Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

2017-2018

Of

C. Abdul Hakeem College
(Autonomous)

Enter to Learn, Leave to Serve

Submitted to

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore   560 072 India

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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)*   **2017 – 2018**

1. Details of the Institution

1.1 Name of the Institution	**C. ABDUL HAKEEM COLLEGE**
1.2 Address Line 1	HAKEEM NAGAR
Address Line 2	Melvisharam
City/Town	Vellore
State	TAMIL NADU
Pin Code	632 509.
Institution e-mail address	principal@cahc.edu.in hakeemcollege@rediffmail.com
Contact Nos.	04172 – 266187
Name of the Head of the Institution:	Dr.S.A. Sajid, Ph.D.,
Tel. No. with STD Code:	04172 – 266187
Mobile:	94424 16730
Name of the IQAC Co-ordinator	Dr. A. K. Ibrahim Sheriff
Mobile:	9360372799
IQAC e-mail address:	principal@cahc.edu.in

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*:   TNCOGN12397

OR

1.4 **NAAC Executive Committee No. & Date:**   EC/58/RAR/072, Dt.10.03.2012
(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 : www.cahc.edu.in

Web-link of the AQAR: http://www.cahc.edu.in/iqac/

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	---	3/2005	3/2010
2	2nd Cycle	A	3.14	2/2012	2/2017
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC:
    DD/MM/YYYY   05/01/2006

1.8 AQAR for the year (*for example 2010-11*)   2017-2018

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

   i.   AQAR 2012 – 2013 on 03.09.2016
  ii.   AQAR 2013 – 2014 on 27.10.2016
 iii.   AQAR 2014 – 2015 on 11.12.2017
 iv.   AQAR 2015 – 2016 on 20.02.2018
  v.   AQAR 2016 – 2017 on 13.04.2018
 vi.

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) ☑   UGC12B ☑
                    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 ☐

	1. Diploma in Urdu Language
	2. Diploma in Functional Arabic
	3. Certificate in Arabic Language
	4. Certificate in Persian Language
Others (Specify)	5.Diploma in Computer Application, Business Accounting & Multilingual DTP
	6. Certificate in Spoken English
	7. Certificate in Communication Skills
	8. Certificate in Mass Communication
	9. Certificate course on Computer Concept
	10. Certificate in Basic Computer Course

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*) | ICAR DBT 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 | 1 |

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 | --- |

2.9 Total No. of members　　　| 15 |

2.10 No. of IQAC meetings held　　| 13 |

2.11 No. of meetings with various stakeholders:　　Faculty　| 6 |

Non-Teaching Staff Students　　| 4 |　　Alumni　| 1 |　　Others　| 2 |

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

　　　If yes, mention the amount　　| NIL |

2.13 Seminars and Conferences (only quality related)

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

　　　Total Nos. | 8 |　International | --- |　National | 1 |　State | 2 |　Institution Level | 5 |

(ii) Themes

> 1. Importance of English in Global Scenario and Importance of Foreign Language in the Global Scenario
> 2. LinearAlgebra and Graph Theory
> 3. Tipu Sultan - the Pioneer of Modern India
> 4. Personality Development and Time Management
> 5. Chemistry and Environmental Pollution
> 6. What Next?
> 7. Orientation Programme
> 8. Virtualization & Microservices and Web Application Development

2.14 Significant Activities and contributions made by IQAC

- The IQAC had mobilized the laying of Ramps for the sake of physically unprivileged students. The Ramps were formed adjacent to the passage leading to the Prayer Hall in the Main Building and along the passage that leads to the Seminar Hall.

- Persistent efforts of IQAC for the convenience of such of those students who are visually challenged had prompted the Indian Association for the Blind to present the Silver Zone Award to the college twice, in succession.

- The ever-inspiring encouragement given by the Members of IQAC had resulted in students of Final Year B.A. English participating in the State-Level Workshop at Arcot Sri Mahalakshmi Women's College, Vilapakkam and 14 students of B.Sc. Physics attending the Seminar on Nanomaterials conducted by Auxilium College(Autonomous), Vellore.

- The solid contribution of IQAC during 2017-2018 had been the Workshop organized for 200 students in Communication Skills and Interview Skills which had been a gala Event on the campus.

- The IQAC in close association with college Office had been successful in getting the community wise Scholarship amount of Rs.21,99,963/- for 804 students.

2.15 Plan of Action by IQAC/Outcome

The Plan of Action designed by IQAC at the commencement of the Academic Year 2017-2018 and the outcome of the plan at the end of the year, with quality enhancement as ultimate goal:

Plan of Action	Outcome
- To fill Regular Vacancies existing in the Departments of Tamil, History, Zoology and Mathematics	- The IQAC had the pleasure of getting such Vacancies filled with 9 Qualified Staff with the good offices extended by of the State Government of Tamil Nadu.
- To encourage Ph.Ds., among the Teaching Staff to get recognition of the University as Supervisors for the M.Phil., and Ph.D., Programmes, both Full-Time and Part-Time to expand the horizon of research on the campus.	- The solid efforts and encouragement given by IQAC had resulted in 9 Teachers being recognized as Supervisors for the Ph.D., Programme in Tamil, Urdu, Zoology, Commerce and Economics.
- To depute more teachers to attend Refresher or Orientation Programme, with kind permission from the Principal.	- The Plan got executed and the outcome was that a record number of 20 Teachers were deputed to attend the Orientation or the Refresher Course at UGC-Human Resource Development Centres of different Universities.
- Plan was made by IQAC to install an Islamic Library in the college Central Library to maximize Muslim Students' reading of Religious Books and Books on Ethics.	- It's execution paved way for the coming up of an Islamic Library with 400 Titles and even more for the benefit of Muslim Students.
- IQAC proposed to increase the number of candidates pursuing the Diploma and Certificate Courses in Arabic and Urdu to help students to acquire an additional qualification.	- A record number of 600 students were enrolled in these Courses during 2017-2018.
- It was planned by IQAC to encourage more teachers to get qualified in SET or NET or both even if they have Ph.D.	- Constant encouragement had borne three juicy fruits in the garb of 3 teachers qualifying in SET and one of them qualifying even in NET.

Attach the Academic Calendar of the year as Annexure.
Please see Annexure – VIII

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

Management ☑ Syndicate ☐   Any other body IQAC ☐
Provide the details of the action taken

Approved to submit the AQAR 2017-2018

Part – B
Criterion – I

1. 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	3	3	
PG	5		---	
UG	7		4	
PG Diploma	---	---	---	
Advanced Diploma	---			
Diploma	3	---	---	---
Certificate	3			6
Hardware & Tally				0
Total	23	3	4	6

Interdisciplinary	12			
Innovative				

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

Pattern	**Number of programmes**
Semester	23
Trimester	
Annual	8

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

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

*Please provide an analysis of the feedback in the Annexure

   Please see Annexure - VII

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

- Yes. The Curriculum is like a planned academic schedule as the Departmental Time-Table. Its modification is obligatory at least once in two years. Otherwise, the same old syllabus will be disgusting like rusted iron.
- As the college is classified to be under Autonomous Stream, it has the academic freedom to design or redesign the Curriculum with an eye on its modification to suit the changing academic and Professional scenario.
- During 2017-2018, some of the Components were changed in certain Major Papers as per the suggestions put forth by the Members of the Board of Studies.
- Those changes were made to strengthen students' flair for the subject and also to create interest in them to study much more to learn more and more.
- Most of the Components in Allied Papers were retained as no better alternatives could be identified.
- Components in Foundation Papers like Urdu, Tamil and English were modified to encourage students to treat Language Papers on par with their Major and Allied Papers.
- A lesson on the evils or untouchability by Mahatma Gandhi was included to harness social awareness among students.
- Yet another lesson was on the merits of Democracy penned by Dr. Ambedkar to appraise students about the principles of democracy and the salient aspects of being democratic.
- A lesson on 'Socrates' was incorporated to introduce to students the greatness of Socrates, the best teacher and the best among Philosophers.
- Likewise, new Components were included in Tamil and Urdu Texts to promote students' reading skills and writing skills by exposing them to such interesting essays, poems and One-Act Plays.
- Emphasis was laid to incorporate inspiring topics to serve as beacons of guidance to students.
- The Boards of Studies comprising the Head of the Department concerned as the Convener and other Teaching Staff of the Department as Members were enriched academically by the presence of Subject Expert deputed by the University, one of the best Alumni of the subject concerned and a Representative from the Industry. The Resolutions passed at the meetings of Boards of Studies were included in the Minutes to be an authentic record.

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

NIL

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
74	52	21	---	1

2.2 No. of permanent faculty with Ph.D. | 53 |

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
-	7	-	-	-	-	-	-	-	7

2.4 No. of Guest and Visiting faculty and Temporary faculty | 4 | | --- | | 30 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	6	9	1
Presented papers	1		2
Resource Persons			2

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

- Teachers were motivated to adopt more ICT facilities to effectuate Teaching-Learning Process to promote students' zeal to learn more and more.

- Students were counseled to tap electronic resources like the Internet to update their Textual Knowledge and also to improve their expertise in the segments concerned.

