	No. of Guides for Ph.D.
1.	Biochemistry	7	1
2.	Computer Science	5	-
3.	Microbiology	5	-
4.	Commerce	3	-
5.	Tamil	-	1
	<b>Total</b>	<b>20</b>	<b>2</b>

### **3.2 RESOURCE MOBILIZATION FOR RESEARCH**

#### **3.2.1 BUDGET EARMARKED FOR RESEARCH**

The following are the details of major heads of expenditure, financial allocation and actual utilization for last five years towards research.

**Table 3.3 : Budget and Utilization for Research (in Rs.)**

Particulars	Equipments for Research	Journals	AMC & Repairs	Chemicals and Glassware	Building Maintenance	Percentage in total Budget
2008-2009	3,83,445	1,72,105	17,07,926	69,879	12,475	12.67
2009-2010	8,93,820	1,19,539	10,60,432	63,700	-	10.94
2010-2011	2,35,500	58,344	7,30,550	1,76,053	47,989	6.86
2011-2012	9,27,504	95,797	3,85,455	1,16,016	2,39,166	9.36
2012-2013	6,87,512	30,458	5,28,354	1,38,835	13,33,615	13.34

#### **3.2.2 FINANCIAL PROVISION FOR SUPPORTING STUDENT RESEARCH PROJECTS**

Allotment given to the departments is made use of for the purchase of essential chemicals, glassware, equipment, computers, books and journals. The laboratory fees of M.Phil. students are allocated to the departments for research. Rs. 6,15,000 per annum is paid for the 12 Mbps Sify Internet dedicated line which is mainly used for the research activities.

#### **3.2.3 SEED MONEY TO FACULTY FOR RESEARCH**

The College provides seed money to the staff for research activities by, providing on duty leave and TA / DA to staff for participating and presenting papers at national level symposia / seminar / conferences. Also all the departments get financial assistance from the management for their research activities. About 20% of staff have received the seed money in the last five years.

#### **3.2.4 EFFORTS TO ENCOURAGE FACULTY TO FILE FOR PATENTS**

Patents have not been filed so far by the staff. However the Research Committee has advised the staff to carry out more research work and to file patents.

#### **3.2.5 DETAILS OF RESEARCH PROJECTS**

A Ph.D. research scholar Ms. Asha, has applied for a UGC-Minor Research Project for Rs. 5 lakhs. During this period the College has not got

any research project from the national / international funding agencies. Only the Projects of Ph.D. research scholars, M.Phil. scholars and PG and UG students are carried out at present in the College. The Research Committee has advised the research staff to apply for major / mini projects from the funding agencies.

### **3.2.6 RECOGNITION OF DEPARTMENTS FOR RESEARCH ACTIVITY**

The College has been recognized as a Research Centre by the Thiruvalluvar University, Vellore for conducting the Ph.D. course in Biochemistry, Microbiology and Computer Science, and M.Phil. courses in Biochemistry, Microbiology, Computer Science and Commerce.

### **3.2.7 DETAILS OF RESEARCH PROJECTS AND GRANTS RECEIVED**

The College has not got any research project from the national / international funding agencies during this period.

## **3.3. RESEARCH FACILITIES**

### **3.3.1 INFRASTRUCTURE TO FACILITATE RESEARCH**

Research facilities have been consistently developed on the campus. Recommendations are received from the Departments on their requirements for infrastructure for research, by initiating interaction with Heads of Departments and staff members. Annual updating and up-gradation of the inventory of scientific equipments is made. The four recognized research departments (Biochemistry, Computer Science, Microbiology and Commerce) are equipped with adequate infrastructure such as Research laboratories, Computer facility, AMC (Annual Maintenance Contract) for equipments, necessary civil fittings in the laboratories etc.

The College has Instrumentation Centres in the Departments of Biochemistry and Microbiology, which provides service to students and research scholars of the College. Apart from this, the College has CPCSEA-approved Animal House and Networking laboratory. These research facilities are used by M.Phil. and Ph.D. scholars belonging to neighbouring institutions. Management provides adequate facilities for all these laboratories.

Staff and scholars undertaking research in Life Sciences are permitted to use laboratory facilities on the campus for their research. Hands-on training is provided for students in the efficient handling of laboratory equipments in the departments of Biochemistry and Microbiology.

The College library with numerous books, journals, e-journals, e-books, back volumes, systems with Internet connectivity and reprographic facilities support research activities.

The College gets Internet dedicated line from Sify, with a speed of 12 Mbps to enhance the computational facility. Upgraded desktop computers are present in all research departments, with scientific software and application-based software installed.

An acoustically designed air-conditioned seminar hall fitted with audio-visual aids with a seating capacity of about 250 is available for organizing symposia / seminar / conferences. An air-conditioned smaller conference hall is also available.

### **3.3.2 INFORMATION RESOURCE CENTRE**

The College has a well-established Information Resource Centre in the form of general library with good infrastructural facilities to enable researchers to review the literature and thesis writing. The well stocked general and department libraries with more than 13,000 books support research activities. As per the departmental requirements the institution subscribes to twenty three research journals. Of these, three are for the reference of the Life Science departments, one for Mathematics, thirteen for the department of Computer Science and six for Commerce and Business Administration. There are also 310 back volumes of journals and 703 dissertations.

The research scholars and staff members are provided with networking and e-journals to facilitate their research. To nurture the needs of the researchers, the College Library has access to more than 5,000 e-journals and 97,000 e-books through DELNET and INFLIBNET subscription. Systems with Internet connectivity and reprographic facilities are available for the use of researchers in the library.

### **3.3.3 RESIDENTIAL FACILITIES FOR RESEARCH SCHOLARS AND FACULTY**

Research scholars and staff are provided with residential facilities in the hostel and guest house to enable them to utilize the library and laboratory facilities during late hours to pursue their research work. They are also provided with Wi-Fi Internet facilities in the hostel, to facilitate their research.

### **3.3.4 SPECIALIZED RESEARCH CENTRE**

The College has Specialized Research and Instrumentation Centres in the Departments of Biochemistry and Microbiology. List of the available sophisticated instruments is given below.

- \* HPLC – Shimadzu
- \* Gel Documentation System - Bio-Rad
- \* UV-VIS spectrophotometer – Shimadzu UV1601
- \* Refrigerated Centrifuge - Kuboto 16930, Remi K70
- \* ELISA plate reader - Dywatec, U.K., Merck
- \* ELISA plate washer, Lab systems, Finland
- \* PCR master thermal cycler
- \* Ultra Deep Freezer
- \* Semi-auto analyzer – Merck
- \* SDS and Western Blotting Apparatus

- \* Electrophoresis - Horizontal and vertical models
- \* UV Ultraviolet Transilluminator
- \* Microscope: Phase-contrast, Binocular, Monocular – Olympus, Labomed, Unilab
- \* Millipore membrane unit
- \* Autoclave: Horizontal, Vertical and Portable models
- \* Biological safety cabinet with virus burn out
- \* BOD Incubator
- \* Flame photometer - Elico
- \* Microcentrifuge – RM 12C
- \* Multichannel pipette

These research and instrumentation centres provide service to students and research scholars of the College and outsiders also. The College also has CPCSEA-approved Animal House and Networking laboratory.

For research in Computer Science, the Department of Computer Science has a research laboratory with good infrastructure. The laboratory has 57 IBM computers, 51 HCL computers, 25 i3 computers, 12 P3 computers, 11 P4 computers, 2 Servers, 2 LaserJet printers, 1 DeskJet Printer, 5 TVS dot matrix printers and 5 UPS (2 each of 25 KV and 10 KV and one 2 KV) units.

### **3.3.5 RESEARCH FACILITIES AND USE BY RESEARCHERS FROM OTHER LABORATORIES**

Three departments (Biochemistry, Microbiology and Computer Science) have been recognized as research centers with adequate infrastructure for conducting Ph.D. courses by the Thiruvalluvar University, Vellore. M.Phil. courses by the departments of Biochemistry, Microbiology, Computer Science and Commerce are also recognized by the University.

Mutual interests of academics have facilitated the service of great teaching and research. Association with national and international institutions increases the potential for impact from research. This has resulted in Collaborative research between the Department of Biochemistry and the Departments of Zoology and Biotechnology of Thiruvalluvar University, Vellore, from where students come and perform their research activities in the College laboratory. They utilize the analytical instruments and the Animal House facilities of the department of Biochemistry.

Our College has entered into MoUs with various institutes and industries in the field of research and development. Apart from staff and students using this facility for their advanced and industry-oriented research and consultancy, the staff and students of these institutes and industries visit the College to use the research and library facilities available here.

### 3.4 RESEARCH PUBLICATIONS AND AWARDS

#### 3.4.1 MAJOR RESEARCH ACHIEVEMENTS

The College encourages and facilitates staff members to make paper presentations and publications of their research work in regional, national and international symposia / seminars / conferences. During 2008-2013 the staff members of the College have presented many papers in national / international conferences / seminars / symposia.

During this period the staff members have also published totally 83 papers in the national and international journals. A good number of books (27) have been published by staff members belonging to the departments of Biochemistry, Computer Science and Applications, Microbiology, Commerce, Business Administration, and Tamil.

#### 3.4.2 PUBLICATION OF RESEARCH JOURNAL

The College is yet to publish a research journal. It has been recommended by the Governing Body in this regard. The Research Committee is taking steps to publish a journal in the near future.

#### 3.4.3 PUBLICATIONS BY FACULTY

##### PAPERS PUBLISHED IN PEER REVIEWED JOURNALS

##### Department of Biochemistry

##### 2009

1. **Sivakumar, V. and Mohamed Sadiq A.** (2009) Hypoglycemic Activity of *Tinospora cordifolia* in Alloxan induced diabetic rats. *The Bioscan*, 4: 75-78.

Cites: 3

##### 2010

2. **Jayanthi, M., Sowbala, N., Rajalakshmi, G., Kanagavalli, U. and Sivakumar, V.** (2010) Study of Anti Hyperglycemic Effect of *Catharanthus roseus* in Alloxan Induced Diabetic Rats. *International Journal of Pharmacy and Pharmaceutical Sciences*, 2(Suppl-4): 114-116.  
Cites: 10; SNIP: 0.270; SJR: 0.153; H Index: 11
3. **Mohamed Sadiq, A., Venkatesan, R.S., Sivakumar, V. and Yoganatharaj, G.** (2010) Antioxidant effect of *Tinospora cardifolia* stem extract in Streptozotocin induced diabetic rats, *The Bioscan*, 5: 93-95.
4. **Pari, L., Srinivasan, S. and Mohamed Sadiq, A.** (2010) Preventive effect of Dosmin, a bioflavonoid, on glycoprotein changes in streptozotocin-nicotinamide-induced type 2 diabetic rats. *International Journal of Pharmaceutical Sciences and Research*, 1(10): 89-95.
5. **Prasanna Raja, P., Riyazulah, M.S., Siva Kumar, V.** (2010) Synthesis and Biological Evaluation of some Chalcone Derivatives, *International Journal of ChemTech Research*, 2(4): 1998-2004.

**SNIP: 0.271; SJR: 0.156; H Index: 9**

6. Riyazullah, M.S., Sivakumar, V. and Prasanna Raja. P. (2010) Comparative Antimicrobial Activity of Aerial Parts of *Melothria maderaspatana* of Indian and Srilankan Origin. *International Journal of PharmTech Research*, 2(4): 2343- 2346.

**SNIP: 0.206; SJR: 0.150; H Index: 11**

7. Sivakumar, V. and Dhana Rajan, M.S. (2010) Antioxidant Effect of *Tinospora cordifolia* in Alloxan-induced Diabetic Rats. *Indian Journal of Pharmaceutical Sciences*, 72(6): 795-798.

**IF: 0.626; Cites: 3; SNIP: 0.808; SJR: 0.386; H Index: 28**

8. Sivakumar, V., Dhana Rajan, M.S., and Riyazullah, M.S. (2010) Preliminary phytochemical screening and evaluation of free radical scavenging activity of *Tinospora cordifolia*. *International Journal of Pharmacy and Pharmaceutical Sciences*, 2(4): 186-188.

**Cites: 4; SNIP: 0.270; SJR: 0.153; H Index: 11**

9. Sivakumar, V., Dhanarajan, M.S., Mohamed Sadiq, A. and Jayanthi, M. (2010) Bioactivity of *Tinospora cardifolia* crude methanolic extract in experimental diabetes. *Pharmacologyonline*, 1: 591-598.

10. Venkatesan, R.S., Mohamed Sadiq, A., Suresh Kumar, J., Rajalakshmi, G. and Vidhya, R. (2010) Effect of Morin on mercury chloride induced nephrotoxicity. *The Ecoscan*, 4: 193-196.

11. Venkatesan, R.S., Sankar, R. Mohamed Sadiq, A., Rajalakshmi, G. and Jayanthi, M. (2010) Ameliorating effect of medicinal plants extracts in the production of health drink using effective microorganism (EM), *Beverage and Food World*, 37: 49-51.

12. Vidhya, R., Jayanthi, M. and Kanagavalli, U. (2010) Protective effect of captopril against cisplatin induced nephrotoxicity in rats. *Pharmacologyonline*, 1: 12-15.

#### 2011

13. Abi Beulah, G., Mohamed Sadiq, A. and Jaya Santhi, R. (2011) Antioxidant and antibacterial activity of *Achyranthes aspera*: An *in vitro* study. *Annals of Biological Research*, 2: 662-670.

**Cites: 9**

14. Arumugam, G., Elumalai, E.K., Jeikarsanthosh, D., Jayanthi, M., Saroja, V. and Kamatchiammal, S. (2011) Isolation and Detection of Chikungunya Virus from patients Serum samples using RT-PCR and Real Time RT-PCR. *International Journal of Pharmaceutical & Biological Archives*, 2(4): 1162-1166.

15. Babujanarthanam, R., Kavitha, P. and Rajalakshmi, G. (2011) Antihyperglycaemic and antioxidant role of quercitrin, a bio-flavonoid, in streptozotocin-induced diabetic Wistar rat tissues. *Journal of*

- Pharmacy Research*, 4(10): 3833-3837.
16. Devakumar, D., Sankar, R., **Bhavani, R., Mohamed Sadiq, A. and Venkatesan, R.S.** (2011) Effect of *Camellia sinensis* on paracetamol induced liver damage. *Journal of Pharmacy Research*, 4(1): 150-152.
  17. **Sangeetha, R., Ravindran, N.T., Jayanthi, M. and Kanagavalli, U.** (2011) Effect of magnesium chloride in isoprenaline induced myocardial infarction in rats. *International Journal of Institutional Pharmacy and Life Sciences*, 1(3): 1-8.
  18. **Sathyapriya, S., Bharani, G.O., Nagalingam, M., Jayanthi, M. and Kanagavalli, U.** (2011) Potential of Salivary Protein as a Biomarker in prognosis of Diabetes mellitus. *Journal of Pharmacy Research*, 4(7): 2228-2229.
  19. **Sivakumar, V.** and Dhana Rajan, M. S. (2011) Hypoglycemic and Antioxidant Activity of *Tinospora cordifolia* in Experimental Diabetes. *International Journal of Pharmaceutical Sciences and Research*, 2(3): 608-613.
  20. **Sivakumar, V.** and Dhana Rajan, M.S. (2011) High performance liquid chromatographic method for quantification of berberine in *Tinospora cordifolia*. *Journal of Pharmacy Research*, 4(10): 3649-3651.
  21. **Sivakumar, V.** and Dhana Rajan, M.S. (2011) Preliminary phytochemical screening and evaluation of hypoglycemic activity of *Tinospora cordifolia* in alloxan induced diabetic rats. *Medicinal Plants - International Journal of Phytomedicines and Related Industries*, 3(4): 283-287.
- SNIP: 0.380**
22. **Sivakumar, V.** and Dhana Rajan, M.S. (2011) Standardization & Characterization of *Tinospora cordifolia* (willd). Miers ex. Hook.F. & Thoms. Plant stem extract in different solvent fractions. *Asian Journal of Biochemical and Pharmaceutical Research*, 4(1): 105-112.
  23. Sukantha, T.A., Subashini, K.S., **Ravindran, N.T.** and Balashanmugam, P. (2011) Evaluation of *in vitro* antioxidant and antibacterial activity of *Pithecellobium dulce* Benth fruit peel. *International Journal of Current Research*, 3(11): 378-382.
  24. **Venkatesan, R.S., Abirami, M., Rajalakshmi, G., Sankar, R. and Mohamed Sadiq, A.** (2011) Ameliorating effect of *Spirulina* on cadmium induced hepatotoxicity. *Journal of Modern Science*, 3: 29-36.
  25. Vijayalakshmi, P., **Kanagavalli, U. and Jayanthi, M.** (2011) Effect of melatonin on indomethacin induced nephrotoxicity in rats. *International Journal of Universal Pharmacy and Life Sciences*, 1(2): 174-182.
- 2012**
26. Balajee, R, **Sivakumar, V.** and Dhana Rajan. M.S. (2012) Extraction and Computational Analysis of Berberine from *Tinospora cordifolia* for

- Anti-Hyperglycemic Activity. *Advanced BioTech*, 11(1): 06-10.
27. Gnanajobitha, G., **Rajeshkumar, S.**, Kannan, C. and Annadurai, G. (2012) Preparation and characterization of fruit-mediated silver nanoparticles using pomegranate extract and assessment of its antimicrobial activity. *Journal of Environmental Nanotechnology*, 2(1): 4-10.
28. **Jayanthi, M.**, Jagatheesan, K., Vidhya, R. and **Kanagavalli, U.** (2012) Hypoglycemic effect of 2-hydroxychalcone on high fructose fed diabetic rat. *International Journal of Pharmaceutical Sciences and Research*, 3: 600-604.
29. Muthukumaran, J., Srinivasan, S., **Mohamed Sadiq, A.** Venkatesan, S., Ramachandran, V. and **Bhavani, R.** (2012) Antidiabetic effect of syringic acid: Protective role on the levels of glycoprotein components in experimental diabetic rats. *Asian Pacific Journal of Tropical Biomedicine*, 1: 1-6.
- Cites: 1; SNIP: 0.564; SJR: 0.490; H Index: 16**
30. Muthulakshmi, K., **Kanagavalli, U.**, Kannabiran, K. and Sangeetha, R. (2012) Cardioprotective effect of *Commiphora mukul* resin extract in isoproterenol induced myocardial infarction in rats. *Journal of Pharmacy Research*, 5: 496-499.
31. Prasanna Raja, P., Riyazulah, M.S., **Siva Kumar, V.** (2012) Antidiabetic Potential of Aqueous and Ethanol Leaf Extracts of *Vitex negundo*. *International Journal of Pharmacognosy and Phytochemical Research*, 4(2): 38-40.
- H Index: 1**
32. Rajarajeswari, A., Vijayalakshmi, P., and **Mohamed Sadiq, A.** (2012) Influence of *Trigonella foenum graecum* (Fenugreek) in alloxan-induced diabetic rats. *The Bioscan*, 7(3): 395-400.
33. **Rajeshkumar, S.**, Kannan, C. and Annadurai, G. (2012) Green synthesis of silver nanoparticles using marine brown *Turbinaria conoides* and its antibacterial activity. *International Journal of Pharma and Bio Science*, 3(4): 502-510.
- IF: 0.047; Cites: 5; SNIP: 0.273; SJR: 0.196; H Index: 6**
34. **Rajeshkumar, S.**, Malarkodi, C., Paulkumar, K., Vanaja, M., Gnanajobitha, G. and (2013) Annadurai, G. Intracellular and extracellular biosynthesis of silver nanoparticles by using marine bacteria *Vibrio alginolyticus*. *Nanoscience and Nanotechnology: An International Journal*, 3(1): 21-25.
- Cites: 1**
35. **Rajeshkumar, S.**, Kannan, C. and Annadurai, G. (2012) Synthesis and characterization of antimicrobial silver nanoparticles using marine brown seaweed *Padina tetrastromatica* *Drug Invention Today*, 4(10):

511-513.

**Cites: 3; H Index: 2**

36. **Sivakumar, V.** and Dhana Rajan, M.S. (2012) Marker Based Standardization of *Tinospora cordifolia* Stem Extract by HPTLC. *International Journal of Pharmaceutical Research*, 4(2): xxx-xxx
37. Sukantha, T.A, Subashini, K.S., **Ravindran, N.T.**, and Balashanmugam, P. (2012) Antioxidant and antibacterial activities of *Trianthema decandra* Linn. *International Journal of Pharmacy and Pharmaceutical Sciences*, 4: 410-413.
- Cites: 6; SNIP: 1.683; SJR: 0.492; H Index: 11**
38. Vijayalakshmi, P., Rajarajeswari, A. and **Mohamed Sadiq, A.** (2012) Cardioprotective effect of *Nigella sativa* seed and oil on isoproterenol induced myocardial infarction in rats. *Bioscan*, 7(1): 143-147.

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39. Abi Beulah, G., Jaya Shanthi, R., and **Mohamed Sadiq, A.** (2013) *In vitro* antifungal activities of *Croton sparsiflorus*. *Journal of Chemical and Pharmaceutical Research*, 5(8): 136-141.
- SNIP: 0.375; SJR: 0.296; H Index: 7**
40. Ambiga, P., **Bhavani, R.**, Sivamani, P. and Thanigai Arassu, R.R. (2013) Comparative Analysis of Microbial and Human Amylase Activity. *Indian Journal of Applied Research*, 3(3): 380-384.
41. Geetha, R., Ashokkumar, T., Tamilselvan, S., Govindaraju, K., **Mohamed Sadiq, A.** and Singaravelu, G. (2013) Green synthesis of gold nanoparticles and their anticancer activity. *Cancer Nanotechnology*, 4(4-5): 91-98.
42. Gnanajobitha, G., Paulkumar, K., Vanaja, M., **Rajeshkumar, S.**, Malarkodi, C., Annadurai, G. and Kannan, C. (2013) Fruit mediated Synthesis of Silver Nanoparticles using *Vitis vinifera* and Evaluation of their Antimicrobial Efficacy. *Journal of Nanostructures in Chemistry*, 3(67): 1-6.
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- Cites: 1**
44. Magendra Mani, V. and **Mohamed Sadiq, A.** (2013) A Dietary Flavanone Glycoside Naringin modulates the abnormalities of human erythrocytes exposed with Deltamethrin, by up-regulating the expression of antioxidants. *Biomedicine and Preventive Nutrition*. (Accepted).
45. Magendra Mani, V. and **Mohamed Sadiq, A.** (2013) Pyrethroid Deltamethrin induced developmental neurodegenerative cerebral injury

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**Department of Microbiology**

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**2010**

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**Department of Commerce**

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4. **Hariharan, P.** (2008) Computer Applications including E-commerce. Mahari Publications, Polur. ISBN No. 978-81-907484-1-4

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9. **Lakshmi, S.** (2008) Financial Business Environment. Harish Publication, Ranipet. ISBN No. 978-81-907562-1-1.
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11. **Mani, A.** (2008) Advanced Management Theory. Varun Publications, Arcot. ISBN No. 978-81-907483-4-6.
12. **Mani, A.** (2008) Legal Aspects of Business. Varun Publications, Arcot. ISBN No. 978-81-907483-3-9.
13. **Mani, A.** (2008) Materials Management. Varun Publications, Arcot.
14. **Mani, A.** (2013) Financial Management, Thakur Publishers, Chennai. ISBN No. 978-93-82249-34-4.
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16. Ramalingam, P., Ramkumar, R, and **Palani, M.** (2012) TRB Commerce. Accounting Publications, Kanchipuram, Tamil Nadu.
17. **Ramesh Kumar, G.** (2008) Operating Systems. Scitech Publications (India) Pvt. Ltd., Chennai – 600 017, ISBN No. 978-81-8371-156-2
18. **Ramesh Kumar, G.** (2008) Programming in JAVA. Scitech Publications (India) Pvt. Ltd., Chennai – 600 017, ISBN No. 978-81-8371-164-7
19. **Ramesh Kumar, G.** (2008) Software Engineering. Scitech Publications (India) Pvt. Ltd., Chennai – 600 017, ISBN No. 978-81-8371-122-7
20. **Ramesh, S.** (2010) Meykaatchikal, Raasi Pathippagam, Vrithatchalam. ISBN No. 978-81-90760-9-10
21. **Shanthi, G.** (2008) Aga Elakkiya Sinthanai Thulikal. S.S. Publications, Chennai. ISBN No. 978-81-85304-17-5
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23. **Shanthi, G.** (2008) Arame Nan Marunthu. S.S. Publications, Chennai. ISBN No. 978-81-85304-16-8

24. **Shanthi, G.** (2008) Tamil Elakkiya Varalaru. S.S. Publications, Chennai.
25. **Srinivasan, J.** (2008) Advanced Java script. Pavai Publications Pvt. Ltd., Chennai. ISBN No. 81-7735-719-0.
26. **Srinivasan, J.** (2008) Software Testing. Anbu Nilayam, Vellore. ISBN No. 978-93-80022-00-0.
27. **Srinivasan, J.** (2008) RDBMS Concepts. Anbu Nilayam, Vellore. ISBN No. 978-93-80022-01-7.

**3.4.4. AVERAGE NUMBER OF SUCCESSFUL M.PHIL. AND PH.D. SCHOLARS GUIDED PER FACULTY**

**Table 3.4: Successful M.Phil. and Ph.D. Schoars**

<b>Year</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
Succesful M.Phil. Scholars	12	25	58	73	66

So far 4 scholars have registered for Ph.D. under one guide. They are yet to submit their thesis.

**Table 3.5: Average Number of M.Phil. and Ph.D. Scholars per Faculty**

<b>No.</b>	<b>Department</b>	<b>No. of M.Phil. guides</b>	<b>Average Number of M.Phil. scholars per faculty</b>	<b>No. of Ph.D. guides</b>	<b>Average Number of Ph.D. scholars per faculty</b>
1.	Biochemistry	7	2.84	1	4
2.	Computer Science	5	4	-	-
3.	Microbiology	5	4	-	-
4.	Commerce	3	6	-	-
5.	Tamil	-	-	1	1

**3.4.5 POLICY OF COLLEGE TO CHECK MALPRACTICES AND MISCONDUCT**

The College ensures that the individual departments and the research guides check and verify malpractice and misconduct in research.

**3.4.6 PROMOTION OF INTERDISCIPLINARY RESEARCH**

The College promotes interdisciplinary research among different faculty members of various departments of the College and in collaboration with academicians of universities. The PG and M.Phil. students of the Departments of Biochemistry and Microbiology carry out interdisciplinary research in their projects.

#### **3.4.7 RESEARCH AWARDS INSTITUTED BY COLLEGE**

The College recognizes the staff members who have successfully completed their Ph.Ds by honouring them during the College function. Special mention is made in the Governing Body Agenda and College Day reports. Those staff members who have published research papers in journals, presented papers in conferences or written books are also recognized and honoured with awards and citations.

#### **3.4.8 RESEARCH AWARDS AND RECOGNITION RECEIVED BY FACULTY**

Dr. A. Mohamed Sadiq has been elected as the Member of Academic Council of Thiruvalluvar University, Vellore and Muthurangam Government Arts College, Vellore. Dr. Sadiq has also been nominated as a Member of Board of Research Studies of Thiruvalluvar University, Vellore.

Dr. G. Arutchelvan has been appointed as a Member of Board of Study which prepares the Syllabus in Computer Science subject in Higher Secondary Classes for the State Council of Educational Research and Training, Government of Tamil Nadu.

Mrs. M. Jayanthi has been appointed as a Member of Board of Study which prepares the Syllabus in Biochemistry Subject in Higher Secondary Classes for the State Council of Educational Research and Training, Government of Tamil Nadu.

Dr. A. Mohammed Sadiq was recognized as the Best NSS Programme Officer by the Thiruvalluvar University, Vellore, for the academic year 2007-2008.

Dr. G. Arutchelvan has been nominated as a Member of Senate in Middle East University FZE, Ras Al Khaimah, United Arab Emirates.

Dr. G. Arutchelvan received an award from Lions Club, Ashok Nagar, Kanchipuram, for his educational service.

Dr. A. Mohamed Sadiq has been nominated as a Member of the Board of Studies (Biochemistry) of Thiruvalluvar University, Vellore, Islamiah College (Autonomous), Vaniyambadi, and D.K.M. College for Women (Autonomous), Vellore.

Mrs. M. Jayanthi has been nominated as a Member of the Board of Studies (Biochemistry) of Thiruvalluvar University, Vellore, Islamiah College (Autonomous), Vaniyambadi, and Auxilium College (Autonomous), Vellore.

Dr. G. Arutchelvan has been nominated as a Member of Board of Studies (Computer Science) of Thiruvalluvar University, Vellore, Muthurangam Government Arts College (Autonomous), Vellore, Ramakrishna Mission Vivekananda College (Autonomous), Chennai, and Islamiah College (Autonomous), Vaniyambadi.

Mr. G. Ramesh Kumar has been nominated as a Member of Board of Studies (Computer Science) of Thiruvalluvar University, Vellore.

Mr. T. Panneerselvam has been nominated as a Member of Board of Studies (Microbiology) of Thiruvalluvar University, Vellore.

Mr. A. Mani has been nominated as a Member of Board of Studies (Business Administration) of Thiruvalluvar University, Vellore.

#### **3.4.9 INCENTIVES TO FACULTY FOR RECOGNITION FOR RESEARCH CONTRIBUTIONS**

The College rewards the staff members who have successfully completed their Ph.Ds. The management provides two additional increments for these staff members. Dr. A. Mohamed Sadiq and Dr. G. Arutchelvan are given a honorarium of Rs. 5000 per month for their contribution to research activities.

### **3.5 CONSULTANCY**

#### **3.5.1 POLICY OF COLLEGE FOR CONSULTANCY**

The College maintains a policy of encouraging staff members in providing informal consultancy for the design, evaluation of curriculum, research and infrastructure. The institution has provided consultancy to Industry, Government, NGO / Academic Institutions / Community and Public. Consultancy services are provided in the form of disseminating knowledge, academic information and guidance to various sectors of the society on a non-remunerative basis. Industry academia linkages are promoted in order to advise and guide the client. The public participation process should be transparent, accessible and accountable supported by factual information for the mutual interests of the organisations. If it is an assignment from the Government organization, staff members are sent 'On Duty'.

Some important consultancy services undertaken by the College are

- \* NAAC accreditation consultancy for Adhiparasakthi College of Pharmacy, Melmaruvathur and Adhiparasakthi College of Education, G.B. Nagar, Kalavai.
- \* Setting up of Biochemistry and Microbiology Lab of Melmaruvathur Adhiparasakthi Institute of Medical Science and Research Hospital, Melmaruvathur
- \* Integrated technology in the field of Information Sciences
- \* Eco-friendly technology pertaining to mushroom cultivation and vermiculture
- \* Assessment of social service organizations
- \* Counselling
- \* Sports: in training university teams
- \* Academic field: staff as BOS members and paper setters, examiners and evaluators for various academic programmes held by other institutions

- \* Guest lectures, resource persons and panel discussions on academic subjects

### **3.5.2 COLLEGE-INDUSTRY CELL**

The Training and Placement Cell takes care of the College-industry link. Industrial requirements are sought and included in the syllabus of some departments. Industrial experts act as members of Board of Studies, Academic Council, IQAC and Governing Body. Short term trainings are given to our graduates by the company trainers. Placement sessions are organized for the outgoing graduates with the industries.

Various departments conduct seminars, guest lectures with experts from industries and this facilitates industrial visits. The departments also interact with the industries for the project work of students.

### **3.5.3 PUBLICIZING THE EXPERTISE OF COLLEGE FOR CONSULTANCY SERVICES**

Academic expertise of individual staff members is publicized through the College web site for accessibility to outsiders. The academic expertise is also publicized by the participation of the staff members in Symposia / Seminars / Conferences / Workshops / Board of Studeis etc, as resource persons. Administrative offices such as Examination, CDDC, Placement Cell, and Departments such as Biochemistry, Computer Science, Microbiology and Commerce have offered their consultancy services to various institutions, NGOs and Schools. Based on the expertise and experience of the faculty members in different areas, the management deposes / recommends them as resource persons, without monetary gain.

