



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**MANNAR THIRUMALAI NAICKER COLLEGE**

**MANNAR THIRUMALAI NAICKER COLLEGE, PASUMALAI, MADURAI-04  
625004**

**[www.mannarcollege.ac.in](http://www.mannarcollege.ac.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2024**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Mannar Thirumalai Naicker College (Autonomous), Madurai-625 004, Tamil Nadu was founded by the philanthropists of the Tamil Nadu Naidu Mahajana Sangam in 1974. The College has been named to perpetuate the memory of the illustrious King Thirumalai Naicker (1623-1659) whose motto was “To Rule is to Serve”. This dictum is being carried forward by the College Management for forty nine years to nurture the young minds and enable them to earn for their livelihood.

The College that initially functioned at Shri Rama Vilas Mandapam in Shenoy Nagar, Madurai was shifted to its own sprawling premises in Pasumalai on 4th September, 1979. The College building with dome-like structure at the roofs supported by huge pillars replicates the architectural beauty and grandeur of the historic Thirumalai Naicker Mahal in Madurai.

The College is situated on the National Highway (NH7) near Pasumalai in an area of 31.83 acres of land. The built in area is 2, 86,552.25sq.ft. Enough space is available for its further growth and expansion. The location of the College facilitates easy access to all places.

Originally started as a Boys’ College, Co-education system was introduced in 1979-1980 to accommodate girl students aspiring for higher education. The College is an aided Institution as per the Tamil Nadu Grant-in-Aid Code. Self-Financed Wing (1986-1987) is an addition to accommodate more number of student aspirants for higher education.

The University Grants Commission granted the College 2(f) and 12(b) status in 1983 and 1986 respectively. The Autonomy status was accorded for the Institution in 2015. Choice-Based Credit System (CBCS) was adopted right from the inception of autonomy. Outcome Based Education (OBE) was introduced from 2021-2022 regulations. NAAC re- accredited the College at ‘A’ grade with a Cumulative Grade Point Average of 3.04 in the 2nd cycle with extension up to December 2022.

At present, the student strength is 3597 (Boys: 2319 and girls 1278). 188 Faculty members (Male: 59 Female: 129) are guiding them academically. 88 Non-Teaching Staff members (Male: 41 Female: 47) extend support in the administration. Totally, 5747 students have graduated themselves in the assessment period.

### **Vision**

To mould the learners into accomplished individuals by providing them with a stimulus for social change through Character, Confidence and Competence.

### **Mission**

- Enlightening the learners on the ethical and environmental issues
- Extending holistic training to shape the learners into committed and competent citizens
- Equipping them with soft skills for facing the competitive world

- Enriching their employability through career oriented courses
- Ensuring accessibility and opportunity to make education affordable to the underprivileged

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Committed and Visionary Management
- Ideal location of the campus with a sprawling space of 31. 83 acres of land.
- Eco-friendly environment
- Well-augmented infrastructure and resources
- Introduction and Extension of Autonomy
- Implementation of OBE
- Dedicated team of staff members
- Disciplined Students
- 5 Research Centres
- 39 Faculty Members as approved Research Supervisors
- 47 Functional Memoranda of Understanding, 182 Linkages and 77 Collaborations with institutions and agencies
- Introduction of Vocational Education
- ICT-enabled Classrooms, Labs and Seminar Halls
- 100 classrooms with projectors
- Establishment of MIS
- Significant growth in student enrollment
- Online Admission and Transactions
- Implementation of Endowments, Scholarships, Freeships, Concessions and Free Meal Scheme
- Tapping Funds from agencies including CSR Grant
- Collaboration with IIT Bombay for Spoken Tutorial Programmes
- A member Institution of ICT Academy to offer Skill Oriented Courses
- SWAYAM-NPTEL Local Chapter
- Free Board and Lodging for sports girl students
- Waiver of tuition fee for sports personnel
- A well-established Media Centre for e-content development
- Women's Hostel with all facilities
- 6 Computer Labs and separate Laboratories for Physics, Electronics, Chemistry, Food Science & Nutrition and Microbiology
- State -of – the- Art Infrastructure
- Biogas and Water recycling facilities
- Installation of solar panels
- 2 Generators (30 KVA) and one 100 KVA
- 111 Value Added Courses
- e-governance in Admission, Administration, Finance, Accounts, Attendance and Examination System
- 100 Mbps Wi-Fi connectivity with 174 CCTV surveillance
- JIO standby connection of 100mbps
- Spacious and hygienic hostel and canteens
- RO drinking water
- 105 Faculty members with Ph.D.

