

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2012 - 2013

I. Details of the Institution

1.1 Name of the Institution

C. ABDUL HAKEEM COLLEGE,
MELVISHARAM – 632 509.

1.2 Address Line 1

HAKEEM NAGAR

Address Line 2

City/Town

MELVISHARAM

State

TAMIL NADU

Pin Code

632 509.

Institution e-mail address

hakeemcollege@rediffmail.com

Contact Nos.

04172 - 266187

Name of the Head of the Institution:

Dr. W. Abdul Hameed, Ph.D.,

Tel. No. with STD Code:

04172 – 266487

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++			
2	2 nd Cycle	A	3.14	2/2012	2/2017
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR AQAR 2011 – 2012 or 16.05.2013 (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☐ Men ☒ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1. Certificate in diploma in Urdu
2. Certificate in diploma in Arabic

1.11 Name of the Affiliating University (for the Colleges)

THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme



DST-FIST



UGC-Innovative PG programmes



Any other (*Specify*)

1. CMR
2. BDT
3. DST

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

3

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount






2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC


-  The IQAC facilitated special coaching classes in English for the benefit of students who had their schooling in Tamil Medium and also for the students who were below average in English
-  The slow learners were exposed to intense coaching by organizing Remedial Classes to help to cope with other students in assimilating textual topics to fair better in Unit Tests and University Examinations.
-  The IQAC extended all possible help to the Career Guidance and Placement Cell to organize more campus Interviews to generate employment avenues for more number of Final Year U.G. and P.G. students.
-  Solid measures were planned and executed for initiating more Endowment Cash Prizes for the College Toppers in the University Examinations.
-  The process of preparing and issuing ID cards to students of I U.G. and I P.G. Classes had been streamlined and systematized by arranging photo sessions on the campus itself.






2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year*

Plan of Action

Achievements

- | | | |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------|
|  | Inter-Departmental Guest Lectures in Environmental Studies, Value Education & Non-Major | Hundred percent passes in these subjects |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------|

-  Free Coaching Classes in Hardware & Net Working. Helped students to qualify for jobs in software sector
-  Certificate and Diploma Courses in Arabic and Urdu in collaboration with NCPUL, Govt. of India, New Delhi. Ninety Percent Passes and provided additional qualification to students.
-  Weekend Classes by Alagiya Kadan IAS Academy, Chennai, for free coaching of students to qualify in Civil Services Examinations. Rendered lot of help and encouraged students to prepare for meeting such challenges
-  Spoken English Classes to promote Communication Skills. Paved way for students to excel and qualify in Job Interviews.
-  Intense training for College Athletes to excel in State and National-Level Tournaments. Helped athletes to Win Medals, Shields and Trophies

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body AQAR ☒

Provide the details of the action taken

Approved to submit the AQAR 2012-2013

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	5	0	0	0
PG	5	0	2	0
UG	7	1	6	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	2	0	0	0
Certificate	2	0	0	0
Hardware & Tally	0	0	2	2
Total	21	0	10	2
Interdisciplinary	12	0	0	0
Innovative	0	0	0	0





- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	0
Annual	07

- 1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

Feedback is a formal check-up of what one is and what one should be. It is a felicitation or even a humble appeal for an institution of higher learning. The college obtained feedback from its Alumni, stake holders like parents and employers to be perfect and transparent in every segment related to Academics, Research and Administration.

-  Some students wished that teachers should be on time in the classroom. The Principal instructed such teachers to be prompt like the clock in attending to their classroom work.
-  Some of the parents wanted their sons who were poor in English to be exposed to the classes in spoken English on weekend holidays. Their wish was fulfilled by arranging for such classes on Saturdays from 9 a.m to 12 p.m.
-  The Alumni desired, in their feedback, to train students in computer-based techniques to be an additional qualification for them to procure a decent job. Their desire was satisfied by declaring open classes in Hardware and Networking in the evenings and on weekend holidays in the larger interest of students of Final Year U.G. Classes.
-  The employers' advice to send more students to in – service training to gain practical knowledge had also been considered and effectuated.

The College always evinces keen interest in redressing the grievances of students and in responding positively and favourable to their feedback and to the feedback provided by the Alumni, Parents and other Wellwishers.