### **3.5.4 ENCOURAGING FACULTY TO UTILIZE THE EXPERTISE FOR CONSULTANCY SERVICES**

The College encourages and extends support to staff members in utilizing their expertise for consultancy by permitting them to accept all such offers, treating the absence due to consultancy activities as on duty and extending the resources available on the campus for their use. Based on their expertise and experience, the management deposes / recommends them as resource persons, without monetary gain. All the departments are encouraged in consultancy activities by providing special awards and incentives.

### **3.5.5 BROAD AREAS OF CONSULTANCY SERVICES PROVIDED AND REVENUE GENERATED**

The College provides consultancy services in the form of disseminating knowledge, academic information, and guidance to various sectors of the society on a non-remunerative basis. This builds useful relationships with academic institutions and external agencies and enables professional development. The broad areas of free consultancy services provided by the College are in administrative reforms related to Autonomy, Examinations, Library and Laboratory facilities.

The College has provided consultancy to Industry, Government, NGO / Academic Institutions / Community and Public. Consultancy services are provided in the form of spreading knowledge and guidance to various sectors of the society on a non- remunerative or service basis.

Some important academic consultancy services undertaken by the College include deputation of staff as BoS members and paper setters, examiners and evaluators for various academic programmes held by other institutions, and for guest lectures, resource persons and panel discussions on academic subjects.

The IQAC and the Principal gave consultation to Adhiparasakthi College of Pharmacy, Melmaruvathur, Adhiparasakthi College of Education, G.B. Nagar, Kalavai, Indo-American College, Cheyyar and C. Abdul Hakeem College for Arts and Science, Melvisharam, for their NAAC accreditation and AQAR Report. Consultations were also given to D.K.M. College for Women, Vellore and Muthrurangam Government Arts College, Vellore regarding autonomous status.

The Department of Biochemistry gave consultancy to the Departments of Zoology and Biotechnology, Thiruvalluvar University, Vellore and the Department of Biotechnology, C. Abdul Hakeem College for Arts and Science, Melvisharam, on promotion of research activities.

Dr. D. Gowthaman, Head of the Department of Biochemistry and Mr. T. Panneerselvam, Head, Department of Microbiology gave consultancy and looked after the setting up of the Biochemistry and Microbiology Laboratories of Melmaruvathur Adhiparasakthi Institute of Medical Science and Research Hospital, Melmaruvathur.

Dr. G. Arutchelvan and Mrs. M. Jayanthi have been appointed as Members of Board of Study which prepares the Syllabus in Computer Science and Biochemistry subjects respectively, in Higher Secondary Classes for the State Council of Educational Research and Training, Government of Tamil Nadu.

Dr. A. Mohamed Sadiq has been elected as the Member of Academic Council of Thiruvalluvar University, Vellore and Muthrurangam Government Arts College, Vellore. Dr. Sadiq has also been nominated as a Member of Board of Research Studies of Thiruvalluvar University, Vellore.

Dr. A. Mohamed Sadiq, Dr. G. Arutchelvan, Mrs. M. Jayanthi, Mr. T. Panneerselvam, Mr. A. Mani and Mr. G. Ramesh Kumar have been nominated as Members of Board of Studies of Thiruvalluvar University, Vellore and few autonomous Colleges.

The staff members visit other Colleges to provide special or invited lectures on specific topics. Students of other Colleges visit our College to utilize the infrastructure facilities available for the completion of their academic projects. The staff members train the students on various aspects. For instance the first year students get their blood group checked, an annual

feature done by the students of the departments of Microbiology and Biochemistry under the guidance of staff. The hemoglobin content of the girl students is also tested.

The College has allowed research scholars from the College and also from other Colleges and Thiruvalluvar University, Vellore, make use of the laboratory, library and animal house facilities available in the College. The College does not object to individual staff members engaging in consultancy services.

The College does not earn revenue from any kind of consultancy given by the staff members of the departments. All consultancy services are non remunerative.

### **3.6 EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR)**

#### **3.6.1 SENSITISING ON INSTITUTIONAL SOCIAL RESPONSIBILITY AND SOCIAL OUTREACH PROGRAMMES (ISR)**

Since the inception of the Autonomy, community service is incorporated in the curriculum, in compliance with the Institutional mission and vision statements.

The community experience followed by guided reflection enhances their social commitment together with personal, civic and academic learning. It also facilitates inter-personal development through relationship skills, communication skills, group building skills and organizational skills.

Freshly appointed staff members are given orientation by the senior staff of the College emphasizing on the core values and ethos of the College. This session sensitizes them on Institutional social responsibilities as the significance of the outreach programmes are highlighted. Young and new staff members are given the opportunity to serve on the extension programmes committees together with the experienced and trained staff members. Staff members are encouraged to attend workshops, seminars and conferences organized by universities and NGOs to become more professional in implementing the extension activities of the College.

The outreach programmes organized by the institution are well structured and function with the participation of both students and staff. They encompass the following areas: community development, health and hygiene awareness, adult education and literacy, AIDS awareness, Social Work, medical and blood donation camps, environment, awareness rallies on Voting and Fire safety.

The College endeavors to instill civic responsibility in the young minds of students through extension programmes and value based courses so that they develop into sensitized, socially responsible humans. The following

courses / programmes are incorporated into different sections of the curriculum for this purpose.

#### **COURSES INCLUDED IN PART IV**

The Foundation Course on Human Rights, Environment Studies and Value Education expose the students to issues of Eco consciousness and self-esteem, which sensitize students towards ISR. As part of the evaluation, field visits are organized in which students visit the community / neighbourhood to get a taste of real life situations and become socially sensitive.

#### **PROGRAMMES OFFERED UNDER PART V**

The College offers extension activity programmes in addition to those supported by the University. The extension activities provide them an opportunity to observe and involve in the neighbourhood development thereby contributing to nation building. They also involve taking students to villages, by which they gain social awareness, involve in community development activities. Although most of the students come from villages, they have not closely observed the dynamics and issues of a village set up.

Every undergraduate student is required to complete any one of these extension activities: National Service Scheme (NSS), Women's Cell, Youth Red Cross (YRC), Red Ribbon Club (RRC), Leo Club, Rotaract Club, Citizen Consumer Club, Enviro Club, Departmental extension activities, etc.

The seven day annual NSS camp is an fascinating programme to experience the rural life and understand the existing social issues they face. The regular extension activities scheduled on specified days open new avenues to students to understand the challenges of the less-privileged.

#### **CO-CURRICULAR ACTIVITIES**

The autonomy given to the departments enables them to conduct programmes / workshops / seminars / exhibition for the disadvantaged school children and their teachers so as to train and motivate them to have a better understanding of the teaching-learning process. The student volunteers of these programmes become sensitised to the problems faced by these schools and feel responsible for the education of these students.

A keen awareness and motivation is created through programmes such as poster presentation, essay writing, briefings on special occasions such as World Population Day, World Literacy Day, World AIDS Day, Women's Day, World Diabetic Day, etc.

#### **SOCIAL OUTREACH PROGRAMMES IMPACTING STUDENTS' CAMPUS EXPERIENCE**

##### **WOMEN EMPOWERMENT PROGRAMMES**

- \* One-day certificate programme for Girls on "Glass Painting" on 10.10.2009 by Women's Cell.
- \* Women's Day celebrations 4.3.2010, 8.3.2011 and 3.3.2012 by Women's Cell.

- \* Awareness programme on Women's Rights on 24.2.2010 by Women's Cell.
- \* One-day certificate programme on "Fabric Painting" on 18.08.2010 by Women's Cell.
- \* Guest Lecture on "Women's Welfare" on 3.3.2012 by Women's Cell.
- \* Training Programme on "Embos Painting" 3.3.2012 by Women's Cell.

**NSS SPECIAL CAMPS**

- \* For 150 NSS volunteers at Karikkanthangal, Killanthangal and Arunthathipalayam villages from 22 to 28.1.2010; at Allalacheri, Agaram and Nagaleri villages from 21 to 27.1.2011; at Mulluvadi, Palla Mulluvadi and Palyam villages from 24.8.2012 to 1.3.2012; and at Chennaleri village from 23 to 31.1.2013.
- \* The volunteers cleaned and whitewashed the school buildings, noon meal scheme centre, Balvadi, Panchayat office and local temples, cleared bushes on the sides of the village roads and around the bore wells, leveled the area to avoid water stagnation, leveled the roads, planted tree saplings (100 Nos. of Flame of the Forest), conducted literary programmes and a survey on "Dropout in School Education" among the villagers, formed a playground and conducted a free Medical Camp in association with Melmaruvathur Adhiparasakthi Hospital and Research Centre, Melmaruvathur, an awareness campaign on the importance of public health and the importance of hospital treatment during pregnancy period etc.
- \* Special lectures were arranged on Employment opportunities, Fire safety and protection, fundamental rights of public in Indian constitution, victory through spiritualism, cattle and human life, development of mental health by yoga. Awareness programme on reducing veterinary diseases and diabetes diagnosis camp were also conducted for the benefit of the villagers.
- \* The NSS units distributed note books, slates, geometry boxes, pencils and pens to the school children, plates, tumblers, fan and plastic chairs to the Noon meal scheme center, plastic chairs and steel rack to the Schools.

**MEDICAL CAMPS**

- \* Eye screening camp on 24.9.2009 by Leo Club.
- \* Veterinary camp on 27.10.2009 by Leo club.
- \* Veterinary camp on 10.3.2010 jointly with the animal Husbandry Department, Vellore District.
- \* Screening of Anemia for school children on 30.1.2012 by Department of Biochemistry.

- \* Blood Grouping Programme for school children on 15.3.2012 and 17.12.2012 by Department of Biochemistry.

- \* Eye Camp on 15.9.2012 by Leo club in collaboration with Aravind Eye Hospital, Puducherry.

**BLOOD DONATION CAMPS**

- \* On 6.8.2009 by NSS and Blood Donor's Club, in collaboration with Government Hospital, Adukkamparai, Vellore.

- \* Blood donation by YRC volunteers in the Blood Donation camp held at the Raj Bhavan, Chennai, on 1.10.2009.

- \* On 30.1.2010 by Leo Club.

- \* On 3.3.2011 at Government Hospital, Adukkamparai, Vellore by NSS and Blood Donor's Club.

- \* On 21.1.2012 by Red Ribbon Club (RRC) with the collaboration of Christian Medical College Hospital, Vellore.

- \* On 3.10.2012 by NSS in association with Government Medical College, Vellore.

**HIV/AIDS AWARENESS**

- \* Annual AIDS awareness programme by RRC.

- \* Annual "Celebrating Life" programmes with RRC Manager.

- \* Awareness of HIV/AIDS through Folk Media on 20.9.2011 by RRC.

- \* Awareness programme on HIV/AIDS through Drama on 8.3.2013 by RRC.

**COMMUNITY SERVICES**

- \* 75 NSS volunteers serviced the public at the Maha Kumbabisekham of Sri Kamalakkanni Amman Temple, Kalavai, on 28 and 29.1.2010.

- \* The students of the Department of Biochemistry provided lunch, fruits and utensils to the children of Nambikkai Illam (Handicapped Rehabilitation Center), Vellore, on 16.3.2010.

**ENVIRONMENTAL PROGRAMMES**

- \* Tree plantation programme on 26.1.2010 by Enviro Club.

- \* Tree plantation camps at College campus and Government Hospital, Kalavai by NSS.

- \* Guest Lecture on "Activities of TNPCB (Tamil Nadu Pollution Control Board) on Pollution control" on 2.8.2012 by Enviro Club.

**AWARENESS PROGRAMMES ON**

- \* Prevalence of Swine Flu on 17 & 18.08.2009 by Department of Microbiology.

- \* A Marathon to create awareness on World Literacy Day on 8.9.2010 by NSS.

- \* First Aid on 20.8.2010 by YRC with Fire Service Officials.
- \* Health on 10.12.2010 by Department of Microbiology.
- \* Science for School students on 7.1.2011 by Department of Biochemistry.
- \* Consumer Awareness programme on 19.2.2011 and 25.2.2011 by Citizen Consumer Club and Department of Biochemistry.
- \* Diabetes on 5.3.2011 and 14.12.2012 by Department of Biochemistry.
- \* Food Adulterants on 24.12.2012 by Citizen Consumer Club.
- \* Guest Lecture on “Consumer Protection Act” on 22.3.2012 by Citizen Consumer Club.
- \* Dengue Fever on 24.9.2012 by Department of Biochemistry, and 6.11.2012 by NSS in association with District Training Team, Vellore.
- \* Guest lecture on “Rights and applications of Identity cards” by Citizen Consumer Club.
- \* Demonstration on Adulteration of foods on 4.2.2013 by Citizen Consumer Club and Food Safety and Standards Authority of India.

#### **RALLIES**

- \* To create awareness on World AIDS day on 1.12.2010 by NSS and RRC.
- \* To create Voting Awareness on 10.1.2013 by NSS.
- \* To create awareness on Fire Safety on 21.10.2013.
- \* To create awareness on Voting on 22.10.2013.

#### **PERSONALITY DEVELOPMENT PROGRAMMES**

- \* Guest Lecture on Personality Development on 22.7.2010 by NSS.
- \* Guest Lecture on Motivation of Students Community towards Service on 31.8.2010 by NSS.

#### **DONATIONS**

- \* Rs.4000 as Flag Day Collection.
- \* Rs. 3910 to Indian Red Cross Society
- \* Rs. 700 to Indian Association for the Blind and Rehabilitation Center, Arumbanoor Post, Madurai;
- \* Rs. 3351 to Udhavum Ullangal, Vellore.
- \* YRC collected Rs. 3800 as Hundi Collection, one of the maximum fund among other Arts & Science Colleges in Vellore District, on 10.10.2011.

### **3.6.2 PROMOTION OF COLLEGE-NEIGHBOURHOOD NETWORK AND STUDENT ENGAGEMENT**

Three areas, where Adhiparasakthi College of Arts and Science is concentrating in its holistic learning process are, Academics, Research and Extension Education. The College's holistic learning process is brought to completeness by this activity in taking the knowledge and the competency of every discipline to the community outside the campus. A group of committed staff members is given responsibilities to engage students in the community development programmes.

The College has consistently promoted College-neighbourhood network through its many outreach projects and programmes involving staff and students. The range of its activities in this area has helped it to reach out to the under-privileged and to create better awareness of issues related to health and nutrition, hygiene, environmental protection, civic responsibilities, gender and human rights both within the campus and in the community. This, in turn, has contributed to the holistic development of students and sustained community development.

College collaborates with the local service agencies that serve the society, thereby promoting partnership and networking. The students are involved in activities like cleaning the premises of temples, hospitals and schools, tutoring rural children, conducting surveys, conducting medical and blood donation camps, awareness and environmental programmes and participating in rallies to create awareness on social concerns.

The annual seven day NSS camps conducted in selected villages create a healthy relationship between the College and the community. Recognizing that women and children are one of the most susceptible sections of society, the health and hygiene of women and children is given prime importance in the annual camps conducted in villages by the NSS units. Free medical camps and awareness programmes on health-related issues sensitize women and bring them out of their ignorance.

Tutoring rural school children enables them to develop higher cognitive skills and experience the joy of learning. Exhibitions, programmes and competitions conducted by various departments for school children motivate students from under-privileged background to pursue Higher Education.

Our College promotes a well knit College-Neighbourhood network in which students acquire service training. Such training contributes not only to sustained community development but also ensures value addition to these programs. By involving in these extension activities the leadership quality, personality development and communication skills among the students are also developed.

### **3.6.3 PROMOTING THE PARTICIPATION OF STUDENTS AND FACULTY MEMBERS IN EXTENSION ACTIVITIES**

The College makes the following provisions for faculty members and students who are actively involved in extension programmes so that no one feels unduly burdened. Their contributions are also effectively recognized and considered for awards. These provisions help to motivate students to participate in these programmes.

- \* Provision of earning extra marks in Part V is possible for highly motivated students.
- \* Special prizes and awards are given to students for their outstanding involvement in extension programmes with certificate of merit.
- \* Staff members involved in extension programmes are exempted from other committee works and are given flexibility in their regular time table.

The students are addressed by staff members about the significance of extension activities such as NSS, Women's Cell, YRC, RRC, Rotaract Club, Leo Club, Enviro Club, Citizen Consumer Club and their impact on improving the quality of lives of fellow humans and on how such involvement will mould them into responsible citizens.

The students are also encouraged to participate in the above said extension activities by appreciating their community involvement through circulars and displays in the notice boards, media publicity of the students' role in extension activities and by issuing certificates of recognition and appreciation.

NSS has three units with 150 volunteers. The volunteers actively participate in special camps, awareness camps, blood donation camps, social service and manual work, protecting the environment, creating and renovating community assets, training in rainwater harvesting and giving computer literacy to village students.

Women's Cell functions with the objective of empowering women in rural Tamil Nadu. It has been promoting and supporting teaching, training, research and extension activities relating to Women's Studies. Also the Cell looks after the physical and psychological health of the girl students.

Youth Red Cross has been designed to involve young people as much as possible in the Red Cross movement, with the objective of understanding and accepting civic responsibilities and acting accordingly with humanitarian concern to fulfill the same, enabling the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth and fostering better friendly relationship with all without any discrimination.

Red Ribbon Club aims at creating awareness among the public about major problems of HIV/AIDS.

Rotaract Club is the College students' wing of the Rotary Club. The members are part of a worldwide network. Conducting blood donation camps, eye camps and job exhibitions are some of their activities.

Leo Club is the College students' wing of the Lions Club. It enriches the lives of children by collecting food and clothes for local street children, repairing playgrounds, implementing after-school tutoring programs, visiting children in hospitals and raising funds for immunization programmes.

Enviro club has been involved in increasing knowledge, creating awareness and interest among students in all aspects of the environment. It regularly holds rallies to instill and create consciousness about the environment among the people of the neighbouring villages.

Citizen Consumer Club educates students about rights of the consumers as provided in Consumer Protection Act, 1986, to mobilize youngsters by instilling in them the spirit of protection of consumer rights and imparts knowledge about the role of consumers in protection of their rights and to strengthen the consumer movement in India.

Cultural Activities provide skills in stage management and talent development. A healthy competitive spirit is fostered through inter-departmental cultural programmes. The members manage the stage programmes of the College throughout the year under the guidance of staff.

#### **3.6.4 SOCIAL SURVEYS, RESEARCH OR EXTENSION WORK UNDERTAKEN TO ENSURE SOCIAL JUSTICE AND TO EMPOWER THE UNDERPRIVILEGED**

Extension activities give wide exposure to students on societal challenges, environmental issues, learning difficulties and prevailing injustices towards the under-privileged and the marginalised. So, they become empathetic and learn to approach issues objectively. These activities widen their horizon and help them to come out of their comfort zone and see the other side of life. Staff and Students from many departments have been encouraged to undertake projects which aim at some specific problem faced by this section of society.

The Founder President of the College has stressed the importance of imparting education to the under-privileged and vulnerable sections of society.

The members of the Management, headed by the Managing Trustee, are actively involved in the programmes of the Adhiparasakthi Spiritual People Service Movement, Melmaruvathur, a Social Spiritual Service Society and a registered body, founded in 2003. They help the downtrodden in many ways. The movement has donated various articles such as two wheeler, freezer box, tricycle, sewing machine, mixie, iron box, ceiling fan, note book, pen, house-hold articles etc., to public. The Movement has also paid the educational fee of many under-privileged students for their College and school studies.

The College recognizes that academic learning alone does not make for holistic education. Community service has been integrated into the curriculum as an extended opportunity intended to help, serve, reflect and learn. The various platforms provided by the College has inculcated in students values such as caring and sharing, civic responsibility, respect for fellow humans irrespective of caste and creed, sensitivity towards the needs of the elderly and the under-privileged and towards environmental issues of conservation and protection. Thus motivated, students of the College are engaged in various extension activities.

To patronize community service, the College supports the Clubs and Departments to organize community-oriented service programmes like blood donation and eye screening camps, NSS special camps, certificate programme, competitions, tree plantation programme, eye screening camp, veterinary camp and traffic control during local festivals. White washing of community buildings, premises of temples, hospitals and schools, formation of play grounds, donation of sports goods and stationeries to school children were carried out by different clubs. The NSS volunteers conducted a survey on “Dropout in School Education” among the villages and the results of the survey were discussed with the village elders to improve the education of the students. Tree plantation camps have been organized.

Many Women empowerment programmes such as certificate programmes on Glass Painting, Fabric Painting, Tailoring and Embos Painting were conducted. Awareness programme on Women’s Rights and Women’s Welfare were also conducted.

Special lectures have been arranged on employment opportunities, fire safety and protection, fundamental rights of public in Indian constitution, personality development, victory through spiritualism, cattle and human life, development of mental health by yoga.

Many awareness programmes including those on Women’s Rights, Prevalence of Swine Flu, Dengue Fever, road safety, AIDS, importance of public health and the importance of hospital treatment during pregnancy period, reducing veterinary diseases, Marathon to create awareness on World Literacy Day, First Aid, Food Adulterants and diabetes diagnosis camp were also conducted for the benefit of the villagers. Screening of Anemia and Blood Grouping Programmes for school children was also conducted. Rallies to create awareness on World AIDS day and Voting have also been conducted.

The NSS units distributed note books, slates, geometry boxes, pencils and pens to the school children, plates, tumblers, fan and plastic chairs to the Noon meal scheme center, plastic chairs and steel rack to the Schools, for the benefit of the less-privileged students.

### **3.6.5 AWARDS / RECOGNITION RECEIVED FOR EXTENSION ACTIVITIES**

Dr. A. Mohammed Sadiq, NSS Programme Officer was recognized as the Best NSS Programme Officer by the Thiruvalluvar University, Vellore, for the academic year 2007-2008.

Mrs. S. Kavitha, Coordinator of the Consumer Club received the Best Service Award, from the Collector Mr. Ajay Yadav, at the World Consumer Day function at Vellore, on 28<sup>th</sup> March, 2012.

Mrs. U. Kanagavalli, Coordinator of the Consumer Club received the Best Coordinator Award, from the District Collector, at the World Consumer Day function at Vellore, on 15<sup>th</sup> March, 2013.

### **3.6.6 EXTENSION ACTIVITIES COMPLEMENTING STUDENTS' ACADEMIC LEARNING EXPERIENCE**

One objective of these programmes is to make the students realise that one does not do social service, but academic learning is reinforced through service. This exercise makes the student grow into a balanced, sensitive and intelligent human being willing to reach out to the less-privileged.

Extension activities pervade all aspects of life on the College campus. These programmes expose students to various types of people who are mostly underprivileged. The service experience inculcate the following values and skills in them: accepting people as they are, careful use of resources, cooperation, enhanced communication skills, learning to work together, teaching skills, understanding one another and value of the family system.

Extension activities conducted by the College always imbibe academic learning experience, values and skills not only in students but staff too. These activities refresh the environment of the College as well. The major strength of this College is its ability to ensure holistic development of students to make them enlightened citizens. The College aims to maintain modern outlook with contemporary developments without compromising moral values, and to provide knowledge and quality based education to the students by inculcating moral values, scientific temper and employing state of the art technologies. It aims to pursue excellence towards creating manpower with high degree of intellectual, professional and cultural development to meet the national and global challenges.

The outreach activities of the College aim at community development. In this initiative, the College is supported by various NGOs and Government organizations. The reputation the College has earned over the years for sincere extension activities ensures community participation in any initiative it takes. The College has initiated many programmes in areas such as health and hygiene, leadership, HIV-AIDS, non-formal education for street children, counselling, etc. involving the community. Any student involvement in social movements or activities which promote citizenship roles, when initiated by the College is documented by the departments that co-ordinate it. Students are directed to report any initiative they take on their own to the College.

On reflection, students of extension activity programmes realise that they learn about themselves, understand others better and become instruments for social change. Moreover their self-esteem gets enhanced and this brings about an attitudinal change transforming their personality. The dynamism of team work and relationship building are the main values imbibed through outreach activities.

The result of the participation in the various socially relevant extension activities have resulted in inculcating the feeling of being socially awakened citizens in the students. The students who have been a part of this process have been spreading awareness in the College and motivating other students as well to stand tall for the cause of social uplift, developed their organizing capacities, programme co-ordination skills, social skills, communication skill and social responsibility. With these extension activities, the students learn the values of social justice, equality and right of speech for anti-social acts. Apart from academic knowledge they get to learn the values of life, moral duties towards mankind and significance of various days observed worldwide.

### **3.6.7 ENSURING INVOLVEMENT OF COMMUNITY IN OUTREACH ACTIVITIES**

The College ensures involvement of the community in its outreach activities by identifying local leaders and seeking their help in organizing medical, literacy and social awareness programmes, in identifying vulnerable groups and in offering empowerment programmes for under-privileged communities. This has contributed to both institution-community networking and development of the College.

The local villagers are initially consulted and the youth of the villagers are made to involve in all the NSS activities. In NSS Camps, students work with the Community in infrastructural developmental work for the village. Medical and Veterinary camps organized at villages ensure that the students work together with the community. Extensive local participations are witnessed during tree plantation, blood donation etc. Professionals like doctors, lawyers, government officials, social activists and NGO representatives share their experiential knowledge about community service through invited lectures and workshops to our students.

The gap between the educated and the illiterates is reduced considerably through the frequent visits and interactions between the staff and students of the College and the villagers. Together they plan, execute and evaluate various activities by which the native knowledge and life experience of the village folk are transmitted to the students in an informal way. The students get an opportunity to apply their theoretical learning towards the day to day practical problems of the villagers. These visits also help them to understand the villagers better and relate with them cordially. The villagers feel honoured by the visits of the staff and student community.

### **3.6.8 MECHANISMS TO TRACK STUDENTS' INVOLVEMENT IN SOCIAL MOVEMENTS / ACTIVITIES**

To track students' involvement in various social movements / activities, the hours or service put in by students is recognized for their assessment, certificates and awards. The responsibility of extension activities are entrusted to one of the staff. Students' involvement is traced through the enrollment of students in various social service schemes like NSS, Women's Cell, YRC, RRC, Rotaract Club, Leo Club, Enviro Club, Citizen Consumer Club, etc. They are evaluated on the basis of three components – Participation, Cooperation and Leadership.

### **3.6.9 CONSTRUCTIVE RELATIONSHIPS WITH OTHER INSTITUTIONS ON EXTENSION ACTIVITIES**

The College makes special efforts in establishing constructive relationships with other service agencies / NGOs in the locality in working on various outreach and extension activities.

The medical camps, blood donation camps and eye camps are organized with the help of reputed hospitals like Government Hospital, Vellore, Melmaruvathur Adhiparasakthi Institute of Medical Science and Research Hospital, Melmaruvathur, Aravind Eye Hospital, Puducherry. The NSS coordinates all its activities under the norms of the University. The units organize tree plantation, village cleanliness and awareness activities with the help of NGOs. The students are also involved in the crowd control during festivals in local temples and in Melmaruvathur. They also help the temple authorities in the cleaning of the temple premises before the festive season.

### **3.6.10 AWARDS RECEIVED BY INSTITUTION FOR EXTENSION ACTIVITIES**

- \* Best NSS Programme Officer of the Thiruvalluvar University, Vellore, for the academic year 2007-2008.
- \* Award for maximum Hundi Collection in the Vellore District to the YRC for the year 2010-2011.
- \* Best Service Award to the Coordinator of the Consumer Club for the year 2011-2012.
- \* Best Service Award to the Coordinator of the Consumer Club for the year 2012-2013.

## **3.7 COLLABORATION**

### **3.7.1 COLLEGE'S COLLABORATION WITH OTHER AGENCIES AND IT'S IMPACT ON IMPACT AND BENEFITS**

The College consistently strives for collaborations and interactions with institutes and industry for collaborative research activities. The institution is having MoUs with leading Institutions / Industries for Guest Lecture, Industrial visit, Internship Training, Staff and Students Industrial training, Research and Consultancy.

The College has linkages with

- \* Institute of Veterinary and Preventive Medicine (IVPM), Ranipet
- \* Puducherry Agro Service and Industries Corporation Limited (PASIC), Puducherry
- \* Centre for Advanced Studies, University of Madras, Chennai
- \* Department of Zoology, Thiruvalluvar University, Vellore
- \* Sri Venkateswara University, Tirupathi
- \* Zonal Entomological Team, Vellore
- \* All India Medical Laboratory Technologists' Association (AIMLTA), Patna
- \* YENNES Infotec (P) Ltd., Chennai
- \* Dakshina Bharat Hindi Prachar Sabha, Chennai
- \* Aavin, Sholinganallur
- \* Thirumalai Chemicals Ltd., Ranipet
- \* Ultra Marine & Chemicals Ltd., Ranipet
- \* Hatsun, Kancheepuram
- \* Sachika Institute of Training in Biomedical Technology, Chennai
- \* Ecoscience Research Foundation, Chennai
- \* Blaze Technology Solutions, Puducherry
- \* Priya Research Labs, Bangalore.
- \* Eureka Forbes Ltd., Chennai.
- \* Rural Shores Business Services Pvt. Ltd., Bangalore.

The College has linkages with the following organizations for promoting extension activities

- \* NSS, Thiruvalluvar University, Vellore
- \* Red Ribbon Club
- \* Rotaract Club
- \* Lions Club
- \* Youth Red Cross
- \* Department of Civil Supplies
- \* Village Panchayats

Collaboration with other agencies has led to a positive impact upon the visibility, identity and diversity of activities on the campus. Linkages with academic institution and industries have helped in curriculum development, faculty improvement and research. Collaboration with some agencies has promoted student placement, internship and on the job training. Other linkages

have helped support consultancy and extension activities. While academic benefits have been substantial, financial benefits have been marginal.

**3.7.2 PROMOTION OF CURRICULUM DEVELOPMENT, INTERNSHIP, FACULTY EXCHANGE, RESEARCH AND PUBLICATION, CONSULTANCY AND EXTENSION, AND STUDENT PLACEMENT BY LINKAGES**

**CURRICULUM DEVELOPMENT**

- \* Academic experts are invited for the meetings of Boards of Studies in the departments and the Academic Council. Interaction with them has provided valuable experiences to understand approaches and challenges in curricular reform.
- \* Dr. R. Dhandapani lent his expertise in framing the syllabus for Microbiology Course.
- \* The linkages provide an opportunity to the staff as well as the students to acquire more skill and knowledge in their subjects and broaden their vision in current fields.
- \* The experience, interaction and feedback from collaborations has helped in identifying the new emerging and job oriented areas which are included in the curricula.
- \* The linkages with industrial experts provide opportunities to know the real needs of the industries and restructure the curriculum to fulfill the expectations of the industries.

**INTERNSHIP, ON-THE-JOB TRAINING**

The students of UG and PG go for internship in various departments and organizations to get hands-on-experience and very good practical exposure. During such internship, they get on the job training with modern equipment and ICT-enabled hardware/software. Such students are able to compete nationally as well as globally in getting placements. As a part of curriculum Computer Science, Commerce and Business Administration students do their project work in various organizations for a specified period before submitting their dissertation works. The following organizations extend internship facility to these students to complete their projects.

1. Chennai Port Trust, Chennai
2. Rajiv Gandhi Telecom Memorial Training Center (BSNL), Chennai
3. Electronics & Radar Development Establishment (LRDE), Bangalore
4. Bharat Heavy Electricals Ltd., Ranipet
5. UCO Bank, Kanchipuram
6. LIC Housing Finance Ltd., Chennai
7. Aavin Co-op Milk and Dairy Union Ltd., Vellore
8. Vellore Cooperative Sugar Mills Ltd., Vellore
9. Cheyyar Cooperative Sugar Mills Ltd., Cheyyar

10. Cooperative Sugar Mills Ltd., Chittoor
11. Wheels India Ltd., Chennai
12. LUCAS TVS P Ltd., Chennai
13. Brakes India Ltd., Chennai
14. FABMAX Semiconductor Research Lab, Chennai
15. Malladi Drugs and Pharmaceuticals Ltd., Ranipet

**FACULTY EXCHANGE AND DEVELOPMENT**

- \* Our Sister-institutions exchange faculty among themselves for the benefit of the students.
- \* Many staff members have attended orientation programmes, workshops and training programmes to update their knowledge and skills.