- 64 Pursuing Ph.D.
- 42 awarded Ph.D.
- 4 Seminar Halls and a huge Auditorium with ICT facilities
- Facilities for sports, Games and Yoga
- Provisions for inclusive education including the *divangjans*
- Wide range of Academic Programmes
- Mentor- Mentee System

Alumni intellectual engagement

### **Institutional Weakness**

- Low percentage of Full Time teachers with Ph.D.
- Pass Percentage of Students
- Minor and Major Research Projects funded by Government and other agencies
- Inadequate Institution-Industry Collaborations
- Books and Chapters in the edited volumes
- Revenue generation from Consultancy and Corporate Training
- Limited collaborations with Corporate Sectors
- Placement and Progression to Higher Education
- Alumni financial Contribution
- Postgraduate Departments
- Communicative skills of the students
- Limited sources of funding
- Indoor Game Facilities
- NET/SET/Government exams outcome
- Limited filing of Patents
- Self-Financed Stream Students engaged in part-time jobs unable to pay fee.

Veteran Faculty members with rich experience leaving the Institution on superannuation retirement en masse simultaneously

### **Institutional Opportunity**

- Continuous support by the philanthropists from the Management to uplift the Institution
- Consistent chances to serve and uplift the rural and first generation learners
- Communicative and Personality Development enhancement programmes
- Consultancy Services and Extension Activities
- Conduct of more Outreach Programmes
- Scope for more Curricular related innovations
- Strengthening the Alumni further
- Female entrepreneurial ventures
- Upgrading the academic standards of the students hailing from Tamil medium background and rural areas
- To avail more grants from UGC/DBT/DST-SERB/DST- FIST/ TNSCST/ TNAU
- Applying for Star College Scheme

- To groom-up outstanding sports activities
- Filing Patents
- Taping more CSR Fund
- Strengthening Placements/ Competitive Exam classes
- Scope for introducing additional employability courses
- Scope for more Memoranda of Understanding
- International Collaboration for Research
- Faculty to develop more e-resources using enhanced ICT infrastructure
- Faculty resources to offer coaching for student aspirants for Competitive and other exams
- Formation of Alumni Chapters in different locations

Introducing programmes such as Machine Learning, Cyber Security and Blockchain Technology

### **Institutional Challenge**

- Catering to the needs of the rural students
- Traditional programmes in the regular stream
- Qualification approval and award of Research Guideships for Self-financing stream faculty members by the parent university
- Reducing student dropout rate
- Tapping more funds from national/ international funding agencies
- Handling heterogeneous group of Mixed students with urban and rural backgrounds
- Difficulty in attracting students for Higher Studies and research
- Percentage of progression to higher studies
- Consultancy Service
- Motivation of students for placements
- Tracking the Alumni
- Procuring financial contributions from the alumni
- Retirement of senior Staff members with rich experience
- Single Parent Children and Parentless Children
- Part-time workers among the students
- Improving the Communicative Skills of the students
- Students hailing from tamil medium classes
- Tackling students' behavioral problems
- Orienting students towards studies due to the distractions in the digital age.
- Declining interest of the students in the conventional programmes in the aided stream

Placements for students in reputed institutions and organisations

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The Institution designs need - based curricula taking feedback from the stakeholders. The College offers 19 Undergraduate, 8 Postgraduate and 5 Ph.D. Programmes across Arts/Humanities and Science streams. Outcome Based Education (OBE) with Specified Programme Educational Objectives (PEOs), Programme Outcomes

(POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) were implemented. The Institution updates its Curricula as per the guidelines of the UGC, Parent University and TANSICHE.