**Please provide an analysis of the feedback in the Annexure*

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Affiliated to Thiruvalluvar University – Not Applicable

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

B.A. English (Self-Financing)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54	22	31	---	P.Ed-1

2.2 No. of permanent faculty with Ph.D.

27

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
---	27	---		---		---		---	










2.4 No. of Guest and Visiting faculty and Temporary faculty



27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	44	45
Presented papers	9	35	40
Resource Persons	---	3	5

2.6 Innovative processes adopted by the institution in Teaching and Learning:

-  The Teaching-Learning schedule was made more interesting and beneficial by mentoring slow learners and supplementary students in special coaching sessions.
-  The differently abled students were rendered maximum help in accordance with their physical inability by conducting classes of such students on the ground floor and by escorting them to walk along the ramp.
-  The evaluation process had been mechanized by conducting Unit Tests and Oral Tests and by enforcing Assignments.
-  Students for whom Project Reports were a compulsory component of their academic schedule were provided in-service training in association with companies concerned.
-  Inter-Class Seminars on themes within the framework of the Curriculum were organized to help students to analyze critically what they had learnt.
-  Required Internet facilities were created in addition to the already existing audio and visual aids to enrich and strengthen the learning process.
-  Six teachers were deputed to attend the Refresher Course.
-  Two teachers were extended the privilege of attending the Orientation Programme.
-  Nine teachers had the distinguished chance of undergoing Staff Training conducted by Thiruvalluvar University.

-  Twenty-Five teachers had the pleasurable distinction of attending Staff Training Programmes organized by different Institutions.
-  Students of First Year U.G. Classes were trained in Soft Skills and Bridge Course in English to sharpen their cognitive and expression skills.

2.7 Total No. of actual teaching days during this academic year 182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Not Applicable

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop






15	---	---
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2.10 Average percentage of attendance of students 80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	547	10%	30%	50%	10%	67.2%
PG	87	15%	60%	25%	---	93%
M.Phil.	41	20%	65%	15%	---	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

-  The IQAC facilitates special coaching classes in English for the benefit of students who have their schooling in Tamil Medium and also for the students who are below average in English.
-  The slow learners are exposed to intense coaching by organizing Remedial Classes to help to cope with other students in assimilating textual topics to fair better in Unit Tests and University Examinations.
-  The IQAC extends all possible help to the Career Guidance and Placement Cell to organize more campus Interviews to generate employment avenues for more number of Final Year U.G. and P.G. students.
-  Solid measures are planned and executed for initiating more Endowment Cash Prizes for the College Toppers in the University Examinations.
-  The process of preparing and issuing ID cards to students of I U.G. and I P.G. Classes has been streamlined and systematized by arranging photo sessions on the campus itself.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	02
Faculty exchange programme	---
Staff training conducted by the university	09
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	05
Others	---








2.14 Details of Administrative and Technical staff





Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	13	---	34
Technical Staff	06	01	---	02

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

-  The Institution's passion for search and research had been furthermore accelerated by IQAC during 2012-2013 with the wholehearted support extended by the Researchers on the campus.
-  Two Major Projects had the pleasure of getting completed.
-  Three Major Projects were ongoing ventures with an outlay of Rs.126.21 lakhs.
-  The Year witnessed Eleven Publications penned by Scholars on the campus in International Journals of rewarding repute.
-  One Research Paper had gone into print of articles penned by scholars on the campus in a Peer Review National Journal.
-  Two Publications in International Conference Proceedings.
-  Sixteen Papers had the coveted honour of getting published in Conference Proceedings at the National Level.

-  The Research Departments had successfully generated one International research collaboration and Twelve National collaborations to fuel the torch of research burn bright and brilliant in the research savannahs of the college.
-  The research avenues on the campus had established linkages with Eleven Institutions of very high standard.
-  The sincere efforts of the Guide Supervisors and Research Scholars had fruited in winning 6 National Research Award.
-  The Research Personnel, as an appreciation of their investigations, had won 6 State-Level Research Awards.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	3	3	4
Outlay in Rs. Lakhs	---	126.21	66.36	115.67

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	72	2	---
Non-Peer Review Journals		1	
e-Journals			
Conference proceedings	2	16	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2 – 3	DBT, UGC, DST		
Minor Projects	---	---	---	---
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (TNSST)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	---	01	01	---	12
	Sponsoring agencies	---	UGC	College	---	College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year	Type of Patent	Number
National	Applied	--NIL--
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
	---	6	6	---	---	---

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

21

127

3.19 No. of Ph.D. awarded by faculty from the Institution

3

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

5

SRF

1

Project Fellows

4

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

61

State level

National level

5

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

1

NSS

Any other

3

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility



The new building to house the college Post Office was declared open.















Under the scheme initiated by the state Government of Tamil Nadu to distribute free laptops to students, as many as 617 cost free laptops were distributed to students.