**RESEARCH, PUBLICATION**

- \* Collaboration with Research Institutes has enabled the Post-Graduate and Pre-Doctoral Students to undertake quality research projects and publish research papers.
- \* Staff have also collaborated with researchers from other Research Institutes and published research papers.

**CONSULTANCY, EXTENSION**

- \* The linkages of the various departments and cells / clubs with various agencies have facilitated a number of extension activities of the College.
- \* The industries and the College have got consultancy services from each other mutually and this has promoted the growth of both of them,
- \* The collaboration in the extension activities is fulfilling the actual needs of the community and accelerates the ongoing extension services.
- \* The linkages have helped to develop the competency and expertise in our students and staff members.

**STUDENT PLACEMENT**

- \* The College-Industry linkages enable the Industry to fathom the depth of knowledge of students of this institution. The students also get trained with hands-on experience in relevant field due to internship during their project work. This helps in better understanding of the applications.
- \* The Campus Recruitment Drive has been conducted with many collaborating organizations resulting in placement of about 250 students in the last five years.
- \* Collaboration with VIT University, Vellore has enabled our students to participate in centralized campus recruitment drives involving many

companies and getting placed in reputed organizations such as TCS, CTS, WIPRO, HCL.

- \* Sachika Institute of Training in Biomedical Training, VirBac Animal Health India Pvt. Ltd., Allsec Technologies Ltd., Nouveau Medicament (P) Ltd., Eureka Forbes Ltd., Ambalal Shares & Stocks Pvt. Ltd., Lapiz Digital Services, Ranipet, Aquapure Plus Pvt. Ltd., and Vallabha Distribution Services, are the companies that have made recruitments on campus.

### **3.7.3 MEMORANDUM OF UNDERSTANDINGS (MOU) WITH NATIONAL / INTERNATIONAL INSTITUTIONS / UNIVERSITIES / INDUSTRIES**

The College has MoUs with organizations such as All India Medical Laboratory Technologists' Association (AIMLTA), Patna, YENNES Infotec (P) Ltd., Chennai, Thirumalai Chemicals Ltd., Ranipet, Ultramarine & Pigments Ltd., Ranipet, Zonal Entomological Team, Vellore, EcoScience Research Foundation, Chennai, Blaze Technology Solutions, Puducherry, that have extended support in holding value-added certificate courses, providing training to students and in student placement and enhanced the quality and output of the students' activities.

- \* Collaboration with various organizations helps in giving a practical exposure through guest lectures, industrial visits, research and consultancy and getting training and placement.
- \* Members serving either in Academic Council or in Boards of Studies make worthwhile contribution on latest trends and expectations of the industries.

### **3.7.4 RESULTS OF COLLEGE-INDUSTRY INTERACTIONS**

College-Industry Interaction has resulted in the creation of opportunities to review and modify the curricula in all disciplines to suit the needs of the industries. Some of the members of the institutions mentioned above are members in the Curriculum Design and Development Cell and the Academic Council. The suggestions expressed by them based on their practical experience have helped the College in updating curriculum. This has provided proper and relevant practical knowledge, skills and competencies in preparation to becoming employable students. Mutual benefit was derived from the shared expertise and experiences between the industry and the institute. Academic collaboration has led to the restructuring of the practical courses and the infrastructure in the laboratories.

The students also get opportunities for Internship, on-the-job training and job placement. Scholars doing M.Phil. and Ph. D programmes of Science departments are able to make use of facilities available in these institutions for carrying out research projects.

## **CRITERION – IV**

### **INFRASTRUCTURE AND LEARNING RESOURCES**

#### **4.1 PHYSICAL FACILITIES**

##### **4.1.1 ENSURING ADEQUATE AVAILABILITY OF PHYSICAL INFRASTRUCTURE AND ITS OPTIMAL UTILIZATION**

The ambience in which an employee functions reflects on the productivity of any institution. For an institution of Higher Learning, infrastructural facilities and access to learning resources are necessary for meaningful transfer and creation of knowledge. The College takes systematic steps to make sure that constant upgradation takes place in this front.

Adhiparasakthi College of Arts and Science is located on 71.94 acres of land in a serene atmosphere congenial for learning and has adequate physical infrastructure to accommodate all its departments, classrooms, supportive facilities and hostels. The College is endowed with excellent facilities which include adequate, spacious and well ventilated Class rooms, Seminar / Conference halls, Laboratories including Animal House, Staff rooms, Hospital, Bank, ATM, Post Office, Canteen, Residential hostels, Play ground and Gym facilities to support the teaching-learning process.

Continuous power supply is provided by an exclusive HT line with a transformer. Power backup is provided by Generators with a capacity of 250 KVA. Separate multistoried and imposing buildings are available for UG and PG programmes including administration. There are 3 hostels buildings, one for boys and two for girls.

All the departments have separate room for staff members. Staff rooms have adequate furniture and toilet facility. All the departments are provided with Computer, Internet facility, OHP etc.

The College has made systematic efforts to upgrade its infrastructural facilities and to keep pace with supplementary and replacement demands. To ensure adequate availability of physical infrastructure, the requirements of all Heads of Departments, Conveners of Clubs / Cells and Hostel Warden are represented to the management during meetings of HoDs, at general staff meetings and through IQAC for the forthcoming year well ahead of the preparation of the budget for the academic year. The Time Table committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments. This ensures that the management has sufficient time to acquire and replace some of the outdated facilities by the start of every academic year. Every Year, the Department of Computer Science also reviews its computer status and replaces the obsolete systems and servers with new ones. Infrastructural facilities such as furniture and air conditioners are replaced with new ones as the need arises.

The College has evolved a system for the optimum utilization of existing infrastructural resources. The available physical infrastructure is used for a number of activities after regular College hours: to hold a range of diploma and certificate courses, co-curricular activities, coaching classes, etc. offered by the College. It is also made available to other organizations for common examinations conducted by the Government such as TNPSC, training for sports and games for inter-university tournaments and for cultural events. The lab facilities are also used by the research students of other institutions and University departments. The requirement of space and the need for additional structures has been minimized by this strategy which ensures that the available classrooms and laboratories of the College are used at an optimal level. Such efforts ensure that spatial demands are managed effectively.

The College makes optimal utilization of the Seminar Hall as multipurpose hall. Apart from being used for Symposia / Seminars / Conferences / Staff meetings, it is also used optimally for some classes, club activities, College programmes, parent teacher meetings department activities and programmes and various other events. The Seminar hall has LCD facilities and is used as an ICT-Enabled Class Room and for student presentations and viva voce examinations. A Language Lab with 30 systems is used for improving the language communication skills of the students.

Auditorium with a capacity of about 1000 seats is available. The purified drinking water is provided with a water treatment (RO) plant by laying pipelines from Pudupadi at a cost Rs. 3.5 Crores. In order to conserve water, a sewage treatment plant was erected at a cost of Rs. 20 lakhs.

A fleet of 22 buses is operated for the transport of staff and students from different places. Transport facilities are also available for departmental activities, trips to places of academic interests and also for the various extension activities taken up by the staff and students of the College.

Maintenance of equipment is taken care of by the Annual Maintenance Contract while minor repair works are carried on request by inviting service personnel. Constant and proper monitoring of infrastructure has helped the optimal usage of the existing facilities.

Staff members are offered accommodation in campus on request. They also have a separate dining room. They are also provided internet connectivity. The mess workers who need to start work early stay overnight in campus.

The College guest house offers an excellent facility that is ideal for accommodating guests. There are air-conditioned rooms with comforts of home and equipped with facilities.

#### **4.1.2 POLICY FOR CREATION AND ENHANCEMENT OF INFRASTRUCTURE TO PROMOTE A GOOD TEACHING-LEARNING ENVIRONMENT - FEW RECENT INITIATIVES**

The Policy of the College is to augment infrastructural facilities to meet the growing needs of the College and to strengthen the teaching learning

environment. This will derive benefits that would deliver better value for money, enhance quality services and increase the efficiency.

The Recent Initiatives taken by the College are:

- \* The College has been enhancing its audio-visual resources in the past few years.
- \* In the wake of the severe power crisis faced in many parts of Tamil Nadu, a separate HT line with transformer has been installed in the College campus. Generator capacity has been enhanced to 250 KVA.
- \* The College computer lab has been upgraded with more systems, servers and UPS units.
- \* The biological science laboratories are well equipped to cater to the students and research scholars. The laboratories of Biochemistry and Microbiology and Animal House cater to the special needs of the research students of other institutions and University departments.
- \* The College is continually updating its automation facilities. The functions of office have been completely computerized.
- \* Recently installed 12 Mbps Sify connectivity has enhanced internet speed and access to e-learning resources at the Departments and Library.
- \* A Net Lab with 40 systems has been established.
- \* A Multi-Purpose Stadium has been constructed for games and athletics events. It also houses a fully furnished and well-equipped gymnasium.
- \* The purified drinking water is provided to the staff and students with the installation of a water treatment (RO) plant.
- \* Improved and spacious toilet facilities have been provided for staff and students, while rest rooms and toilets are provided separately for women staff and students.
- \* There are two parking sheds for two wheelers and bicycles to meet the increasing number of the two wheelers of students and staff members.

#### **4.1.3 FACILITIES LIKE OFFICE ROOM, COMMON ROOM AND REST ROOM FOR WOMEN STUDENTS AND STAFF**

Each Department has its own Department staff room with rest room facilities. There are separate restrooms for women staff and students on every floor of the PG building. A room with beds is available in Women's Cell, for girl students to take rest in times of need. Health problems of women students and staff are taken care of by the physician and nursing assistant present in the G.B. Hospital in the campus.

#### **4.1.4 INFRASTRUCTURE FACILITIES FOR STUDENTS / STAFF WITH DISABILITIES**

The College has been making special efforts to make its campus more accessible to students / staff with disabilities. Provisions such as ramp are

made available for differently-abled students, to ensure that they don't have any physical obstruction. The College is committed to accommodate them on the ground-floor, especially front-seating arrangement, comfortable furniture, attendant facility. These students are given extra attention during the term examinations as well as the semester examinations. The administration gauges and reacts to their needs quickly to accommodate them. Staff and students take extra care in helping them by several ways. Scribes are arranged for those who are unable to write their examinations.

#### **4.1.5 CATERING TO THE RESIDENTIAL REQUIREMENTS OF STUDENTS – CAPACITY AND OCCUPANCY, RECREATIONAL FACILITIES AND BROADBAND/ WI-FI FACILITY IN HOSTELS.**

The College has adequate hostel facilities both for boys and girls inside the campus. The hostels are maintained and administered directly by the Management of Adhiparasakthi College of Arts and Science and its sister institutions. The hostel premise is manned by vigilant security to give the students a feeling of the hostel being a home away from home.

Men's hostel has 140 rooms for housing 420 students. Women's hostel has 2 blocks with 42 and 67 rooms for housing 450 students. Currently 15 boys and 30 girls are staying in the hostel. The students of the sister institutions are also staying in the same hostel.

To ensure comfortable living for all students in the hostels, all hostels are equipped with facilities like, newspapers/magazines, indoor games, TV and intercoms. Bed, study table, chair and shelf are provided for each student. 24-Hours Purified Water, Power Supply and Generator facility are provided. Recent efforts have ensured that the hostel bathrooms and toilets are tiled to ensure better sanitation.

The College residences are airy, spacious and student-friendly. The College takes special efforts to ensure that the rooms and the common usage areas provide a homely atmosphere for the students. In case of emergencies, doctor's aid, medical facilities, and transportation by ambulance are also provided.

Each hostel has spacious dining hall with water cooler, kitchen and halls for recreation with TV, indoor games such as carrom, chess, shuttle, etc. and outdoor games such as volley ball, basket ball, badminton, foot ball, cricket, etc. The hostel students are also trained to perform Yoga. A gymnasium established in the stadium is used by the hostel students.

The mess committee consisting of the Warden, assistant wardens and student representatives ensure the quality of food and hygiene. The mess is run on dividing system. Steam cooking facility in the hostels keeps the environment pure, and clean.

Wi-Fi Internet facilities are open for the use of students in the evenings to help them access academic resources online. Telephone, intercom, stationary stores, saloon and dry cleaning facilities are also made available.

In addition to the extracurricular activities conducted in the College, the hostels conduct their own programmes on spirituality, personality development, social activities, sports, entertainments and inter-hostel tournaments. The annual parents meet and the Hostel Day create an opportunity for personal interaction and improvement.

#### **4.1.6 COPING WITH HEALTH RELATED SUPPORT SERVICES FOR STUDENTS, FACULTY AND NON-TEACHING STAFF**

The College takes special care in ensuring the health and well-being of its students and staff members. G.B. Hospital located in the College campus provides free treatment to the students and public. It has a general medical practitioner who visits the hospital every afternoon and is available on call 24 hours. The hospital has male nursing assistant, female nursing assistant, pharmacist, general assistant and driver. This facility consists of a Doctor's consultation room, Treatment room with bed and IV infusion facilities, Nurses' room and a free pharmacy.

The College Hospital in collaboration with Melmaruvathur Adhiparasakthi Institute of Medical Science and Research Hospital, Melmaruvathur conducts bi-annual medical checkup for all students and maintains a record of their health status. The Hospital attends to any medical complaint, maintains an arrangement with nearby hospitals and responds to any health emergencies, and the students are sent to nearby hospitals in ambulance stationed near the G.B. Hospital. Also awareness programmes are regularly conducted for the students on health, hygiene and nutrition.

The Management also has special concern on the health of its faculty and non-teaching staff. Special leave on medical grounds are provided to the staff including its administrative and support staff.

#### **4.1.7 SPECIAL FACILITIES AVAILABLE TO PROMOTE INTEREST IN SPORTS AND CULTURAL EVENTS**

##### **SPECIAL FACILITIES FOR SPORTS EVENTS**

Sports and games play a significant role in the educative system of APCAS. Daily games like football, basketball, volleyball and cricket are available to students in the campus. Inter-department tournaments are occasions to demonstrate their team spirit. Every year few outstanding sportspersons get fee concessions in College. In the morning and evening regular students as well as athletes, use the playground for walking, jogging and other exercises.

The UG curriculum has one hour compulsory physical education class. All UG students are trained in group events. The College has a multi Gym for work outs and facilities for indoor and outdoor sports activities within the G.B. Stadium. The facilities available in the campus are listed below.

<b>Infrastructures</b>	<b>Fields / Courts Available</b>
Indoor Stadium	Badminton, Table Tennis (2 Tables), Carrom Board, Chess Board
Outdoor Stadium	Ball Badminton, Basket Ball, Cricket, Foot Ball, Hand Ball, Hockey, Kabbadi, Kho-Kho, Volley Ball, 400 mts Track, Discus Throw, High Jump, Javelin Throw, Long Jump, Shot Put
Multi Gym	IF8102 Lat Pull down / Low Row, IFFB Flat Bench, Body Solid Gfid-71 Flat Incline Decline Bench, Rubberized Hexagonal Dumbbells – 3 kg, 5 kg, 7 kg, 8 kg, 10 g, 12.5 kg, 15 kg, 17.5 kg, 20 kg, 25 kg; IF8122 PEC FLY/REAR DELT; Olympic Bar –OB47 8.2 kg Curl Bar, OB60 13 kg, OB86 20 kg; Yoga mat 4 mm, Dumbell Rack 3 Tier, IF8110 LEG Press/Calf Raise, Olympic Rubberized Plates – 1.25 kg, 2.5 kg, 5 kg, 10 kg, 15 kg, 20 kg, 25 kg; Olympic Collars OC03, Tuff Stuff Calgym CG-5514 LEG Extension/Curl, IFCC Cable Cross Over, IF8121 Multi Press

#### **SPECIAL FACILITIES FOR CULTURAL EVENTS**

The College has two well equipped multipurpose halls – a seminar hall and an auditorium – which are used for the major cultural events of the College. The facilities include two LCD projectors, well-equipped audio facility and desktop computer. Rooms are also made available for practice sessions.

## **4.2 LIBRARY AS A LEARNING RESOURCE**

### **4.2.1 LIBRARY ADVISORY COMMITTEE – COMPOSITION AND SIGNIFICANT INITIATIVES**

The College has a Library Committee which meets on a regular basis and discusses the issues related to library functioning and development. The composition of the Committee includes the Secretary, the Principal, the Vice principal, the Librarian, Heads of the Departments and student representatives.

#### **SIGNIFICANT INITIATIVES**

- \* Dissemination of the information on Library Consortium (NLIST-INFLIBNET) and its membership benefits to the departments and students.
- \* Increase in the number of interdisciplinary journals
- \* Reduction in the number of expensive print journals and substitution by corresponding e-journals to reduce cost
- \* Extension of the Xerox facility for a longer period.
- \* More text books were purchased for Mathematics department.

- \* More journals were added to the department of Computer Science
- \* Availability of Online Public Access Catalogue (OPAC) facility in all the systems

#### **4.2.2 DETAILS ON TOTAL AREA, SEATING CAPACITY, WORKING HOURS, LAYOUT AND ACCESS TO THE PREMISES**

**TOTAL AREA** **180.40 Sq. Mts.**  
**(1945 Sq. Ft.)**

Reading Hall	87.56 Sq. Mts.
Books Stock Area	83.54 Sq. Mts.
Store Room	9.30 Sq. Mts.

**SEATING CAPACITY** **56**

#### **WORKING HOURS**

Working Days	<b>8.30 AM to 5.30 PM</b>
Sundays and Government Holidays	<b>Closed</b>
Before Examination Days	<b>8.00 AM to 6.00 PM</b>
During Examination Days	<b>7.30 AM to 6.30 PM</b>
During Vacation	<b>9.00 AM to 5.00 PM</b>

#### **LAYOUT**

There is a large reading room furnished with 6 tables, 40 chairs, and 5 tables (for 20 students) with a total seating capacity of 60. The Library also has a browsing area with 3 computers with Internet connection and links to OPAC. Browsing is also facilitated in all the departments through LAN. Books Stock Area has racks for text books, reference books, journals, back volumes and dissertations. The reprographic facilities are provided in the Store Room. The store room is used for storing old newspapers and magazines.

#### **ACCESS TO THE PREMISES**

The library is well-ventilated with adequate signage and fire safety measures. Colored stickers of subject and classification enable easy access and retrieval. Display of Library map is provided at the entrance showing clearly the layout of the floor plan. The mode of access to collection of resources is Open Access.

#### **4.2.3 DETAILS ON LIBRARY HOLDINGS**

##### **PRINT**

Books	13,468
Back Volumes	310
Thesis (Dissertations)	703

##### **NON PRINT**

CD / DVD	302
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**ELECTRONIC**

E-Books (through DELNET & INFLIBNET) 97,000+

E-Journals (through DELNET & INFLIBNET) 5,500+

**SPECIAL COLLECTIONS**

Text Books 11,316

Reference Books 2,152

Standards Nil

Patents Nil

**Table 4.1: Department-wise Details of Library Books and Journals**

S. No.	Department	Text Books	Reference Books	Print Journals
1.	Tamil	1,187	50	-
2.	English	532	1,101	-
3.	Biochemistry	1,665	358	1
4.	Computer Science	4,084	239	13
5.	Microbiology	1,771	337	2
6.	Commerce	1,038	112	6
7.	Business Administration	644	5	-
8.	Mathematics	345	-	-
	<b>Total</b>	<b>11,266</b>	<b>2,202</b>	<b>22</b>

**4.2.4 TOOLS DEPLOYED TO PROVIDE ACCESS TO COLLECTION**

**OPAC**

Access to the Library collections can be made through OPAC, besides open access. In the general library, the library assistant guides the users in their search using OPAC.

**ELECTRONIC RESOURCE MANAGEMENT PACKAGE AND FEDERATED SEARCHING TOOLS**

Electronic Resource Management package for e-journals and Federated searching tools to search articles in multiple databases is deployed through DELNET and INFLIBNET to provide access to the collection.

**LIBRARY WEBSITE**

The updated library webpage is available on the College website.

**IN-HOUSE / REMOTE ACCESS TO E-PUBLICATIONS**

In-house access of e-resources is provided for all the data bases and remote access is provided for the INFLIBNET – NLIST and DELNET.

#### **4.2.5 EXTENT OF ICT DEPLOYMENT IN LIBRARY**

##### **LIBRARY AUTOMATION**

The General Library is automated with Library automation software “CALIBLAN VIS” with acquisition and circulation modules. Acquisition Module enables the library to maintain collection database. Circulation module enables the library to get the books issued, renewed and returned. Bar coding facilities are also provided.

##### **TOTAL NUMBER OF COMPUTERS FOR PUBLIC ACCESS**

Total number of computers in general library for public access: 3

##### **TOTAL NUMBERS OF PRINTERS FOR PUBLIC ACCESS**

There are 3 printers for public access.

##### **INTERNET BAND WIDTH SPEED**

12 Mbps Sify Leased Line.

##### **INSTITUTIONAL REPOSITORY**

Documents related to the history of the College is preserved and expanded periodically.

##### **CONTENT MANAGEMENT SYSTEM FOR E-LEARNING**

E-learning facilities are available through Google Handout.

##### **PARTICIPATION IN RESOURCE SHARING NETWORKS / CONSORTIA**

The Library participates in resource sharing networks such as INFLIBNET and DELNET.

#### **4.2.6 DETAILS ON LIBRARY USAGE**

<b>AVERAGE NUMBER OF WALK-INS</b>	<b>200 / DAY</b>
<b>AVERAGE NUMBER OF BOOKS ISSUED/RETURNED</b>	<b>75 / DAY</b>
<b>RATIO OF LIBRARY BOOKS TO STUDENTS ENROLLED</b>	<b>1 : 13</b>
<b>AVERAGE NUMBER OF BOOKS ADDED DURING LAST THREE YEARS</b>	<b>1932</b>
<b>AVERAGE NUMBER OF LOGIN TO OPAC</b>	<b>50</b>
<b>AVERAGE NUMBER OF LOGIN TO E-RESOURCES</b>	<b>50</b>
<b>AVERAGE NUMBER OF E-RESOURCES DOWNLOADED/PRINTED</b>	<b>50</b>
<b>NUMBER OF INFORMATION LITERACY TRAININGS ORGANIZED</b>	<b>3</b>

#### **4.2.7 DETAILS OF SPECIALIZED SERVICES PROVIDED BY LIBRARY**

The College Library provides specialized services for manuscripts.

Ready reference service is offered to the students and staff for the retrieval of information, articles and Books. On an average 5 queries per day are given. Long range reference service is offered to the scholars by providing information, bibliographies and articles for their research. On an average 5

queries per week are given. Online reference service through e-mail and intra mail.

One well maintained photocopying machine is placed inside the Library and reprographic facilities are available.

Inter Library Loan Service is provided in association with the libraries of the sister institutions – Adhiparasakthi College of Engineering, Kalavai, Adhiparasakthi Agricultural College, Kalavai, Adhiparasakthi College of Education, Kalavai, Melmaruvathur Adhiparasakthi Institute of Medical Science and Research Hospital, Melmaruvathur, Adhiparasakthi College of Pharmacy, Melmaruvathur.

Newspaper clippings on Education, Science and Technology, Sports, Women Rights, Employment, Current Affairs, Health and General News and College circulars, events and Public notices are displayed on the notice board.

User Orientation on OPAC is given to new students periodically. Training is also given to school teachers and villagers in and around Kalavai.

Free internet access and downloading facilities are provided for all regular users. This facility is available for the alumnae and outsiders on request. Three printers are available for public access.

Guidance is given for Reading list / Bibliography compilation for the research scholars

In-house access is provided for all the data bases and e-resources and remote access is provided for the NLIST- INFLIBNET.

User orientation and awareness programs are conducted once in a year for the freshers. During the programme, the External expert and the Librarian addresses the students, explains the facilities and services and conducts a guided tour of the library. The same initiation is given to newly appointed faculty at the beginning of the academic year.

The well-trained library staff members extend any support needed, including assistance in searching databases on request.

The College Library has subscribed to DELNET from October, 2007, and INFLIBNET from March, 2012. Staff and students are using this facility.

#### **4.2.8 DETAILS ON ANNUAL LIBRARY BUDGET FOR NEW BOOKS AND JOURNALS**

**Table 4.2: Annual Budget and Expenditure Details for Library Books and Journals**

Given below are details of the library budget and the amounts spent for purchasing new books and journals.

Year	Print Books		Print Journals	
	Budget (Rs.)	Amount Spent (Rs.)	Budget (Rs.)	Amount Spent (Rs.)
2007-2013	6,25,000	5,77,043	3,82,000	9,54,737

**Table 4.3: Annual Expenditure Details for DELNET and INFLIBNET**

Year	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
DELNET	7,500	7,500	7,500	Nil	11,500
INFLIBNET	Nil	Nil	Nil	5,000	5,000
Total	7,500	7,500	7,500	5,000	16,500

#### **4.2.9 FEEDBACK FROM USERS AND IMPROVEMENT OF LIBRARY SERVICES**

As the library is a primary learning resource, the IQAC regularly monitors the quality and functions of the library and have regular meetings with Library committee. The library takes oral feedbacks from users regularly to assess need and address deficiencies. This is noted and put before the Library Committee for discussions and decisions. The following changes have been implemented based on the feedback.

- \* Orientation to users
- \* Assistance in searching Databases
- \* IUC (Inter-University Centre) facilities
- \* Library Software – e bills
- \* Bar-coded Library Books
- \* Circulation through bar-coded Identity Card
- \* CDs for self – improvement

#### **4.2.10 INFRASTRUCTURAL DEVELOPMENT OF LIBRARY OVER THE LAST FOUR YEARS**

- \* Following Library Tools have been deployed to provide Access to the Collection – OPAC, Library Website, In-house / remote access to e-journals and e-publications through DELNET and INFLIBNET.
- \* ICT Deployment in the library
- \* Automated Library with Bar-coding facilities
- \* Increase in the number of computers and printers for public access to 3
- \* Increase in Internet band width speed to 12 Mbps

#### **4.2.11 WORKSHOPS FOR STUDENTS AND STAFF TO FACILITATE BETTER LIBRARY USAGE**

The Library organized a Workshop on INFLIBNET with Dr. K. Kaliyaperumal, Librarian, University of Madras, Chennai, on 01.11.2012.

User orientation and awareness programs are conducted every year for new students and staff members. The Librarian addresses the students and staff, explains the facilities and services and conducts a guided tour of the library.

M.Phil. and final year PG students are given a training session by the Librarian on the effective usage of e- resources for their project work.

### **4.3 IT INFRASTRUCTURE**

#### **4.3.1 COMPREHENSIVE IT POLICY ADDRESSING STANDARDS**

The College recognizes the fact that for anyone to be productive in the present day society, they must be strong in the knowledge of information technology. All efforts have been made to augment the IT-related infrastructure so as the College society has an opportunity to work in such an environment, be more efficient in the work they do, save time and effectively store and retrieve data.

The comprehensive IT policy of the College is to maintain good standards and to support and facilitate the teaching, evaluation, research and administrative functions of the College through an e-managed environment providing a high speed network, secured from intruders, with regular data backup and recovery techniques; along with licensed software and updates in highly refined servers for better performance and flexibility

#### **IT SERVICE MANAGEMENT**

The Instrument Maintenance Facility of the College receives written and oral complaints and addresses them at the earliest.

#### **INFORMATION SECURITY**

The College has implemented a system by which the confidentiality and security are ensured. The data at the College main office are protected. Only those persons who have been authorized by the Principal can have access to those data.

#### **NETWORK SECURITY**

The data from Controllers office and College accounts are covered under Network security and kept secure.

#### **RISK MANAGEMENT**

The College has developed a data back-up system to prevent accidental loss of data. There are two kinds of data back-up viz. the manual back-up system and the Office Data system which automatically stores data in separate storage device.

#### **SOFTWARE ASSET MANAGEMENT**

The College has streamlined procedures for purchase, storage, renewal and upgradation of software and their licenses. Licensed software and updates are stored in servers for better performance and flexibility.