The Programmes offered by the Institution focus on employability. The syllabi are revised every three years by the Boards of Studies and approved by the Academic Council as per the UGC norms so that the graduates could find jobs in firms/organizations/ companies / banks/ Government Organizations and Private Sectors. The Curricula include Languages, Major, Allied, Major Electives, Non-Major Electives and Skill-Based Courses. To match the syllabi with the newly emerging trends and job requirements, course contents are updated with additions / revisions and replacements based on the feedback from the stakeholders. Entrepreneurship and Skill Development Courses equip learners for entrepreneurship. The courses enable the graduates to become job providers and thereby contribute to nation building and economy.

The College has introduced 736 new courses in the last five years. The Institution incorporates cross-cutting issues related to Professional Ethics; Human Values; Environment & Sustainability and Sustainable Development Goals envisaged in NEP-2020.

For the benefit of the learners, 111 Certificate, Value Added and Diploma Courses are offered by the Institution. Part V of the curriculum ensures overall development of the students through co-curricular and extra-curricular activities by NSS, NCC, YRC, RRC and other Clubs. The scope for extensive study is enlarged by online MOOC, SWAYAM/ e-PG Pathshala/NPTEL Programmes. 4534 students have completed online courses successfully during the last five years. 96.2% Programmes have components of Field Projects and Internships. Compulsory Projects in the final semesters in UG and PG promote research culture, scientific temper and offer hands-on-training to the students. Structured Feedback is obtained from the stakeholders, analysed, action taken and hosted in the Institutional Website.

### **Teaching-learning and Evaluation**

The Institution takes meticulous care in effective delivery mechanism of the syllabi designed. The student enrollment is 87.55%. The percentage of the students admitted against the reserved category seats as per the norms prescribed by the Government of Tamil Nadu is 87.55. Initially, the College categorizes the students as Slow and Fast Learners and administers special programmes for each category. The Student-Full Time Teacher ratio is 20:1. All the faculty positions are filled in both the streams.

The College follows student-centric method of teaching that keeps the students academically active and busy. Experiential learning methods provide students opportunities for reflections, critical analyses and concept syntheses. Participative Learning method involves students as active members in the learning process. Problem solving method enhances students' scope for team work, communication skill, self-reliance and original thinking.

Teaching – Learning and Evaluation Processes are being carried out through various platforms like Zoom, Google Meet, Google Classroom, Google Forms, Kahoot and Quizizz. During COVID lockdown period classes were engaged continuously online using an exclusive paid platform, TEAMS. The faculty members handle ICT tools effectively for resource sharing. The College has updated IT resources for enhanced learning experience. 100 classrooms have projectors. Wi-Fi connectivity with 100 Mbps speed, e-content Development Centre, Management Information System, Online Resources such as Shodh Sindhu and Shodh Ganga are available.

The Mentor-Mentee System supports students academically and psychologically. The Mentor-Mentee ratio is 1:20. The Academic Calendar and Teaching Plans are planned in advance and implemented for smooth conduct of all the activities. The average percentage of full time teachers is cent per cent. Out of 164 teachers, 101 have been working in the last five years.

The MIS has reformed all the examination processes. The IT integration of the CoE office has rendered the entire examination-related processes quick, easy, transparent, confidential and with reduced stationery cost. The learning outcomes are integrated into the assessment process. The pass percentage of students is 90.72. The End-Semester results are declared in 5 to 10 days from the date of last examination.

### **Research, Innovations and Extension**

The Institution strives for excellence by promoting research culture on the campus as stated in its Research Policy. To promote research activities, Management provides cash awards, recognitions and appreciation certificates to Faculty Members for research publications. Financial support is also extended for teachers attending /presenting papers in Seminars and Conferences overseas.

Research Centre status has been obtained for Tamil and Physics departments in this assessment period. New instruments have been added to the Science Laboratories. 107 Faculty members possess Ph.D. qualifications. There are 39 approved Research Supervisors. 46 scholars have been awarded Ph.D. 64 scholars are pursuing research. 8 scholars have cleared NET/SET and another one has qualified herself for JRF with financial assistance. 51 members have carried out Seed money projects at a cost of Rs.11, 97,500. 33 students have completed Seed money projects worth Rs. 3, 87,500. Faculty Members have published 807 research publications - UGC CARE Listed Journals (599), Web of Science (45), Scopus Indexed (58) and Peer Reviewed Journals (105). Papers published in book chapters are 325. Seven IPR Programmes have been conducted to motivate scholars. IT integrated Library has a holding of 61,370 books for supporting research. Rs. 67, 65,179/- has been received from various agencies for research projects.