- As many as 20 Teachers were deputed to attend the Orientation or the Refresher Course at the UGC Human Resource Development Centres of different Universities to create academic avenues to gain more from such official academic congregations.

- Intense coaching had been facilitated for the benefit of slow learners and those who could not make their mark in the Unit Tests and CIA Tests I and II.

- The Department Libraries were enriched with fresh arrivals to boost the subject know-how of students and also to be of immense help to the Scholar-Inmates of the Department in improving their mastery over the Text.

- As many as 29 One-Day Seminars had been organized by different Departments to help students to amplify their interest in the subject and to be well informed about the segment of study.

- Student Feedback on performance of teachers was obtained by the Heads of Departments to assess teachers' ability to cope with the Subject and to raise up to the expectations of students. Teachers who could not score well, were advised and even instructed to improve their ability to excel in teaching and in succeeding in their mission of catering ably to the learning needs of vast majority of students.

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)

| Double Valuation including Photocopy |

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

| 104 | | |

2.10 Average percentage of attendance of students

| 84 |

2.11 Course/Programme wise distribution of pass percentage year 2017 - 2018:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	593	7	13.3	16.53	17.1	53.96
PG	70	11.3	30	33	---	74.3
M.Phil.	46	67	33	---	---	100

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

- The IQAC is always an academic source of inspiration and encouragement to improve the caliber of students in Academics and to standardize the ability of teachers to fulfil their obligations as teachers.

- During 2017-2018, IQAC had played a pivotal role in mobilizing Guide-Supervisors among the Teaching Staff to promote the spirit of research.

- Its persistent efforts resulted in 4 Scholars in Tamil, 4 Scholars in History, 5 Scholars in Chemistry and 4 Scholars in Commerce to obtaining the Ph.D., Degree from Thiruvalluvar University. A total of 17 Scholars pursuing the Ph.D., Programme could successfully qualify for the most prestigious Ph.D., Degree.

- Consistent backing by IQAC had channelized a proper avenue for the Departments to host Association Meetings to expose students to learn more from the erudite deliberations by eminent Personalities across the human society.

- The IQAC had prompted for organization of CIA Tests I and II in close association with the Controller of Examinations of the Autonomous Stream to stimulate students to prepare well for the ensuing End Semester Examinations.

- Members of IQAC, on the advice of the Principal, succeeded in deputing 22 workshops Teaching Staff to attend Refresher or Orientation Programme with the motive that students should be the ultimate beneficiaries.

- The joint efforts of IQAC and the Heads of Departments had facilitated the organization of Periodical Assignments and their evaluation, Intra-class Seminars to improve students' knowledge of the Contents in the Curriculum and the conduct of Unit Tests to strengthen students' textual know-how.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	15
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	5
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, **Workshops**, etc.	2
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	---	13
Technical Staff	7	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC had been the nucleus of all research assignments and activities on the campus to expand the investigation frontiers of the Research Hub functioning in the college.

- Persistent efforts of the IQAC had led 32 teachers to present Papers at various National and International Seminars that brought laurels to the Institution.

- Similarly, 25 teachers were encouraged to contribute their Research articles which had the academic distinction of getting published in Journals of National and International standing.

- The efforts of IQAC went a long way in 40 students of B.Sc. Computer Science and B.C.A., to attend the National Seminar at Auxilium College(Autonomous), Vellore, to amplify their knowledge of computers and their operation.

- The IQAC, in touch with the Department of Mathematics, had sent students of Final Year Mathematics to an Internship at Sri Ramachandra Medical College & Research Institute, Chennai.

- The IQAC had been instrumental in getting the Research Grant to the tune of Rs.3 Crores for the ongoing Research Projects undertaken by the Aquatic Animal Health Laboratory on the campus.

- The IQAC had fulfilled one of its missions in Two of the teachers of the Department of Computer Science and One teacher in English getting qualified in the State Eligibility Test conducted by Mother Teresa Women's University, Kodaikanal. Of the two teachers in the Department of Computer Science, one teacher had the privilege of qualifying in the National Eligibility Test also.

- Constant encouragement given by IQAC had worked out miracles in two Teachers of History, One teacher of Commerce and One teacher of Corporate Secretaryship getting qualified for the Ph.D., Degree. With their obtaining the Ph.D., Degree, the total number of teachers with Ph.D., Qualification in the college had shot up to 53 out of 74 Regular Teaching Staff.
- Similarly, 9 teachers had the pleasure of getting recognized as Supervisors by Thiruvalluvar University to guide Scholars pursuing the Ph.D., Programme in Urdu, Tamil, Commerce, Zoology and Economics because of the consistent efforts put forth by IQAC.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		7		
Outlay in Rs. Lakhs		897.2		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		1.2		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	41	2	---
Non-Peer Review Journals	5	2	---
e-Journals	---	---	---
Conference proceedings	14	2	---

3.5 Details on Impact factor of publications:

Range 1.75 to 3.9   Average 2.8   h-index 98.5   Nos. in SCOPUS 43

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(Rs. in Lakhs)	2017-2020	DBT	285.3	175.1
Minor Projects(Rs. in Lakhs)	2017-2018	UGC-SERO	1.2	1.2
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			286.5	176.3

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books   8

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   ---

3.10 Revenue generated through consultancy   1.56 Lakhs

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			8		
Sponsoring agencies			UGC		

3.12 No. of faculty served as experts, chairpersons or resource persons   2

3.13 No. of collaborations   International 4   National 18   Any other ---

3.14 No. of linkages created during this year   6

3.15 Total budget for research for current year in lakhs:

From Funding agency   286.5   From Management of University/College   1.20

Total   287.7

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	2
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
2		2				

3.18 No. of faculty from the Institution who are Ph. D. Guides

35

and students registered under them

69

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

27

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

JRF --- SRF --- Project Fellows --- 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 --- State level 50

National level 8 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 4

NCC 3 NSS 18 Any other ---

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

- As in the previous years, even during 2017-2018, the college went ahead with amazingly crowded service-oriented activities with the ultimate aim of contributing to societal progress.

- A total number of 658 students had the coveted privilege of participating in the extension activities during 2017-2018.

- As part of hon'ble Prime Minister's 'Clean India Programme', the college NSS Volunteers took out a rally to highlight the significance of clean surroundings as proper road to health and healthy living.

- The 'Rashtriya Ekta Diwas' had been yet another day to strengthen the potential threads of unity, integrity and security of the country.

- Blood-Donation had been considered as the chief objective of the college NCC and NSS and during 2017-2018, a sizeable number of cadets and Volunteers and Students came forth to donate blood for the sake of seriously sick in CMC Hospital, Vellore.; Government Medical College Hospital, Vellore and the Government Primary Health Centre at Melvisharam.

- The college had the distinguished honour of organizing a Seven-Day Special Camp at Pudupattu, a near by village. The Camp was strong with 180 NSS Volunteers and 20 local youth who had been the Alumni of the college.

- The Camp activities included cleaning up of the campuses of temples, local hospital, village Panchayat Office, Public Library etc.

- The conspicuous work of the Volunteers had been the cleaning up of the age old tank supplying drinking water to the natives.

- Similarly, the Volunteers were privileged enough to clear up the dirt, dust, thorns and weeds on the road leading to the burial ground in the village.

- The Youth Red Cross functioning in the college had successfully met the medical needs of patients in the nearby village by catering to their emergent needs.

- The college Red Ribbon Club had been like a good Samaritan catering to the blood needs of ailing patients as the college had already pocketed rich encomiums from

hon'ble Collector of Vellore District in high appreciation of maximum blood donation by the students in various Blood Donation Campus.

- The college had also catered to the essential needs of students who were physically challenged by constructing Ramps in necessary spots on the campus.

- Likewise, the college had taken great care of students who were visually impaired by counseling other students to be the Scribes and companions to such helpless students.

- The ardent care of the college for the blind and half-blind among students had convinced the Indian Association for the Blind to present the Silver Zone Award to the college consecutively for the second time.

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	---	---	20.92 acres
Class rooms	45	---		45
Laboratories	12	---		12
Seminar Halls	04	1		05
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	40	9	DBT	49
Value of the equipment purchased during the year (Rs. in Lakhs)	142	120	DBT	262
Others	---			

4.2 Computerization of administration and library

- The Institution's passion to expedite and streamline its official routine had resulted in computerizing its total official machinery.

- The Wi-Fi connectivity enabled the campus to establish itself as a single connected Unit electronically linking all Departments, College Office, Principal's Chamber, NCC Office, NSS Room and so on.

- The State Government's instruction to computerize all activities related to Scholarships had mobilized the college Office to connect it with concerned Government Establishments through network to strike transparency in all its official works.

- Sufficient number of Computing Systems were procured to streamline official mechanism connected with Pay Bills, Pension Benefits, P.F. Loans, Income Tax Payments, Daily Expenditure, Advancement of Interest-Free Loans to the Staff and so on.

- The whole administration was given a fillip by installing computers and by imparting training to such of the Office Staff who had little knowledge of computers or who were strangers to the gamut of computing mechanism.

- The college Central Library was made to be the maximum IT beneficiary by automating its every activity and also by making Web OPAC facility available under its roof.

- A new Internet connectivity had been fulfilled to enhance students' access to download authentic material to strengthen their bookish or theoretical knowledge.