The college had introduced B.A., English as an unaided Course and the No. of Courses on the campus had gone up to Thirty Four.



One more Associate Professor in Chemistry and one more Associate Professor in History had been recognized as Guide Supervisors by Thiruvalluvar University for the Ph.D., Programme. The No. of Research Guides on the campus had gone up to 24.

-  Two more Associate Professors in Chemistry and one Asst. Professor in Commerce obtained their Ph.D., Degree in their respective subject.
-  As many as 8 teachers had the academic honour of attending the Refresher or the Orientation Course at the Academic Staff Colleges of different Universities.
-  The college had organized a Two-Day National Seminar in Urdu and scholars from all over the country presented Papers.
-  Effective training was imparted to 136 Non-Urdu knowing students to pass the Diploma Course in Urdu Language.
-  As many as 222 Non-Arabic knowing students were trained to qualify for the Certificate and Diploma in Arabic Language.
-  15 teachers had the distinction of attending Workshops, and Symposia and presenting Papers at the National and State-Level Seminars.
-  Scores of research articles contributed by Researchers and the Guides on the campus had been published in several International and National Journals.
-  The DBT had sanctioned sum of Rs. 43,80,160 for a Major Research Project.
-  An Indo-Sri Lankan Project at a total cost of Rs. 22,17,500 had been sanctioned by the Ministry of science & Technology.
-  The Central Institute of Brackish Water Aquaculture had sanctioned sum of Rs. 128.02 lakhs to the OIE Reference Laboratory of the college.
-  The Science and Engineering Research Board, New Delhi, had sanctioned sum of Rs. 22 lakhs towards a Major Research Project.
-  Scores of students won Cash Awards, Rolling Trophies, and Medals in several State-Level, University Level and District Level Literary Competitions namely Oratory, Essay, Quiz, News-Reading etc.

Criterion – IV










4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:








Facilities	Existing	Newly created	Source of Fund	Total
Campus area	20.92 acres	---	---	---
Class rooms	35	---	---	---
Laboratories	11	1	FIST	5 Lakhs
Seminar Halls	45 Lakhs	5.5 Lakhs	---	50.5 Lakhs
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	35 Lakhs	5.63 Lakhs	UGC ADD Grant	40.63 Lakhs
Value of the equipment purchased during the year (Rs. in Lakhs)	---	4.62 Lakhs	UGC ADD Grant	4.62 Lakhs
Others	---	---	---	---

4.2 Computerization of administration and library

The college had evinced keen interest in updating the computing facility in the Office for efficient administration and:

-  To expedite all clerical calculations
-  To prepare Bills under different Heads
-  To computerize all relevant details pertaining to students.
-  To upload particulars related to Students' Scholarships.
-  To download Notifications and G.O.s put up by the Government.
-  To obtain latest information posted by the University.
-  To take copies of important official communication
-  To prepare circulars for circulation among staff and students
-  To post relevant details in the College Website.

The college Central Library had the pleasure of getting its functioning automated:

-  To locate the Texts and volumes at short notice.
-  To expedite the process of lending books.
-  To flash updated information about the stock of books.
-  To check the Journals and Periodicals on the racks.
-  To record books shifted to the Departmental Libraries.
-  To list out Titles to be procured.
-  To verify the No. of books issued or received.



4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	38732	2420512	701	162526	39433	2583038
e-Books	51746	10000	--	5000	51746	15000
Journals	78	62126	---	31063	78	93189
e-Journals	2154	---	---	---	2154	---
Digital Database	---	---	---	---	---	---
CD & Video	105	1575	---	---	105	1575
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	140	3	Yes	1	---	7	10	4
Added	10	1	Yes	---	---	2	---	---
Total	150	4	Yes	1	---	9	10	4

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

-  Facility had been created to train students in Tally in the larger interest of their career prosperity.
-  Free access to Internet had been channelized for Staff and Students to tap electronic resources to update their knowledge in the field of their choice.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.5 Lakhs
ii) Campus Infrastructure and facilities	6 Lakhs
iii) Equipments	1 Lakhs
iv) Others	0.5
Total :	9 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC through its periodical get togethers and frequent Notifications had popularized Student Support Systems existing in the college. Some such systems include:

- Students' 'Safety Insurance Scheme'.
- Students' Scholarships.
- Students' Grievance Redressed Cell
- Management's Financial Aid to Students
- Facilities for Students' Progress
- Career Guidance and Placement Cell.
- Gymnasium
- Text Book Library
- Canteen

5.2 Efforts made by the institution for tracking the progression

The degree of progress made had been assessed through:

- Feedback obtained from students.
- Discursions at HODs' meetings with the Principal.
- Departmental meetings with departmental Colleagues.
- Details furnished in the College Annual Report.
- List of students eligible for Scholarships.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1023	209	127	27

(b) No. of students outside the state

(c) No. of international students

No	%

Men

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
372	358	10	576	8	1324	380	355	5	510	9	1259

Demand ratio: 4 : 1

Dropout %: 3

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Coaching Classes had been conducted by inviting Experts from the Alagiya kadan IAS Academy, Chennai, to expose students to proper coaching to qualify in the Civil Services Exams.
- The Tally coaching in association with Specialists had also been undertaken to help students to improve their qualification for decent Placements.
- Spoken English Classes were engaged to foster communication and writing skills of students for a better performance in Competitive Examinations for recruitment in Banks, Railways, Defence etc.

No. of students beneficiaries

108

5.5 No. of students qualified in these examinations

NET	<input type="text" value="6"/>	SET/SLET	<input type="text" value="---"/>	GATE	<input type="text" value="---"/>	CAT	<input type="text" value="---"/>
IAS/IPS etc	<input type="text" value="---"/>	State PSC	<input type="text" value="---"/>	UPSC	<input type="text" value="---"/>	Others	<input type="text" value="---"/>

5.6 Details of student counselling and career guidance

- The Career Guidance and Placement Cell chalked out avenues by inviting the Top Brass in the Job sector to encourage students to qualify to meet the challenges in the job sector.
- Guest lectures at the NSS Annual Camp by former Principals and Officials concerned shed proper light on the relevance of 'Values' for a better living in the changing societal scenario.

- The Service-Oriented Units namely the Rotaract, The VIDES, The Rangers, NCC and so on trained students to keep a vigilant eye on the moral track and to cherish and respect traditional values.

No. of students benefitted

325

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	143	36	134

5.8 Details of gender sensitization programmes

--NIL--

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	42	2,14,235
Financial support from government	SC-270 BC-472	750 7,85,638
Financial support from other sources	Minority Scholarship	
Number of students who received International/ National recognitions	---	---

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: -- NIL ---









Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution



- ❖ To achieve academic excellence through the holistic approach.
- ❖ To provide world class teaching in higher education and research for the upliftment of rural community.
- ❖ To offer need-based, Job - oriented Courses of study relevant to the society.

6.2 Does the Institution has a management Information System





-  Yes. The college prides in its Management Information System which is similar to a train whose compartments are linked together.
-  The process is a streamlined mechanism with transparency as its sheet anchor. It is like one lamp lighting several other lamps.
-  The resolutions passed at the meeting of the distinguished Members of the College Committee are passed on to the Principal for proper implementation.
-  The Principal, in turn, brings them to the notice of the Heads of Departments by highlighting the issues that deserve due concentration and emergent attention.
-  The Heads of Departments convey the same to the Inmates of the Departments with proper guidance and necessary instructions.
-  Teachers, incharge of classes, inform students the issues that concern them by directing them to act accordingly.
-  Relevant details that are related to the Dates of Examinations, Association meetings, Seminars, Workshops, NSS Camp, Sports, NCC enrolment, Centralised Functions and College Magazine are conveyed through circulars and notifications.
-  The Principal has the facility of contacting the Major Departments through the Intercom that links all the Major Departments and Research Labs with the Principal's

6.3 Quality improvement strategies adopted by the institution for each of the following:




6.3.1 Curriculum Development

-  Being an affiliated Institution, the college had no freedom to design its own Curriculum.
-  The teachers who were nominated by the University as Chairmen or Members of Boards of Studies worked for necessary modifications in the Syllabi pertaining to almost all Subjects and in particular, Need-Based Courses and Application – Oriented Subjects to fall in line with the changing needs in the society.




6.3.2 Teaching and Learning




-  Teachers were deputed to Refresher and Orientation Courses at the Academic Staff Colleges to learn about the latest innovations in the art of teaching and in relevant subjects to transform classroom instruction into a practical reality.
-  Provision was made for the slow learners and supplementary students to improve their knowledge of the Text by conducting special classes and remedial sessions.
-  The physically challenged students were extended all possible help depending on the nature of their disability.
-  Students were exposed to computer assisted learning, experiential learning and Seminars to expand the frontiers of their knowledge to suit the new career challenges.