#### 4.3.2 DETAILS OF COLLEGE'S COMPUTING FACILITIES

System Configuration	No. of Systems
<b>PG LAB – I</b>	
IBM Pentium-IV Processor, Intel G33 Chipset, 512MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet	27
<b>PG LAB – II</b>	
HCL EZEEBEE Model, Intel Dual Core Processor, 2.8 GHz Mother board, 2GB RAM Hard disk, 250 GB Hard Disk, CD-ROM, HCL Multimedia Keyboard, HCL Optical Mouse, HCL 15” LCD Monitor, 10/100 Mbps LAN, ATX Cabinet	52
<b>UG LAB</b>	
HCL Infiniti Model, Intel Core i3 Processor, 3.3 GHz, IPMS 945 Mother board, 2 GB RAM, Hitachi 260 GB Hard disk, HCL Multimedia Keyboard, HCL Optical Mouse, HCL 18.5” LCD Monitor, 10/100 Mbps LAN, ATX Cabinet	50
<b>NET LAB</b>	
INTEL Pentium-IV Processor, Intel G33 Chipset, 512 MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet	40
<b>LANGUAGE LAB</b>	
INTEL Pentium-IV Processor, Intel G33 Chipset, 512 MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet	30
<b>SERVER ROOM – UG</b>	
IBM Pentium-IV Processor, Intel G33 Chipset, 512 MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet	1
<b>SERVER ROOM – PG</b>	
IBM Pentium-IV Processor, Intel G33 Chipset, 512 MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet	1
IBM Server, 2.8 GHz Motherboard, 512 MB RAM, Hitachi 80 GB Hard disk, DVD Writer, HCL Multimedia Keyboard, HCL Optical Mouse, HCL 15” CRT Monitor	2
HCL EZEEBEE Model, Intel Pentium Dual Core Processor, 3.0 GHz Mother board, 2 GB RAM, Hitachi 250 GB Hard disk, CD-ROM, HCL Multimedia Keyboard, HCL Optical Mouse, HCL 15”LCD Monitor	1
<b>LIBRARY</b>	
INTEL Pentium IV Processor, Intel G33 Chipset, 512 MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, TVS Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet	5

<b>System Configuration</b>	<b>No. of Systems</b>
<b>EXAM CELL</b>	
HCL EZEEBEE Model, Intel Dual Core Processor, 2.8 GHz Mother board, 2 GB RAM, 250 GB Hard Disk, CD-ROM, HCL Multimedia Keyboard, HCL Optical Mouse, HCL 15”LCD Monitor, 10/100 Mbps LAN, ATX Cabinet	2
IBM Server, 2.8 GHz Motherboard, 8 GB RAM, 500 GB Hard disk, DVD Writer, HCL Multimedia Keyboard, Optical Mouse, HCL 15” CRT Monitor (With HP Color Printer, Canon Xerox, TVS Line Printer)	2
<b>ADMINISTRATION OFFICE</b>	
HCL Infiniti Model, Intel Core i5 Processor, 3.3 GHz IPMS 945 Mother board, 4 GB RAM, 500 GB Hard disk, DVD Writer, HCL Multimedia Keyboard, HCL Optical Mouse, HCL 18.5” LCD monitor (with HP Laser Printer, Canon Xerox, HP DeskJet Color Printer)	2
Intel Pentium IV Processor, Intel G33 Chipset, 512 MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, TVS Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet	2
<b>PLACEMENT CELL</b>	
INTEL Pentium IV Processor, Intel G33 Chipset, 512 MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, TVS Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet (with HP Laser Printer)	1
<b>SEMINAR HALL</b>	
INTEL Pentium IV Processor, Intel G33 Chipset, 512 MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, TVS Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet	1
<b>PRINCIPAL</b>	
HCL EZEEBEE Model, Intel Dual Core Processor, 2.8 GHz Mother board, 2 GB RAM, 250 GB Hard Disk, CD-ROM, HCL Multimedia Keyboard, HCL Optical Mouse, HCL 15” LCD Monitor, 10/100 Mbps LAN, ATX Cabinet (with HP Laser printer and FAX)	1
<b>DEPARTMENTS</b>	
INTEL Pentium IV Processor, Intel G33 Chipset, 512 MB DDR1 RAM, 80 GB Hard disk, 18.5” TFT Monitor, TVS Multimedia Keyboard, Optical Mouse, 10/100 Mbps LAN, ATX Cabinet, (with HP Laser printer	8
<b>NUMBER OF SYSTEMS WITH CONFIGURATION</b>	❖ 228 computers and 3 servers in total ❖ Core 2 Duo, Dual core, Core i3, Core i5, Intel Pentium IV

	<ul style="list-style-type: none"><li>❖ Servers - Blade servers, Rack servers, Tower server</li></ul>
<b>COMPUTER-STUDENT RATIO</b>	<ul style="list-style-type: none"><li>❖ 1 : 3</li></ul>
<b>DEDICATED COMPUTING FACILITY</b>	<ul style="list-style-type: none"><li>❖ Laboratories for the BSc (CS), BCA, MCA and MSc (IT)</li><li>❖ Dedicated Browsing facility for academic purposes</li><li>❖ Can be availed by the residential and non-residential students between 8 am and 10 pm in the College premises</li></ul>
<b>LAN FACILITY</b>	<ul style="list-style-type: none"><li>❖ The whole campus is interconnected with LAN in Star &amp; Ring topology. Students and staff members can access the e-resources anywhere in the campus through the network</li><li>❖ A 12 Mbps Sify Broad Band Internet facility round the clock</li><li>❖ Switches are installed in every nook and corner of the campus and students can avail computing facilities anywhere within the campus including Hostel</li></ul>
<b>WI-FI FACILITY</b>	<ul style="list-style-type: none"><li>❖ Guest House and hostels have Wi-Fi- facility.</li></ul>
<b>PROPRIETY SOFTWARE / OPEN SOURCE SOFTWARE</b>	<ul style="list-style-type: none"><li>❖ Windows Server 7/MS SQL server-Enterprise edition/Visual Studio-Professional – with MVLS volume license</li><li>❖ SPSS 15.0</li><li>❖ Corel Draw X3</li><li>❖ Oracle 8i</li><li>❖ Tally 11.0</li><li>❖ Adobe PageMaker 7.0</li></ul>
<b>NUMBER OF NODES / COMPUTERS WITH INTERNET FACILITY</b>	<ul style="list-style-type: none"><li>❖ All the 228 Computers have internet connectivity.</li></ul>
<b>ANY OTHER</b>	<ul style="list-style-type: none"><li>❖ Laser Printers</li><li>❖ Inkjet Printer</li><li>❖ Color Printers</li><li>❖ Dot-matrix Printer</li><li>❖ Line Printer</li><li>❖ Scanners</li><li>❖ 25 KVA UPS – 2, 10 KVA UPS – 1, 2 KVA UPS - 1</li></ul>

- ❖ E-generation of mark statements
- ❖ E-generation of Transfer Certificate and other student certificates

**4.3.3 INSTITUTIONAL PLANS AND STRATEGIES FOR DEPLOYING AND UPGRADING THE IT INFRASTRUCTURE AND ASSOCIATED FACILITIES**

- \* Upgradation of overall System Configuration
- \* Upgrading Internet bandwidth
- \* Cloud computing and Clustering technology
- \* Purchase of more software based on the needs of the departments.
- \* All class rooms to be ICT-enabled
- \* Fully automated library
- \* Wi-Fi enabled campus
- \* Fully automated library
- \* Up gradations in Internet lab
- \* Periodical up gradation of existing systems
- \* All systems to be connected with LAN

**4.3.4 ACCESS TO ONLINE RESOURCES FOR QUALITY TEACHING, LEARNING AND RESEARCH**

- \* High speed network (12 Mbps Sify leased line) enables staff members, scholars and students to access e-resources from anywhere on campus for Teaching, Learning and Research.
- \* Educational interactive CDs / DVDs
- \* The resources of subscribed sites of INFLIBNET and DELNET are also available.
- \* Project- / assignment-based learning and seminars make it mandatory for students to use the online resources

**4.3.5 ICT-ENABLED CLASSROOMS / LEARNING SPACES FOR ENHANCING QUALITY OF TEACHING AND LEARNING**

- \* Interactive Board
- \* LCD projector
- \* OHPs
- \* A desktop computer with network connectivity
- \* Well-equipped audio facility with desktop mikes, cordless mikes and collar mikes.
- \* The Seminar Hall with LCD projectors and audio system are used by all the departments

- \* Staff members prepare multimedia presentation using laptop and desktop
- \* In this very special learning environment, students find it extremely supportive for their better learning

#### **4.3.6 FACILITIES FOR FACULTY TO PREPARE COMPUTER-AIDED TEACHING-LEARNING MATERIALS**

- \* Short term training for teaching and non-teaching staff on MS Office PowerPoint helps them to prepare computer aided teaching-learning materials.
- \* The resources of NLIST-INFLIBNET and DELNET sites, free downloads from You Tube and other open access sites are available to the faculty
- \* The staff members of the Computer Science Department are always ready to help the teachers and students when required
- \* The College encourages the staff to undergo training on the computer-aided teaching and training.

#### **4.3.7 MAINTENANCE OF COMPUTERS AND ACCESSORIES**

The System Administrator is responsible for supervision and day-to-day functioning of computers. He / she acts as an essential support providers for effective and efficient maintenance of computers, and also maximizes efficiency through need-based training and documentation in the repair and maintenance of computers.

#### **4.3.8 AVAILING NATIONAL KNOWLEDGE NETWORK CONNECTIVITY**

The College has not availed the National Knowledge Network connectivity directly or through the affiliating University.

#### **4.3.9 ANNUAL BUDGET FOR UPDATE, DEPLOYMENT AND MAINTENANCE OF COMPUTERS**

**Table 4.4: Annual Budget for Update and Maintenance of the Computers**

<b>Sl. No.</b>	<b>Year</b>	<b>Annual Budget (Rs.)</b>
1.	2008-2009	14,89,178
2.	2009-2010	3,66,900
3.	2010-2011	3,66,900
4.	2011-2012	9,04,000
5.	2012-2013	6,01,787
	<b>Total</b>	<b>37,28,765</b>

#### **4.4 MAINTENANCE OF CAMPUS FACILITIES**

##### **4.4.1 DESIGNATED OFFICER FOR MAINTENANCE OF BUILDINGS, CLASS-ROOMS AND LABORATORIES - FEW CAMPUS SPECIFIC INITIATIVES TO IMPROVE PHYSICAL AMBIENCE**

###### **DESIGNATED OFFICER FOR MAINTENANCE**

The campus has a designated Engineering Division with a Civil Engineer as its chief, which supervises the maintenance of the infrastructure. It has a separate set of Office staff as well as Maintenance staff consisting of technically qualified people as mechanics, plumbers, electricians, civil workers, carpenters and painters to look after the maintenance and repair. All equipments in the College are maintained either by Annual Maintenance Contracts or by the visit of service personnel. The Office of the engineering division is in charge of

- \* Renewal of building license
- \* Renewal of stability certificate for building
- \* Renewal of fire safety license
- \* Renewal of sanitary license
- \* Obtaining approval for newly acquired land and plan approval for new buildings
- \* Maintenance of generators, reverse osmosis water plant and steam boiler facility.
- \* Annual electrical inspection work
- \* Cleanliness and Maintenance of all buildings and grounds
- \* Liaison with the govt. offices
- \* Transport – in charge

The laboratories are maintained by the respective Laboratory Assistants under the guidance of the Heads of the Department. Class rooms and rest rooms are maintained clean by the team of menial staff.

###### **CAMPUS SPECIFIC INITIATIVES TO IMPROVE PHYSICAL AMBIENCE**

- \* Greenness and cleanliness are the dominant features of the campus. A variety of plants, trees and saplings are planted around the campus.
- \* The trees are tagged with their botanical names. The trees have cement benches beneath them for students' use.
- \* Right ambience for students and staff members is guaranteed by providing lush lawns and landscapes in front of both the UG and PG buildings.
- \* A pond with ducks adds to the grace of the main entrance.
- \* All the main pathways have tar roads.
- \* Special recycler dustbins are placed in all the important places.

- \* A special RO system has been installed to supply good purified water to all the students. Water cans are provided in all wings in the buildings.
- \* The generators are switched on during power cut. All the buildings are connected to centralized power supply.
- \* Energy saver CFL lights are used in the seminar hall to minimize energy consumption.
- \* A special gym is set up to keep our students young and physically fit,

**.4.2 STAFF FOR MAINTENANCE AND REPAIR – MAINTENANCE OF INFRASTRUCTURE FACILITIES, SERVICES AND EQUIPMENT**

The Management has appointed maintenance staff in the Engineering Division which looks after the maintenance and repair of the infrastructural facilities of Adhiparasakthi College of Arts and Science and its sister institutions. Repair works such as repairs of furniture and fixtures, cleaning of water tanks, plumbing, electrical fittings are taken care of by the team of engineering division. Two men and Seven women have been appointed to keep the College campus neat and clean and to maintain gardens, to keep the College campus green and eco-friendly. Once in a week, the campus is cleaned also by the students as part of their extension activities.

Fire extinguishers are installed in all the laboratories, administrative areas, library and hostels. Whenever there is a need for checking the water pipelines, electrical power supply and maintenance of classrooms, furniture and painting, a special work force is assigned to maintain the College campus and buildings at regular intervals.

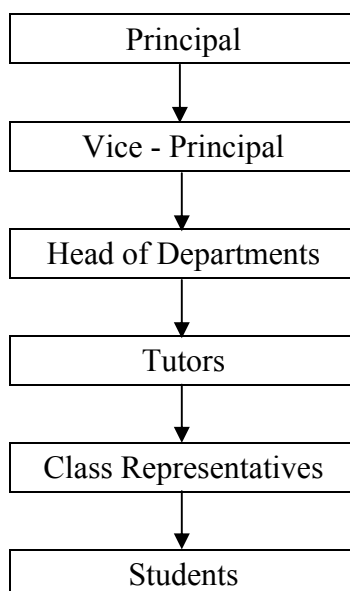
Annual maintenance contract are signed with the respective service centre for the maintenance of the computers, air conditioners, UPS, generators, reverse osmosis water plant, etc. Two persons are in charge for the maintenance of computers and computer laboratories. Internal stock verification and audit will be done every year. Our own staff under supervision of the concerned Head regularly maintains laboratory equipments. Regular practice of maintenance of Library books by library staff is exercised.

**CRITERION – V**  
**STUDENT SUPPORT AND PROGRESSION**

**5.1 STUDENT MENTORING AND SUPPORT**

**5.1.1 INDEPENDENT SYSTEM FOR STUDENT SUPPORT AND MENTORING -  
STRUCTURAL AND FUNCTIONAL CHARACTERISTICS**

The Vice-Principal, aided by the Heads of the Departments, is responsible for extending student support and mentoring. Though accountable to the Principal, they function autonomously to address all student-related issues. They coordinate the functioning of the Class Tutors and cells, such as the Grievance Cell, Training and Placement Cell.



The Student Support and Mentoring System is in-charge of the following

- \* Meeting the parents of students on the day of admission
- \* Distribution of ID cards to Staff and Students
- \* Arranging Medical Inspection for all Students and providing Medical facilities
- \* Monitoring Canteen and mess facilities
- \* College transport services
- \* Distribution of Scholarships (both Government and Management)
- \* Encouraging students to organize and participate in cultural programmes, both inside and outside the College.

- \* Providing platform for the students to join Long-Term clubs and exhibit their talents

One staff member is assigned to each class as the Class Tutor. The tutor gathers information about the individual student and records them. The tutor gives guidance as well as coaching to students for their betterment. Students meet their tutor individually and discuss their progress / difficulties based on attendance and performance in CIA examinations. This meeting also helps the department to identify bright and intelligent students who have higher aspirations and goals, and assess their talents and skills.

If there is any need for further assistance, the matter is discussed with HoD. HoD calls the parents and informs about the performance of the candidates. In addition to meeting the students individually, the College organizes a Parent- Teachers Meeting periodically. During the meeting the Principal addresses the parents, highlighting the responsibility of the parents in shaping their children and the need to support the College in the holistic development of the students. The tutors with HoD meet the parents of the students and share with them the academic performance and other discipline related issues on a one to one basis.

#### **5.1.2 PROVISIONS FOR ACADEMIC MENTORING APART FROM CLASS ROOM WORK**

The Tutor-Ward system is an efficient system that monitors student progression. Each staff in the department is allotted a class of students as wards. Periodically the tutor and wards meet formally and the students share their academic struggles and areas of concerns with their tutors. The tutors deal constructively with the emotional and academic problems of their wards. They also guide the students in making the right choices regarding the Elective and Optional Courses.

Class Tutor is given the charge of a class of students for mentoring in both academic and personal matters. The wards are encouraged to meet their tutors frequently for guidance and counselling regarding higher studies, placement opportunities, preparation for competitive examinations as well as the problems faced by them in the College regarding academics and other activities. Details of each student's attendance and academic performance are given to respective tutors. The tutors also interact with course teachers and parents to facilitate effective mentoring.

All HoDs meet the parents periodically, to evolve a rapport with the parents and to keep them informed of the academic progression of their wards. Besides the direct interaction, to keep the parents informed of the students' grades, mark statements are sent to them. Parents can also meet the staff members to enquire about their wards. Remedial classes and peer learning help the slow learners cope with their studies. Tests are conducted for poor performers and students with arrears are given additional care in preparing for their examinations. Corrective measures are implemented instantly to improve

the standard of weaker students. Students are advised regularly about their conduct, respect to parents, elders and teachers, moral responsibilities and duties towards serving the society.

Staff members residing in Hostel, act as mentors and facilitators for the hostel students. They monitor the academic and personal dimensions of their wards and provide necessary counsel and offer academic assistance to those who need. These staff members care for the general well-being of the wards and thereby contribute for their overall development. They are available for interacting with the parents on days specified as Visitors' days.

Counseling is given to the girl students by the senior female staff members of Women's Cell in all the aspects concerned.

### **5.1.3 PERSONAL ENHANCEMENT AND DEVELOPMENT SCHEMES FOR STUDENTS - CAREER COUNSELLING, SOFT SKILL DEVELOPMENT**

The College Counselling unit provides special training in Peer-Group Counselling to senior students from each department identified through a specially designed questionnaire and departmental evaluation.

Various Skill Development Programmes are conducted in departments to impart Personal, Technical and Managerial skills to the students for their personal enhancement and also to prepare them for future career. Few such Skill Development Programmes include Enhancing Communication Skills, Soft Skills, Awareness Programmes on Employment Opportunities etc.

The Academic clubs of the departments bring out the talents of the students and enable them to develop their creative and organizing skills through Intradepartmental, Inter-Departmental and Inter-Collegiate programs. The General Library has a section which houses many books on Personality Development and Leadership.

The Training and Placement Cell provides awareness to students about skills required in the job market. Through various programmes on Soft skills, Personality development, Interview techniques, Aptitude tests, Leadership, Career skills, Entrepreneurship, they are also equipped and trained to face interviews and competitive exams. The College has links with external agencies to which the students go for projects and internships to get hands-on training. This gives the students awareness about the jobs available and the entry criteria.

Short Term programmes are conducted to develop Entrepreneurial skills. Certificates are issued to the participants for programmes such as Soft Skill Development, Glass Painting, Fabric Painting, Tailoring and Embos Painting.

### **5.1.4 UPDATED PROSPECTUS AND HANDBOOK - ACTIVITIES / INFORMATION INCLUDED / PROVIDED TO STUDENTS - ONLINE ACCESS**

The prospectus of the College is updated annually and given along with the application. Various details regarding the Management and Genesis

of the College, Courses offered, Eligibility, Admission procedure and Features of the College are provided to students every year through the prospectus. This creates ample opportunities for students to identify courses of more value in the current educational scenario.

All information that the students need for their College life is comprehensively provided in the College handbook. The handbook is updated annually and given to all students. It contains the Vision and Mission statement of the College, History of the College, Administration, Department-Wise list of teaching and non-teaching staff members, In-charges of various clubs and cells, Information of the various Centres, Academic and co-curricular programmes, College rules and regulations, Different offices and their functions, Rules of attendance required, Fee concession and scholarships and Examination system. The handbook also includes the College Calendar that gives information about holidays, College functions, test and examination dates. This is a ready reference for students and they are encouraged to carry it with them to College every day.

#### **5.1.5 SCHOLARSHIPS / FREESHIPS GIVEN TO STUDENTS BY THE COLLEGE MANAGEMENT DURING THE LAST FOUR YEARS.**

Considering the socio-economic status of the students, various scholarships are given to the students. The deserving candidates are recommended by the respective departments. Scholarships are also given to needy Sports Students.

**Table 5.1: Scholarships given by the Management**

Academic Year	Fee Concession		Sports Scholarship		Merit Scholarship	
	No. of Students	Amount (Rs.)	No. of Students	Amount (Rs.)	No. of Students	Amount (Rs.)
2008-2009	2	32,000			27	1,35,000
2009-2010	3	46,000			28	2,80,000
2010-2011	2	44,000	-	-	28	1,40,000
2011-2012	6	1,26,000	1	25,000	33	1,65,000
2012-2013	6	89,000	-	-	31	1,55,000
<b>Total</b>	<b>19</b>	<b>3,37,000</b>	<b>1</b>	<b>25,000</b>	<b>147</b>	<b>8,75,000</b>

**5.1.6 STUDENTS RECEIVING FINANCIAL ASSISTANCE FROM STATE GOVERNMENT, CENTRAL GOVERNMENT AND OTHER NATIONAL AGENCIES**

The Administrative Office forwards applications of eligible students and takes care of the disbursement of Scholarship to students. The Government of Tamil Nadu is not providing scholarships for BC students studying in self financing institutions from 2008. The data given pertains only to the SC/ST students.

**Table 5.2: Scholarships Received from the Government**

<b>Academic Year</b>	<b>No. of Students Admitted</b>	<b>No. of Students Received Scholarship</b>	<b>Percentage of Students Received Scholarship</b>	<b>Scholarship Amount (Rs.) from Government</b>
2008-2009	375	44	11.7	1,45,828
2009-2010	377	54	14.3	1,87,690
2010-2011	388	48	12.4	2,31,245
2011-2012	458	60	13.1	2,88,470
2012-2013	507	45	8.9	2,05,440

**5.1.7 INTERNATIONAL STUDENT CELL FOR FOREIGN STUDENTS**

The College does not have an International student cell because it is not a basic requirement currently. When the College starts admitting international students in large numbers in future, the College will start such a centre.

The Vice-Principal takes care of the needs of international students. Support in the form of extra coaching, remedial classes, individual care, counselling and stress management is extended.

**5.1.8 SUPPORT SERVICES FOR STUDENTS**

**OVERSEAS STUDENTS**

The foreign students are given hostel accommodation on campus along with the resident students. Brochures on common Tamil phrases, College map along with the handbook, tips on Indian culture are given as orientation materials to foreign students. They have access to internet and phone facilities to interact with their family in their country.

The Vice-Principal takes care of the needs of international students. Support in the form of extra coaching, remedial classes, individual care, counselling services, stress management, attending to their adjustment problems, administrative support for their visa renewal and any other service required by the students is extended. Special bridge courses on their subjects, tutorship and mentoring for their academic growth are also provided.

**PHYSICALLY CHALLENGED / DIFFERENTLY-ABLED STUDENTS**

Resident students are given accommodation in the ground floor of the hostels. They have peers to take care of them, escort them to their classes and help them in their studies. College takes special efforts to enable physically challenged students to secure scholarships and grants offered by government agencies. Visually challenged students have a provision for scribes from the College during term tests and semester examinations.

**SC/ST, OBC AND ECONOMICALLY WEAKER SECTIONS**

In line with the Mission of our Founder we offer affordable value based education. Nearly 90% of our students belong to the socially backward communities and about 75% come from rural areas. A part of these students are economically very weak. SC/ST students are given awareness about the scholarships and privileges available to them. Both Government and Management scholarships are made available to SC/ST, OBC and economically weaker students. Books are provided to these students from the book bank.

**PARTICIPATION IN VARIOUS COMPETITIONS / CONFERENCES**

Students are encouraged to participate in the conferences and competitions held in other Colleges. Deserving students are selected and deputed to participate in national conferences and state level programmes. Guidance is given at all stages from filling up applications, pooling information, collecting data and training them for presentation at programmes. Free attendance is given to them. Students are motivated to participate in cultural and sports in University, State level and National level events. Special incentives are given to the winners.

**HEALTH CENTRE, HEALTH INSURANCE ETC**

G.B. Hospital located in the College campus provides free treatment to the students and public. It has a general medical practitioner who visits the hospital every afternoon and is available on call 24 hours. The hospital has two nursing assistants. This facility consists of a Doctor's consultation room, Treatment room with bed and IV infusion facilities, Nurses' room and a free pharmacy.

The G.B. Hospital in collaboration with Melmaruvathur Adhiparasakthi Institute of Medical Science and Research Hospital, Melmaruvathur conducts annual medical checkup for all students and maintains a record of their health status. The Hospital attends to any medical complaint, maintains an arrangement with nearby hospitals and responds to any health emergencies, and the students are sent to nearby hospitals in ambulance stationed near the G.B. Hospital. Also awareness programmes are regularly conducted for the students on health, hygiene and nutrition.

**SKILL DEVELOPMENT (SPOKEN ENGLISH, COMPUTER LITERACY, ETC)**

With regard to skill development of students, special courses are organized on Web-based learning, C, C++, SPSS, MS-Office, Spoken English, Communication Skills and Soft Skills are offered regularly. Computer literacy is ensured by making it a part of the curriculum. The students are provided with free internet facilities. The internet facility is extended to the hostels also. The students are given an opportunity to take up diploma and certificate courses in their departments to gain knowledge and industry oriented skills.

The College regularly conducts Personality Development Programmes which enhance the IQ level and communication skills of the participants. The College also invites Guest speakers from the industry which provides regional and global employment opportunities for the students. Special classes are taken for communication skills taking into considerations the rural backgrounds of the students. This has really helped the students learn the basics of the computer language.

The Training and Placement Cell frequently organizes programmes on career guidance and also invites various companies to conduct a campus interview.

**PERFORMANCE ENHANCEMENT FOR SLOW LEARNERS**

All the departments provide remedial classes, mentoring sessions and peer learning which help the slow learners to cope with their academic demands. Class tutors identify slow learners through their poor performance in term tests and lack of attendance for whom additional tests and coaching classes are conducted. If students are absent for a long period, then their parents are called for and corrective measures taken.

Students who have backlogs of previous semesters are encouraged to attend special classes held after class hours and library support is provided through question bank and extension of the library working hours especially during exams. Advance learners help them with the difficult unit. Frequent tests are conducted to improve their learning. The class tutors and faculty experts meet slow learners after the first term test, encourage and motivate them for a better performance.

**EXPOSURE OF STUDENTS TO INSTITUTIONS OF HIGHER LEARNING / CORPORATES / BUSINESS HOUSES, ETC**

Exposure of students to other institutions of higher learning / corporates / business houses are achieved through industrial / institutional visits, field visits and educational tours and by participating in seminars, conferences and symposium organized by such institutions.

In many departments Industrial visits form part of the teaching and evaluation process, to gain more knowledge in the subjects they learn. This enables them to make better options for career and higher studies. Project assignments regarding business concepts are undertaken by students with

assistance from corporate houses. The departments depute the students to seminars, workshops and cultural fests organized by other institutions. Alumni placed in different industries help the students in providing exposure and training.

#### **PUBLICATION OF STUDENT MAGAZINES**

Department-wise Newsletters / Magazines provide an opportunity to the students to publish their contents / Articles. The students also design the invitations for their departmental programmes. Students are encouraged to present their research work as a poster for which they design the same.

#### **5.1.9 GUIDANCE / COACHING CLASSES FOR CIVIL SERVICES, DEFENSE SERVICES, NET/SLET AND OTHER COMPETITIVE EXAMINATIONS**

The College takes adequate measures to prepare students for civil services exams, and UGC-CSIR-NET/SET exams providing adequate reading material. Guest lectures and special coaching classes are conducted in many departments to equip the students to write various Competitive Examinations. The College also ensures that the students are constantly updated on information about competitive exams and classes are held through external resource personnel as and when required. College library also is well equipped with adequate learning resources on competitive exams.

#### **5.1.10 POLICIES OF COLLEGE FOR ENHANCING STUDENT PARTICIPATION IN SPORTS AND EXTRACURRICULAR ACTIVITIES**

The College is committed to attract students for participating in various sports and extracurricular activities by ensuring consistent encouragement and motivation and through flexibility in admission, fee payment, attendance and evaluation requirements. The sports and cultural committees supervise the extracurricular activities.

Students who have a good track record in sports are given admission in the subjects of their choice. They are motivated to participate in the Intra and Inter institutional sports competitions and cultural activities. The management also provides financial assistance to the students who are selected for participation in national events.

They were also selected by the University for the Competitions conducted for the South Zone and National level. Our students have participated in the sports competitions conducted by Thiruvalluvar University and at the State and National Levels. They also have won laurels to the College by winning shields and trophies.

The students participate in the cultural events organized by Thiruvalluvar University and various inter-College competitions. Students are also motivated to participate in quiz competitions and they have won prizes in many events they have participated.

Free attendance, time for practice, and free uniform for sports and cultural performances are given to encourage students to participate in these activities. The students who participate in the sports or other extracurricular

activities are provided with extra classes. The students who participate in these competitions are provided flexibility in the internal examinations. They are provided extra time to study and appear for the internal tests on a later date.

Students proficient in sports are offered special diet, sports kits, sportswear, books and stationery.

**5.1.11 INSTITUTIONALIZED MECHANISM FOR PLACEMENT AND SERVICES PROVIDED TO IDENTIFY JOB OPPORTUNITIES, PREPARE FOR INTERVIEW AND DEVELOP ENTREPRENEURSHIP SKILLS**

There is an institutionalized mechanism for placement of students. The Training and Placement Cell was set up to promote placement. It provides comprehensive quality programmes and resources for preparing a diverse student population to meet the challenges in the job market in a globalised era.

The Training and Placement Cell

- \* Equips the students to meet the industry / institution requirements
- \* Offers training on placement support, leadership skills, personality development etc
- \* Actively involves in inviting various companies for recruitment and helps the students to get placed in reputed companies.
- \* Assists students during the campus interviews conducted by various organizations
- \* Helps the students to choose their career and trained for the industrial needs.
- \* Organizes seminars on career guidance, conducts mock interviews, offers guidance to students for placements and invites organizations for inputs on employment options and for recruitment.
- \* Informs the students regarding vacancies offered by the IT Industries and other sectors, through circulars and displays on notice boards
- \* Keeps track of the interviews held and as and when the results are declared, the Cell informs the students regarding the result.

The curriculum is designed in such a way that the students' employability quotient is enhanced. The feedback of the stakeholders on curricular matters is given due credit in BOS and Academic Council. The College organizes lectures on career opportunities.

Certificate courses that develop skills and enhance employability are offered, e.g. in DMLT (1 and 2 years), PGDMLT, CCNA, ICAI Foundation course, Tally, Typewriting, Hindi, etc. Training programmes in Soft Skills, Leadership, Career Skills and Communication Skills are held regularly. Soft skill trainings are a regular feature of the career enhancement modules. Some alumni have set up businesses of their own with the help of staff members.

**5.1.12 NUMBER OF STUDENTS SELECTED DURING CAMPUS INTERVIEWS BY DIFFERENT EMPLOYERS**

**Table 5.3: Number of Students Selected During Campus Interviews by Different Employers for the Last 4 Years**

<b>Academic Year</b>	<b>Name of the Companies</b>	<b>No. of Students Selected</b>
<b>2009-2010</b>	Nouveau Medicament (P) Ltd.	9
	LAPIZ Digital Services	5
	WIPRO Academy of Software Excellence (Off-Campus at VIT)	1
	Infosys BPO Limited (Off Campus at VIT)	1
	<b>Total: 4 Companies</b>	<b>16</b>
<b>2010-2011</b>	LAPIZ Digital Services	11
	Allsec Technologies Limited	9
	Ambalal Shares & Stocks Pvt. Ltd.	2
	Cognizant Technology Solutions (Off-Campus at VIT)	7
	WIPRO Academy of Software Excellence (Off-Campus at VIT)	3
	HCL (Off-Campus at VIT)	1
	<b>Total: 6 Companies</b>	<b>33</b>
<b>2011-2012</b>	Aqua Pure Plus Pvt. Ltd	25
	Vallabha Distribution Services (For HDFC SL)	24
	<b>Total: 2 Companies</b>	<b>49</b>
<b>2012-2013</b>	Sachika Institute of Training in Biomedical Technology	38
	Eureka Forbes Ltd.	31
	Rural Shores Business Services Pvt. Ltd.	65
	<b>Total: 3 Companies</b>	<b>134</b>
<b>Grand Total: 15 Companies</b>		<b>232</b>

**5.1.13 ALUMNI ASSOCIATION - ACTIVITIES AND CONTRIBUTIONS FOR DEVELOPMENT OF COLLEGE**

The College has a well-established Alumni Association, though not registered. The Alumni Association conducts its Annual meeting on 26<sup>th</sup>

January of every year, where the development and dreams of the College is shared. The Secretary, Principal and staff members attend these meetings.

One alumnus is co-opted as a Member into the Board of Studies of each department to contribute to restructuring and updating of the curriculum. The alumni are invited to participate in the important programmes of the departments. Alumni members residing in various parts of India and abroad share their experiences with staff and students during their visit. Enterprising alumni are invited to talk to the current students about the career opportunities available in their field of specialization. They expose our students to various methodologies used in research centers and industries.

Alumni who are employed in corporate sectors come forward give career guidance to students and / or to conduct campus interviews and offer career opportunities for the present eligible students.

Some members of the alumni contribute financially to aid economically weak students of our College. They volunteer readily by donating text books to the book banks of the department libraries. They also sponsor the prizes for competitions during the seminars conducted by their departments.

Contact with the alumni is maintained through social networking. The College website lists out the prominent alumni from all the departments.

The list of some prominent alumni who have visited the College in the last four years:

- \* Dr. K. Kannan and Mrs. Lalitha Kannan, Medical University of South Carolina, Charleston, SC, USA.
- \* Prof. M. Rasool, Assistant Professor (Senior), Biomedical Science Division, Vellore Institute of Technology, Vellore.
- \* Dr. Sathish Kumar Natarajan, M.Sc., Ph.D., Post Doctoral Research Fellow, University of Nebraska Lincoln, USA.
- \* Mr. Senthilkumar Thangaraj, Junior Scientist, Max Planck Research Unit for Enzymology of Protein Folding, Germany.
- \* Mr. C. Thirumalazhagan, Assistant Professor, Department of Management Studies, Anna University, BIT Campus, Tiruchirappalli.

#### **5.1.14 STUDENT GRIEVANCE REDRESSAL CELL - NATURE OF GRIEVANCES REPORTED AND REDRESSED.**

The College has a Grievance Redressal Cell comprising the Principal, Vice-Principal and a senior staff member to address the grievances of students. However, the Cell is not a forum for entertaining indiscipline and / or violation of College rules and regulations and does not encourage rebellion among students. Grievances pertaining largely to amenities, teaching-learning, library and hostel were received and redressed.

<b>Grievances</b>	<b>: Redressal</b>
College buses in additional routes	: Bus fleet size increased
Additional cycle stand	: Constructed
More drinking water facilities	: Increased the quantity of purified water supply
More toilet facilities for students	: New additional toilets constructed
Provision of bucket and mug in toilet	: Provided
Broken furniture and malfunctioning of lighting facilities or switches	: Rectified or replaced with new ones
Provision of the gymnasium	: New well-furnished gym constructed
Request for Internet facility for students	: Provided in Library
Two hours of typewriting classes per week for B.Com and B.B.A. students	: Provided
Price of items in the Canteen	: Persuaded the Canteen contractor to make it reasonable
Classroom dynamics, poor presentation, teaching strategies	: Brought to the notice of the teacher concerned by the HoD with suggestions for improvement and followed up.
Improper marking of attendance	: Corrected after verification
Thefts in the classroom	: Usually the culprits are found and counselling undertaken by the Principal / HoD / Tutors
Overlapping of remedial classes offered by different departments	: Time-tables are now worked out by the Tutors in consultation with course teachers
Students with economic problems	: The tutors and staff extend monetary support, find job opportunities, books, etc.
Extra Lab hours during the practical examinations	: Provided by the respective departments
When late comers to examinations are scolded at the door, the late comers and the students writing the examination are disturbed	: Students are now allowed to enter the examination hall quietly and collectively five to ten minutes after commencement of examination.