- During 2017-2018, the college had renewed the UGC Inflibnet Online Package to help students to get exposed to latest data or latest information on the contents incorporated in their Curriculum.

- Student attendance was also computerized to authenticate the data and also to make the details much more transparent.

- Similarly, the Office of the Controller of Exams was also computerized to workout Exam Schedule, to prepare Hall Tickets and Mark Statements, to incorporate details in relevant Certificates such as T.C. and C.C. and also to publish results on line.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	42458	3141299	485	69586	42943	3210885
e-Books	51746	35750	---	5900	51746	41650
Journals	85	230716	---	30961	85	261677
e-Journals	2154	---	---	---	2154	---
Digital Database	---	---	---	---	---	---
CD & Video	105	---	---	---	105	1575
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	184	4	Yes	1	---	20	27	11
Added	25	---	---	---	---	---	---	---
Total	209	4	Yes	1	---	20	27	11

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

- The total number of 151 Computing Systems in the labs owned by the Departments of Computer Science and Application provided access to students numbering more than 400 to develop their practical intimacy with the computers.

- The Internet Centre on the campus had been an academic boon to students who were bent upon enriching their theoretical and practical efficiency.

- Non-Computer knowing students were given ample training in operating computers by the Programmers in the Departments of Computer Science and Computer Applications.

- The Non-Teaching Staff were also exposed to such training by the Teaching Staff in the Department of Computer Science and Applications.

- During 2017-2018, the college had facilitated the mechanism of imparting training to handle computers for the benefit of 60 Non-Computer knowing Personnel working in Sub-Treasuries all over the District on the request made by the District Treasury Officer.

- Students were given free access to tap the Network to download Journals, Periodicals, and standard Texts and so on to pave way for enrichment of their IQ.

4.6 Amount spent on maintenance in lakhs:

i) ICT — 3.40

ii) Campus Infrastructure and facilities — 37.35

iii) Equipment's — 120

iv) Others — 6.19

Total: 166.94

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college, being one of the oldest and biggest Institutions affiliated to Thiruvalluvar University, has provided access to 42 facilities for students' progress.

- The IQAC had displayed all these facilities on a Notice board measuring 4'/ 5' to help students to be aware of such conveniences to better their studies and to galvanize their wish to excel with the kind assistance of the teachers-in-charge.

- The Board was fitted in the Portico of the college to draw the attention of students.

- As one of the cherished goals of the college is the progress of students in Academics, Research and Sports and Games, the IQAC highlighted the facilities that would serve as ladders for students by incorporating these comforts in the college Calendar with the kind permission of the Principal.

- To redress genuine grievances of students, the IQAC had installed two boxes adjacent to the college Office under lock and key to help students to post their complaints without mentioning their names or Register Numbers to maintain absolute secrecy.

- Valuable information about student-scholarships was given top priority by putting up such Notices in the college Central Notice Board, in the Notice Board kept near the Central Library and in the Notice Board of the Evening College.

- The IQAC had arranged for online transmission of students' scholarship Applications seeking the kind assistance of the concerned office staff to expedite the process of submission of Applications for their sanctioning at the earliest possible by the State Directorate of Social Welfare.

- The IQAC also had the goodwill of putting up Notices to warn students not to indulge in Ragging or in such evil practices. Students were warned about severe punishment as per the existing Laws framed by the Government of Tamil Nadu by putting up Caution Boards in the Portico and in the Canteen.

- Students were well informed about Railway Concessions with the good offices of IQAC that popularized such student-privileges by displaying them in the college Calendar and through Notice Boards placed in almost all important places on the campus.

- Students of First Year Classes were directed by IQAC to recruit themselves as NCC Cadets or NSS Volunteers or Members of Rotaract or VIDES or Rangers or Youth Red Cross or Red Ribbon or Rotaract or CCC and in such other service-oriented Units functioning on the campus.

- Students were guided properly by IQAC to represent their grievances regarding Unit Tests, CIA Tests I & II, Results, Revaluation, Photocopy of answer-scripts, Scholarships or other financial aid through their Class Representatives.

5.2 Efforts made by the institution for tracking the progression

- The college had chalked out various means to assess students' progress in advancement of their studies, in shaping their character, in their interest in Curricular and Extra-Curricular activities, in their alacrity in submission of Assignments, in their proper use of electronic media and so on.

- The Principal held meetings with the Heads of Departments at periodical intervals in the middle of each Semester to ascertain the Portions covered and to examine the progress made by students in CIA Tests.

- He also called for the meeting with the Heads of Departments to dwell deep into the results and to pass on instructions to improve students' performance in the Exams, by holding special classes to revise important portions in the larger interest of far above average students and to organize Remedial Classes for the sake of students who were below average or just average in studies.

- The Internal Audit Committee evinced keen interest in improving students' performance in all important segments by visiting Departments to check the progress made by students.

- Members of the Internal Audit Committee provided ample tips to the Inmates of the Departments to improve students' graph of progress in all related sectors.

- Parents of such of those students who were below average and who could not secure even the Passing Minimum in Unit and CIA Tests were requested to call on the Head of the Department concerned to appraise them of the poor performance of their wards.

- They were also requested to submit a signed Undertaking that they would keep a vigilant watch on the studies and movements of their wards.

- Regular and Chronic Absentees were dealt with seriously by not issuing the Hall Tickets as the first step to remind them of their sheer negligence in studies and to warm them up to be sincere at least, thereafter.

- The Class Toppers were presented Subject wise Silver Medals to serve as a boost to those that were lagging behind.

- The cream of the student community in studies was awarded Endowment Cash Prizes initiated by teachers in their respective subject.

- Hon'ble Secretary and Correspondent of the college called for a meeting of the Heads of Departments to assess results and to suggest measures to improve the Pass Percentage.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2282	166	80	46

(b) No. of students outside the state

1

(c) No. of international students

Men

No	%
---	---

Women

No	%
---	---

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
403	223	1	708	---	1335	09	96	03	850	1	959

Demand ratio : 2.05   Dropout : 1.9 %

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

- Students with a flair to compete and shine in the Competitive Examinations were counseled properly by exposing them to Guest Lectures delivered by Top Executives and prominent Coaches.

- The college had the distinction of organizing an effective meeting presided over by the Principal to sharpen students' awareness about Competitive Examinations for better

- Placements by inviting two Chartered Accountants of great renown who disclosed ways and means of preparation to get through Competitive Examinations.
- Students of Final Year Classes had the academic pleasure of learning vital details about Civil Services Exams from the inspiring lectures delivered by Top Personnel from Alagiya Kadan IAS Academy, Chennai.
- They were given study material on important topics and previous year's Question Papers by the Academy to plan their preparation to succeed.
- The Department of Commerce conducted weekend classes to help students to qualify in Tally.
- The Department of Computer Science organized classes on Saturdays to guide students to acquire proficiency in Hardware & Networking to get through Competitive Exams and Interviews to qualify for Careers in Software.
- The Department of English scheduled coaching classes on Saturdays to improve students' Communication Skills and writing ability to excel in Competitive Exams to be conducted by UPSC and Tamil Nadu Public Service Commission.
- The Central Library procured standard books published by Mc Graw Hill and other Top Publishing Houses to be of help to P.G. students to qualify in State Eligibility Test and National Eligibility Test for lectureship or in other such Competitive Examinations.
- The Departments also kept in their Departmental Libraries Journals and Periodicals that would amplify students' preparation for Exams conducted by the Centre or the State.
- The college Internet was activated to help students to download, free of cost, study material related to Competitive Examinations.
- During 2017-2018, as many as 50 students appeared for Competitive Examinations like SET, NET, State Government Examinations and so on.

No. of students beneficiaries | 116 |

5.5 No. of students qualified in these examinations

| NET | 1 | SET/SLET | 3 | GATE | | CAT | |
| IAS/IPS etc | | State PSC | 8 | UPSC | | Others | |

5.6 Details of student counselling and career guidance

- The Career Guidance and Placement Cell monitored by a Senior Staff staged a Workshop to train 200 students in Communication Skills and Interview Skills to promote their prospects of selection in Job Interviews.

- Mr. Mohamed Azaruddin, Mr. P. Mohan and Mr. Z. Ansari of III B.A. History successfully found Placement in State Police, as a polished mirror reflecting the Institution's tiresome efforts in imparting training to students to fair better and even the best in Interviews for jobs.

- Similarly, Mr. P. Sivanantham, a Scholar in M.Phil. Mathematics, passed all the Papers in Group II Examinations conducted by the Tamil Nadu Public Service Commission, a juicy fruit of reward for the painstaking efforts of teachers in giving proper guidance.

- The college had the goodwill of organizing Campus Interviews in close touch with some of the Top Concerns to accelerate students' chances of qualifying for jobs in decent Companies.

- During 2017-2018, as many as 219 students were largely benefited from counseling and guidance imparted by the college.

- A good number of 141 outgone students found Placement during 2017-2018.

No. of students benefitted   103

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
20	357	141	198

5.8 Details of gender sensitization programmes

3

5.9 Students Activities

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

State/ University level 40   National level 10   International level

No. of students participated in cultural events

State/ University level [67]   National level [ ]   International level [ ]

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

Sports: State/ University level [15]   National level [8]   International level [ ]

Cultural: State/ University level [---]   National level [---]   International level [---]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	23	378000
Financial support from government	SC–134	801	853690
	BC–667		1353787
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: No Grievances

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION OF THE COLLEGE

- 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.