6.3.3 Examination and Evaluation






-  The college had no autonomy to chalk out its own strategy for conduction of Examinations or for evaluation of answer scripts.
-  Teachers as Invigilators or as Members of the University Exam Inspection Squad or as Additional External Superintendents rendered maximum help to the University in the smooth conduct of Examinations.
-  As Examiners or as Chief Examiners or as Chairmen, teachers of almost all the departments had helped in evaluation of answer-Scripts pertaining to the University Examinations.

6.3.4 Research and Development




-  The Central Institute of Brackish Water Aquaculture, affiliated to the Indian Council of Agricultural Research, had sanctioned sum of Rs.128.02 Lakhs to the OIE Reference Laboratory of the college.
-  The Dept. of Bio-Technology, Ministry of Science & Technology, Govt. of India, New Delhi, had sanctioned sum of Rs.43,80,160/- for a Major Research Project in Bio-Technology.
-  An Indo-Sri Lankan Project at a cost of Rs.22,17,500/- had been sanctioned by the Ministry of Science & Technology (International Division), Govt. of India, New Delhi.

-  The Science and Engineering Board, New Delhi, had sanctioned sum of Rs.22 Lakhs to accomplish a Major Research Project undertaken by the Aquaculture Bio-Technology Division of the college.
-  Sum of Rs.9,43,000/- had also been sanctioned towards a Major Research Project on 'Form-reared Indian Catfish'.
-  The UGC had sanctioned an additional grant of Rs.2,50,504/- for a Major Research Project in English.



6.3.5 Library, ICT and physical infrastructure / instrumentation

-  10 more Computing Systems had been installed towards technology upgradation and for effective computer based learning.
-  One more Computer Lab had been annexed to accommodate more number of students of Computer Science and Computer Applications for practical training.
-  Sum of Rs.1.5 lakhs had been spent by the college on maintenance of ICT during the year 2012-2013.
-  More number of books were procured to enrich the stock of volumes and reference books in the college Central Library.
-  The UGC and Management Funds were allocated and released to all the departments to purchase books for the Departmental Libraries.


6.3.6 Human Resource Management

-  The Career Guidance and Placement Cell functioning on the campus exposed students to get selected in Recruitment Drives organized by different Agencies.
-  One M.Phil., Scholar in Mathematics had been recruited by WIPRO, Bangalore, as Project Engineer.
-  As many as 12 Final Year students were selected by M/s. Eureka Forbes, Chennai, as Customer Sales Specialists.





6.3.7 Faculty and Staff recruitment

-  Twenty-Seven teachers were appointed by the Management as Management Staff to fill vacancies in the departments in the best and larger interest of students and completion of Syllabi to equip students with sound knowledge of the Portions prescribed.
-  34 Administrative Staff were appointed temporarily to carry out the official works connected with the college office.


6.3.8 Industry Interaction / Collaboration

-  To establish and to continue Industry interaction, students of Final Year B.Com., C.S., underwent Institutional Training in different organizations namely Vellore Sugar Mills; BHEL; Ranipet, TEL, Katpadi and so on.

○ 6.3.9 Admission of Students

-  Students were admitted into various First year U.G. and P.G. Courses; M.Phil., Programmes strictly adhering to the norms of the State Government of Tamil Nadu.
-  As many as 650 students were admitted in various First Year Aided and Unaided UG Courses during 2012-2013.
-  97 students had been given admission in the First Year PG Courses.
-  39 M.Phil., Scholars in various disciplines were admitted during the year under review.

6.4 Welfare schemes for

-  The Welfare Schemes initiated by the State Government of Tamil Nadu had been implemented for the wellbeing of the Teaching and Non-Teaching Staff and also for the welfare of students.

Teachers : Govt. of Tamil Nadu New Health Insurance Scheme 2012.

Rs. 150 per Month: Insurance amount, 4,00,000: Period covered: 4 Years.

Non-Teaching Staff: Govt. of Tamil Nadu New Health Insurance Scheme 2012.

Rs. 150 per Month: Insurance amount, 4,00,000. Period covered: 4 Years.

Students : Students Safety Insurance Policy.

UG (3 Years): One-time Payment of Rs. 36.05 at the time of admission.

PG (2 Years): One-time Payment of Rs. 24.05 at the time of admission.

M.Phil (1 Year): One-time Payment of Rs. 12.05 at the time of admission.

6.5 Total corpus fund generated

--Nil--

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?



Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	---	Yes	---
Administrative	No	---	Yes	---

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒





6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

-  As Members or as Chairmen of different Boards of Studies, teachers of almost all the departments had contributed their maximum in improving the Curriculum of almost all the Courses affiliated to Thiruvalluvar University.
-  Emphasis had been laid on job oriented need based courses.