Increase in Library hours at the exam time and more books for lending	:	Extended by 30 minutes and 1 additional book for PG students
Reprographic facilities in Library	:	Existing facility replaced
Books from the book bank until the end of examinations.	:	Allowed
ATM in the College campus for the benefit of hostel students	:	ATM installed by Central Bank of India

The Grievance Redressal Cell actively interacts with the students to help them to solve their grievances. The students drop their grievances in the suggestion box. Students are also free to share their grievances with the class tutors, HoDs and the Principal. Immediate meeting of the cell is arranged for addressing the students' issues. It attends to both registered and unregistered grievances of the students. Necessary action is taken after issues are discussed in the concerned cell.

#### **5.1.15 CELL AND MECHANISM TO RESOLVE ISSUES OF SEXUAL HARASSMENT**

The Women's Cell of the College takes care of resolving the issues of sexual harassment. Timely intervention ensures effectiveness. The Cell has been instrumental in having staff members positioned strategically to prevent sexual harassment. Seminars on women's right, legal issues and women's empowerment are conducted in the College regularly. Students are well disciplined. They are guided properly from first day of admission onwards. Since students are properly taught on moral and value education, they realize their responsibilities.

The College takes utmost care that cases of sexual harassment do not occur in the campus. So far no such cases have been reported.

#### **5.1.16 ANTI-RAGGING COMMITTEE - INSTANCES REPORTED AND ACTIONS TAKEN**

In keeping with the College's tradition of inclusiveness, the College encourages senior students to give support, encouragement and help to their juniors. There is an Anti-Ragging Committee or Discipline Committee constituted as per the Government norms. Placards are displayed in the College campus, with the mobile phone numbers of Principal and Vice-Principal, which the students and parents can use in case of ragging incidents. Staff members, assigned to check the students, make surprise visits and check for any violations and also interact and with the freshers.

The College has not received any complaints so far on this issue due to the favorable atmosphere present in the campus and the preventive measures taken by the authorities.

**5.1.17 ELICITING COOPERATION FROM ALL STAKEHOLDERS TO ENSURE OVERALL DEVELOPMENT OF STUDENTS**

It is made clear to all the stakeholders that the objective of the College is to impart education that ensures holistic development of the students at the time of admission, during parent-teacher meetings and again during orientation and counselling sessions. The need and benefits of such an education is also emphasized so that all stakeholders cooperate to ensure overall development of the students.

The College also takes efforts in maintaining healthy relationship with the parents of the students by involving them in all important matters relating to their wards.

- \* The College conducts Parent-Teacher Meetings every year
- \* Statement of Marks are sent to parents of all students
- \* Departments receive permission letters from parents to take students to industrial visits, camps, on-the-spot study and any such activity which involves their ward to move from the campus
- \* Hostel students are permitted to go out for Project work and Internship only after getting permission from their parents.
- \* Disciplinary action on violation of College / Hostel rules is taken after discussing with the parents.

**5.1.18 SPECIAL SCHEMES / MECHANISMS TO MOTIVATE STUDENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

The College is committed to maximizing student participation in extracurricular activities. The Principal together with the HoDs conducts regular meetings with class representatives, providing a forum for interaction. Forthcoming activities of the College are discussed and the role of students is stressed. Motivation is also provided to their wards by tutors, as well as staff during classroom interaction. These steps have the cumulative effect of creating a sense of inclusiveness in the student, ensuring their willing participation in extra-curricular activities.

At the beginning of the academic year, staff members are given charge of extra-curricular activities such as debates, quiz programmes, elocution, essay writing and to assist the Physical Director in sports and games and plan programmes for the year. The staff members work in co-ordination with the Principal to ensure participation of students in extra-curricular activities off-campus. One hour compulsory physical education is given for all UG Students. Sports Day is held every year. Competitions are held in all major track and field events, in Badminton, Ball Badminton, Basket Ball, Carrom, Chess, Cricket, Foot Ball, Hand Ball, Kabbadi, Kho-Kho, Volley Ball, etc. Intramural competitions are also held in a wide range of cultural and literary events every year, including Classical dance, Singing, Collage, Painting, Wealth out of waste, Essay, Elocution, Poetry, Drawing, Quiz, Debate, etc.

The College has consistently won recognition in extramural competitions in sports, cultural and literary activities.

Outstanding sportspersons are honored on sports day with cash prizes, shields, medals and certificates. University and divisional players are provided with track suits and spikes. Special priority is given to outstanding sportspersons at the time of admission. Outstanding players are given TA and DA during their participation in tournaments. Prizes / awards / certificates instituted by the College are issued to the participants. Trophies of winners are displayed in the Principal's Office. Flexibility is shown in attendance requirements to enhance participation in various cultural events outside College.

**5.1.19 ENSURING PARTICIPATION OF WOMEN IN 'INTRA' AND 'INTER' INSTITUTIONAL SPORTS COMPETITIONS AND CULTURAL ACTIVITIES**

Women students are given equal opportunity to participate in Intramural and Inter-Collegiate sports competitions and cultural events.

Competitions for Women students are held annually in all major track and field events, in Badminton, Ball Badminton, Basket Ball, Carrom, Chess, Hand Ball, Kabbadi, Kho-Kho, Volley Ball, etc.

The Women students are encouraged to represent the divisional teams in the intra-divisional tournaments conducted by the Thiruvalluvar University. One student has represented Thiruvalluvar University in the Inter-University Badminton Tournament at Dr. N.T.R. University, Vijayawada and two students have represented division teams of Badminton and Volley Ball in the Inter-Divisional tournaments. The College has also hosted Thiruvalluvar University Inter-Collegiate Hand Ball, Badminton and Table Tennis Tournaments for Women.

As Intramural competitions, Cooking, Mehendi, Hair Dressing Classical dance, Singing, Collage, Painting, Wealth out of waste, Essay, Elocution, Poetry, Drawing, Quiz, Debate, etc. have been conducted for women students by the Departments, the Women's Cell and the Cultural Club. Women's Day celebrations take place every year.

The Women students have participated in various cultural events in competitions organized by other Colleges and other organizations such as World Tamil Semmozhi Conference, National Computer Educational Promotional Council (NCEPC), District Consumer Club, Vidiyal Educational trust, Delight Trust, JCI, etc.



**5.2.2 PERCENTAGE OF STUDENTS PROGRESSING TO HIGHER EDUCATION OR EMPLOYMENT**

**Table 5.5: Students' Progression to Higher Studies / Employment**

Student progression	Percentage against enrolled				
	Dept. of Biochemistry	Dept. of Computer Science	Dept. of Microbiology	Dept. of Commerce	Dept. of Business Administration
UG to PG	40	42	52	16	60
PG to M.Phil.	15	22	41	14	-
PG to Ph.D.	8	-	4	-	-
Ph.D. to Post-Doctoral	-	-	-	-	-
<b>Employed</b>					
* Campus selection	20	25	18	24	15
* Other than campus recruitment	10	8	5	5	4
Entrepreneurs	5	5	4	3	3

**5.2.3 PROGRAMME-WISE COMPLETION RATE / DROPOUT RATE**

**Table 5.6: Programme-Wise Dropout Rate**

Course	2008-2009			2009-2010			2010-2011			2011-2012			2012-2013		
	A	L	DR	A	L	DR	A	L	DR	A	L	DR	A	L	DR
<b>UG (6)</b>															
B.Sc. Biochemistry	29	2	0.07	19	2	0.11	16	0	0	38	2	0.05	25	1	0.04
B.Sc. Computer Science	52	3	0.06	50	4	0.08	52	8	0.16	51	4	0.08	47	2	0.04
B.C.A.	50	5	0.10	46	3	0.07	52	3	0.06	52	1	0.02	47	2	0.04
B.Sc. Microbiology	46	1	0.02	31	4	0.13	41	2	0.05	20	1	0.05	17	2	0.12
B.Com.	40	3	0.08	31	2	0.06	56	6	0.11	65	6	0.09	50	2	0.04
B.B.A.	33	0	0	56	0	0	60	0	0	55	2	0.04	35	1	0.03
<b>PG (5)</b>															
M.Sc. Biochemistry	26	0	0	26	0	0	25	0	0	20	0	0	16	1	0.07
M.C.A.	20	1	0.05	54	1	0.02	28	2	0.07	25	0	0	46	0	0
M.Sc. Information Technology	23	0	0	18	0	0	11	0	0	-	-	-	21	1	0.05



**Extra-curricular activities:** Quiz, Yoga, NSS, Women’s Cell, YRC, RRC, Rotaract Club, Leo Club, Enviro Club, Citizen Consumer Club, etc.

Every year the College contributes many players for Divisional teams of the Thiruvalluvar University, Vellore. The College helps the University in organizing inter-divisional and University tournaments.

Attending Physical Education classes for one hour / week has been made mandatory for all UG students. They learn Mass Drill and Marching and / or play games and sports of their choice during the physical education class.

#### **DETAILS OF PARTICIPATION**

**2008-2009:** The College cricket team secured second place in the “Sankara trophy 2009 cricket tournament”, held at Kanchipuram. Four students were selected to represent the Thiruvalluvar University teams in Badminton, Foot ball, Hand ball and Kho-Kho. Twenty seven students won prizes in the Thiruvalluvar University Inter-divisional games in Ball badminton, Cricket, Foot ball, Hand ball, Kabaddi, Kho-Kho, Table tennis, Volley ball, and in Athletics.

**2009-2010:** The College team secured runner-up place in Hand Ball (Men) and Badminton (Men) in Thiruvalluvar University Inter-Collegiate Tournaments. One student was selected to represent the Thiruvalluvar University in the All India Inter-University Ball Badminton tournament at Mangalore University, Mangalore. Fifteen students were selected to participate in Thiruvalluvar University Inter-Divisional Tournaments and won prizes, in Foot Ball, Kho-Kho, Ball Badminton, Hand Ball, Cricket and Badminton. A student secured II place in the 10 km running race at the University level competition.

**2010-2011:** Three students were selected to represent Thiruvalluvar University in Inter-University competitions, in Inter-University Badminton tournament at Dr. N.T.R. University, Vijayawada, Inter-University Boxing tournament at Mohanlal Sukhadia University, Udaipur and Inter-University Hand Ball tournament at Swami Ramanand Theerth Marathwada University, Nanded. One student represented University and secured Silver Medal in Light Welter Weight division in South Zone Boxing Championship. Twelve students were selected to participate in Thiruvalluvar University Inter-Divisional Tournaments and won prizes, in Badminton, Ball Badminton, Basket Ball, Boxing, Foot Ball, Hand Ball, Kho-Kho and Volley Ball.

**2011-2012:** Five students were selected to represent University Teams in Tournaments in Badminton, Boxing, Foot Ball, Hand Ball, and Kabbadi. Ten students secured Prizes in Inter-Divisional Tournaments in Badminton, Boxing, Cricket, Foot Ball, Hand Ball and Kabbadi.

**2012-2013:** The College teams participated in various Inter-College tournaments conducted by Thiruvalluvar University: Basket Ball and Volley Ball at Sacred Heart College, Tiruppattur, Ball Badminton at Shanmuga Industries Arts and Science College, Thiruvannamalai, Cricket at Islamiah

College, Vaniyambadi, and Foot Ball at Voorhees Arts and Science College, Vellore. One student participated in All India Inter University Ball Badminton tournament at NIT, Warangal, Andhra Pradesh and received Form 3 Certificate from Thiruvalluvar University, Vellore. Two students participated in the Inter-Divisional Basket Ball Tournament, held at Sacred Heart College, Tiruppattur and Inter-Divisional Football Tournament at Bharathi Stadium, Neyveli.

**PROGRAM CALENDAR (FOR THIRUVALLUVAR UNIVERSITY TOURNAMENTS)**

<b>Programme</b>	<b>: Date</b>
<b>2008-2009</b>	
Kho-Kho Inter-Collegiate for Men	: 20.08.08
Table Tennis Inter-Collegiate for Men	: 20.08.08
Kho-Kho Inter-Divisional for Men	: 25.08.08
Hand Ball Inter-Collegiate for Men	: 10.09.08
Hand Ball Inter-Divisional for Women	: 11.09.08
Foot Ball Inter-Collegiate for Men	: 11.09.08
Foot Ball Inter-Divisional for Men	: 15.09.08
Foot Ball Inter-Divisional for Women	: 18.09.08
Cricket Inter-Divisional for Women	: 19-20.12.08
<b>2009-2010</b>	
Foot Ball Inter-Collegiate for Men	: 31.08.09
Foot Ball Inter-Divisional for Men	: 14-15.09.09
<b>2010-2011</b>	
Foot Ball Inter-Collegiate for Men	: 21.08.10
Hand Ball Inter-Collegiate for Men	: 21.08.10
Hand Ball Inter-Divisional for Men	: 24.08.10
Hand Ball Inter-Divisional for Women	: 25.08.10
<b>2011-2012</b>	
Badminton Inter-Collegiate for Women	: 16.08.11
Table Tennis Inter-Collegiate for Women	: 16.08.11
Hand Ball Inter-Divisional for Men	: 30.08.11

**5.3.2 ACHIEVEMENTS OF STUDENTS IN PREVIOUS FOUR YEARS IN CO-CURRICULAR, EXTRA-CURRICULAR AND CULTURAL ACTIVITIES AT UNIVERSITY / STATE / ZONAL / NATIONAL / INTERNATIONAL LEVELS**  
**CO-CURRICULAR ACTIVITIES**

**2008-2009:** Ms. D. Preethi, II M.Sc. Biochemistry underwent IASc-INSANA-NASI summer research fellowship at Indian Institute of Science, Bangalore, in June-July, 2008. Seven students won cash prizes totalling about

Rs. 8,500.00 in national seminar and symposia. Students participated in seminars / symposia and won twenty four prizes. Many students actively took part in state-level and inter-collegiate competitions and won 5 prizes.

**2009-2010:** Ten students won cash prizes totaling about Rs. 10,000.00 in national seminar-cum-workshops and Inter-collegiate essay competition. Students participated in seminars / symposia and in state-level and inter-collegiate competitions and won 32 prizes. Ms. J. Mahalaskhmi, III B.C.A. won Rs. 5,000 as II prize in the Charlus Babbage Computer Essay Competition–2010 conducted by National Computer Educational Promotional Council (NCEPC) and T-JOP. Ms. S. Subashini, III B.Sc. Microbiology won 7 prizes in various Inter-Collegiate elocution and poetry competitions. Ms. R. Geetha, II M.Sc. Biochemistry won 4 prizes in paper and poster presentation in symposia and conferences. Mr. M. Shankar, III B.C.A. won 4 prizes in Techno Babble, Web Designing and Marketing in Inter-Collegiate competitions. Forty nine students got consolation prizes in the Charlus Babbage Computer Essay Competition–2010 conducted by National Computer Educational Promotional Council (NCEPC) and T-JOP.

**2010-2011:** Students participated in seminars / symposia and in state-level and inter-collegiate competitions and won prizes. Ms. S. Subashini (I M.Sc. Applied Microbiology) secured I Prize in the World Tamil Semmozhi Conference, held at Coimbatore.

**2011-2012:** Students participated in seminars / symposia and in state-level and inter-collegiate competitions and won 5 prizes. Together Ms. J. Anupriya and Ms. R. Nivetha of I M.Sc. Biochemistry won 3 prizes.

**2012-2013:** Students participated in seminars / symposia and in state-level and inter-collegiate competitions and won 3 prizes.

#### **EXTRA-CURRICULAR ACTIVITIES**

Ms. L. Mahalakshmi, won Rs. 1,000 as I prize in the Essay competition conducted by Vidiyal Educational trust, Chennai. Ms. M. Janani, III B.B.A., got I Prize in Essay competition conducted by Delight Trust, Chennai. Twelve students participated in the Essay competition conducted by Vidiyal Kalai Ilakkiya Mandram, Chennai, on 12.08.2011. Ms. S. Subashini, II M.Sc. (Applied Microbiology) secured II Prize in the Essay competition conducted by Tamil Nadu Murpokku Eluththargal – Kalaigarkal Sangam, on 16.11.2011. Ms. Srilekha, III B.B.A. won I prize in Tamil Elocution competition conducted by Youth Red Cross.

The students participated and won prizes in Paper presentation at Theivanai Ammal College, Villupuram, on 29.01.2013, in Soft Pro, Ad Zap, Debugging, Paper presentation and Web design in the National Conference at Sri Sankara Arts and Science College, Kanchipuram, on 27-28.02.2013, in Software demo, Web design, Paper presentation, Quiz and Debugging at Priyadarshini Engineering College, Vaniyambadi, on 8<sup>th</sup> March, 2013, in Ad Zap, Debugging, Quiz and Paper presentation at Sri Balaji Chockalingam

Engineering College, Arni, on 8.03.2013 and in Management games, Dora tora, Paper presentation and Ad zap in SCSVMV University, Kanchipuram, on 11.03.2013.

#### **CULTURAL ACTIVITIES**

**2008-2009:** Twenty two students participated in cultural activities such as, Silichrome, Facelifting, Collage, Shipwreck, Poster Design, Rangoli, Jewels Designing, Mono Acting, Mime Show, Group Dance, etc, and won 17 prizes.

**2009-2010:** Twenty one students participated in cultural activities such as, Bharatha Nattiyam (Group and Solo), Collage, Individual Talent, Rangoli, Face Painting, Mehandi, Quiz, Solo Dance, Pictionary, Group Dance, etc, and won 39 prizes.

**2010-2011:** Twenty students participated in cultural activities such as, Adzap, JAM, Quiz, Bharatha Nattiyam, Individual Talent, Drawing, Collage, etc, and won 3 prizes.

**2011-2012:** Seventeen students participated in cultural activities such as, Quiz, Collage, JAM, Adzap, Drawing, Bharatha Nattiyam, Solo Dancing, inging, Pencil Sketch, Pair Dance, etc, and won 13 prizes.

**2012-2013:** Thirty students participated in cultural activities such as, Quiz, Adzap, Management Games, Dora Tora, etc, and won 14 prizes.

#### **5.3.3 COLLECTION AND USAGE OF FEEDBACK FROM STUDENTS FOR IMPROVING SUPPORT SERVICES**

Feedback is collected from every student at the end of the year on the positive, negative aspects and suggestions for improvement of support services such as, Infrastructure Facilities, Canteen Services and Hostel Facilities. Areas of concern are discussed in the Meeting of Principal with Hostel Warden and HoDs. Consolidated report is prepared and sent to the respective support services for improvement. Necessary measures are taken to improve the facility.

#### **5.3.4 MECHANISM TO SEEK AND USE DATA AND FEEDBACK FROM GRADUATES AND EMPLOYERS TO IMPROVE GROWTH AND DEVELOPMENT OF COLLEGE**

The College has a well developed mechanism for collecting feedback from the students. The final year students are given a prescribed format for feedback related to curriculum and teachers' performance. Also student representatives are met periodically to obtain the grievances and feedback about the schemes introduced in the College. The views of students are consolidated and implemented. The students are also involved in providing a feedback about the teaching staff and their teaching methodologies.

Feedback is collected from alumni during alumni meetings and graduation day functions, to ascertain their views on curriculum, infrastructure facilities and suggestion for improvement and development of the College.

These data are evaluated by the Principal and HoDs for further necessary action. The feedback given by students pursuing higher education serves as an effective tool to introduce need based changes in the syllabus. This has been helpful in improving the overall efficiency of the College.

The Training and Placement Cell collects feedback from the students, who are employed in various organizations. These inputs are used to improvise the overall competency of the students for employability. The companies visiting for campus recruitment provide feedback on the students. Feedback from the employer, detailing job requirements help us identify inclusion of relevant units in the syllabus and also enrich the required skills for employability. Based on this, the growth and development of the College is enhanced.

### **5.3.5 INVOLVING AND ENCOURAGING STUDENTS TO PUBLISH MATERIALS LIKE CATALOGUES, WALL MAGAZINES, COLLEGE MAGAZINE - LIST OF MAJOR PUBLICATIONS**

With the encouragement and support of staff members, students have designed posters, brochures, handouts and invitations for various academic programmes and extension activities organized by the College. They also have contributed to magazines and research journals with the help of staff members. Students also present papers in various symposia / seminars / conferences. Students have presented their research work as a poster for which they design the same.

### **5.3.6 STUDENT COUNCIL - CONSTITUTION, MAJOR ACTIVITIES AND FUNDING**

The College has a Student Council. All UG and PG classes have a representative and an assistant elected by the class students who represent the class in all matters. The representatives and assistants collectively function as a Student Council. The representatives will select the Chairman, Secretary and other office bearers. Monthly meeting is conducted with the Principal as the chair person. All the academic and other issues will be discussed in this meeting. This council also undertakes review of activities and planning and execution of department programmes. The activity does not involve major funding.

The Student Council organizes various programmes inside the campus, such as Teachers' day, Women's day, Environment protection day, AIDS Awareness Day, Voters Awareness, Pongal Vizha, with support from the various Clubs / Cells. The council members serve as the liaison between the College Management and the students. They render voluntary services during College programmes and functions. Student Council members also render help during Admission time. They show active involvement in maintaining the ambience of the College campus.

**5.3.7 ACADEMIC AND ADMINISTRATIVE BODIES HAVING STUDENT REPRESENTATIVES AND THEIR ACTIVITIES**

Right now only old student representatives (alumni) are included in the Board of Studies. In future, the College plans to include current student representatives the BoS subject to approval from the affiliating University.

Student representative are present in the department associations / clubs. They are represented also in committees of the Clubs and Cells such as, Sports Advisory Committee, Library Committee, NSS Advisory Committee, Hostel Advisory Committee, Spiritual Committee, Cultural Committee, Magazine Committee, Students Welfare Committee, Women's Cell, Grievance Redressal Cell, etc.

They interact with the Student Council and take decisions concerning events such as Teachers' day, Women's day, Environment protection day, AIDS Awareness Day, Voters Awareness, Pongal Vizha, Cultural Day, which are primarily organized by students. They also make representations about common grievances or proposals.

## **CRITERION – VI**

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1 INSTITUTIONAL VISION AND LEADERSHIP**

##### **6.1.1 VISION AND MISSION OF THE COLLEGE**

###### **VISION OF THE COLLEGE**

Our Vision is to mould youth to combat changing challenges and to serve global community, with professional competence and spiritual commitment to excellence.

###### **MISSION OF THE COLLEGE**

Our Mission is to provide quality, value-based and career-oriented education to students, especially rural young men and women, who will be agents of social transformation and global development through their selfless and spiritual service.

##### **6.1.2 THE MISSION STATEMENT DEFINES THE COLLEGE'S DISTINCTIVE CHARACTERISTICS**

###### **ADDRESSING THE NEEDS OF THE SOCIETY**

The College is located in a rural area of Tami Nadu, where a traditional and conservative society is emerging out of its self-imposed bondage into the challenges of modern day living where families still prefer to send their children to nearby industries for their livelihood. In this socio-cultural context, Adhiparasakthi College of Arts and Science provides quality holistic education to young students to empower them as the agents of social transformation.

The Society needs are also addressed by producing professionally competent graduates and post graduates with an attitude of service to society, and by narrowing the rural and urban divide in the area of higher education.

###### **ADDRESSING THE STUDENTS IT SEEKS TO SERVE**

Students admitted to the College come from rural and semi-urban backgrounds; from private schools and corporation schools; from schools with Tamil or English as the medium of instruction; from well-educated and not-so-educated families. At present, nearly 75% of the admitted students are first generation learners. Admissions for students are given on a first come first serve basis taking into consideration their merit.

The main motive of the ACMEC Trust to which the College belongs is to educate poor young people providing them with knowledge and skills of high quality, thus empowering them to fit into the society. It is a preferential option that this College is situated in a rural area far away from the district headquarters at Vellore. By the nature of its existence, it serves the rural, first generation learners of this region.

**ADDRESSING THE COLLEGE’S TRADITIONS AND VALUE ORIENTATIONS**

The College is built and stands on the Core Values of Discipline and Sincerity, Honesty and Integrity, Love and Service, Justice and Equality in all academic and administrative affairs of the College. These values are explicitly reflected in the philosophy of the College in its quest for excellence, respect for life, student-centric approach and responsible autonomy as it serves the community with careful sensitivity. In order to develop students as envisioned in the mission statement, the curriculum is designed to develop their intellectual, spiritual and livelihood skills. Based on the changing needs of the society and relevance to current situations, the curriculum is periodically revised. In addition to a dynamic curriculum, an range of opportunities are provided to the students for realizing and actualizing their potentials.

The College imparts quality education to rural students to make them intellectually and professionally competent, morally upright, socially committed, spiritually inspired, nationally dedicated and emotionally well-balanced to catalyze the societal transformations and global development.

**ADDRESSING THE VISION FOR THE FUTURE**

The College takes constant effort to update the staff members on the latest global trends in higher education and teaching pedagogy. While their specific professional competence is enhanced by these enrichment programmes and ensures that the teacher is a continuous learner, who motivates students to become lifelong learners.

**6.1.3 INVOLVEMENT OF LEADERSHIP INVOLVED IN ENSURING THE ORGANIZATION’S MANAGEMENT SYSTEM DEVELOPMENT, IMPLEMENTATION AND CONTINUOUS IMPROVEMENT , INTERACTION WITH STAKEHOLDERS, REINFORCING CULTURE OF EXCELLENCE AND IDENTIFYING NEEDS AND CHAMPIONING ORGANIZATIONAL DEVELOPMENT (OD)?**

The College Governing Council at the highest level gives enlightened leadership to the officers of the College, namely the Principal and the Vice Principal, who in turn lead the College. His Holiness Arulthiru Bangaru Adigalar is the President of the Governing council. The Chairman appoints the other members of the board, including the Vice-President, Managing Trustee, Treasurer and Secretary. A Representative nominated by the Thiruvalluvar University is also a member. The Principal is the ex-officio member of the board. The Governing Council is the final decision making body regarding the administration of the institution. This body takes major policy decisions and provides the necessary infrastructure to run the College.

The Managing Trustee is the Administrative Head of Works in the College and represents the Management before the Governing Council, the Government and the Director of Collegiate Education on all matters relating to the general administration of the College. He plays a supportive role to the

academic community headed by the Principal and complements the work with his help and encouragement.

The Principal is the Academic Head of Works in the College and is the executive authority of the College. He plays a vital role in motivating and inspiring the academic community towards excellence. He supervises all the academic programmes of the College and keeps the Managing Trustee informed of all matters pertaining to general and financial administration.

The Governing Body as the apex decision-making body, and the Academic Council having representation from the various academic departments have among its members, experts drawn from the fields of industry, social service, science and technology and education. The Board of Studies of each department has specialists in the subject. Planning of academic programmes is therefore undertaken with inputs from experts.

**LEADERSHIP IN ENSURING THE ORGANIZATION'S MANAGEMENT SYSTEM DEVELOPMENT, IMPLEMENTATION AND CONTINUOUS IMPROVEMENT**

With well-defined Vision and Mission statements, the Governing Council ensures that the purpose, for which the College is established, is safeguarded. It promotes an atmosphere conducive to produce intellectually and professionally competent, morally upright, socially committed, spiritually inspired, nationally dedicated and emotionally well-balanced citizens in the service of our country. To achieve this, the Governing Council meets periodically, to review the working of the College and plans for the development of the College. The Secretary, Principal, Vice-Principal, Assistant Administrative Officer, as the officers of the College execute their powers and responsibilities without leaving the senior leadership positions vacant even for a day. Management has been consistently applying its mind to take up leadership in the College.

The College enjoys the collective leadership of a dynamic administrative team which includes the Secretary, Principal, Vice-Principal, Heads of the Departments, Controller of Examinations and Assistant Administrative Officer to offer collective leadership to the College. The Vice-Principal is the IQAC Coordinator.

The Secretary of the College is the appointing authority of the teaching and non-teaching staff. Any decisions concerning the governance of the institution rests with him. The Principal and Vice-Principal are the heads of the College who execute the academic activities in collaboration with the Heads of the Departments, staff and non-teaching staff and the student community.

The Principal is available to discuss the academic and other responsibilities, new plans of the departments, leave plans of the staff members and any difficulty or challenge faced by the Heads of the Departments and individual staff members. The Vice-Principal assists the

Principal in all matters and takes up the responsibility of the Principal in his absence.

Discipline is maintained by the Discipline committee supported by the Vice Principal, HoDs, Physical Director and staff representatives. The HoDs look after the Academic Association activities and distribute the department workload to the staff and monitor the smooth functioning of the department. They also look after the overall discipline of the department.

The Controller of Examination plans the CIA and Semester Examination schedule, appointing question paper setters and valuers and publishing of the semester results.

The College Assistant Administrative Office looks after the day to day Office Management, financial transactions, correspondence and public relations. He monitors the expenditure in accordance with the provisions made in the budget or by the resolutions of the Governing Council. He also acts as a member of the Finance Committee of the College and maintains the infrastructural facilities of the College and day to day.

The meetings of the different components of the administrative team plan and review the various aspects of College functioning and these meetings are scheduled in advance throughout the academic year.

The curricular and co-curricular programmes of the College are effectively carried out by teams of staff members constituted for that specific purpose. At the beginning of every academic year, the Principal constitutes members for the different committees from the staff members on the basis of aptitude and special interest exhibited, thus tapping all available talent.

Realizing the need for continuous improvement, each department is required to make a departmental annual budget at the beginning of every academic year and submit it to the Principal for suggestions for implementation. At the end of the year a report on the implementation of the year plan, with lapse if any, is submitted.

Decisions regarding Financial allotment for every department are made by the Principal based on the enrolment and the need of the department. This amount is used for the purchase of equipment and books, faculty training and workshops/seminars at the department level.

Several strategies are adopted for effective management of human resources for the overall development of students. The College also facilitates processes so that staff can attend various workshops, seminars and refresher courses conducted by other institutions. Staff members are encouraged to enroll in M.Phil and Ph.D programmes, present papers and take up research projects. The institution also conducts regional and national seminars and workshops on the campus. This facilitates continuous improvement in the whole academic process.

A conscious effort is made by the Principal to emphasize the organizational culture and the need for quality sustenance of the College during every HoD and staff members meeting.

**LEADERSHIP IN INTERACTION WITH STAKEHOLDERS**

The College makes specific efforts to build a healthy relationship with its stakeholders.

**The Students:** The Leadership initiates its interaction with the student community with the orientation programme at the beginning of their academic programme. Determined efforts are made by the Administrative team to convey the value and culture of the College and to make the student community feel as a part of the College. In addition, efforts are made to address any need of an individual student.

Time during lunch breaks is available for the students to meet with the Principal. The Principal also meets the members of the Student Council as and when needed to address any matter related to the student community. He also meets students who have financial difficulty and decides to either, extend the time of fee payment, excuse the fine or recommend the candidate for scholarship. All students and alumnae approach the Principal for matters related to their Transfer Certificate, Conduct Certificate and Bona Fide Certificates. The HoDs deal with issues regarding attendance of students and the consequent eligibility to appear for semester examinations.

**The Parents:** The Principal addresses the parents during the admission and the orientation programme; the Principal interacts with the parents on issues related to their academic performance. HoDs interact with the parents during the First year orientation and whenever the need arises. Any grievance from a parent is listened to by the tutor or HoD and appropriate responses are provided. Parents are contacted immediately in case of any emergency.

**Teaching and Non-teaching Staff:** The College considers its teaching and non-teaching staff members as one of its strong asset. Personal or Professional needs or grievances of the staff members are addressed by the College administration in the best possible manner.

**Industry:** Members of the Industry are provided ample opportunities for their involvement in the programmes and activities of the College. Some of this includes the MoU with industries regarding curricular process, guest /special lectures, campus placement drives, membership in Boards of studies and invitations to the Academic Council.