MISSION OF THE COLLEGE

- To strengthen youthful exuberance for contextualizing academic issues and career concerns.
- To sensitize students' awareness to venerate quality as the defining element.
- To foster the exultant spirit of Universal harmony by making education powerful and pervasive.

CORE VALUES

- To redefine education as a seed of invention and the crown of innovation
- To groom the votaries of learning to venerate work as worship
- To exemplify a Passport to the heart as a visa to the world of Universal fraternity

6.2 Does the Institution have a management Information System

- Yes. The Management Information System in the college is like a train whose compartments are linked together.
- As the college is an Aided Institution, the Managing Committee has the credit of exercising all rights. It is represented by the Secretary and Correspondent of the college who is the at the helm of affairs.
- It is he who signs all the Bills and supervises proper functioning of the college.
- He is endowed with rights related to appointment of teachers, granting Medical Leave, sanctioning Financial Aid to poor students and several other official matters.
- The resolutions passed at the meeting of the Managing Committee are informed to the Principal through the Secretary and Correspondent.
- The Principal calls for a meeting of the Heads of Departments to brief them about these resolutions with an instruction to take them to the notice of their Departmental Colleagues.
- The Principal is the officially appointed Head of the Institution on whose shoulders lie the responsibilities of proper functioning of the college.
- He has constituted different Committees to decentralize works related to administration.
- Each Committee is headed by a Senior Staff who is designated as the Convener of the Committee.
- He has sufficient number of Staff who are appointed as Members of the Committee and who officiate as the Support Staff of the Committee concerned.

- These Committees take immense care of the works assigned to them in the best and larger interests of students and the college.

- Some such Committees functioning on the campus are Admission Committee, Scholarship Committee, Attendance Committee, Students' Grievance Cell, Examination Section, Career Guidance and Placement Cell, Law and Order Committee and Ragging Committee.

- The Controller of Examinations (Autonomous) is in-charge of conducting CIA Tests and End Semester Examinations, arranging for Paper Valuation and publication of results.

- The Service-Oriented Units on the campus are stewarded by Senior Staff who have the assistance extended by other Members. These Units carryout extension activities for societal welfare.

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

6.3.1 Curriculum Development

- Being an Autonomous Institution, the college had the privileged honour of designing its own Curriculum with updated Components that would answer the needs of Academics and even career Placements after studies.

- Each Department had its own Board of Studies with the Head of the Department as the Chairman of the Board and all other Inmates of the Department as Members of the Board.

- Each Board had the distinguished honour of a University Representative as Subject Expert to update and standardize the Curriculum by including Components related to the present pressing needs.

- In addition to the University Representative, each Board had the representation of the Alumni in the subject concerned by inviting a knowledgeable Alumnus to attend the Board meetings to put forth his suggestions for improvement of the Curriculum.

- As many of the Courses were need based and job oriented, a Representative from the Industry was also included as a Member of the Board to modify the Curriculum to suit the needs of the industry.

- As per the resolutions passed and adopted at the meeting of the Executive Council, each Board would meet to change the Syllabi whose Components would be in vogue for two years.

- Different Boards of Studies had their meetings during 2017-2018 to redesign the Syllabi pertaining to First Year U.G. and P.G. Courses in Major and Allied and Non-Major and Elective Papers.

- Boards of Studies in Languages had their official academic get together in 2017-2018 to modify the Syllabi related to Foundation Courses in Urdu, Tamil and English.

- New Components were included in almost all the subjects to update the Curriculum as per the suggestion given by the Subject Expert, Alumnus and the Representative from the Industry.

- Emphasis was laid to incorporate the Components of topical importance and thematic significance to make the Curriculum relevant to match the shifting needs and demands of the job market and also to equip students with the textual and practical knowledge to cope with the Curriculum of Higher Courses of Study.

- Syllabi pertaining to Practicals had also been modified, rather improved, to equip students with more and updated practical knowledge.

6.3.2 Teaching and Learning

- 'More the effective teaching, More the efficient learning' had been the dictum adopted by almost all the Departments to impart quality education to transform students not merely into Graduates and Post-Graduates but into Knowledgeable Graduates and Knowledgeable Post-Graduates.

- To improve the quality of teaching, as many as 20 teachers in Regular Vacancies had been deputed to attend Refresher or Orientation Course at different UGC-Human Resource Development Centres annexed with different Universities.

- More electronic aids were driven into the mechanism of teaching to make it much more effective and much more useful.

- More number of students were exposed to benefit from the Internet on the campus to update their knowledge and to strengthen their Textual expertise.

- Intra-Class Seminars on relevant Textual Topics were organized by the Department to create more interest in students in the subject concerned.

- Based on the Student Feedback on Teachers' performance, the Heads of Departments had counseled such teachers whose performance could not satisfy students. Such teachers were advised to fair better by preparing well in advance before engaging the class.

6.3.3 Examination and Evaluation

- As Examinations are acid tests to assess students' expertise in the subject concerned, the college evinces maximum interest in conducting Examinations strictly as per the rules that govern the whole gamut of Examinations.

- To enhance the quality of mechanism involved in Examinations, External Examiners were appointed to value the answer-scripts pertaining to the End Semester Examinations though the college was declared as an Autonomous Institution.

- Assessment by External Examiners paved way for maintaining transparency with no room left for bias or prejudice.

- Question Papers for the End Semester Examinations were set by External Paper-Setters in all subjects in spite of the fact that Autonomy had been conferred on the college.

- Students were extended the privilege of applying for Photocopies of the Papers in which they failed or the Papers in which their scoring was against their expectation. This Concession to students was a boon as it helped them to know about their own performance.

- Students had the option of applying for Revaluation of their answer-scripts to assess their performance.

- Examinations in Arrear Papers were conducted on Saturdays to lessen the burden of students with Arrears and to help them to take up Regular Papers of the subsequent Semester without disturbing their concentration on the Current Papers.

- CIA Tests I and II were made compulsory for students as they were treated as Preparatory Tests for the End Semester Examinations.

- Parents of such of those students who failed to score the Passing minimum were requested to call on the Head of the Department concerned to appraise them of their wards' poor performance.

- They were also requested to submit a signed document that they would take care of the studies of their wards.

- Results of End Semester Examinations were published on the 9th day from the last day of Examinations as most of the Paper valuation was completed before the last Exam.

6.3.4   Research and Development

- As the college has gained the popularity of one of the biggest Research Hubs where quality Research is in progress, the Institution always aims at achieving the best in the realms of search and research.

- During 2017-2018, the quality and high profiled research on the campus had won the Tamil Nadu Senior Scientist Award for Dr. A. Sait Sahul Hameed, the college OI Expert and the Scientific wizard who had already pocketed Five more Awards.

- Persistent efforts of the college to increase the number of Ph.Ds among the Teaching Staff, had resulted in Four teachers obtaining their Ph.D., Degree from Thiruvalluvar University, during 2017-2018.

- The flame of Research burning bright on the campus inspired 32 Teachers to pen and present Research Papers at different National and International Seminars as an academic witness to the quality improvement strategies adopted by the college.

- Similarly, during 2017-2018, as many as 33 Papers contributed by the teachers in the Departments of Commerce, History, Zoology, Computer Science and Mathematics had been published in Journals of National and International standing.

- Under the dynamic supervision and fruitful guidance of Guide-Supervisors in the College, 17 Scholars pursuing the Research Programme had obtained the Ph.D., Degree in their respective Subject during 2017-2018. And thus, the college had the privilege of producing and possessing maximum Ph.D., Scholars and Ph.D.s in the whole of Thiruvalluvar University.

- A record sum of Rs. 3 Crores by way of Research Grant had been sanctioned by DBT to the Aquatic Animal Health Laboratory for augmenting the ongoing Research on aquatic animal.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library was extended the privilege of possessing an online Publci Access Catalogue system for online search of a book.

- Subscription was continued for e-Journals and e-books and other online resources to be of great help and use to students staff and researchers.

- During 2017-2018, the college had allocated funds to the tune of Rs.1.06 lakhs to procure new Titles and to enrich the Central Library with more and more fresh arrivals.

- The Wi-Fi facility on the campus with 100 mbps had brought all the Departments, Labs and the Office under one electronic umbrella.

- Efforts were made and succeeded to make Oral Presentations a visual experience by stewarding Ph.D., Viva Voce Public Examinations with electronic instruments such as Projector.

- A new Internet connection had been activated to help more students to download study material they needed.

- The IT facilities were extended to the Animal Health Aquatic Lab, Unit of Nano-Technology, Polymer Nanocomposite Division and the Bioactive Organic Molecule Sysnthetic Laboratory for augmenting research at National and International Levels.

- To give a boost to the solid infrastructure, the first floor of the college Auditorium was completed to stage more Seminars and Symposia and to organize more Workshops and Guess Lectures and to be an academic platform for conducting Centralized Functions such as College Day, Hostel Day, Sports Day, Muthamil Vizha, a Tamil Literary Festival and so on.