6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable



6.11 Activities and support from the Alumni Association

-  The Alumni Association had its Annual Meet on the Republic Day to chalk out its round-the-year programmes for the benefit of students and the New Graduates.
-  A water cooler had been installed by the Association to provide pure and cool water to the staff and students.
-  The New Graduates were presented brand new folders to preserve their Diplomas and other Certificates.
-  The Alumni had their representation at every function of the college.





6.12 Activities and support from the Parent – Teacher Association

-  As a bridge connecting two ends, the Parent-Teacher Association had been a cordial linkage in finding solution to students' late coming, long absents, avoiding Tests and Model Exam, irregularity in attending to the lab work and so on.

6.13 Development programmes for support staff

-  Members of the Non-Teaching Staff had been trained to cultivate and improve their knowledge of computers to expedite all the official works on the campus.
-  Contact classes in computeracy were conducted by computer science teachers in the very best interests of the Non-Teaching Staff of the College.


6.14 Initiatives taken by the institution to make the campus eco-friendly







-  The healthy spirit 'eco-friendly' had been strengthened by keeping the campus green and clean.
-  Hundreds of saplings were planted on the campus with an eye on protecting the environment.
-  An RO plant had been installed in the college main building to provide pure drinking water to the staff and students.
-  The Classrooms, Labs, Seminar and Conference Halls and the College Office were maintained 'spotless clean' throughout the academic year by removing dirt and dust by the ministerial staff employed by the college.

Criterion – VII











7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

-  The college had introduced B.A., English as an Unaided Course to meet the demands of students and parents.

-  The Net Centre had been given a boost to facilitate more and maximum students to download the subject material to strengthen their knowledge of the texts.
-  617 cost free laptops were distributed to students under the scheme initiated by the State Govt. of Tamil Nadu.
-  The OIE Research Laboratory, the lab with an International standing functioning on the campus, had succeeded in obtaining a Research Grant of Rs.128.02 lakhs from the Central Institute of Brackish Water Aquaculture.
-  Twelve National collaborations and one International Collaboration had been generated to harness and complete more research assignments.
-  Honest and sincere efforts of the Research Scholars had helped the college to win 6 National Research Awards.
-  Intense research on the campus had paved way for winning 6 State-Level Research Awards.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:

-  Certificate and Diploma Courses in Arabic and Urdu had commenced in collaboration with NCPUL, Govt. of India, New Delhi and achieved Ninety Percent Passes which provided additional qualification to students.
-  Weekend Classes by Alagiya Kadan IAS Academy, Chennai, for free coaching of students to qualify in Civil Services Examinations which rendered lot of help and encouraged students to prepare for meeting such challenges.
-  Free Coaching Classes in Hardware & Net Working which helped students to qualify for jobs in software sector.
-  Intense research on the campus had paved way for winning 6 National and 6 State-Level Research Awards.
-  Twelve National collaborations and one International Collaboration had been generated to harness and complete more research assignments.
-  The OIE Research Laboratory, the lab with an International standing functioning on the campus, had succeeded in obtaining a Research Grant of Rs.128.02 lakhs from the Central Institute of Brackish Water Aquaculture.
-  617 cost free laptops were distributed to students under the scheme initiated by the State Govt. of Tamil Nadu.
-  Inter-Departmental Guest Lectures in Environmental Studies, Value Education & Non-Major and the college had secured Hundred Percent Passes in these subjects.
-  Spoken English Classes to promote Communication Skills which paved way for students to excel and qualify in Job Interviews.
-  Intense training for College Athletes to excel in State and National-Level Tournaments which helped them to Win Medals, Shields and Trophies in such Tournaments.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Title of the Practice

“Blazing Torch of Research”

2. Goal

One of the Visions of the college is to provide world class teaching and research for the upliftment of the rural community, in particular, and the society at large. To achieve this, the college takes measures in sensitizing students’ awareness to venerate quality as the defining element in Academics and Research. The Institution’s passion for research has resulted in almost all the Departments offering the Ph.D., Programme in different disciplines. The labs are furnished with latest and sophisticated instruments to augment research and transform the findings into the juicy fruits of joy and the sane benefactors of the society. Research is encouraged at all levels and by all Guide Supervisors on the campus to help the torch of research burn bright and fierce in the college. The research practices of the college have the pleasure of getting endorsed and even recommended to other campuses by Funding Agencies such as DBT, UGC, FIST and so on.