The Institution has created an ecosystem for innovation, IKS and IPR. It is a Member of the National Rural Entrepreneurship Mission, Government of India. Institution collaborates with Industries for application of research outcomes. The advanced infrastructure facilities help students experiment with new ideas. BBA Department has two patents. Skill Developments and Add-on Courses prepare students for services and entrepreneurship ventures.

The College has rendered impactful community service through Extension Activities:

- Covid related
  - Survey taken
  - Crowd controlling service
  - Quarentine service at Primary Health Centre
  - Covid relief fund and materials
  
- 100hr. Cleaning Mission
- Collecting Platic Waste and distribtion of cloth /paper bags
- Donation of commodities for cyclone affected
- Training programme on mushroom cultivation for farmers

- Particiaption in Illam Thedi Kalvi ( Education at Door Step)

Faculty members, Institution and Students have received awards/ recognitions/ appreciations for their outstanding performances.

### **Infrastructure and Learning Resources**

The Institution has adequate infrastructure and learning resources .There are 19 Laboratories and a Language Laboratory with 83 systems. Four ICT-enabled Seminar Halls, Auditorium, IT-integrated CoE Office, Media Lab for e- content development, Girls Hostel and College Office, Canteens are also available. CCTV surveillance, Generators, Solar Panels, RO purified water, Fire Extinguishers, Rain Water harvesting structures, Paver Block pathways and Guest House are the other provisions.

The College has 6 ICT-enabled Labs, 27 LAN Connections, 100mbps Internet and 36 Wi-Fi access points, 3 servers, MIS, and Mastersoft Cloud Software. The multi-purpose Auditorium can accommodate audience of 2000. The Playground measuring 18,000sq.mts has all facilities for sports and games. District/State/Intercollegiate/University level competitions are often hosted. The Playground is also open for the public. The average user rate is 150 per working day. The Fitness Centre is fully equipped.

The expenditure for infrastructure development excluding salary is Rs 8, 73,80,246 The automated Library (12,521 sq.) has adequate holdings with sections for reference and rare books. 1 LMS Software, NVDA Software (for Visually Challenged), CCTV surveillance, Grammarly Plagiarism Check Software and DELNET are also available. The expenditure for library resources in the assessment period is Rs. 39, 22,794.75

For enhancing the academic and administrative performances, the College has invested a sum of Rs. 4, 86, 45,624. 187 systems, 100 Projectors, ERP Mastersoft Software, increased BSNL internet connection to 100 Mbps, JIO standby connection of 100 Mbps, 3 servers, Hardware Lab Set Up, other purchases and maintenances have upgraded the IT facilities.

The College has a dedicated Audio-Visual Centre with advanced Chroma Key Technology. SONY Camera GODOX FLASH MODEL NO: 520, DIGITEK CARD READER and UV FILTER facilitate mixing, editing and lighting to capture high-definition professional-level modules.

The College has spent Rs 3, 83, 87,252on maintenance of physical facilities. Electricians, Plumbers, Computer Analysts, Laboratory Assistants, MIS Cell, Estate Officer and Gardeners maintain physical facilities in their respective Departments and keep the instruments safe and ready for optimal use.

### **Student Support and Progression**

The College is committed to support the students in their progression through its well-organized Student Support Services as they are mostly poor and first generation scholars from rural background. Economically disadvantaged and marginalised Aided Stream students and SC / ST students under Unaided Stream are supported with Government Scholarships. Poor students in the Unaided Stream are supported with Institutional scholarships, freeships and concessions. On the whole, 11,084 students have received financial assistance to the tune of Rs.30254400. 61.13 % of students have been benefitted by scholarships and freeships provided by the Institution, Government and non-Government organizations, individuals and philanthropists.