- A new fresh-up room for students was annexed to answer the needs of increasing number of students.

- The entire college building including all the Blocks and classrooms were given a fresh look by painting the walls, doors and windows to transform the college into a haven of learning.

The College had allocated Sum of Rs.37.35 lakhs for infrastructure augmentation during 2017-2018.

6.3.6 Human Resource Management

- To enhance the quality of teaching, 20 teachers were deputed to be refreshed and oriented in Programmes conducted by the UGC-Human Resource Development Centres of different Universities.
- The College Committee had the goodwill of providing financial assistance to economically unsound students to make them a 'Human Resource' for their families after studies.
- The Service-Oriented Units functioning on the campus had made proper use of 400 NSS Volunteers and 155 NCC Cadets as 'Vital Human Resources' to expand extension activities in the neighborhood as part of hon'ble Prime Minister's 'Clean India' Programme.
- The young and energetic Members of the college Red Cross, Red Ribbon and Rotaract, numbering more than 600, had been the hale and healthy 'Human Resource' of the college and many of whom had exhibited the goodwill of donating blood to the sick and needy in the hospitals nearby. Their large heartedness had been widely appreciated by hon'ble Collector of Vellore district.
- To maintain a dirt and dust, weed and shrub-free campus, the college had successfully tapped necessary work from the 6 Sweepers employed by the Management and the net result was that their efforts made the campus look like a crystal carpet.
- To maintain a green and a flower-ridden campus, the college had utilized the services of 6 Gardeners whose solid work had transformed the campus into a heaven of bliss and a Paradise of greenery.

6.3.7 Faculty and Staff recruitment

- As the college is an Aided Institution, Faculty and Staff are recruited as per the norms of the Government and eligibility norms of the University.
- During 2017-2018, as many as 9 qualified teachers were appointed to fill the Vacancies existing in the Departments of Tamil, History, Mathematics and Zoology.
- The college put up an advertisement in the leading Tamil and English Newspapers calling for Applications to fill the Vacancies.
- On receipt of Applications and after their scrutiny, all the eligible Candidates were called for an Interview by hon'ble Secretary and Correspondent.

- Such of those Candidates who fulfilled the eligibility norms and who faired well in the Interview were sent Appointment Orders duly signed by hon'ble Secretary and Correspondent.

- Similarly, the Non-Teaching Staff are also appointed, as and when a Vacancy arises, as per the rules and regulations structured by the State Government of Tamil Nadu.

6.3.8 Industry Interaction / Collaboration

- To promote the practical efficiency of students, such of those whose Inservice Training was compulsory as an obligatory component in the Curriculum, were deputed to Industries and Companies to undergo necessary training.

- Students of Final Year B.Com. Corporate Secretaryship, had the pleasure of undergoing Institutional Training in three different Centres during 2017-2018.

- Similarly, students of Final Year Mathematics, had the distintion of getting exposed to an Internship at Sri Ramchandra Medical College and Research Institute, Chennai.

- The college had established cordial academic links with Footwear Designing Development Institute, SIPCOT, Ranipet; Vellore Co-Operative Sugar Mills, Ammundi; CSC Compute Education Centre, Arcot; K.H. Arind Private Ltd., Perumugai and so on.

6.3.9 Admission of Students

- The college being an Aided Institution had to fill up Seats in the First year U.G. and P.G. Courses falling in line with the Reservation Norms framed by the Government.

- The college Admission Committee, headed by hon'ble Principal, had the task of scrutinizing the Applications for admission strictly based on the guidelines given by the Government.

- Eligible students were asked to attend an Interview with the Principal along with their parents.

- They were given admission on payment of Fee prescribed by the State Government of Tamil Nadu.

- The college Committee had been magnanimous enough to give concession in the Admission Fee to such of those students whose aggregate in the previous Qualifying Exam was 80 and above.

- During 2017-2018, as many as 433 students of Reservation Categories were admitted in the First Year U.G. Courses of the Day College. Similarly, a total number of 365 students were given admission in the First year U.G. Courses of the Evening College.

- Students hailing from very poor families were given free admission by the distinguished College Committee.

6.4 Welfare Schemes

- To strengthen youthful exuberance for promotion of academic issues and to sensitize students' awareness to venerate quality as the defining element and to provide an ideal system for Higher Education, all the Welfare Schemes in vogue were continued in 2017-2018.

- Suggestions for further improvement put forth in the form of Student Feedback were implemented to satisfy the student community and to accelerate their endeavour to learn more.

- Surveillance Cameras were fitted in sensitive places within the campus including the canteen to check the movements of students and to put them on the proper track of Values and discipline.

- Latecomers were checked and warned strictly to give up such evil practices and to emerge as sincere students and sane citizens.

- Chronic Absentees were denied Hall Tickets to bring them to the fold of vast majority of students who were regular.

- Students were encouraged to apply for Communitywise Schoalrhsips, National Merit Scholarships, Beedi Workers Scholarships, Sons of Ex-Servicemen Scholarships and so on whichever was suitable for them.

- Their Applications were submitted online for speedy perusal by the Government Officials concerned.

- During 2017-2018, a good number of 1659 students were benefited by scholarships provided by the Government.

- The total Scholarship amount was to the tune of Rs. 21,99,963 which had keen sanctioned.

- Revered Members of the College Committee had been generous enough to give concession to 31 meritorious students during their admission in the First year U.G. Courses.

- The concession accounted for sum of Rs. 1,61,000 during 2017-2018.

- R.O. Plants were installed to provide pure drinking water to the staff and students.

- The process of redressing Student-Grievances was expedited in their best interest.

- More number of students were enrolled in the Service-Oriented Units on the campus to provide room for them to get exposed to more social welfare activities and to imbibe in their hearts a steadfast awareness of the society and its genuine needs.

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	Yes	Committee approved by the Governing Body	Yes	Committee approved by the Governing Body
Administrative	Yes	GOVT.	Yes	Head of the Institution

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?

- To sustain Autonomy in its true spirit, the college had worked out plans and executed them in word and deed in all the years from the year of conferring of Autonomy.

- To strike an absolute transparency, the Autonomous Stream initiated the practice of requesting External Paper-Setters to set Question Papers for both Theory and Practical Examinations.

- To minimize the academic burden on the part of students with Arrears, the college had decided and implemented the practice of conducting Arrear Exams on weekend Saturdays.

- To avoid tension among students about results, the college had introduced the system of publishing Results on the 10th day after the last Examination, as per the Exam Schedule.

- To facilitate early publication of Results, valuation of answer-scripts pertaining to the Exams that were completed was adopted even while other Examinations were going on without causing any disturbance to them.

- The Paper-Review Committee was initiated with Senior most Staff in the Department as Member or Members to check the Question Papers set by the Externals to avoid Questions that were out of Syllabus and to avoid grammatical and spelling errors.

- Students who fell just start of the Passing Minimum were given grace marks as recommended by the Examination Committee.

- Students who indulged in Malpractice were awarded 'Zero' apart from giving a strict and serious warning.

- Staff were selected as Invigilators mainly on the basis of their seniority or years of experience.

- Students were instructed not to carry mobiles or calculators or any other electronic gadget into the Exam Hall. If any was found violating the instruction, was directed to the Principal for immediate action.

- Class Attendance was considered as the only and chief base for issuing Hall-Tickets.

- Students who fell short of minimum Attendance were not issued Hall-Tickets.

- The college Autonomy was safeguarded in all possible ways to be worthy of such academic freedom.

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 of the college had been like its golden anchor of support and also like a walking stick.

- Members of the Alumni Association had the goodwill and culture to attend all important Functions of the college to be a source of inspiration in spite of the fact of antiquity.

- Many of them had the pleasure of admitting their own sons in the college with confidence that their wards would be groomed well to emerge as a solid work force of the society and as worthy citizens.

- They, being the well wishers of the Institution, were like cordial bridges of fraternity linking them with the college and, in turn, with the students of current batch.

- The college Alumni had been like an academic asset cherishing memories of those golden days when they were students and ruminating, in all reverence, the glory and the mastery of their teachers who were either retired or left this world of mortals.

- They had the goodwill of donating new Files to the New Graduates to preserve their Certificates and the Diploma.

6.12 Activities and support from the Parent – Teacher Association

- Parents had been very courteous and co-operative in modifying the Curriculum by coming forth with healthy suggestions.

- Many of them wished to retain Value Education as a compulsory Paper to help at least some of the students to grow up as emblems of Values blessed with a sterling character to be sympathetic and even empathetic.

- The Parent-Teacher Association was almost like a family silhouetted by affection, care for each other and goodwill for all.

- Parents of such of those slow learners among students and utter flops, were informed about their sons' misdemeanor, inability to grasp the subject, sheer carelessness and worth for nothing attitude.

- They were requested to keep a vigilant watch on the movements of their wards for their better and for the best of such students.

- The feedback submitted by parents had been like a valid visa to the realms of satisfaction and everlasting joy.

6.13 Development programmes for support staff

- The Support Staff of the college were treated on par with the Teaching Staff as they were the engines and the propellers of the functioning of the college.

- Such of those who could not pass Departmental Tests were extended all possible help to get though such Tests to be eligible for promotion or for higher Posts.