**LEADERSHIP IN REINFORCING CULTURE OF EXCELLENCE AND IDENTIFYING NEEDS AND CHAMPIONING ORGANIZATIONAL DEVELOPMENT (OD)**

Participatory Leadership is ensured at every level. A fair representation of all departments is kept in mind while allotting responsibilities to staff members in various committees. Workshops are organized with the guidance of the Principal to update the staff in recent trends in teaching, learning and

evaluation, and any other professional need, thereby reinforcing a culture of excellence.

To promote team culture, students and members of the Non-teaching Staff are included in working committees along with staff members for all College functions. This work style enables them to internalize the core values and culture of the College and enhance their sense of belonging.

Prior to implementation of any new programme a feasibility study is undertaken by the leadership. The result of this study is discussed with the Management which then introduces suitable modifications if necessary. Changes in the existing rules and regulations are brought about after a thorough discussion with Management based on the needs of the present generation.

At the end of every semester, the Principal discusses with the HoDs the proposed workload for the next semester, and appoints faculty members, if there is a need.

The requirement of infrastructure from the departments is sent to the Principal, which after careful scrutiny, is included in the annual budget and implemented. Other urgent needs related to the infrastructure are met by the College immediately.

#### **6.1.4 VACANCY OF SENIOR LEADERSHIP POSITIONS OF COLLEGE FOR MORE THAN A YEAR**

No. Whenever a vacancy arises in the senior leadership positions of the College, it is immediately filled by the Management with due consideration to the recommendation of the Principal.

#### **6.1.5 ENSURING THAT ALL POSITIONS IN VARIOUS STATUTORY BODIES ARE FILLED AND MEETINGS CONDUCTED AT STIPULATED INTERVALS**

The College ensures that all positions in its various statutory bodies are filled and meetings are conducted at the stipulated intervals. The Governing Body meets twice a year, the Academic Council and the Boards of Studies meet once a year and the Finance Committee holds four meetings in a year. Apart from these statutory bodies the Management has constituted many other committees to ensure practice of democratic principles, team work and culture of excellence. Frequent meetings of these committees help in the smooth and effective functioning of the College.

#### **6.1.6 PROMOTING A CULTURE OF PARTICIPATIVE MANAGEMENT**

The College promotes participatory Management by involving the stakeholders in the process of decision making based on collective wisdom. This approach is implemented to experience the benefit of participatory management and it has also become an attribute of the overall culture of the College.

- \* The statutory bodies are made up of official representatives nominated by the UGC, the State Government and the University as per their norms.
- \* The IQAC is constituted as per the norms of UGC. This ensures the involvement of Teaching and Non-teaching staff, Industrialist and the Management Board member in the decision making process.
- \* In the Board of Studies, the subject experts are invited who make sure the recent trends in their disciplines are included in the curriculum.
- \* The HoDs Meeting, comprising of Principal and heads of all departments are actively involved in the decision making process ensuring a role for all the departments.
- \* The CDDC constituted to discuss and debate all issues related to curriculum design and the different components of the evaluation process is an active body with members drawn from all departments. Apart from HoDs, the middle level leadership of the College developed is also developed here..
- \* The Student Council consists of students from both UG and PG courses to represent the whole student body. They discuss, deliberate and disseminate the decision to the entire student body. The Student Council suggests solutions to student problems on campus, and work on issues related to the campus.
- \* For College functions on campus, members of the non-teaching staff and students are included in different working committees with the staff members.
- \* The College calendar and the department calendar are planned by eliciting participation of staff, students and non-teaching staff.
- \* The annual budget of the College is prepared based on the departmental proposals, thus enabling participative Management.
- \* The College has a clear procedure of planning its year plan, executing it, evaluating at the end of the year. The views of staff and students are elicited through the HoDs and it becomes the department proposals are incorporated into the next year's annual plan.

#### **6.1.7 ACADEMIC AND ADMINISTRATIVE LEADERSHIP PROVIDED BY THE UNIVERSITY**

Adhiparasakthi College of Arts and Science is an Autonomous College having permanent affiliation to Thiruvalluvar University, Vellore. The University Nominees of the Governing Body, the Academic Council and the Boards of Studies offer constructive suggestions that strengthen Academic Autonomy. The Principal attends the Academic Council meetings of the Thiruvalluvar University regularly. Proposals to start new academic programmes are submitted to the University. The commission, deputed by the

University, to ensure the availability of academic expertise and learning resources at the College is an academically enabling procedure.

During the time of admission, the University sanctions additional seats on request for courses with high demand. The University cooperates with the College in issuing the provisional and degree certificates to students at the appropriate time. The University also gives affiliation to all our courses and confers degrees.

#### **6.1.8 GROOMING LEADERSHIP AT VARIOUS LEVELS**

Recognizing the importance of strong leadership in the development of an organization, the College endeavors to groom the leadership at various levels. Training programmes are held in Leadership, The Principal, staff members and coordinators of various committees attend leadership training programmes organized by national organizations or institutions. The College deputed faculty members from different levels and departments to national and international seminars and training programs to strengthen leadership roles.

The Management personnel are identified and trained to play their respective leadership role in the College. The teaching staff members assume leadership on the basis of seniority, qualification and experience. The non-teaching staff are selected based on their qualification and trained to take up different roles in the office administration. Training is given to them as and when the need arises.

Personality Development and Soft Skills programmes are regularly conducted. Students are offered opportunities to hone their leadership and managerial skills during events such as Teachers' Day Celebrations, Fresher's Parties, Farewell Parties, etc.

The staff members with potential at the middle level are identified and trained by nominating them as the convener of a committee. Except for the major offices, the College generally avoids having HoDs as conveners of committees, thus grooming the younger staff members for leadership on the job.

All committees are constituted with a sensible mix of junior members and senior members so that the younger members of the staff imbibe the work culture of the College and get groomed for leadership. Such an arrangement is mutually beneficial and has a synergetic effect for the College.

The various student bodies like Sports Advisory Committee, Library Committee, NSS Advisory Committee, Hostel Advisory Committee, Spiritual Committee, Cultural Committee, Magazine Committee, Students Welfare Committee, Women's Cell, Grievance Redressal Cell, etc have student representatives who take up leadership roles.

Thus at all these levels a second line leadership ready to shoulder responsibilities, as they are identified and continually trained.

### **6.1.9 STRATEGY FOR KNOWLEDGE MANAGEMENT**

The College aims at continuous improvement through identification and adoption of practices gained through insight and experience. It seeks to gain a competitive advantage by focusing upon the holistic development of the learners and on teacher quality. The College also focuses on the management of knowledge as a strategic asset and encouraging the sharing of knowledge.

Any new part of knowledge that is received or created at the College is well circulated to all levels. Such a sharing of knowledge leads to better learning experiences and evolving of new programmes. The Research Committee organizes regular presentations of the research findings of the staff. Any learning experience by a staff member deputed to attend seminars, workshops or courses outside College are shared in the Staff meetings or in the Department meetings. The feedbacks obtained by various committees at different levels are recorded for consideration in the following year. Results analysis helped the departments to evolve a strategy to enhance the academic performance of students.

### **6.1.10 VALUES REFLECTED IN FUNCTIONS OF THE COLLEGE - CONTRIBUTING TO NATIONAL DEVELOPMENT, FOSTERING GLOBAL COMPETENCIES AMONG STUDENTS, INCULCATING A VALUE SYSTEM AMONG STUDENTS, PROMOTING USE OF TECHNOLOGY, QUEST FOR EXCELLENCE**

#### **CONTRIBUTING TO NATIONAL DEVELOPMENT**

The aim of higher education is to equip the individual with knowledge and skills that meaningfully contribute towards meeting societal needs and thereby contribute to the development of the nation. This goal has been embodied in the quality policy of the College and is substantially met through the following means:

- \* Enhance employability skills by providing diploma and certificate courses as add-on courses – PG Diploma in Medical Laboratory Technology (PGDMLT), Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years), Cisco-Certified Network Administration (CCNA), TALLY, ICAI Foundation Course, Typewriting class, Hindi Courses, etc.
- \* Different teaching methods ensure that the core competencies of students are developed making them employable.
- \* Training students to be lifelong learners through testing at different cognitive levels.
- \* Extension Programmes also help students extend their academic learning to society. Those involved in applied projects learn to impart their academic learning for the development of society. Entrepreneurial skill development courses are offered for increased employability.

- \* The faculty members are trained periodically in the advances of their core disciplines as well as to enhance their professionalism to meet the challenges of the trends in higher education.
- \* To inculcate the patriotic commitment, the chief guests invited on Independence Day and Republic day speak on freedom fighters and other national leaders. Students also perform skits that depict the cultural diversity of the nation and about the threats she faces.
- \* Service to society through National Service Scheme (NSS) and mandatory NSS camps. These experiential learning sensitizes the students to work for the society and thus contribute to nation building.
- \* A number of programmes such as soft skills, yoga, meditation and personality development are offered through the year for self development.

#### **FOSTERING GLOBAL COMPETENCIES AMONG STUDENTS**

Global competencies involve effective communication skills, leadership qualities, creativity, interpersonal skills, higher level of emotional quotient and being a good team player. The following measures foster the global competency of students.

- \* Continuous updating of curriculum in keeping with global standards. Technology aided teaching-learning, soft skills, foundation courses which focus on humanities and environmental studies, interdisciplinary projects, vocational courses, value education and co-curricular activities are some of the dimensions of the curriculum designed to equip students with global competencies.
- \* Project works enable students to enhance and develop their creativity. The project report presentation and the ensuing viva voce develop their communication skills.
- \* The Viva-Voce in the practical examination enables them to develop confidence while seminars enhance their presentation skills.
- \* Different soft skill training programmes organized at the departmental level and at the College level enhances the capacity of the students to fight shyness and persuasively state their view.
- \* Leadership is developed at the departmental level (class representatives and club office bearers) and at the College level (Student council members). At all levels of leadership, students work as teams and so they are trained as good team players as they plan and organize creative programmes.
- \* Since our students predominantly come from rural set up, the College takes utmost care in equipping them with various competencies like relevant subject knowledge, Communicative English, Soft Skills etc.
- \* The students are taken for industrial visits to leading research institutions and industries. They are also sent to companies and

organizations for internship for few months which help them to gain global competencies.

#### **INCULCATING A VALUE SYSTEM AMONG STUDENTS**

The importance of a value system to guide students as they step into a world of work is recognized by the College and is incorporated in the Mission statement of the College. The College adopts ways to inculcate those values that are needed to live in a pluralistic society.

- \* Courses in Value Education inculcate core human values, enable students to enhance their moral values and improve their emotional quotient to face the demands and challenges in the changing world.
- \* Courses in Environmental Studies inculcate values related to the sanctity of nature, richness of our culture and heritage and social responsibility, and sensitize students to environmental concerns at the regional, national and global levels.
- \* Courses in Human Rights open up students to the harsh realities in our democracy, where right violation takes place easily and justice is denied to many.

#### **PROMOTING USE OF TECHNOLOGY**

In a rapidly changing world, technology is not meant only for communication. It can significantly improve the efficiency of the teaching-learning-testing process as also the process of administration and management.

- \* The areas functioning with technology support include the administrative office, library and the examination section.
- \* The finance department uses a TALLY system for accounting purposes.
- \* Technology is used as a teaching-learning resource by the teacher and the learner.
- \* The campus community is trained and prepared to make use of ICT optimally.
- \* Assignments and projects by students draw heavily upon ICT for data collection and presentation.
- \* Students have access to computers in their departments and are allowed free browsing in all computer laboratories
- \* A well-equipped Seminar Hall is used for seminars and workshops by departments.

#### **QUEST FOR EXCELLENCE**

Since its inception the College has been striving towards excellence. Realizing that this is an ongoing process the College takes continuous steps to improve on all fronts.

- \* Young faculty and students are motivated towards research

- \* Leadership training is given frequently for faculty members in manageable groups.
- \* At the end of every academic year, the IQAC team with the Principal meets all the departments. They review the annual activities carried out by each department. This exercise helps both the IQAC members and department staff to find out why they were not able to accomplish few of the planned activities.
- \* Suggestions and views of staff members for effective implementation of the programme for the following year is included in the year plan designed by the management. In the same way, suggestions from students, parents, alumni and other stakeholders are received through similar mechanisms.

#### **6.1.11 THE UGC AUTONOMOUS REVIEW COMMITTEE'S RECOMMENDATIONS AND ITS COMPLIANCE.**

The members of the UGC Expert Review Committee visited the College on 1<sup>st</sup> and 2<sup>nd</sup> July, 2010 for the conferment of fresh autonomous status. The Committee recommended the conferment of Autonomous Status, without any recommendation. The UGC conferred Fresh Autonomous Status vide its letter No.F.22-1/2010(AC) date 23.09.2010. The College is functioning as an Autonomous College from the academic year 2011-2012. After the conferment, UGC Autonomous Review Committee has not visited the College so far.

## **6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT**

### **6.2.1 PERSPECTIVE PLAN FOR DEVELOPMENT OF COLLEGE – TEACHING AND LEARNING, RESEARCH AND DEVELOPMENT, COMMUNITY ENGAGEMENT, HUMAN RESOURCE PLANNING AND DEVELOPMENT, INDUSTRY INTERACTION, INTERNATIONALIZATION**

Yes, the College has a perspective plan for institutional development. The plans are discussed in the management meetings and also the Staff meetings. Implementation of the plans depends upon various factors such as the financial position, state laws, university statutes, etc. The College is already rated as one of the best Colleges of the region. The growth and development plans are prepared keeping in mind the vision, mission and objectives of the institution.

#### **TEACHING AND LEARNING**

Teaching and learning is a continuous process. The College bases itself on its good traditions gained through the experience of the past. The policy is

- \* To promote technology-aided strategies and encourage innovation in the teaching-learning process to promote global competency.
- \* To have at least one smart class room for each department.

- \* To have at least 5% success in UGC-NET, CSIR and SET examinations.
- \* To bridge the gap between the world of study and the world of work through experiential learning.

**RESEARCH AND DEVELOPMENT**

- \* More departments to gain research status in the near future.
- \* To start a own multi-disciplinary Journal for Research Publications.
- \* Each department to have at least one major ongoing project
- \* Faculty to be the members of the Editorial Board of reputed journals
- \* To have at least 3 patents for the College

**COMMUNITY ENGAGEMENT**

- \* Forming College-School interface by signing MoU with 3 schools having low income group students
- \* All departments and clubs to organize community-oriented service programmes like special camp, blood donation camp, eye screening camp, tree veterinary camp, plantation programme, traffic control during local festivals and awareness programmes.
- \* Getting regular feedback from the members of the community in its statutory bodies to make making the public more involved in the interest of the College and vice versa.

**HUMAN RESOURCE PLANNING AND DEVELOPMENT**

- \* Annual exposure programmes to internalize the core values of the College.
- \* To organize at least one national symposium on Evaluation in Higher Education.
- \* Training programmes in all the departments in emerging areas in their disciplines.
- \* To provides resource persons to neighboring schools for taking classes.
- \* Department staff to undergo intensive training in leadership skills and distinctive programmes.
- \* To provide more job-oriented add-on courses.

**INDUSTRY INTERACTION**

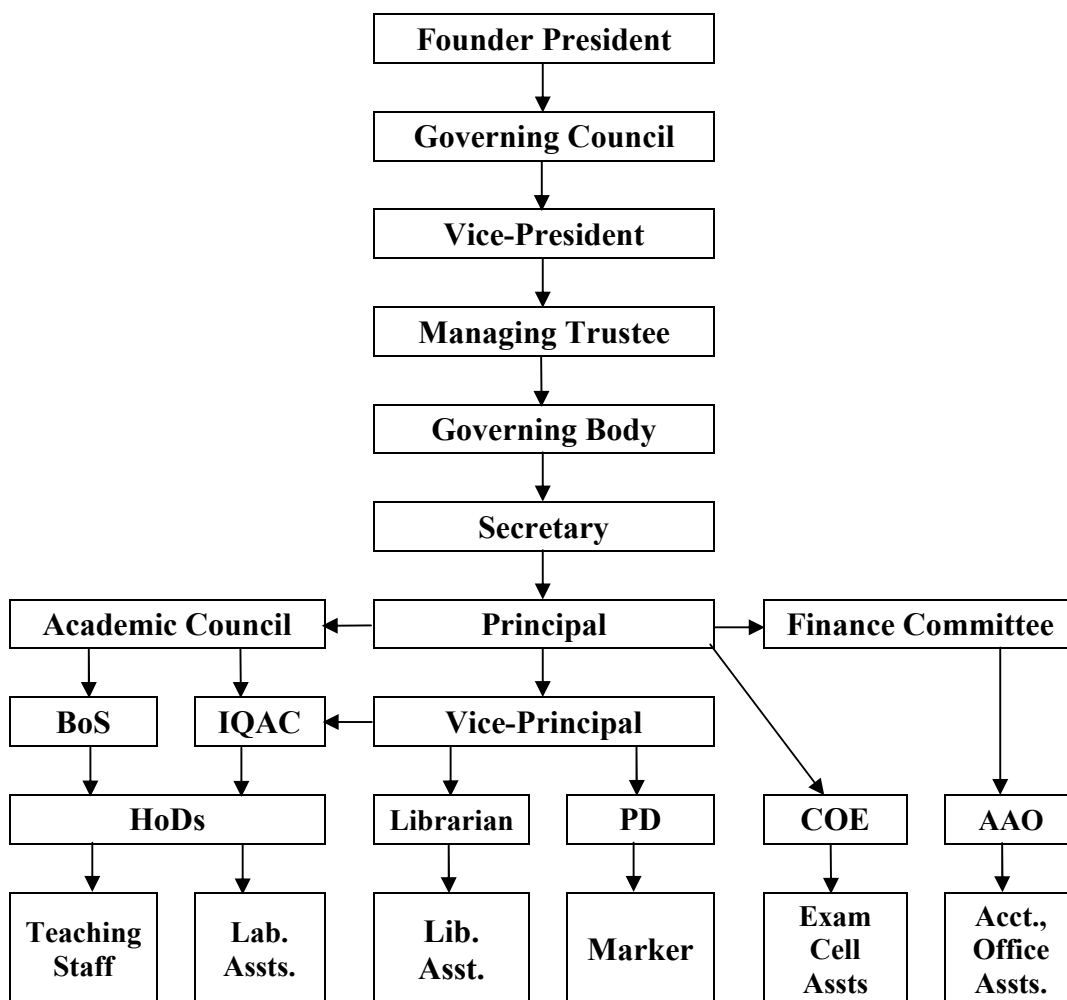
- \* Signing at least 1 MoU per year with Industries / NGOs.
- \* Corporate Partnership with at least 2 MNC.
- \* Consultancy service for at least 1 industry.
- \* Periodical visits to research institutions and industries.
- \* Encourage the students to undergo training and to do project work / internship in research institutions, industries and hospitals.

- \* Strengthening the College-Industry interactions with better coordination with the representatives of the industry in the Governing Body, Academic Council and Board of Studies to provide expertise to the College.

**INTERNATIONALIZATION**

- \* Initiating on line courses with International Universities
- \* To initiate MoUs with Universities in European and Asian Countries for Academic Credit Transfer
- \* Planning for international exposure to take the students abroad for exchange programs.
- \* Students will be encouraged to attend more seminars, workshops, conferences at international level.

**6.2.2 INTERNAL ORGANIZATIONAL STRUCTURE OF THE COLLEGE FOR DECISION MAKING PROCESSES**



The long-term plans for the development of the College are initiated by the Governing Council headed by the Founder President. He effects the appointments and transfers of Management members. The Managing Trustee is the chief functionary and Chairman of the Governing Body. He is the hub of the institution inspiring, animating, coordinating, listening, uniting, strengthening and enhancing the activities of different sectors. The Vice-Principal ably assists the Principal in coordinating the curricular, co-curricular and extension activities. The Assistant Administrative Officer takes care of the infrastructure, maintenance and enhancement of physical facilities. As regards the academic development of the College, the Academic Council of the College meets once a year and chalks out the entire plan for the year. The departments prepare the annual plan with details of dates of events, venues, target groups, resource materials etc. The academic calendar is prepared by the College office in consultation with the heads of the departments and approved by the Principal.

Decisions of the Management concerning starting of new courses and developing infrastructure facilities and staff requirements are discussed in the Governing Body where the UGC, State Government and University nominees are present and give directions to Academic Council, Board of Studies and to other committees.

The organizational structure of Adhiparasakthi College of Arts and Science involves leadership at several levels. Such a decentralized system has been highly effective in taking decisions and implementing them. The College has the culture of respecting the suggestion / feedback given by any member of the College community. The proposed plans are discussed at the respective committees, fine-tuned and then implemented.

### **6.2.3 PLANNED PROPOSALS INITIATED / IMPLEMENTED**

#### **2008-2009**

- \* Inauguration of Ph.D. programmes in Biochemistry and Microbiology.
- \* Three National Symposia / Seminar by the Departments of Computer Science and Applications, Biochemistry, and Microbiology.
- \* Upgradation of the Computer Lab by the Department of Computer Science and Applications.
- \* OPAC (Open Access Catalogue System) installation in the Library.
- \* Selection of one student by the National Academy of Science for Summer Research Fellowship and training at Indian Institute of Science, Bangalore.

#### **2009-2010**

- \* Registration of Animal House of the Department of Biochemistry by the CPCSEA for “Education and Research”.
- \* Sanction of grant of Rs. 20,000 to the Department of Biochemistry for organizing a National Conference on “Bioprocessing of Renewable

Sources and Vaccine Technology”, by the Council of Scientific and Industrial Research (CSIR), New Delhi.

- \* Approval of the College as a Regional Field Unit (RFU) by the National Testing Services (NTS), Mysore, India, for the Districts of Vellore, Thiruvannamalai and Kancheepuram, for the promotion of language teaching.
- \* Diploma in Medical Laboratory Technology Course by the Department of Biochemistry in collaboration with Bharat Sevak Samaj, Chennai; Cisco Certified Network Administration by the Department of Computer Science and Applications. Certificate in Accounting Technicians Course by the Department of Commerce and Business Administration in collaboration with ICAI (The Institute of Costs Accountants of India), Kolkatta; Hindi coaching classes for UG students.
- \* Three National Conferences by the Departments of Biochemistry, Computer Science and Applications, Commerce and Business Administration.

**2010-2011**

- \* Visit of an experts committee appointed by the University Grants Commission (UGC) for granting autonomy. Autonomous Status conferred by the UGC and the Thiruvalluvar University, Vellore.
- \* Sanction of a grant of Rs. 75,000 to the Internal Quality Assurance Cell (IQAC) for organizing a State Level Seminar on Innovative Approaches in Teaching-Learning Process, by the National Academic and Accreditation Council (NAAC), Bengaluru.
- \* Five National Conferences / Seminars by the Departments of Microbiology, Biochemistry, Internal Quality Assurance Cell (IQAC), Computer Science and Applications, and Commerce and Business Administration.
- \* Diploma in Yoga course in collaboration with Tamil Nadu Physical Education and Sports University, Chennai.
- \* Selection of 33 students by LAPIZ Digital Services, Allsec Technologies Limited, Ambalal Shares & Stocks Pvt. Ltd., Cognizant Technology Solutions, WIPRO Academy of Software Excellence and HCL in the campus and off-campus recruitment drives.

**2011-2012**

- \* Autonomous College from the academic year 2011-2012. Constitution of New Boards of Studies, Academic Council, Finance Committee and Governing Body consisting of members as per the guidelines of the University Grants Commission with the members nominated by the Thiruvalluvar University Vellore, University Grants Commission, the

State Government and the Management and convening of their meetings.

- \* Inauguration of M.Phil. (Commerce).
- \* Subscription to NLIST Programme of INFLIBNET, Ahmedabad.
- \* Four National Symposia / Conferences / Workshops by the Departments of Microbiology, Computer Science and Applications, Commerce, and Biochemistry.
- \* Selection of 49 students by Aqua Pure Plus Pvt. Ltd. and Vallabha Distribution Services (For HDFC SL) in campus recruitment drives.

**2012-2013**

- \* Inauguration of B.Sc. (Mathematicss) Course.
- \* Provisional Recognition Certificate obtained by the Departments of Biochemistry and Microbiology to conduct 1 year and 2 year DMLT and post-graduate DMLT courses of the All India Medical Laboratory Technologist's Association, Patna.
- \* Five National Symposia / Conference / Workshop by Departments of Biochemistry, Microbiology, Computer Science and Applications, Business Administration, and Commerce.
- \* Organizing of Workshops and Film show by the Regional Field Unit of National Testing Services.
- \* Selection of 134 students by Sachika Institute of Training in Biomedical Technology, Eureka Forbes Ltd. and Rural Shores Business Services Pvt. Ltd. in the campus recruitment drives.

**6.2.4 QUALITY POLICY - DESIGNED, DRIVEN, DEPLOYED AND REVIEWED**

“Adhiparasakthi College of Arts and Science aims to offer quality, value-based and career-oriented education for the empowerment of rural young men and women from all strata of society by promoting academic excellence, employability and leadership with social and spiritual commitment to excellence.”

The quality policy has been formulated based on the vision and mission of the College and is the guiding force that help departments to plan their activities. The Principal and the IQAC ensure that this policy and its objectives are well communicated to all the personnel of the College for implementation. These objectives are regularly reviewed and revised in the Management meetings.

The College sees to it that as far as possible only qualified teachers are recruited and trained. Many innovative methods are introduced as part of learning. Research is taken up in the departments as every staff member is asked to complete his / her Ph.D. at the earliest.

### **6.2.5 REDRESSAL AND ANALYSIS OF GRIEVANCES**

Overall well-being of all the members at the campus is an important concern and therefore mechanisms to address and redress the grievances of students and staff are maintained.

#### **REDRESSAL FOR STAFF GRIEVANCES**

- \* Staff members bring their grievances to the Principal in the HoDs meeting, relevant committee meeting or privately.
- \* The Principal is accessible to share the concern of any member of the community regarding any officer / HoD / convener.

#### **REDRESSAL FOR STUDENT GRIEVANCES**

- \* Most of the students' grievances are dealt at the department level where they bring grievances related to academics to their tutors or teachers or HoDs.
- \* Parents share their grievances with the tutors or HoDs on a one-to-one basis at the Parent Teacher Meetings or by visiting the department.

In addition to all this there is Grievance Redressal Cell that separately functions for staff and students.

- \* Grievance / suggestion boxes are placed at easily approachable places.
- \* The grievances are properly recorded based on the nature of the problems, analyzed and appropriate corrective actions are initiated in order to solve the problems.
- \* Grievances against teachers expressed by students are referred to the HoD who takes it to the Principal. The Principal then takes appropriate measure taking into account the comments of the HoD.
- \* Similarly grievance against a colleague / HoD / Officer expressed by a staff is referred to the Principal, who provides appropriate redressal.

### **6.2.6 ANALYSIS AND RESPONSE OF STUDENT FEEDBACK ON INSTITUTIONAL PERFORMANCE**

The College obtains feedback from students, parents and alumni regularly. The feedback covers aspects related to the curriculum, infrastructural facilities and student support services. The analyzed data from the feedback is presented in the IQAC / HoDs / Management meetings and disseminated to the Heads, Officers or Coordinators for further action. This process has resulted in changes and betterment in curricular aspects, infrastructural facilities and student support services.

In terms of curricular aspects, introduction of more employment-oriented add-on courses have taken place. Change in the existing norms related to browsing, photocopying and printing, library hours, etc. are some of the responses to the analysis of the feedback for the betterment of student support services.

**6.2.7 AFFILIATING UNIVERSITY’S HELP IN IDENTIFYING DEVELOPMENTAL NEEDS**

The affiliating university acts as a coordinating link between UGC/NAAC/Funding agencies and the College for affiliation for new courses, accreditation and funding programmes. The University authorities support all innovative efforts taken by the College. The representatives from the University are members on the statutory bodies of the College such as the Governing Body, the Academic Council and the Boards of Studies, where they offer constructive suggestions and expertise in identifying the developmental needs of the College. During the regular audits undertaken by the University for extension of affiliation, suggestions are made for the development of the College.

**6.2.8 COLLEGE DEVELOPMENT COUNCIL OR BOARD OF COLLEGE AND UNIVERSITY DEVELOPMENT IN AFFILIATING UNIVERSITY**

The University does not have a College Development Cell (CDC) or Board of College and University Development (BUCD).

**6.2.9 FEEDBACK FROM NON-TEACHING STAFF, TEACHING STAFF, PARENTS AND ALUMNI**

The Principal holds meetings with every department of the College, including non-teaching units for an exchange of views and for a feedback on the functioning of the College.

Parent-Teacher meetings are held regularly by all departments. These meetings encourage the personal touch where understanding with the parents is established. This makes it easier for the department to connect with the parent through the tutor, in the times of need.

Alumni feedback is also collected from the alumni during their graduation and alumni meetings. Analysis of the feedback gives information on the number of students who has gone for higher studies, employment details of the alumni in addition to their opinion about the academic programs that they underwent while in College. The feedback also gives details about various competitive exams passed by the alumni.

These feedbacks are discussed at Management meetings and relevant action taken.

**6.2.10 AUTONOMY TO ACADEMIC DEPARTMENTS AND ACCOUNTABILITY**

All major decisions by the Management are taken democratically after a series of meetings and consultations with the Heads of Departments and members of staff. The Secretary and the Principal hold periodic discussions with the staff on matters relating to professional ethics, teaching methodology, innovations, student support, research activities, computer literacy, etc. Some practical and useful tips are given to them for effective interaction with the students in and outside the classrooms.

Autonomy regarding student admissions is given to the departments to admit students based on the merit. Before releasing the provisional list of students selected for admission, the Principal or the Vice Principal validates the list with regard to compliance with admission norms. In academic programmes, the department is given the freedom to design their courses. However, the Principal monitors the academic programmes for its credibility. Departments are given the freedom to constitute the panel of external members for the Boards of Studies.

Autonomy is given to the staff to devise various approaches for the Teaching-Learning process. These are then monitored during the Academic Audit. Departments are given the freedom to invite academic resource persons for their National / State level programmes. The instruments and books to be purchased are decided by the respective departments though the College allots money for these. In the internal assessment evaluation the staff is given the freedom to use any evaluation tool to assess the students.

#### **6.2.11 PERFORMANCE AUDITING OF DEPARTMENTS**

The College conducts a performance auditing of its various departments by reviewing the yearly activities of every department, together with the results (academic performance of students) at the beginning of every academic year. Plans are then formulated for the forthcoming year.

The internal audit done is an in-built mechanism to check the proper implementation of the process of conduct of classes, course design, teaching-learning and evaluation. Student and the staff feedback mechanism ensure accountability. Heads of Departments are given the dual responsibility of monitoring staff performance and attending to communications sent from various offices of the College. In some departments, the courses are shared by two staff members resulting in an internal check.

### **6.3 FACULTY EMPOWERMENT STRATEGIES**

#### **6.3.1 EFFORTS TO ENHANCE PROFESSIONAL DEVELOPMENT OF TEACHING AND NON-TEACHING STAFF**

##### **PROFESSIONAL DEVELOPMENT OF TEACHING STAFF**

The College promotes empowerment of teaching staff through various strategies – timely recruitment, regular performance appraisal and professional development programmes for upgrading competence. It seeks appropriate feedback, analyses the responses and ensures that this forms the basis for planning and decision making. Major decisions for professional development:

- \* Encourage teaching faculty to attend orientation / refresher courses offered by Academic Staff Colleges.
- \* Organize training / development programmes.
- \* Send faculty for specialized training.

- \* Plan for symposia / conferences / seminars in the current relevant topics inviting eminent speakers every year by all the departments.
- \* Encourage faculty to participate in off campus seminars.

#### **PROFESSIONAL DEVELOPMENT OF NON-TEACHING STAFF**

The office administration has undergone numerous stages of significant improvement over the past few years. The fee structure, salary, income tax, P.F., accounts and admission process have been computerized. The office automation has ensured accuracy, accountability and transparency. The office staff members were given training on the use of computer for the implementation of the above programmes. The non-teaching staff members were given training on official etiquette, administration, time management, planning and execution of work.