3. The Context

In this Age of scientific and technological advancement and marvelous achievements and attainments, the college also has to withstand the new challenges in the larger and the very best interest of students and young researchers. The college had its well designed plans to promote research and to popularize the research culture for societal progress and for achieving the goals of higher education. To augment research, the college was in dire need of its own qualified and recognized Guide Supervisors. The college succeeded in deputing qualified teachers to upgrade their qualification by pursuing the Ph.D., Programme under FDP. The UGC’s guideline and its declaration of Ph.D., as the qualification for eligibility of lectureship in Govt. and Govt. Aided Institutions had come as a boon to develop research on the Hakeem Campus. Teachers with Ph.D., qualification had been appointed and their zeal to promote research had filled the campus with healthy and inspiring climate of research and yielded place to many more fields of active innovation. With the progress of research, the existing labs had to be enlarged and even a new research block had to be constructed to accommodate more and more scholars and their Guides. All such necessities were fulfilled by the Management and the State Government.

4. The Practice

Like the sun and the sky that are eternal, research in the college is a continuous process and even has become the second habit of teachers and scholars. More number of students on their Post-Graduation or on completion of the M.Phil., Programme are counseled to join the Ph.D.,

Programme but chiefly based on their unending interest and exceptional merit. They are advised to apply for Major Research Projects and are even rendered maximum help and support in the process of obtaining Major and Mini Projects. Their expertise is assessed by screening their skills and the researchers are put on the right track of research to arrive at the chosen destination in time. In record short span of time, the more brilliant and the more enthusiastic among them complete the Research assignments and the Ph.D., Programme. The Findings are exposed to be patented as the benefactors of the society and the nation. Cordial links are established with reputed National and International Labs to initiate and complete Collaborative Projects to place the college on the research map of India and the World. The Aquatic Animal Health Laboratory, the Unit of Nanotechnology, the Polymer Nanocomposite Division and the Bioactive Organic Molecule Synthetic Laboratory are burning midnight oil, literally, to come out with exemplary and rewarding results. Even in the Departments of Tamil, Urdu and English, the lamp of research in Language and Literature is blazing bright with everlasting glory and verbal grandeur. The P.G. and Research Departments of History and Commerce are pumping out Ph.D.'s and M.Philians like the springs that give rise to water for ever. The number of scholars is increasing in multiple proportions year by year. The Aquatic Animal Health Laboratory possesses research amenities such as repositories for fish cell lines with twenty cell lines from different fish species and aquatic animal pathogens encouraged in Indian Aquaculture systems. The Unit of Nanotechnology and Bioactive Natural Products has taken up a challenging research assignment in Nanotechnology and Bioactive Natural Products. The Polymer Nanocomposite, Division is carrying out research in Polymer Nanocomposites, Polymer Microspheres, Functional Material, Hyperbranched Polymers, Functional Copolymer Synthesis and so on. The Bioactive Organic Molecule Synthetic Laboratory is actively involved in synthesizing bioactive molecules like 3,4 Dihydropyrimidine, 1-4 Dihydropyrimidine, Mannich Bases, Coumarins, Pyrans, Chromeno Pyrimidinones, Dihydro-quinoxalines, Benzo Fluorenes, Indeno Pyridines and so on. The College Guide Supervisors are shedding proper light on the research track in the academic process of guiding research scholars working under their sterling stewardship.

5. Evidence of Success

The achievements in research segments are amazing and are growing in number year by year. in the Academic Year 2014-2015 alone, 8 Scholars working under the college Guides obtained their Ph.D., Degree from Thiruvalluvar University. The Aquatic Animal Health Laboratory of the college had successfully accomplished an Indo-Norwegian Collaborative Research Project worth sum of Rs.361.16 lakhs. Yet another Project funded by the DBT to the tune of Rs.13.89 lakhs had been completed by the same lab which has so far generated about Rs.10 Crores for research. One Associate Professor in Zoology secured the First Rank with 27 Publications