- Sons of the Support Staff of the college were extended the privilege of exposing to free education by exempting them from paying the Fee.
- The Support Staff who had no knowledge of operating computers were imparted training by the Staff working in the Departments of Computer Science and Computer Applications.
- To encourage their participation in Sports and Games, separate Events were conducted as part of Sports Day Celebrations. Winners and losers were both presented mementoes of goodwill at the Sports Day Function to strengthen the spirit of fraternity.
- They were extended the privilege of making use of the Library to read the Newspapers, Magazines and even to borrow books on par with teaching staff and students.
- The articles they contributed were published in the College Magazine every year.

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

- The sprawling campus was given a green touch by planting more saplings on the Independence Day, Republic Day, NSS Day and so on.
- Hon'ble Secretary and Correspondent and revered Principal exhibited greater interest in the upkeep of the environment by growing more plants in the Green House opposite to the Seminar Hall.
- The Enviro Club evinced more interest by supervising the work of Gardeners in spilling manure around plants and trees on the campus.
- The college quadrangle had been transformed into a haven of greenery with more saplings and flowers dancing in the breeze of enchanting freshness.
- The campus was kept clean as a support to help the plants and trees to stand straight enjoying the neat and tidy surroundings.
- Sprinklers were installed to wet the roots of every plant to shine in the warmth of sun.
- Provision was made for regular supply of water to sustain the growth of saplings, plants and trees that were like natural ornaments beautifying the campus.

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.

- As in the Academics and Research, the college had left an indelible mark even in Sports & Games. The college super athletes had been consistently winning Gold and Silver Medals, Shields and Trophies in various University, State and National-Level Tournaments. This had prompted Thiruvalluvar University to nominate the Principal, Dr. S.A. Sajid, as hon'ble Chairman of the University Vellore Division(Men) Sports & Tournaments Committee, a fitting recognition to his committed efforts.

- Similarly, Dr. V. Raja, Associate Director of Physical Education, had been nominated as the Convener of the Committee in the effulgent light of his outstanding achievements in the National and International arena.

- The Scopus Author Identifier had placed Dr. A. Abdul Rahuman, Head, P.G. and Research Department of Zoology, as the Contributor with highest overall 'h-index' of 36 with total Citations of 3799. His remarkable Innovations in Nano-Technology had won for him International recognition.

- The consistent efforts of the college had resulted in the appointment of 9 Assistant Professors in Tamil, History, Zoology and Mathematics in regular Vacancies to help the Departments concerned to go ahead with their academic routine with no disturbance to the work schedule.

- Constant encouragement given by the Institution to the teachers to improve their qualification to expand and strengthen the academic frontiers had fruitioned in Three teachers by name Mr. A. J. Abdur Rakhib, Mr. G. Ramesh Kuamr, and Mr. A. Naresh Kumar qualifying in the Tamil Nadu State Eligibility Test.

- An unforgettable innovation struck by the college was that it had a record number of 20 Teachers deputed to attend the Refresher or Orientation Programme at UGC-Human Resource Development Centres of different Universities.

- Yet another innovation was that the Department of Urdu had successfully generated sum of Rs.5,86,000 from NCPUL, New Delhi, as financial assistance to help 100 students to

qualify for the Diploma in Urdu and 200 students to be eligible for the Certificate and the Diploma in Arabic and 90 Students to obtain their Certificate in Persian.

- A record number of 600 students had been enrolled for all the Six Courses offered by the National Council for Promotion of Urdu, New Delhi and the National Institute of Electronics and Information Technology, New Delhi.

- One more innovation was that as a conspicuous reward to the best functioning of the College NCC, the 10 TN Batallion had permitted the Unit to admit Five more cadets, a rare honour bestowed on the Institution.

- One amazing innovation was the laying of Ramps along all important passages as a means of support to the students who were physically challenged.

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

- Proper planning by the college will always end up in proper execution. It is because all that begins well will end up well. The college, like a Visionary, drafts its plans for further growth of the Institution infrastructure wise, Academicwise, Researchwise, Physical Education wise, Extension Actitiviteswise and so on. Hon'ble Secretary and Correspondent in association with the Principal, Senior Staff and the Co-ordinator of IQAC chalks out Plans to reap a harvest of favourable results. Even in 2017-2018, all the plans that were planned did not end up as mere plans but their execution filled the hearts with joy and satisfaction.

- The college sent Proposals to the Government with a request to fill up the existing Vacancies in certain Departments which were considered on their merit and necessitated urgency by the Government by filling up all the 9 Vacancies with qualified Staff.

- Similarly, the Principal forwarded the Applications submitted by 9 teachers with Ph.D., Qualification to be recognized as Research Guides. The Principals' keen interest in expanding the frontiers of research on the campus and the consistent efforts of IQAC convinced the University to recognize all the 9 teachers as Supervisors for Scholars pursuing the Ph.D., Programme, Full-Time and Part-Time.

- To amplify the teachers' expertise and to update their subject knowledge, the Principal with an endorsement by revered Secretary and Correspondent, submitted the Applications of 20 Teachers to hon'ble Joint Director of Collegiate Education who had

the goodwill of permitting all the 20 teachers to attend the Refresher or the Orientation Course at UGC-Human Resource Development Centres of different Universities.

As the need for an Islamic Library arose on the request of vast majority of Muslim Students, the IQAC and the Principal made a request to revered Secretary and Correspondent who flagged off the Proposal resulting in the formation of the Islamic Library as part of the college Central Library.

To help students to acquire an additional qualification, the Department of Urdu, in close touch with the Principal and IQAC, submitted a letter to the National Council for Promotion of Urdu Language, Government of India, New Delhi, with a request to increase the number of seats in its sponsored Certificate and Diploma courses in Urdu and Arabic. Having considered the request favourably, the NCPUL permitted the college to register more number of students which resulted in a record of 600 candidate's joining these courses during 2017-2018.

The plan to increase the number of Teaching Staff with SET or NET qualification was fruitioned with 3 Staff getting qualified in SET and one of them getting qualified both in SET and NET. These Three were Mr. A. J. Abdur Rakhib, Mr. G. Ramesh Kumar and Mr. A. Naresh Kumar.

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

The college, one of the biggest and oldest Institutions, affiliated to Thiruvalluvar University, attained the Stardom in the World of Academics and Research by conquering every nook and corner in the luring realms of Higher Education and Investigation for innovation. Quality Education and Research have become synonymous with the college in the light of its amazing progress made in these two splendid sectors. The Institution's achievements in these two segments are spiraling year by year.

The college, though a Muslim Minority Institution, keeps its doors wide open for admission of students of all sections of the human society. To promote quality instruction, the college spares no meaningful stone unturned in the larger context of students' progress in Academics, Co-curricular and Extra-curricular activities. Effective care and attention has accelerated the mechanism of registering progress almost every

academic year. As the Proverbial 'Midas Touch', every genuine effort the college makes, ends up yielding a harvest of results in its favour.

🏛 Intense coaching, Periodical Tests, CIA Tests I & II, maximum teachers with Ph.D., qualification, access to library that prides in its nearly 45,000 Titles, free Internet, fee concessions to meritorious students, free education to poor students, scholarships for students of majority of communities, IT facilities, and many others are the catalysts that are expediting the best practices on the campus. Research, being the passion of vast majority of teachers and scholars, has grown on the campus touching towering heights in the fields known and yet to be known or unknown. With maximum number of Ph.D.s among the Teaching Staff and with maximum number of Guide Supervisors to monitor the work of Scholars pursuing M.Phil., and Ph.D. Programmes in almost all the Departments; with Crores of Rupees being generated as Research Fund from Scientific Bodies such as DBT, UGC, CSIR and so on; with scores of accomplished Major and Minor Projects and a sizeable number of ongoing Projects; with labs equipped with latest and sophisticated instruments; with scores of Publication of Research articles in Journals of good renown every year; with many more Research Papers presented at National and International Seminars and Symposia every year; with IT facilities of International Standard and with so many other academic and research assets and amenities, the college has metamorphosed itself into a massive Research Hub in the whole of the University.

🏛 Scholars backed by merit but rocked by financial setbacks, are extended a helping hand by the college by enrolling them as Votaries of Research and by forwarding their Applications for Fellowship and also by paving avenues to make them eligible for Awards and Recognition like the Young Scientist Award.

1. Best Practice
The Blazing Torch of Research & Academic Excellence.

2. Goal
Please see Annexure - I

3.The Context
Please see Annexure - II

4. The Practice
Please see Annexure - III

5. Evidence of Success

Please see Annexure - IV

6. Problems encountered and Resources required

Please see Annexure - V

7. Notes (Optional)

Please see Annexure - VI

7.4 Contribution to environmental awareness / protection

- The college that has come up with a rural background has set environmental protection as one of its missions. To create an awareness about environment and its merits, the college imparts training to students in the art of planting saplings.

- The NSS Volunteers take out rallies to highlight the significance of clean surroundings as a means for the upkeep of health and healthy living.

- The college invites Experts in the field like the University NSS Programme Officer or the Officials from the Forest Department to strengthen environmental awareness in the Volunteers, Cadets and Students.