### **6.3.2 OUTCOME OF REVIEW OF PERFORMANCE APPRAISAL REPORTS**

#### **PERFORMANCE APPRAISAL OF TEACHING STAFF**

The self-appraisal system is in vogue as a routine affair for the purpose of quality enhancement. Besides, the College appraises the performance of the teaching staff through the feedback from students, appraisal from their HoDs, peer group and the Management. The students are provided with a performance-based questionnaire and the answers obtained give an objective view of the course teacher and teaching methodology.

In the final analysis, the Secretary and the Principal take steps to apprise the staff of his/her performance. The power to attract the youth, to instill confidence in them and to foster positive attitude among them are all that matters in this system.

#### **PERFORMANCE APPRAISAL OF NON-TEACHING STAFF**

Letter correspondence, the rapport with staff, students and the public, official etiquette, prudence and politeness, presence of mind, handling a given critical situation and ability to handle a situation independently are the areas where the performance of non-teaching is evaluated. Responsibility and accountability are monitored in the process of discharging their daily duties. It is not in strict observance of rules, but in the sincerity of one's duties that a member of non-teaching staff is valued. Apart from routine work, the Principal holds meetings periodically with the non-teaching staff. Ideas and suggestions are shared in the meeting. A brief review of the work is done during the meeting. The Principal briefs the members about the observance made by him in the course of the period.

The Principal discusses the result of this appraisal with the staff concerned and suggest any necessary improvements. The line of interaction followed is both for corrective measures and appreciation of the services of the staff for their initiative and good work. If required, the staff members are counseled for better performance.

### **6.3.3 WELFARE SCHEMES FOR TEACHING AND NON-TEACHING STAFF**

Realizing that the College can be a productive place, only if the staff are satisfied, the management has put several incentive measures in place for them besides the salary package reasonably high for a rural village. These measures address the felt need of the College community and are a means of appreciating the contribution of the teaching and non-teaching staff in practical ways. A list of these initiatives are given below

- \* Provident Fund and Gratuity as per rules.
- \* Scholarships to cover the School fees of the children of last grade staff.
- \* The management gives preference for the admission of the wards of staff. Fee concession for children of non-teaching staff admitted in the College
- \* Financial assistance by way of festival advance up to Rs. 5000/-, is given in a year to the staff, which is deducted from the salary in 10 equal installments without any interest.
- \* Every year two sets of uniform is given to all non-teaching staff at the College expense.
- \* All teaching and non-teaching staff are placed on a scale after a satisfactory probation period of 2 / 3 years and the pay scale is revised once in every five years giving benefit to those with longer years of service.
- \* Money for any emergencies are advanced under the authorization of the Principal
- \* Incentives in cash and kind are also offered for dedicated service.
- \* Bus facility is provided for the staff members at concessional rate.
- \* Staff members are given special permissions in order to enable them to attend valuations, seminar and conferences. It is also provided for staff candidates registered for Ph.D. to meet their guide for a discussion about the progress of their research work.

Almost all the staff members have utilized these schemes.

### **6.3.4 MEASURES FOR ATTRACTING AND RETAINING EMINENT FACULTY**

For retaining the faculty, a conducive working environment is provided. An increment in salary takes place every year. A recent initiative was to set up a policy for an annual increase in the Dearness Allowance by ten percent for teaching faculty, which is under the consideration of the management. Their teaching experience prior to being recruited in this College is considered for increment in their pay. Similarly, Ph.D holders get two additional increments. Irrespective of their years of teaching experience, permission is granted for them to pursue their Ph.D. as part-time researchers. Service rules are employee-friendly and the staff members feel comfortable with them.

### 6.3.5 GENDER AUDIT

**Table 6.1: Gender Audit**

S.No	Particulars	Men	Women
1.	Governing Council	7 (70%)	3 (30%)
2.	Governing Body	13 (93%)	1 (7%)
3.	Academic Council	14 (64%)	8 (36%)
4.	Finance Committee	6 (86%)	1 (14%)
5.	Boards of Studies	57 (57%)	43 (43%)
6.	Teaching Staff	32 (51%)	31 (49%)
7.	Non-Teaching Staff	27 (71%)	11 (29%)
8.	UG Students	312 (36%)	545 (64%)
9.	PG Students	72 (31%)	158 (69%)
10.	M.Phil. Students	20 (37%)	34 (63%)
11.	Research Scholars	3 (75%)	1 (25%)

### 6.3.6 GENDER SENSITIZATION PROGRAMS FOR STAFF

The Women's Cell is active in conducting gender sensitization programmes since its inception. College is involved very actively in sensitizing the community both inside and outside the College by organizing various workshops and trainings.

- \* One-day certificate programme on "Glass Painting" on 10.10.2009 by Women's Cell.
- \* Women's Day celebrations 4.3.2010, 8.3.2011 and 3.3.2012.
- \* Awareness programme on Women's Rights on 24.2.2010.
- \* One-day certificate programme on "Fabric Painting" on 18.08.2010.
- \* Guest Lecture on "Women's Welfare" on 3.3.2012.
- \* Training Programme on "Embos Painting" 3.3.2012.

### 6.3.7 IMPACT OF THE UNIVERSITY'S UGC-ACADEMIC STAFF COLLEGE PROGRAMMES IN ENHANCING COMPETENCIES FACULTY

College staff members have attended the Academic Staff College programmes. The orientation and refresher courses attended by the staff members at UGC-Academic Staff Colleges have enhanced the competencies of the teaching staff. These staff members have shared their knowledge and experience with the staff at the beginning of every academic year.

## **6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**

### **6.4.1 INSTITUTIONAL MECHANISM TO MONITOR EFFECTIVE AND EFFICIENT USE OF FINANCIAL RESOURCES**

Besides the Governing Council, the Finance Committee of the College meets on timely basis to monitor the effective and efficient use of financial resources. A Budget is formulated every financial year with approval from the Finance Committee and Management Board. Enhancement in the fee structure is passed in the Finance Committee and Board and then informed to the HoDs.

The College fee and other fee are collected through bank to avoid huge cash maintenance. Payments are made by cheque or draft only. Cash payments are made only in unavoidable circumstances and for small amounts only. Payments are made only after receiving the goods. In the case of laboratory equipment, payment is released only after the department testifies that it has been installed and is in working condition.

Every department is given an allotment based on the need of the department. Staff members take an advance and settle the amount before taking the next advance. Every bill is checked by the Assistant Administrative Officer and the Accountant before passing.

The following is the procurement process before placing the order:

- \* A quotation is obtained from the supplier for the required material.
- \* If the cost is more than Rs. 5000/- then another 2 quotations are required.
- \* If the cost is more than Rs.50,000/-, it has to be approved by the purchase committee.
- \* For any construction of building costing more than Rs. 3 Lakhs, permission is sought from the Board.

### **6.4.2 MECHANISM FOR INTERNAL AND EXTERNAL AUDIT**

All accounts are audited by a Chartered Accountant appointed by the Management Committee for every financial year. As the College has not received any grants from the UGC or Government the necessity of external auditing has not arisen.

**6.4.3 AUDITED INCOME AND EXPENDITURE STATEMENT OF ACADEMIC AND ADMINISTRATIVE ACTIVITIES OF THE PREVIOUS FOUR YEARS**

**Table 6.2: Audited Statement of Income and Expenditure**

<b>Particulars</b>	<b>31.03.2009</b>	<b>31.03.2010</b>	<b>31.03.2011</b>	<b>31.03.2012</b>	<b>31.03.2013</b>
Capital Fund	3,56,71,470	3,14,67,083	3,13,55,637	3,26,10,514	3,46,36,065
Fixed Assets	2,42,89,130	2,34,28,215	2,17,92,090	2,08,76,337	2,02,68,666
Investments	88,31,750	59,06,992	64,42,676	75,42,991	94,05,023
Current Assets, Loans & Advances	37,53,464	37,75,147	52,28,672	58,08,415	71,17,192
Current Liabilities	(12,02,874)	(16,43,270)	(21,07,803)	(16,17,229)	(21,54,817)
<b>Total</b>	<b>3,56,71,470</b>	<b>3,14,67,083</b>	<b>3,13,55,637</b>	<b>3,26,10,514</b>	<b>3,46,36,065</b>
<b>INCOME</b>					
Applications & Tuition Fee Received	1,62,52,020	1,61,46,670	1,67,67,150	1,83,95,455	2,04,04,100
Fines & Other Receipts	20,48,476	15,49,301	10,45,344	17,07,203	20,64,241
<b>Total Income</b>	<b>1,83,00,496</b>	<b>1,76,95,971</b>	<b>1,78,12,494</b>	<b>2,01,02,658</b>	<b>2,24,68,341</b>
<b>EXPENDITURE</b>					
Employee Cost	1,20,09,776	1,27,11,330	1,31,59,663	1,32,43,279	1,32,90,606
Educational Expenses	11,98,924	3,48,824	5,88,305	6,41,059	5,65,274
Administrative Other Expenses	28,80,756	43,47,339	25,58,090	31,20,184	45,78,454
Depreciation	24,25,621	21,35,141	19,01,354	18,43,258	20,08,456
<b>Total Expenditure</b>	<b>1,85,15,077</b>	<b>1,95,42,635</b>	<b>1,82,07,412</b>	<b>1,88,47,779</b>	<b>2,03,82,790</b>
<b>Excess of Income over Expenditure</b>	<b>(2,14,581)</b>	<b>(18,46,664)</b>	<b>(3,94,918)</b>	<b>12,54,879</b>	<b>20,85,551</b>

**6.4.4 MAJOR AUDIT OBJECTIONS AND THEIR COMPLIANCE**

All accounts of the College are audited regularly and no major audit objections have been raised in the past five years.

**6.4.5 EFFORTS TAKEN BY COLLEGE FOR RESOURCE MOBILIZATION**

A College that is ever striving for quality will always be in need of resources. It is therefore imperative that the College devise ways and means to mobilize the resources it needs. Some of the methods used by the College towards achieving these goals are given below:

- \* Investing all funds / fee received in fixed deposits till the amount is needed to gain interest.
- \* Small amount of the fee being set apart as corpus fund
- \* Sharing the needs of the College with alumnae and friends of the College for setting up of endowments – for scholarships and lectures.

- \* The College enjoys a cordial relationship with philanthropists and sponsors who have been extending financial support over the years. Their continued support is assured.

#### **6.4.6 PROVISION FOR COLLEGE TO MAINTAIN ‘CORPUS FUND’**

A small part of the fee (1-2%) collected from the students is transferred to the “Corpus Fund” every year and kept in fixed deposits.

### **6.5 INTERNAL QUALITY ASSURANCE SYSTEM**

#### **6.5.1 ACADEMIC AUDIT OF DEPARTMENTS**

The College has an inbuilt staff-driven model of academic audit that includes curriculum design and review, peer review, integration, collaborations and team work to improve the educational quality system. This includes a continuous improvement process, better interaction among staff, students and administrators and self-assessment that provides accountability and value-added results. The academic activities are monitored and reviewed in HoDs meetings and IQAC meetings. At the end of each semester results are analyzed by respective departments, who then do the needful to improve the standards.

Each department is audited once in a year. An internal quality audit plan is drawn by the Principal and notified to the auditors in advance. The trained auditors are deputed for auditing and the schedule makes it clear that the auditor does not audit his or her own work.

#### **6.5.2 MEASURES TAKEN TO IMPROVE TEACHING, LEARNING AND EVALUATION BASED ON ACADEMIC AUDIT**

Specific measures taken by the College to improve teaching, learning and evaluation based on the results of academic audit. After the conduct of the audit, the internal auditors highlight the best practices and suggest areas of improvement for all departments. Any non-conformance observed is recorded by the auditor and reported to the department concerned. Effort is made to know the cause of non-conformance and appropriate time-bound corrective actions are taken. The succeeding audit ensures the satisfactory completion of corrective and preventive action. This process has enabled the College to take the following specific measures:

- \* Induction of intensive remedial programmes for the courses where the performance is below par
- \* Added publicity/advertisement for value-added courses
- \* Change from an informal to a formal written format for collecting feedback from parents whenever necessary
- \* Arrangement of Guest lectures for courses in emerging areas
- \* In addition to conventional talk and chalk-board method, LCDs and OHPs are used in teaching.

- \* Interactive classroom sessions, project / assignment-based learning and seminars are promoted.
- \* Internet facility has been made available to all the staff and students.
- \* INFLIBNET facility has been made available
- \* Extra classes and remedial classes during holidays can be arranged by the staff, if required.

**6.5.3 CENTRAL BODY TO CONTINUOUSLY REVIEW THE TEACHING-LEARNING PROCESS - STRUCTURE, METHODOLOGIES AND OUTCOME**

The Curriculum Design and Development Cell (CDDC) continuously reviews the Teaching-Learning and Evaluation process.

**STRUCTURE**

The CDDC consists of Principal, HoDs, CoE and few senior staff member nominated by the Principal.

**METHODOLOGIES OF OPERATION**

- \* Introducing progressive academic changes through workshops and discussion sessions with experts in various fields.
- \* Designing the curriculum of the College, keeping in view the vision and mission of the College, needs of society and current trends in education.
- \* Reviewing the feasibility study report of the department before the introduction of new courses / programmes.
- \* Evaluating courses periodically and systematically, keeping in mind:
  - Inter-disciplinary approach
  - Revisions based on Higher Secondary Course syllabi.
  - Programmes of other Colleges and universities of reputation.
  - Adhering to global standards.
  - Revising and updating the pattern of Evaluation.
  - Providing guidelines for Term and Semester Evaluation.
  - Integrating Extension Services with the Academic Curriculum.

**OUTCOME**

- \* Initiation of the integrated curricular model.
- \* Evolving criteria for need assessment before implementing any new programmes formulated.
- \* Implementation of Elective courses to bring flexibility.
- \* Question paper setting to be done by External examiners only for the semester examination.
- \* Planning of Interdisciplinary courses by the departments

CDDC recommends the outcome to IQAC / HoDs for approval before implementation.

#### **6.5.4 CONTRIBUTION OF IQAC TO INSTITUTIONALIZING QUALITY ASSURANCE STRATEGIES AND PROCESSES**

IQAC has been actively functioning in the College since 2007 with the thrust on academic excellence. The IQAC has been instrumental in building a quality culture by institutionalizing quality assurance strategies and processes. It has activated the system and attempted to ensure continuous quality improvement by directing and coordinating the activities of the various clubs / cells. Quality-building measures such as technology-aided teaching-learning, training programmes for teacher development, diploma and certificate courses to give a practical orientation to learning and to enhance employability, research initiatives, new programmes for curriculum design and development, strengthening student support, encouraging innovations have all been initiated by the IQAC.

The IQAC has planned and monitored the following activities:

- \* Facilitating the CDDC in creating a learner-centric environment conducive for quality education
- \* Consolidating the Feed Back responses from students, parents and other stake holders.
- \* Disseminating information on the various quality parameters of higher education
- \* Assisting HoDs in organizing workshops and seminars on Quality related themes
- \* Documenting the various quality enhancing programmes / activities of the College.

#### **6.5.5 EXTERNAL MEMBERS OF IQAC AND THEIR SIGNIFICANT CONTRIBUTIONS**

The external members include one from the field of Education and two from Industry and Local community. The external members have made significant contributions. Their comments and suggestions are well documented and passed on to the respective bodies like CDDC, Examination cell, the Departments and offices for further consideration. The contributions made by them during the past five years have been given below:

- \* Prof. S.P. Thyagarajan, Pro-chancellor (Research), Sri Ramachandra University, Chennai, Chairman, Tamil Nadu State Academic Audit and Accreditation Council (TANSAAC), Chennai, and former Vice-Chancellor, University of Madras, Chennai, suggested to apply to NAAC for grants for conducting a two-day NAAC-Sponsored State Level Seminar on “Innovative Approaches in Teaching-Learning Process”. He guided the College in applying and getting autonomous status from UGC.

- \* Ln. B. Mani, Former District President, Lions Club, Kalavai, has suggested to carry out more extension activities in and around Kalavai for the uplift of the rural people in this area.
- \* Rtn. Sowkath Ali, Former President, Rotary Club, Ranipet, emphasized the need to give more media coverage for the various activities of the College. He also suggested that VIII and IX standard students can be motivated to develop employable skills through orientation programmes that can be part of extension programmes.

**6.5.6 STUDY ON THE INCREMENTAL ACADEMIC GROWTH OF STUDENTS FROM DISADVANTAGED SECTIONS OF SOCIETY**

It is yet to conduct the incremental academic growth of the students from the disadvantaged section of the society. There are plans to conduct the study from this academic year.

**6.5.7 POLICIES IN PLACE FOR PERIODIC REVIEW OF ADMINISTRATIVE AND ACADEMIC DEPARTMENTS, SUBJECT AREAS, RESEARCH CENTRES**

To ensure that quality is sustained in all the areas related to the functioning of an Institution of higher learning, the College has periodic reviews of its administrative and academic Departments:

- \* The IQAC meetings are conducted once a year that would provide for a comprehensive review on student's performance, infrastructure availability and academic conformance.
- \* Course teachers make a review once a semester to evaluate the course content, delivery and evaluation practices for the courses they teach through course feedback from students.
- \* The Department reviews the implementation of the annual plans, the need and the difficulties faced and plans for the next year appropriately.
- \* The CoE reviews the semester evaluation of all courses and the summary of transparency provides for corrective and preventive action to be undertaken in the forthcoming semesters.
- \* The Library Advisory Committee reviews the requirements and complaints on library resources once a semester and suggests appropriate measures
- \* The Principal reviews the performance of vendors once a year.

**CRITERION – VII  
INNOVATIONS AND BEST PRACTICES**

**7.1 ENVIRONMENT CONSCIOUSNESS**

**7.1.1 GREEN AUDIT**

Adhiparasakthi College of Arts and Science has a eco-friendly campus with a fine tar-topped roads, array of trees, colourful flowering plants, well-laid out lawns and gardens and a serene atmosphere which inspires meditation. Even though the College did not conduct a green audit it has taken adequate care to make the campus eco-friendly. The College has plans to conduct a Green Audit of its campus in the near future.

The study will include identifying the energy consumption in various locations of the College, assessing the usage of electricity and energy loss due to faults and proposed possible reduction in energy usage by replacing the tube lights with CFL bulbs.

Courses in Environmental Studies are part of the curriculum of all UG programmes. Eco-friendly projects are undertaken to sensitize students. Eco-friendly technologies have been promoted on the campus. Every department of the College promotes awareness of environmental issues through various strategies.

- \* Department of Biochemistry organized a CSIR-Sponsored National Conference on “Bioprocessing of Renewable Sources and Vaccine Technology” (VacBioz '09) by the on 21-22.10.2009.
- \* Enviro Club organized a Guest Lecture on “Activities of Tamil Nadu Pollution Control Board on Pollution control”, by Mr. P. Kamaraj, DEE, TNPCB, Vellore Division, on 02.08.2012.
- \* Students participated in the One day Training Programme on Management of Solid Waste, by Dr. Rajasekar, Environmental Advisor, Narayani Peedam, at Sri Narayani Hospital, Sripuram, Vellore, on 14.08.2012.

**7.1.2 INITIATIVES BY COLLEGE TO MAKE CAMPUS ECO-FRIENDLY**

To keep the environment enriched, the College is maintaining green pastures and fish tanks in the campus. The animals graze in the campus with birds perched on them searching their own food, presenting not only a live illustration of the natural food web, but also a perfect picture of eco-harmony. To make the College campus eco-friendly, the following strategies have been implemented.

**ENERGY CONSERVATION**

The College focuses on power conservation as a priority. The Seminar Hall, Conference Hall, Language Lab and ATM counter have been fitted with CFL bulbs. In due course of time the fluorescent tube lights will be replaced

with CFL lamps all over the campus, taking into account the cost effectiveness and value for money spent. For better energy management, steam boilers are used in the kitchens of the hostels.

Enviro club conducts awareness programmes on the conservation of energy. The users have been instructed to switch off the lights, fans and instruments, when they are not in use. Special instructions are placed near every switch board in the campus. The users have been instructed to shut down the computers and monitors, in the campus, when not used. The College community ensures that all these electrical appliances are switched off immediately after use. These measures are followed in hostels also. To avoid the wastage of water, the College plumbers are on the lookout to arrest leakage of water from taps and tubes.

#### **USE OF RENEWABLE ENERGY**

Solar power, one of non-polluting renewable energy sources, has to be used to save energy and to reduce pollution generated by the power plants. It has been planned to install solar panels to generate renewable energy for the College and hostel premises.

#### **RAIN WATER HARVESTING**

As water is a fast depleting resource in the country, rain water is allowed to drain off. Percolation ponds and rain water harvesting structures have been installed throughout the campus to minimize water shortage and maximize available water usage. These structures are situated near the bore wells on campus so that the water table is recharged. The green cover on the College campus is carefully nurtured. No trees are cut and cementing is kept to a minimum to allow for water percolation.

#### **CHECK DAM CONSTRUCTION**

As proper percolation ponds and rain water harvesting structures are available in the College campus, the necessity for check dam construction has not arisen.

#### **EFFORTS FOR CARBON NEUTRALITY**

Solid waste management at source with color-coded twin bins has been implemented. Food waste from hostels and canteen is being sent to the animal farm. Leaf litter from the campus is used for vermin-composting by the Adhiparasakthi Agricultural College, a sister institution.

Segregation of plastic wastes is being done with an aim of recycling. Use of disposable plastic tumblers in the canteen and departments is strongly discouraged and use of paper plates and paper cups is encouraged.

Campus has adequate number of trees to maintain the air quality by absorbing carbon dioxide and releasing oxygen. Within the College campus, the staff and students are encouraged to walk instead of using motor vehicles. The campus has well-manicured lawns and garden. Naming of trees inside campus, establishing and maintaining garden, occasional tree planting within

the campus and in the local community involving students and staff members are some of the initiatives undertaken.

#### **PLANTATION**

The College has a green and serene atmosphere. It has adequate number and a wide variety of trees to maintain air quality by absorbing carbon dioxide and releasing oxygen. With this in mind, the College Management has planted sufficient number of trees to neutralize carbon dioxide emission and to control green house effect. If out of dire necessity trees are to be cut down, the College Management makes sure that they are replaced with more number of saplings.

Tree plantation programme was organized by the Enviro Club on 26.1.2010. Tree plantation camps have been conducted by the NSS at College campus and Government Hospital, Kalavai. During annual special camps, the NSS volunteers have planted tree saplings (100 Nos. of Flame of the Forest) in the villages. The NSS units also have conducted many awareness programmes which include plantation of trees in and off the campus.

#### **HAZARDOUS WASTE MANAGEMENT**

Effective house-keeping system is practiced where hazardous waste management is effectively taken care. The Enviro Club, with support from the NSS units, has taken up initiatives in waste management. Used paper is collected and given for recycling to be made into files and notepads for use on the campus. Hazardous wastes such as plastics are collected in specially set up bins on the campus and are sent to recycling units.

The Enviro Club and the NSS units organize rallies to impart knowledge and the ill effects of plastics. The scrap materials available are sold. The chemicals and other hazardous waste material are neutralized before disposal.

#### **E-WASTE MANAGEMENT**

After the life time of the computers and its accessories, they are sold as scrap to the local vendors. The batteries used for the UPS are bought on buy back basis. Awareness programmes have been conducted on the campus on the negative effects of electronic waste.

## **7.2 INNOVATIONS**

### **7.2.1 INNOVATIONS INTRODUCED DURING THE LAST FOUR YEARS**

Innovation generally means renewing, changing or creating more effective processes or ways of doing things. Several innovative practices have been introduced during the last four years.

#### **AUTONOMY**

The College has introduced autonomy for all the courses from the academic year 2011-2012.

### **CHOICE BASED CREDIT SYSTEM (CBCS)**

In accordance with the model curricula proposed by UGC with the thrust areas like modernization of teaching, strengthening research, support of outreach programmes, CBCS has been introduced in all the departments of the College in 2007. The CBCS has several unique features such as, freedom to select and study courses according to students' need, taste, temperament and talent. CBCS provides enhanced learning opportunities, ability to cater to students' scholastic needs and aspirations, improvement in educational quality and excellence, flexibility for students to complete courses over an extended time, standardization and comparability to the educational programmes across the country.

Courses such as Environmental Studies, Value Education and Human Rights are taught to students to make the students society-conscious. They also have the opportunity to study Allied, Elective, Non-Major Elective and Skill-Based Subjects. These cater to the variety of interests and capacity of students and allow them for horizontal mobility between various departments.

### **CURRICULUM DESIGN AND DEVELOPMENT CELL (CDDC)**

With the introduction of Autonomy, a new CDDC was constituted by the Principal, for designing and developing new curricula for all the courses under the autonomous stream. The Cell deliberated and requested the departments to include few emerging and innovative topics in the syllabi. Consequently, few innovative papers were introduced in the syllabi. These papers include Chemistry and Nanoscience for Biologists, Immunology and Stem Cell Technology, and Pharmacology and Pharmaceutical Biochemistry for Biochemistry students; Cloud Computing, Mobile Computing, Animation Techniques and Client Server Technology for Computer Science and Applications students; Mushroom and Vermiculture Techniques, and Tannery Technology for Microbiology students.

### **TEACHING-LEARNING PROCESS**

Teaching Learning Process is better facilitated with OHP and LCD projectors provided to the departments. The College Campus has Internet connectivity, which is utilized by the staff and students to facilitate Web-Based Learning. Industrial awareness is provided to the students by way of field and industrial visits and College-Industry interface. Students are encouraged to make PowerPoint presentation during seminars and project viva-voce. Online Subscription for INFLIBNET is made available to College community. Net hours are provided for final year students. Classroom sessions are interactive in nature. Projects, Seminars and Assignment-Based Learning are also undertaken. Remedial classes for slow learners are arranged by the staff.

### **CONTROLLER OF EXAMINATIONS AND EVALUATION PROCESS**

A new office, with excellent facilities and individual cabin facility, has been established. Software for the examination system is also available and

equipments have been upgraded (Color Printer, Photocopiers and Server). The accounts of CoE are also computerized. CoE's Office is well equipped with adequate trustworthy and dedicated staff. Also one staff from each department has been appointed as staff coordinators to interact with the CoE office on examination related matters.

The semester evaluation system is improved by the introduction of external question paper setters, external evaluators, and practical and projects with viva-voce. Based on the panel of external examiners chosen by the staff members of the department, the file of the external examiners is prepared and periodically updated by the office of Controller of Examinations. The examination pattern consists of Off Campus setting of Question papers. Two sets of questions are set for all courses for maintaining confidentiality. Scrutiny and random selection of one of them is done by an external examiner.

The College follows 25:75 ratio for theory papers and 40:60 ratio for laboratory courses for Continuous Internal Assessment (CIA) and End Semester Examinations (ESE). Overall grade point (OGP) has been implemented. The continuous internal assessment marks are sent to the Controller of examinations after getting signature from the students. The students' photographs are printed in the Semester Mark statement.

#### **SUGGESTION BOXES IN COLLEGE AND HOSTEL**

To solicit feedback from students, suggestion boxes are placed in the College and Hostel buildings. These boxes are placed at convenient places for the students to write their suggestions and drop in these boxes for the perusal of the College management.

#### **RESEARCH**

The College has been recognized by the CPCSEA (Committee for the Purpose of Control and Supervision of Experiments on Animals) in September, 2009, and has its own Institutional Animal Ethical Committee (IAEC). The Animal House has been approved by the CPCSEA. The members nominated by the CPCSEA visit the College regularly for the IAEC meetings and approve the animal requirements for the students' research projects.

Periodical research meetings are conducted by the Research Committee and also by the departments, to review the progress of research and thereby enhance the quality of research. The College encourages and supports all the departments to conduct National symposia / seminar / conferences every year. The staff are encouraged and sponsored by the Management to attend various regional, national and international conferences and workshops. Staff members are motivated to publish research articles in reputed journals. All departments are equipped with computer and Internet facility. Sophisticated instruments are available in the departments of Biochemistry and Microbiology. Live Project is made compulsory for all the PG courses.

#### **CONSULTANCY**

The College has provided consultancy to Industry, Government, NGO / Academic Institutions / Community and Public. Consultancy services are provided in the form of disseminating knowledge, academic information and guidance to various sectors of the society on a non- remunerative basis.

The IQAC and the Principal gave consultation to Adhiparasakthi College of Pharmacy, Melmaruvathur and Adhiparasakthi College of Education, G.B. Nagar, Kalavai, for their preparations regarding for NAAC accreditation. Dr. D. Gowthaman and Mr. T. Panneerselvam gave consultancy for the setting up of the Biochemistry and Microbiology Laboratories of Melmaruvathur Adhiparasakthi Institute of Medical Science and Research Hospital, Melmaruvathur. Dr. G. Arutchelvan and Mrs. M. Jayanthi have been appointed as Members of Board of Study which prepares the Syllabus in Computer Science and Biochemistry subjects respectively, in Higher Secondary Classes for the State Council of Educational Research and Training, Government of Tamil Nadu.

#### **INFRASTRUCTURE**

The College computer lab has been upgraded with more systems, servers and UPS units. A Net Lab with 40 systems and a Language Lab with 30 systems have been established. Sify Internet connectivity has enhanced to 12 Mbps speed. A Multi-Purpose Stadium has been constructed for games and athletics events. It also houses a fully furnished and well-equipped gymnasium. A separate HT line with transformer has been installed in the College campus and the generator capacity has been enhanced. There are two parking sheds for two wheelers and bicycles to meet the increasing number of the two wheelers of students and staff members.

#### **LIBRARY**

The entry of the student into the library is tracked through an entry register. The General Library is automated with Library automation software “CALIBLAN VIS” with acquisition and circulation modules Online Public Access Catalogue. In-house access of e-resources is provided for all the data bases and remote access is provided for the NLIST-INFLIBNET and DELNET. The circulations of books are being facilitated through barcoded books and identity cards. There is a photocopier available in the library for photocopying. The library provides CD-ROMs for self-instruction and a virtual classroom to supplement classroom teaching-learning.

#### **CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

Apart from the Clubs and Cells organizing extension and extra-curricular activities, the departments have an academic association that plans and executes their academic related activities that concludes with a valediction, which includes a feedback on the activities. The Sports Day and other functions are also organized to allow students to show case their talents.

### **SPORTS**

One of the high points of the College is its sports activities. For a holistic growth to the students, sports activities are given their due importance. The new progression in this arena is construction of a new stadium, setting up of a gymnasium and procuring of new equipments for many games. Sports Day is conducted annually and boys and girls participate with great vigor and competitive spirit.

### **TRAINING AND PLACEMENT CELL**

Career guidance and placement of our students are taken care of by the Training and Placement Cell. This cell organizes job oriented training programmes for the students. In addition to these, on-campus and off-campus placement initiatives are undertaken by this cell, and 232 students have been placed in the last four years.

### **GOVERNANCE**

The statutory bodies required for the functioning of the Autonomous Colleges have been constituted with the nominees of the UGC, State Government, University and Management nominees and are functioning from the academic year 2011-2012.

College Calendar is published and practiced. Academic schedule for the academic year is prepared by CoE in consultation with the Principal. Each department submits their monthly schedules and follows them. The College has a website [<http://www.apcasgbn.com>] through which the news and information of the College are published.

Information details on students and staff are maintained and updated periodically. Additional photocopier machine has been acquired. Files are maintained in locked cupboard in a secured room.

### **INSTITUTIONAL AMBIENCE AND INITIATIVES**

In a multi-religious setting, harmony and tolerance of other religions are brought about through the celebrations of festivals and events such as Onam, Deepavali, Christmas, New Year, Pongal, etc. Alumni have contributed to the healthy tradition of College by helping the needy students with cash for fee payment and books. The departments, cells and clubs have donated generously to the needy students of the College and neighbouring schools.

### **QUALITY MANAGEMENT**

The College has initiated monitoring bodies, such as Internal Quality Assurance Cell (IQAC), and Curriculum Design and Development Cell (CDC) to maintain Quality standards in the College. The academic calendar for each department is prepared after careful planning every year. Special orientation programme for the young staff members is organized annually. Compulsory library hour is practiced to promote reading habits among the students. Dress code for students is enforced. No class hour is left free; it is always substituted by another staff member, or students are taken to the library.