among the Indian Research Contributors to the 'Aquaculture Journal'. His outstanding contribution helped the State of Tamil Nadu to secure the First Position in the whole of the country in research. He had the distinguished credit of being one of the highly cited Indian authors with 77 Citations in SCOPUS and 116 Citations in Google Scholar. The college had the remarkable distinction of collaborating 13 times with other Indian Research Institutes. Scores of Papers had been presented by college teachers at various State and National – Level Seminars. Several Papers were published in the Journals of National and International standing. The College Annual Reports stand as valid testimonies to the scientific achievements of the college. A 'Scientific Genius' in the college had been honoured with several Awards and they include 'Best Fisheries Award', 'Tamil Nadu Scientist Award' and 'Tata Innovation Fellowship Award'. He had been designated as the OIE Expert and his lab is the only such lab in India that prides in its International recognition. The Dept. of Bio-Technology, Ministry of Science & Technology, Government of India, New Delhi, had sanctioned sum of Rs. 43,80,160 towards a Major Research Project undertaken by the Aquatic Animal Health Laboratory of the college. The Lab had also been sanctioned Rs.9,43,000 - for a Project on 'Farm-reared Indian Catfish'. An Indo- Sri Lankan Project at a total cost of Rs.22,17,500 had been sanctioned by the International Division of the Ministry of Science & Technology Govt. of India, New Delhi for a Research Project undertaken by above said Lab. One Associate Professor in Zoology had the coveted credit of being nominated for the Second Time as Member of the Task Force Committee on Aquaculture & Marine Bio-Technology. The Central Institute of Brackish Water Aquaculture, an official wing of the Indian Council of Agricultural Research, had sanctioned a huge sum of Rs.128.02 Lakhs to the OIE Reference Laboratory of the college. The Science and Engineering Board, New Delhi, had sanctioned sum of Rs.22 Lakhs to accomplish a Major Research Project undertaken by the Aquaculture Bio-Technology Division of the College. And thus, the success stories of the college are like living legends.

6. Problems encountered and Resources required






The Management is always graceful enough to cater to the human, financial and any other genuine needs of the college for its proper administration and smooth functioning. In the process of developing research, the college experienced the dearth of qualified and recognized Guides for the Ph.D., Programme in different disciplines. It was a problem but not a long-lasting hurdle. The college had the chance of appointing teachers with Ph.D., Qualification in regular vacancies, thanks to the State Govt. of Tamil Nadu. The already existing research mechanism had been accelerated with the appointment of new teachers. And proportionately, the number of Paper Presentations and Publications at National and International Seminars and Journals assumed a gigantic stature. The Senior Guides on the campus played a vital role in enhancing the image of the college on Research Canvas. The college did not experience any

difficulty in providing sufficient infrastructure to accommodate researches and their research activities. The Research Labs were given a face lift and power generating Units were installed to facilitate uninterrupted power supply. The Grants released by Funding Agencies at regular intervals were like Manna to the whole gamut of research in the college as the investigation continued without any break. The esteemed Management had been like a supporting friend to overcome any problem related to research and the researchers. Revered Members of the Managing Committee had been the anchors of support in times of need.

7. Notes (Optional)



Any Best Practice which a College harbours on its campus is like the beacon lamp of academic guidance and a fabulous treasure for further progress. Such practices should be streamlined and strengthened to march towards set goals and to expand the frontiers of knowledge gained from Academic Exercises and research savannahs for societal and National progress.

7.4 Contribution to environmental awareness / protection

-  Students are trained in environmental awareness and its protection by exposing them to special lectures at the meetings and in the Annual Camp organized by the four Units of NSS in the college.
-  Saplings are planted, every year, on the campus as an eco-friendly activity and as the dire need of the hour.
-  The NSS Volunteers plant saplings on the campuses of schools and in the premises of the library, hospital, mosque, church, temples and in all other important places in and around the village where they organized the camp activities.
-  Though provision is there to install refrigerators in all the departments, only the labs are permitted to have the refrigerators to minimize the flow of harmful gas.
-  The college campus is a lush green landscape silhouetted by buildings and labs.








7.5 Whether environmental audit was conducted? Yes ☒ No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

-  The college has prepared plans to improve still further the academic and research facilities already existing to apply for and obtaining Autonomy.
-  Though the college has come up and grown in a rural locality, thanks to the everlasting encouragement of the College Committee and the united efforts of Staff and Students, it has developed excellently well in all the segments of higher education by winning Awards and Recognitions.

VIII. Plan of institution for next year

Plans of the Institution for next year:

-  To construct a Research Block for providing more facilities to the Guides and Scholars to harness a more congenial research atmosphere to augment more research activities on the campus.
-  To promote alternative research for societal progress and intra and inter-departmental advancement.
-  To update the college website to provide an authentic and updated information about the functioning of the college, Staff achievements and their latest profile, departmental progress, students' achievements and scholarships and so on.
-  To organize more and maximum number of coaching classes for the benefit of slow learners.
-  To conduct many more Remedial Sessions to help the students who fail in the Exams.
-  To hold more campus Interviews to create avenues of employment for students of UG & PG Final Year Classes.
-  To strengthen the weaknesses and streamline the strengths.

Name: Dr. A. Abdul Rahuman


Signature of the Coordinator, IQAC

Name: Dr. W. Abdul Hameed


Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