- The NSS Units pitch their Annual Camp every year in some village or the other to clean the campuses of Schools, Panchayat Office, Primary Health Centre, Village Co-operative Store and Village Library apart from cleaning the tank meant for supply of drinking water and planting saplings to enrich the greenery in the village.

- To make students show interest in the upkeep of the environment, they are exposed to the task of planting tiny plants on the college campus on important days like the Independence Day, Republic Day and so on.

- Students are counseled to distribute plants on their Birthday and even on the occasion of the marriage of their brothers and sisters and friends.

7.5 Whether environmental audit was conducted?   Yes ☑ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
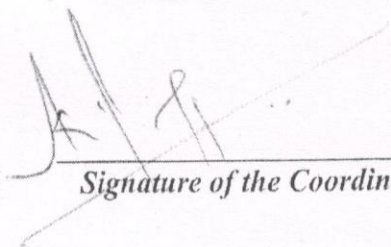
- The college having celebrated its Golden Jubilee in 2016, is marching towards other Jubilees with its Academic and Research machinery fully armoured with rare Recognitions, amazing Awards and radiant Rewards.

- In its long journey for over 53 years, the college has not left any segment of progress unfulfilled.

- All the hurdles interfering with the onward march of the Institution have been treated as challenges and failure has been considered, in the right spirit, as a rung on the ladder of progress.

- As all the requisites for prompt learning are made ready, students never indulge in staging a protest or initiating a strike. They have no major grievance to rebel for its redressal.

- Strict and stringent rules of governance, academic supremacy and research advancement are the pillars on which is resting the massive edifice of the popularity of the college.

- As in Academics, the college has made a giant leap even in Sports & Games by excelling in majority of the Events at the State, National and International Tournaments.

- The college is rendering yeoman service to the society by rolling out Graduates and Post-Graduates as workers of humanity; by catering to the social and developmental needs of the villagers in the village adopted by the college NSS; by organizing get together with agriculturists for better farming and for better prawn culture; by staging campus Interviews in association with prominent Corporate Houses as many of the students are from hamlets and villages; by conducting rallies on the Voters' Day, Flag Day, and World Suicide Prevention Day to bring about public awareness; by providing quality education to rural students enrolled in the college and so on.

- As many of the I year U.G. students have had their Secondary Education in Tamil Medium Schools, the college has made provision to expose them to the Bridge Course in English to help them to pick up English Grammar to fall in line with other students who have had their studies in English Medium.

- The college is magnanimous enough to start Additional Sections in Courses that are in great demand to accommodate more students and to satisfy the parents who are particular about admitting their wards in the college.

8. Plans of institution for next year
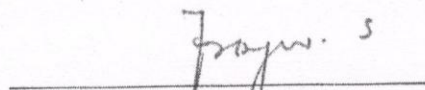
- To initiate more Certificate Courses to help students to acquire additional qualification to promote their job prospectus.
- To organize more Seminars to develop students' attitude towards Research.
- To motivate more P.G. Students to join Ph.D., to strengthen their flair for investigation.
- To depute more teachers to attend Refresher and Orientation Courses.
- To effectuate Coaching Classes for P.G. Students and Staff to qualify in SET and NET.

Name Dr. A.K. Ibrahim Sheriff

Name Dr. S.A. Sajid

_____
Signature of the Coordinator, IQAC

_____
Signature of the Chairperson, IQAC

7.3 Best Practices (Continuation)

2. Goal

Like the Vision and Mission of the college, its Goal is also to bring about a harmonious development of all factors that go a long way in the formation of human personality. To achieve its goal and to make it a possible reality, the college keeps its flame of perennial service burning to spread the brilliance of success in the academic zones that are kept dark because of lack of confidence or because of lack of proper support or guidance. To train students in need based and job oriented sectors, the college has initiated ample number of Courses to make them fit enough educationally to qualify for decent Placements and Positions. To inculcate in the minds of the youth a sense of discipline and creative thinking, the college has instituted various Committees headed by Senior Staff to expose students to bask in the warmth of decency, decorum and discipline. To keep students on the ennobled track of morality and good demeanor, the college has installed Caution Boards as guiding stars. Ragging is banned and such of those who venture to indulge in such evil practices are made liable for punishment as per the Laws framed by the State Government of Tamil Nadu. The campus is buzzing with crowded facilities for students' progress and to amplify their power of creativity and for empowering them with exalted merit and ennobled morals.

3. The Context

As scientific progress has become the order of the day and a badge of honour at the National and Global Levels, the college has fallen in line to strengthen its aspiration to strike the Eldorado of scientific marvel by blowing the horns of unshakeable faith and by beating the drums of steadfast concentration. In the context of amazing scientific innovations all over the world, the college has taken up research as a Mission to visualize the spectrum of blazing blessings of science for human welfare and for human progress. The pressing needs of time to ring the bells of joy and comfort by reaping the fruits of science have prompted the Institution to contribute its mite for scientific progress. As recognizable research is not upto the expectations in cultivation of Prawns and their survival, the Aquatic Animal Health Laboratory in the college has taken it up as an academic challenge and has come out with preventive medicine to arrest White Spot Syndrome in prawns. As the outcome of this research has been amazing and beneficiary, the lab has propagated the means of protecting prawns and promoting prawn culture by organizing meetings with farmers to create proper awareness in them to develop their prawn culture which has resulted in one farmer of Nellore expressing his gratitude to the Lab by forwarding a cheque for further development of the lab. Similarly, the Unit of Nanotechnology is keeping busy with the Encapsulation of Nano Drug for sustained and target release against Malaria, Cancer, Diabetes and so on. And thus, the context of investigation is the axis on which rotates the spirit of research on the campus.

4. The Practice

Being Research as one of the best Practices of the Institution, labs are updated and equipped with sensitive and costly instruments imported from advanced countries like Germany and France. Research is kept alive with scores of Scholars burning midnight oil to accelerate their investigation for individual progress and societal welfare. To augment the vessel of research, the Institution has succeeded in obtaining Funds to serve as rudders to take the vessel onward. To strengthen the themes of research and to update their validity and relevance, the Departments of Science are organizing Seminars and Workshops at regular intervals by inviting Experts in the field. Scientific Demos are staged to ignite the minds of young students and researchers with the lighted candle of intellectual ingenuity. The Scholars pursuing Research Programmes are kept brisk by directing them to the labs in other Institutions, to the libraries for collection of more material, to Subject Experts to learn more and more, to the Internet Centre to download authentic details that help in furthering their research and to attend Seminars and to publish articles in leading Journals. One more best practice is to strengthen Academic Excellence. This is activated in all earnestness by exposing advanced learners to more learning by presenting reference books and by encouraging them to prepare and appear for Competitive Examinations like NET, SET or the Examinations conducted by the Tamil Nadu Public Service Commission. For the benefit of slow-learners and flops in the End Semester Examinations, Remedial Classes are conducted to revise portions and to lay emphasis on assignments. The Best Performers in the Exams are honoured with Subject wise Silver Medals and Endowment Cash Prizes.

5. Evidence of Success

The exceptional ingenuity embedded in Dr. A. Sait Sahul Hameed, Head, Aquatic Animal Health Laboratory functioning in the college, has the distinguished exaltation of bagging 6 Awards namely, The Tamil Nadu Young Scientist Award, DBT National Associateship Award, M. S. Swaminathan Best Indian Scientist Awart, Fellow of National Academy of Agricultural Science, Tata Innovation Fellow Award and above all the Tamil Nadu Senior Scientist Award. He has also received Research Grants to the tune of Crores of Rupees from different Funding Agencies. During 2017-2018 alone, he had obtained a supporting Fund of 3 Crores for his ongoing Research Projects. Likewise, the Unit of Nano-technology and the Polymer Lab are regularly receiving Grants in high appreciation of their strenuous labour in the Labs to accomplish their Research assignments. Hundreds of Papers have been published in Journals of great renown and hundreds of Papers have been presented by teachers at scores of National and International Seminars. During 2017-2018 alone, 32 teachers had the privilege of presenting Papers at different Seminars and 25 teachers had the academic distinction of publishing their Papers in popular Scientific Journals like Springer. The fact that a minimum of 450 New Graduates and New Post-Graduates and M.Philians are receiving their Diplomas at the Graduation Day Function every year speaks volumes about the Academic Excellence prevailing on the campus. Top students are winning University Ranks consistently and to cite an example, during 2015-2016 alone 8 students had the honour of bagging University Ranks. Alijanab S. Ziauddeen Ahmed Saheb, hon'ble General Secretary of The Melvisharam Muslim Educational Society which is maintaining the college has been presented Six Sector Awards for his outstanding services to education and Urdu. Revered Secretary and the Correspondent of the college, Alijanab S. Z. Abrar Ahmed Saheb, has received Excellence Award for his ennobled services to the growth of Higher Education.

6. Problems encountered and Resources required

- As the college is well equipped in all aspects, the gamut of Research and the savannahs of Academics had not been exposed to face any trouble or rocked by any difficulty. Little hindrances were tackled with confidence.

- Distinguished Management was graceful enough in extending financial support in times of emergent need for continuing research.

- As the problem of power shutdown became acute and hard, revered Members of the College Committee had the goodwill of installing a massive Generator to supply uninterrupted Power to the labs and classrooms.