### **7.3 BEST PRACTICES**

The two best practices which have contributed to better academic and administrative functioning of the College are presented here.

#### **7.3.1 BEST PRACTICE - I**

##### **1. TITLE OF THE PRACTICE**

##### **Job-Oriented Add-On Courses**

##### **2. OBJECTIVES OF THE PRACTICE**

The objective of the practice is to meet the rural students' prospect of entrepreneurship and employability through skill-based, job-oriented add-on courses and to ensure better opportunities and placement for the students.

##### **3. THE CONTEXT**

Employability and Entrepreneurial Development are the need of the hour for national development. We always get to hear that students are not industry-ready. The management and the staff deliberated on this issue and came up with this idea. In the context of repeated findings that a large percentage of Indian degree holders are unemployable, the Management was of the opinion that some more job-oriented courses may be initiated. In response the College introduced job-oriented diploma and certificate courses as add-on courses, with the objective of enhancing prospects for employability of the students.

##### **4. THE PRACTICE**

Department of Biochemistry introduced Histopathology Certificate course in the year 2008. The course was conducted by the department staff with the help of resource persons from Christian Medical College and Hospital Vellore. Thirty six students joined the course in the first year and they were given theoretical knowledge and practical training on identifying the microscopic abnormalities in tissues caused due to diseases.

The Departments of Biochemistry and Microbiology offered Medical Lab Technician and ECG Certificate course in association with Bharat Sewak Samaj (BSS), from 2009 to 2012. During this period 53 students completed the Medical Lab Technician and 39 students completed ECG Certificate course. The scopes of the courses were to train the students to perform routine clinical tests and perform ECG analysis.

The Departments of Biochemistry and Microbiology offer PG Diploma in Medical Laboratory Technology (PGDMLT) and Diploma in Medical Laboratory Technology (DMLT – 1 and 2 Years) in affiliation with All India Medical Laboratory Technologists' Association (AIMLTA), Patna, from the academic year 2012-2013. The fact that these courses got good response from the students can be ascertained from the numbers of students enrolled in the courses. Seventeen students have passed the 1 year DMLT course. Twenty students have completed the first year examinations of the 2 year DMLT

course. Twenty eight students have successfully completed the PGDMLT course.

The Department of Computer Science and Applications is offering Cisco-Certified Network Administration (CCNA) course to the students. As the course is certified by CISCO, it provides excellent job opportunities for the students in the Networking field. The department is also conducting coaching classes and aptitude classes for the benefit of students.

The Department of Commerce is offering ICAI Foundation Class in association with ICAI Vellore Chapter. This course motivates and helps the students to pursue a career path as auditors. The department also conducted Certificate in Accounting Technicians (CAT) course and a course on Computer in Office Automation (COA) for the students. These courses enhanced the employability skills of the students.

The Department of Business Administration is conducting a Course in TALLY in association with YENNES Infotec (P) Ltd., Chennai, for the students of B.Com. and B.B.A. This course along with the basic knowledge of accountancy they gained in their degree courses helps the students to get better placement opportunities.

Apart from these, the students are encouraged to appear for Typewriting examinations conducted by the state government and Hindi examinations conducted by Dakshina Bharat Hindi Prachar Sabha, Chennai. For this purpose free typewriting coaching classes are provided for all the UG students with the provision of one hour per week in their time table. Hindi coaching classes are conducted on Saturdays. Student beneficiaries have found better placement opportunities as a result of this innovative practice.

#### **5. EVIDENCE OF SUCCESS**

Students from rural backgrounds find these courses very useful. The success can be ascertained from the continued support and enrollment of the students in these courses. Also the placement of students has considerably increased in the last three years. Also the students who have undergone these courses have found placement in good companies, and these students are advising their junior students to join these courses. These students are also helping their juniors by informing them of vacancies available in their organizations and help them to get placement.

#### **6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

The initial problem faced was convincing the students of the usefulness of these courses. Many of the students are found to be less motivated and focused because of the lack of awareness of the vast changes in the cities and the demands of the emerging job markets. As most of the students are from rural under-privileged society, they found it difficult to pay the extra fee for these courses. The coordinators of the courses spoke to the students and convinced them that these courses will increase the employability and the

course fee was kept to minimum possible, so that these fee amounts should not be considered as an additional burden for those students.

The problem of requiring additional class rooms to conduct these classes on regular working days was managed by conducting these classes on Saturdays.

#### **7. NOTES**

As the College is finding the practice very useful for placing the rural under-privileged students in a better position, which in turn uplifts his family and his immediate society, the College is planning to introduce more such courses and to enroll maximum number of students in these courses.

#### **7.3.2 BEST PRACTICE - II**

##### **1. TITLE OF THE PRACTICE**

**Uplift of Rural Under-Privileged Society Through Extension Activities**

##### **2. OBJECTIVES OF THE PRACTICE**

The objective of the practice is to strive for the uplift of the local rural under-privileged society by organizing the extension activities of the College in those areas and raise the sanitation, education and general livelihood of the society.

##### **3. THE CONTEXT**

Kalavai is situated in a remote rural area of Vellore district, a backward district. Agriculture is the major source of income in this area. The area is yet to be developed in terms of infrastructure, sanitation, education, and livelihood. As per the Vision and Mission of our College, the students are being motivated to serve the local society through the extension activities, leading to the uplift of the local society.

##### **4. THE PRACTICE**

The extension activities provide the students an opportunity to observe and involve in the neighbourhood development thereby contributing to nation building. They also involve taking students to villages, by which they gain social awareness, involve in community development activities.

One-day certificate programmes for Girls on Glass Painting, Fabric Painting and Embos Painting have been organized by Women's Cell. Awareness programme on Women's Rights and Guest Lecture on "Women's Welfare" have also been organized.

In the NSS Special Camps held every year, about 150 NSS volunteers participated and cleaned and whitewashed the school buildings, noon meal scheme centre, Balvadi, Panchayat office and the local temples, cleared bushes on the sides of the village roads and around the bore wells, leveled the area to avoid water stagnation, leveled the roads, planted tree saplings, conducted literary programmes, formed a playground and conducted a free Medical Camp in association with Melmaruvathur Adhiparasakthi Hospital and

Research Centre, Melmaruvathur, an awareness campaign on the importance of public health and the importance of hospital treatment during pregnancy period etc. The NSS units distributed note books, slates, geometry boxes, pencils and pens to the school children, plates, tumblers, fan and plastic chairs to the Noon meal scheme center, plastic chairs and steel rack to the Schools.

Medical Camps such as Eye screening camp, Veterinary camp, Screening of Anemia for school children and Blood Grouping Programme for school children have also been conducted. Blood Donation Camps have been organized by NSS, Blood Donor's Club and RRC, in collaboration with Government Hospital, Adukkamparai, Vellore, and Christian Medical College Hospital, Vellore. HIV/AIDS Awareness programmes and Celebrating Life programmes with RRC Manager have been organized annually by RRC. Sports materials and computers have been donated to schools.

The departments have provided resource persons to neighbouring schools for taking classes. 75 NSS volunteers serviced the public at the Maha Kumbabisekham of Sri Kamalakkanni Amman Temple, Kalavai, on 28 and 29.1.2010. The students of the Department of Biochemistry provided lunch, fruits and utensils to the children of Nambikkai Illam (Handicapped Rehabilitation Center), Vellore, on 16.3.2010.

Tree plantation camps have been organized at College campus and Government Hospital, Kalavai by NSS. Awareness programmes on Prevalence of Swine Flu, World Literacy Day, First Aid, Health and Science for School students, Diabetes, Food Adulterants, Dengue Fever were conducted by the departments and cells / clubs. Rallies to create awareness on World AIDS day and Voting have been conducted.

These activities in this rural remote area has helped the College to reach out to the under-privileged and to create better awareness of issues related to health and nutrition, hygiene, environmental protection, civic responsibilities, gender and human rights both within the campus and in the community. This, in turn, has contributed to the holistic development of students and sustained community development.

#### **5. EVIDENCE OF SUCCESS**

College has collaborated with the local service agencies that serve the society, thereby has promoted partnership and networking. The annual seven day NSS camps conducted in selected villages has created a healthy relationship between the College and the community. Recognizing that women and children are one of the most susceptible sections of society, the health and hygiene of women and children has been given prime importance in the annual camps conducted in villages by the NSS units. Free medical camps and awareness programmes on health-related issues has sensitized women and brought them out of their ignorance.

Tutoring rural school children has enabled them to develop higher cognitive skills and experience the joy of learning. Exhibitions, programmes

and competitions conducted by various departments for school children have motivated students from less-privileged background to pursue Higher Education.

The College has promoted a well knit College-Neighbourhood network in which students have acquired service training. Such training contributes not only to sustained community development but also ensures value addition to these programs.

The College has ensured involvement of the community in its outreach activities by identifying local leaders and seeking their help in organizing medical, literacy and social awareness programmes, in identifying vulnerable groups and in offering empowerment programmes for under-privileged communities. This has resulted in reducing the gap between the educated and the illiterates considerably through the frequent visits and interactions between the staff and students of the College and the villagers.

#### **6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

The people of the rural area were initially not willing to cooperate with the College in the extension activities. The conveners of the various clubs / cells discussed with the local leaders of the community and allayed their fears and convinced them that these extension activities will be of great help in improving their community and villages. The next problem encountered concerned the identification of the needs of the local community. Once these problems were solved, the Principal and Vice-Principal coordinated with the conveners of the clubs / cells and the HoDs, and framed a time table for various activities that can be carried out in these villages. The resources required for these practices were provided by the Management.

#### **7. NOTES**

The Communities have given a positive feedback about this practice, and also as the students have been motivated to service and transform the society into a better one. Hence the College is planning to carry out these activities with more frequency.

**ACTION TAKEN REPORT ON NAAC RECOMMENDATIONS**

**1. More programme options should be introduced. Some selective arts subjects may be considered.**

After NAAC accreditation, the following courses have been introduced.

2008-2009: Ph.D. Biochemistry; Ph.D. Microbiology.

2009-2010: M.Com.

2011-2012: M.Phil. Commerce.

2012-2013: B.Sc. Mathematics.

2013-2014: Ph.D. Computer Science.

**2. The faculty should strive to better their qualification to keep pace with the changing times.**

Now there are 5 Ph.D. holders as staff members. About 75% of the staff members are M.Phil. holders. Now about 10 staff members are either pursuing their Ph.D. or are waiting for their viva-voce after submission of their thesis.

**3. Internet centres should be strengthened.**

Now a separate Internet Lab has been set up with 40 systems. The Internet bandwidth has been enhanced to 12 Mbps Sify leased line connectivity. All the 228 systems in the College are having Internet facility.

**4. Reading room facility should be enhanced. May be central library can be an option including sister institution.**

The Reading room seating capacity has been increased to 60. The Library has also subscribed to DELNET and NLIST-INFLIBNET. The proposal for a central library including sister institution is under the active consideration of the Management at the blueprint level.

**5. A language lab should be set up for the better effective communication.**

A language lab has been set up with 30 systems.

**6. Residential accommodation on a limited scale for teaching and non-teaching staff may be considered to strengthen the on campus community living.**

A separate guest house has been constructed for accommodating staff.

**SWOC (STRENGTH, WEAKNESS, OPPORTUNITY AND CHALLENGE) ANALYSIS OF THE INSTITUTION**

**STRENGTHS OF THE INSTITUTION**

- \* Holistic (Physical, intellectual, psychological, spiritual, social and cultural) development is ensured to every student through a meticulously planned and executed educative system.
- \* Driven by a vision and a mission for realization of objectives - socially uplifting, academically enriching through research orientation and empowering through value-based and learner-centric education.
- \* The College has 71.94 acres land with two major buildings, well equipped indoor stadium and a big outdoor stadium.
- \* Elaborate feedback mechanism to gauge stakeholder perceptions of all segments.
- \* Transparent admission process.
- \* The College is catering to the needs of students from rural areas and economically weaker sections of the society.
- \* Students acquire knowledge, skills and research aptitude through 7 UG, 5 PG, 4 M.Phil. and 3 Ph.D. programmes. In addition, the College also conducts 8 career-oriented add-on courses.
- \* Each core course programme enriched with specially designed vocational component in the form of Add-on diploma / certificate course considered by the industry as potentially relevant.
- \* Ethical and fundamental human values are instilled through various activities including value education and human rights classes.
- \* Staff and students are recharged through various programmes, meetings, industrial visit, picnics, sports and recreation.
- \* Healthy teacher-student relationship facilitates smooth teaching-learning.
- \* Staff members are encouraged to complete Ph.D./M.Phil .programmes.
- \* Staff / student feedback considered for quality improvement.
- \* Remedial classes for slow learners.
- \* Focus on student-centric learning, participatory and interactive learning through assignments, seminars, projects etc.
- \* Well-disciplined campus conducive to learning.
- \* The examination process is conducted strictly and totally insulated with secrecy of all confidential matters.
- \* Residential facility for students from remote and distant areas.

- \* Students experience scientific and resourceful learning during their academic journey through regularly up-dated curriculum and innovative teaching-learning practices.
- \* Committed and research-minded staff.
- \* Research ambience in the campus achieved by the visits of subject experts during National symposia / seminars / conferences / workshops and their interactions with students leads to the development of research culture and aptitude among students under the guidance of highly qualified staff.
- \* Four full-fledged research centers in Biochemistry, Computer Science, Microbiology and Commerce operate as knowledge centers. The department of Biochemistry has the special feature of regular international journal publications.
- \* State-of-the-art infrastructure facilities including Computer labs, Language lab and Research labs in Biochemistry and Microbiology developed to keep pace with growing technological and scientific needs.
- \* Five staff members are members of different Boards of Studies of the Thiruvalluvar University and other Autonomous Colleges.
- \* Unlimited Extension opportunities to infuse students with an ardent sense of responsible citizenship for nation building.
- \* Innovative and creative environmentally conscious best practices such as neighborhood network activities, eco-friendly practices, green and health awareness campaigns, integration of sustainability principles and practices.
- \* NSS Camp, street plays, blood donation camps, eye camps, veterinary camps, rallies (Aids awareness, Voting) and outreach programmes to empower the marginalized and downtrodden.
- \* Uninterrupted power supply is ensured through generators.
- \* Hospital and Gym facilities meant for developing health status of the College inmates.
- \* A well-equipped modern library with an up-to-date technology satisfies the knowledge thirst of the teaching- learning community.
- \* The library is enriched with valuable reference material, manuscripts, journals, OPAC, DELNET and NLIST-INFLIBNET facility to all staff members and many of the students.
- \* Strong mentoring and student support system taking care of all students' campus needs extending even to medical care and wellness.
- \* Good record of academic and extracurricular achievements.
- \* Transportation for staff and students from selected towns to College.

- \* Social commitment and personality development through NSS and other clubs / cells.
- \* Women empowerment programmes by Women's Cell to support and guide the educationally and socially backward women students.
- \* Promoting programmes to cater human values, social sensitiveness, self reliance, National integration etc.
- \* A committed IQAC plays indispensable role in enhancement and sustenance of the quality education.
- \* The IQAC collects inferences from the learners and various committees through participatory interactions based on which it proposes comprehensive perspective plans to the governing council for approval and implementation.
- \* A well-furnished office for the smooth College administration.
- \* Interwoven curricular, co-curricular and extra-curricular student engagements with meritorious outcomes.
- \* Alumni positioned in higher echelon of research/academic, political, entrepreneurship fields.

#### **WEAKNESSES OF THE INSTITUTION**

- \* Inability to obtain 12(B) status from UGC, since the affiliating Thiruvalluvar University has not obtained it yet, has led to this self-financed College being not able to apply for any grant from the UGC.
- \* The geographically remote location has been a major barrier in providing exposure, bringing the corporate world for placement drives and involving eminent personalities in the activities of the College.
- \* Students from rural and poor economic background, lacking motivation, focus and quality and with poor communicative skills in both Tamil and English, get admitted in the College, as better students head for professional courses.
- \* Poor economic background and the rural locality of the students has been a constraint on their access to various fields of higher education.
- \* In spite of good academic records, poor knowledge base and weak language skills pose a great challenge since it takes away the precious time meant to transact the present curriculum.
- \* Many of the teaching staff members are freshers with less than four years experience.
- \* Library and Canteen services have to be improved.
- \* Twinning and Faculty/Student Exchange programme yet to be introduced in the affiliating University.

**OPPORTUNITIES FOR THE INSTITUTION**

- \* The College has a potential to excel as a hub for technology transfer and social transformation.
- \* Research centers for all PG departments to provide more output in the higher research areas.
- \* Enthusiastic young teachers with research aptitude can promote research culture among students and an enquiry-based learning approach.
- \* The College has opportunities to establish linkages with institutes of prominence within and outside the country.
- \* Online courses, video conferencing, teleconferencing and web conferencing technology can be used to bridge the geographical divide.
- \* Staff and student exchange programmes between institutions need to be explored to achieve greater excellence and innovation.
- \* Strengthening of alumni network and linkages with industries will create more possibilities for increasing the percentage of campus placement.
- \* Further opportunities lie in establishing Entrepreneurship Development Cell and Incubator Cell to promote entrepreneurship and new technologies.
- \* Consultancy can be further developed into an income generating source and the income thus generated utilized for the infrastructure enhancement of the departments.
- \* Empowerment of women from this educationally backward area can bring about improvement in the social set up and community structure.

**CHALLENGES FOR THE INSTITUTION**

- \* Due to the diminishing interest of students in arts and science subjects, there is a decline in the inflow of brighter students into the College.
- \* Without UGC grants, providing better facilities is a big challenge to the Management. Paucity of non-salary grants and other funds poses a constraint and challenge for expansion of infrastructure.
- \* Heavy competition from mushrooming new Colleges in the vicinity pose a big challenge.
- \* Commercialization of education challenges the service motto of the College.
- \* Integrating undergraduate teaching with research at College level is another challenge.

- \* Poor educational backgrounds of the parents prevent even the high achievers from moving out for higher levels of learning or employment.
- \* Students are mostly first generation learners getting little motivation from the parents or the society.
- \* Due to the adverse influence of the media, mobile communications, internet and alcohol, there is a marked degradation of value system among the youth and its vibrations are felt in the campus.

#### **FUTURE PLANS**

- \* More collaborative research to be taken up with research institutes of national and international repute.
- \* To develop central research facilities.
- \* Augmenting Faculty Exchange Programmes in collaboration with Universities in India and abroad.
- \* Publishing International journal and books.
- \* More E-learning content.
- \* 'Achievement Awards' for Teacher, Researcher, Student and Non-teaching Staff.
- \* UG programmes in the subjects – English.
- \* PG programmes in the subjects – Mathematics.
- \* M.Phil. programmes in the subjects – Mathematics.
- \* Ph.D. programmes in the subjects – Commerce and Mathematics.
- \* To establish business consultancy center.

### **POST-ACCREDITATION INITIATIVES**

Adhiparasakthi College of Arts and Science with a preferential option for poor was established to provide knowledge and quality education to all sections of society. The College aims to maintain modern outlook with contemporary development without compromising moral values. The major strength of the College is its ability to ensure holistic development of students to make them enlightened citizens. It has facilitated socially-deprived sections of the society to have easy access to higher education.

The College has well defined and concrete aims and objectives which constantly inspire the formulation of curricular, co-curricular and extra-curricular activities. There is constant examination and re-examination of the aims and objectives, after in-depth discussions in the parent bodies, in order to serve the students in particular and the society in general. Feedback from students, staff, parents and alumni is the main strength, which helps the College in drawing its future strategies.

The College continues to attract students from all backgrounds and provides inclusive quality education that caters to their needs. At present 75% of the students are first generation learners and one can witness their progressive growth from one year to the next. The dynamic nature of the College ensures that necessary changes are made so that the quality of the programme offered by the College either sustained or enhanced.

Governing Body, Academic Council, Finance Committee and Board of Studies are formed as per the guidelines of UGC, State Government and Thiruvalluvar University. Frequent meetings of the different committees are conducted and minutes circulated.

The Governing Council meets periodically to discuss and decide matters relating to the functioning of the College. Policy decisions with regard to educational activities are taken by the Management and discussed in the Governing Body. Academic Council carries out the decisions of the Governing Body and the Curriculum Design and Development Cell (CDDC) is activated. The CDDC discusses and designs the curricular framework of different programmes. CBCS has been restructured based on the direction of Tamil Nadu State Council for Higher Education. Common question paper pattern has been introduced for all programmes.

Internal Quality Assurance Cell (IQAC) created by the College serves as a mechanism to monitor various activities of the College so that the academic growth of the College is not only sustained but enhanced through innovative ways. IQAC meets and takes stock of the situation and suggests initiative measures to maintain and enhance quality.

At the end of every year feedback on curricular aspects and teaching-learning process is obtained from students, formally and informally in different ways. The College organizes frequent meetings with student leaders

under the guidance of the Principal. The suggestions emerging from these meetings are given due consideration while updating the syllabus.

Feedback from alumni is obtained during the time of convocation and in alumni meetings. In the same way feedback from employers is obtained when they come for campus recruitment. Feedback is also obtained from academic experts visiting the College. Their views and suggestions for improvement are taken into consideration when the Boards of Studies meet.

Keeping in mind the needs of the students, global demands and the demands of employers and industries, the syllabus is framed by the BoS. The syllabus of every subject and its evaluation pattern and the distribution of credits are discussed and approved by the Academic Council. The courses offered by the College in different faculties are up-to-date, relevant and need-based. Some courses incorporate ICT tools to make them globally competitive.

The IQAC, CDDC, College Council and the various other Management committees meet regularly to address the issues concerned with their areas. Regular meetings of HoDs with Principal and Vice-Principal are held. There are also annual evaluation meetings of the departments. General staff meetings are held during which important decisions are made.

Informal student feedback mechanism and effective grievance redressal system have been developed to make teaching-learning process more accountable.

The staff members are recruited not only for their academic skills but also for their social consciousness and the ability to communicate. The process of staff selection includes a demonstration lecture and interview by the selection committee. Community service is given due credit.

Annual plans for all the departments and for College are made at the beginning of the academic year. The plan focuses on the holistic development of the students in the following dimensions - Physical, Intellectual, Psychological, Spiritual, Social and Cultural. Department calendars, which include Association activities, are also prepared. To help everybody in administration, the Annual Plan and Department calendar are planned well ahead of time and carried out systematically and the activities are evaluated at the end of the academic year.

In the admission of students, the College follows the reservation policy of the State Government. Most of the admitted students are found to be first generation learners coming from rural background. They are mostly from Tamil medium schools and academically poor. The major obstacle faced by these students is the switching over from Tamil medium in schools to English medium in Colleges. They find it difficult during the initial stages of first semester in taking hints in the class and in understanding certain basic scientific terms and concepts. Hence a gradual and methodical process of teaching English is carried out throughout the first year.

In the preliminary stages of first semester, the students are given special coaching for few days during which they are taught basic terms and concepts related to their subject. While the HoD monitors general attendance, the staff member in charge of each subject monitors the academic performance of the students through CIA tests and semester examinations. Slow learners and advanced learners in each class are identified and specific steps are taken to cater to their needs. Extra coaching outside the class hours, remedial classes and extra tests are conducted for slow learners. Advanced learners are given special challenging assignments and are encouraged to give seminars in advanced topics. The peer group discussions and teaching create better atmosphere for easy learning.

First year UG students are taught Basic English language skills. The second year UG students are involved in extension activities and learning of computer skills. The third year UG students are followed up through career guidance and soft skill development programmes. External agencies and alumni are invited to address the outgoing students on the requirements of the job market.

The College is striving for quality and excellence. A number of facilities created in the College campus provide for training, research, social service and personality development. Adequate physical facilities are provided in the College campus for facilitating teaching-learning process.

Staff members are constantly exposed – through workshops, seminars and training sessions – to new teaching-learning pedagogies, assessment tools, planning techniques and leadership styles to equip them to face the challenges posed by the present generation of students.

Most of the staff members supplement the lecture method of teaching with other innovative methods of teaching such as seminars, class presentations, use of audio-visual aids, projects, etc. Besides regular classroom learning, field trips, industrial / institutional visits, in-service training and working at the industrial training unit provide a taste of real life situation. More emphasis is laid on learning through practice in science subjects. To sustain high quality, the teaching and learning processes have been made more rigorous and effective.

Evaluation process has been made more transparent and credible. A student can apply for reevaluation of the paper. The staff evaluation by students is done at the end of each semester and is used as a feedback mechanism to enhance the teaching-learning process.

Importance is given to extra and co-curricular activities. Every student is being provided with forums for expressing and developing their creative faculties. Various extra and co-curricular activities organized in the College, help students to develop their talents, communication skills, interpersonal skills and gain practical experience in organizing and managing various events.

In order to promote excellence in teaching, the use of electronic teaching aids has been adopted by the College. The College has ICT-enabled tools in teaching, learning, research, administration and governance. The departments are provided with smart boards and LCD projectors. Internet access has been provided to all the departments. Internet access is also available to staff and students in the library

Concerted efforts are being taken by the College to increase the speed of the internet connectivity in a secured network. The College opted for a 12 Mbps Sify leased line for internet facility round the clock. With the aim of becoming fully automated, the College has augmented the number of systems in the College, established computer laboratories, installed high end servers, made provisions for backup and high security.

Laboratories are fully equipped with sophisticated equipment such as HPLC, UV-VIS Spectrophotometer, Gel Documentation System, ELISA, Semi-auto analyzer, Immuno-electrophoresis, PCR, SDS-PAGE, Flame photometer, Water baths, etc.

College has an excellent library. The library has collections of reference books, specialized subject books, back volumes, dissertations, publications from national and international institutions to cater the needs of its users. In addition to the above, the library has a section of e-library for digital contents. The College is an active member of NLIST-INFLIBNET and DELNET consortium providing free-access to a large number of on line journals and books. In addition to existing resources, the library has added books and journals worth Rs. 9,54,737 in the last 5 years. The library subscribes to 22 journals and 9 dailies in English and Tamil. The total number of books in the library is 13,468. The library committee takes care of the problems connected with library and enhances the efficiency of the library.

One more department has become M.Phil. Research departments and three departments have become Ph.D. research departments during the assessment period. The College has a Research Committee. It meets and discusses trends relating to the area of research and publication.

The culture of research is growing in the College with a significant increase in the number of papers published in indexed journals, articles in books and editing books. Several workshops for young interested staff and students make sure that the research culture is maintained.

The staff members are encouraged to pursue their research work and publish their findings. They are encouraged to participate and present papers at conferences, seminars, symposia and workshops. On duty leave is granted to staff to participate in them. During the period 2008-2013, 83 papers were published in journals (national and international) and 22 books with ISBN number were published by staff members of the College. Five staff members of the College have been awarded Ph.D. and many have registered for Ph. D during the last five years. Two staff members have submitted their dissertations and would soon receive their doctorates. All departments are

encouraged to conduct at least one State / National symposium / seminar / conference / workshop every year. In the last five years 22 symposia / seminars / conferences / workshops have been conducted. Two of them have been sponsored by CSIR and NAAC. Besides all the departments in the College organize guest lectures their respective areas.

Location of the College in socio-economically backward area makes it more accountable to students' support and progression. Right from the beginning, the students are given detailed information about general and academic administration, available courses, eligibility criteria, prescribed fees, hostel facilities, scholarships, sports facilities, co-curricular infra-structure and an academic calendar. The students are dealt with care by the staff members. Informal academic and personal counselling by the subject teachers continue throughout the year. All the teachers extend guidance to the needy.

Student Council under the guidance of the Vice-Principal is taking care of the welfare measures of the students and it also addresses the grievances of the student community. A women cell made up of women staff and the girl student representatives is actively working to take care of women students-related matters.

There are separate hostels for both boys and girls. Hostels are looked after by the members of the Management and more facilities are created as per the requirements of the students of both gender. Every hostel has mess committee comprising of student representatives which meets and decides the hostel related matters.

The College is providing necessary assistance to the students for Extension activities. Students are encouraged to participate in activities for social and community service through NSS, Women's Cell, YRC, RRC, Leo Club, Rotaract Club, Citizen Consumer Club, Enviro Club and Departments. These clubs / cells carry out activities like awareness sessions and workshops on various socially relevant themes to sensitize students towards better understanding of social problems. This value has been sustained during the post-accreditation period through programmes undertaken by individual departments and clubs / cells for the rural communities and for schools where students are from the low income group. The students have brought laurel to the College in sports, co-curricular, extra-curricular and cultural activities also

The College has taken every effort, to get the students various scholarships to which they are eligible. In the last five years, the scholarships awarded to the SC/ST students by the Government alone were to the tune of Rs. 10,58,673. A total of Rs. 12,37,000 has been disbursed as scholarship to students in the last five years.

The Placement and Training Cell organizes motivation and training programs for the benefit of the students. The students are advised to have active e-mail accounts and contact numbers to keep them prepared for the modern interview practices. Before the recruitment programs, they are given training in which they are briefed about the nature of tests, CV writing

methods and mock interview practices. Competitive examination-oriented books are made available in the College library and the students are directed to make use of this facility. Placement camps are conducted every year to help the students in getting placement. 232 students have been recruited through Placement Cell in the last four years. Ramp facility has been provided for the easy mobility of physically challenged students and special toilets have been constructed for them.

College is making efforts, through its Alumni Association, to invite greater participation in the overall development and growth of the College. Outdoor sports facilities are adequate. There is a cricket ground, hockey ground, football ground, Badminton courts, volley ball court, basketball court and a gymnasium. There is also facility for indoor games. Students make use of every facility and are on the top in achievements. They have won many prizes at the University level. They have brought laurels to the College by participating in the Inter University championships.

Celebrations of Teachers Day, Sports Day, Independence Day and Republic Day are conducted by involving staff and students. Staff and students' participation and involvement in all these celebrations contributes to a healthy academic atmosphere in the College.

The College has responded to the needs of the time and has introduced the following courses in the five years.

UG courses:	B.Sc. Mathematicss.
PG courses:	M.Com.
Research courses:	M.Phil. Commerce, Ph.D. Biochemistry, Ph.D. Microbiology, Ph.D. Computer Science.
Add-on courses:	DMLT, PGDMLT, CCNA, TALLY, ICAI Foundation Course, Hindi, Typewriting.

The College has a very strong physical infrastructure in terms of its classrooms, sports complexes, hostels, temple, auditorium, gymnasium, playgrounds, in-door stadium and guest house. Buildings are well maintained and there has been regular addition of new buildings to cater to the ever increasing needs of different departments and faculties in line with their academic growth. Good roads, gardens, illuminated campuses, classrooms, laboratories and other amenities, well-maintained hostel buildings, make this College a proud place for study and help in the overall personality development of the students.

Non- teaching staff members in the College office, examination section and accounts section are given on the job training in the use of software packages developed for automation.

To support the emergency financial needs of individual staff members, staff welfare fund is being maintained both for teaching and non-teaching staff.

The College has made steady and impressive growth during last five years which is reflected in its physical infrastructure, academic contributions, installation of additional research departments, modernization of laboratories and ICT-enabled learning, administration and governance. It has made its evaluation system transparent and more credible. The College has made dedicated efforts to impart quality education and generate new knowledge through research and development activities. It has contributed significantly in transforming socio-economic conditions of the people of this region.

The College has used IQAC, mentoring, self-appraisal of teachers, staff assessment by students, peer evaluation of teachers, feedback from the out-going students, parents' assessment of the College, academic audit and alumni meet as mechanisms for quality sustenance and quality enhancement.

The College, through the orchestrated efforts of Management, teachers, non-teaching staff and students has been generating employable and socially responsible manpower. It has committed itself to maintain high standards so that it can remain at the forefront in the national mainstream and contribute to nation building to make the Indian growth pattern more inclusive than exclusive.

In summing up, we believe that education is more than just academics. We have concertedly pitched in, to groom our graduates truly into global citizens and achieve social transformation despite their poor entitlements. We have made sincere attempts to pull out all stops to achieve our goals. Hence, this exercise of reaccreditation deserves a fresh look not least because our performance on all fronts is revving up as our quest for academic excellence is here to stay.