- Renowned labs on the campus such as the Aquatic Animal Health laboratory had their own Invertors to avoid power interruption.

- As more Research Volumes had to be consulted, the college had been gracious enough to subscribe to thousands of e-books and sufficient number of e-Journals.

7. Notes (Optional)

- The motto of the college is 'Enter to Learn, Leave to Serve'. To exemplify the Statement, the college has transformed the classrooms and the labs into havens of learning. Students are imparted necessary training to groom them to be sane and savant workers of humanity. The Twelve service-oriented Units on the campus are exposing them to more extension activities to help them to emerge as Graduates and Post-Graduates with a sense for societal upliftment. They are taught to excel in studies to find a solid place in the Hall of Fame and in the hearts of their fellow students. Intense coaching coupled with ardent care is fulfilling their urge to be proficient in Academics. They are provided with scores of facilities to register progress in almost all the avenues of Academics. To help them to cultivate good Spoken English and develop communication skills, the college is conducting a Certificate Course on Saturdays. To promote their computer efficiently, provision is made on the campus to sharpen their hardware and networking ability. They are exposed to Mock Interviews to shine and succeed in Job Interviews. They are imparted effective training in Interview-Based Questions and Group Discussion.

- And thus, the college evinces keen interest in their studies and also on their career after studies. This is one of the reasons why the Stakeholders lavish their enriched encomiums on the Institution. The Social and secular spirit is nurtured on the campus to place the students before the society as exemplified models of fraternal excellence and individual eminence.

8. Analysis of the Feedback

- The feedback is always a boost and even an eye-opener. It is a source of joy and even an iron mine of distress. The feedback submitted by the Stakeholders during 2017-2018 had been a verbal vase of bouquets and brickbats. The mixed responses were a boon and even a bane.

- Parents had the pleasure of putting forth suggestions for further improvement of the academic segment by appointing more Staff with NET or SET or with both.

- They had the courtesy of endorsing the Curriculum of select Courses, which they had known, hailing it as one of the most updated syllabi in the larger interest of students' career options.

- The feedback submitted by the Alumni stressed on the significance of enhancing Components related to Papers on Soft Skills, Skills for Employment and English for Communication to equip students with proper Communication Skills in English to qualify for decent Placements.

- The Representatives from the Industry opined in their feedback to incorporate topics connected with industry to facilitate practical training to students and also to strengthen the cordial ties between the college and the Industry.

- Students' Feedback was mostly related to CIA Tests I & II and majority of them favoured the conduction of CIA Test II just one week before the End Semester Examinations to help them to revise the same study material which they had prepared for CIA Test II.

- Some of them wished to increase marks for Elective Papers from 40 to 75 on par with Major and Allied Papers as they considered Electives also important because they would be different from the beaten track of Major and Allied subjects.

- Students of Final year Classes felt the need of early publication of Results as it would help them to apply for Higher Courses of study at different Universities or Colleges.

- Hon'ble Principal and Heads of Departments had made a thorough analysis of the feedback and decided to implement all the suggestions as the branded image of the college would certainly improve.

THE COLLEGE ALMANAC 2017 - 2018
Saturdays & Sundays are Weekly Holidays
Any unexpected Holiday will be compensated on the following Saturday

JUNE - 2017

4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	College reopens after summer vacation
17	Sat	
18	Sun	
19	Mon	First year
20	Tue	
21	Wed	
22	Thu	Ramzan - Holidays Begin
23	Fri	
24	Sat	
25	Sun	
26	Mon	Eid-ul-Fitr (Ramzan) - Holiday
27	Tue	
28	Wed	
29	Thu	College reopens after Ramzan
30	Fri	

No. of Working Days in June - 5

51

JULY - 2017

1	Sat	Working Day
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

No. of Working Days in July -22

52

AUGUST - 2017

1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	Semester Arrear Exam
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Working Day
13	Sun	
14	Mon	Krishna Jayanthi - Holiday
15	Tue	Independence Day - Holiday
16	Wed	
17	Thu	
18	Fri	
19	Sat	Semester Arrear Exam
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	Vinayaka Chathurthi - Holiday
26	Sat	Semester Arrear Exam
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	

No. of Working Days in August - 21

53

SEPTEMBER - 2017

1	Fri	Arafath - Holiday
2	Sat	Eid-ul-Azha (Bakrid) - Holiday
3	Sun	Holiday
4	Mon	Holiday
5	Tue	
6	Wed	CIA Test - I Begins
7	Thu	-do-
8	Fri	-do-
9	Sat	-do- Working Day
10	Sun	
11	Mon	CIA Test -I Continues
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	Semester Arrear Exam
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	Semester Arrear Exam
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	Ayudha Pooja - Holiday
30	Sat	Vajayadasami - Holiday

No. of Working Days in September - 19

54

OCTOBER - 2017

1	Sun	10th Muharram - Holiday
2	Mon	Gandhi Jayanthi - Holiday
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	Semester Arrear Exam
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Working Day Semester Arrear Exam
15	Sun	
16	Mon	Holiday
17	Tue	Deepavali Eve - Holiday
18	Wed	Deepavali - Holiday
19	Thu	
20	Fri	
21	Sat	Semester Arrear Exam
22	Sun	
23	Mon	CIA Test - II begins
24	Tue	-do-
25	Wed	-do-
26	Thu	-do-
27	Fri	-do-
28	Sat	-do- working Day
29	Sun	
30	Mon	
31	Tue	

No. of Working Days in October - 20

55

NOVEMBER - 2017

1	Wed	
2	Thu	
3	Fri	
4	Sat	Working Day
5	Sun	Terminal Holidays begin
6	Mon	Semester Examination Commences
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	

No. of Working Days in November - 4

56

DECEMBER - 2017

1	Fri	Meelad-Un-Nabi Holiday
2	Sat	
3	Sun	
4	Mon	College re-opens after Terminal Holiday
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	Working Day
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	Working Day
24	Sun	
25	Mon	Christmas - Holiday
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

No. of Working Days in December - 21

57

JANUARY - 2018

1	Mon	New Year Day - Holiday
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Bhogi - Holiday
14	Sun	Pongal - Holiday
15	Mon	Thiruvalluvar Day- Holiday
16	Tue	Ulavar Day - Holiday
17	Wed	
18	Thu	
19	Fri	
20	Sat	Working Day
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	Republic Day - Holiday
27	Sat	Semester Arrear Exam
28	Sun	Founder's Day
29	Mon	CIA Test - I Begins
30	Tue	-do-
31	Wed	-do-

No. of Working Days in January - 20

58

FEBRUARY - 2018

1	Thu	CIA Test - I Begins
2	Fri	-do-
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Semester Arrear Exam
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	Semester Arrear Exam
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	Semester Arrear Exam
25	Sun	
26	Mon	
27	Tue	
28	Wed	

No. of Working Days in February - 20

59

MARCH - 2018

1	Thu	
2	Fri	
3	Sat	Semester Arrear Exam
4	Sun	
5	Mon	CIA Test - II begins
6	Tue	-do-
7	Wed	-do-
8	Thu	-do-
9	Fri	-do-
10	Sat	-do- Working Day
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	Semester Arrear Exam
18	Sun	Telugu New Year - Holiday
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	Semester Arrear Exam
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	Mahaveer Jayanthi -Holiday
30	Fri	Good Friday - Holiday
31	Sat	Semester Arrear Exam

No. of Working Days in March - 21

60

APRIL - 2018

1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	Working Day Semester Arrear Exam
8	Sun	
9	Mon	
10	Tue	
11	Wed	Semester Examination Commences
12	Thu	
13	Fri	
14	Sat	Tamil New Year, Ambedkar's Birth Day - Holiday
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	

No. of Working Days in April - 9

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IMPORTANT DAYS
(Days that deserve your attention)

1.	Father's Day	:	June 03
2.	World Environmental Day	:	June 05
3.	World Population Day	:	July 11
4.	International Friendship Day	:	August 03
5.	World Senior Citizen's Day	:	August 08
6.	Teacher's Day	:	September 05
7.	World Literacy Day	:	September 08
8.	Rose Day (Welfare of cancer Patients)	:	September 22
9.	United Nations Day	:	October 24
10.	World Thrift Day	:	October 30
11.	National Integration Day	:	October 31
12.	World AIDS Day	:	December 01
13.	Human Rights	:	December 10
14.	National Youth Day	:	January 12
15.	Martyrs' Day	:	January 30
16.	National Science Day	:	February 28
17.	International Women's Day	:	March 08
18.	World Consumer Right's Day	:	March 15
19.	World Day for Water	:	March 22
20.	World TB Day	:	March 24
21.	World Health Day	:	April 07
22.	Inter National Labour Day	:	May 01
23.	Mother's Day	:	May 02
24.	World Red Cross Day	:	May 08
25.	Anti - Tobacco Day	:	May 31

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TIME TABLE

DAY ORDER	1	2	3		4	5
I						
II						
III				B R E A K		
IV						
V						
VI						

ODD SEMESTER		EVEN SEMESTER	
Month	No. of Working Days	Month	No. of Working Days
June – 2017	05	December	20
July	22	January – 2018	19
August	21	February	20
September	19	March	21
October	20	April	09
November	04		