The Placement Cell and the Centre for Competitive Examinations conduct Career Counselling Programmes such as **Interview Facing Skill and Career Opportunities in Banking, Insurance and Government sectors**. Online Mock Tests, Hands on experience, Webinars and Virtual Career Guidance have been also given. Training programmes for TNPSC, Civil Services, NET/SET, Banking and Typewriting have been conducted. The Institution has also provided 175 programmes in soft skills, language and communication skills, awareness of trends in technology and life skills to improve the students' capabilities. Distinguished recruitment partners offering pay packages ranging from Rs 2.5 to 4 lakhs per annum have appointed the students in on / off campus placement drives.

The College has a zero tolerance policy on complaints related to ragging and sexual harassment. There is a mechanism for timely redressal of such grievances. 1.35 % of outgoing students has qualified themselves in state/national level examinations. 335 awards/medals have been received by students for their outstanding performances in sports /cultural events

Students have gained academic and administrative exposure and training on various bodies such as Boards of Studies, Internal Quality Assurance Cell, Grievance Redressal Cell, Hostel Committees, Clubs, Associations, National Cadet Corps, National Service Scheme and Sports. Student participants gain leadership quality, spirit of tolerance and social responsibility.

The Alumni, a registered body has contributed intellectually and financially for the College. Totally, the Alumni have contributed Rs.27, 59,821.64 to the Institutional initiatives.

### **Governance, Leadership and Management**

The College is founded and managed by the Tamil Nadu Naidu Mahajana Sangam with a vision. The Governing Council is the apex body. The hierarchical organizational structure has the Governing Council, Executive Committee, Governing Body, Finance Committee, Deans, Controller of Examinations, IQAC, Academic Council, Boards of Studies, Statutory Committees and Heads of Departments.

There is decentralized administration with scope for collective governance institutional perspective plans and implementation of National Education Policy. 20 policies being followed cover the operation of the entire gamut of administration including student admission, staff recruitment, Governance, Research and Resource Mobilization and so on. Grievance Redressal mechanism is confidential and quick. Implementation of the MIS supports paperless administration.

The Institution has a well-structured performance Appraisal System. Teachers evaluate their own performances in academic, research and outreach activities. Welfare Measures for aided and unaided staff members have improved their efficiency and work culture. Avenues for Career Development have improved Research Publications, Infrastructure and Entrepreneurship Training. Teachers are provided with financial to attend conferences, workshops etc. 56.05 % teachers have undergone FDPs.

The College has mobilized Development Funds from approved Funding Agencies like UGC, DST, TNSCST, Non-Government Agencies like Corporate Companies, Alumni, Philanthropists and Endowments to provide for scholarships, freeships, infrastructure, research and skill development. Total Grants received by the college is Rs.4,17,09,000

The Institution conducts Internal and External Audits regularly. The Internal Audits are conducted

annually by Monikantan, a Chartered Accountant appointed by the Management. The External Audits are conducted by the Joint Director of Collegiate Education, Madurai Region, Madurai as per the Tamil Nadu Private Colleges (Regulation) Act, 1976 under Section 34 (2A). All audit objections have been clarified and there is no outstanding objection.

The IQAC has institutionalized practices for incremental improvements in teaching learning Methodologies and learning outcomes. The two thrust areas are **Management Information System and Post Accreditation Quality Sustenance Initiatives** and **Outcome Based Education and Promotion of Research**. Academic and Administrative Audits (AAA) have been conducted and follow up action taken to assure quality sustenance.

### **Institutional Values and Best Practices**

The Institution upholds values, social responsibilities, environmental consciousness and inclusiveness. Gender parity is created by sensitizing students through Induction programmes, 6 courses, and 17 units in different courses and co-curricular activities. Special facilities have been provided for women on the campus. The Institution has facilities for alternate sources of energy. 30KW Solar Panel, a Biogas Plant, Sensor based energy conservation and power efficient LED bulbs have been newly installed. Bio Solid, Liquid, Biomedical, e-waste and Hazardous Chemical wastes are properly disposed. Rain water is harvested and water conservation has enabled the Institution to have enough water in all the seasons. The College implements its green campus policy through restricted entry of automobiles, use of bicycles, pedestrian friendly paver block pathways, ban on use of plastics and landscaping with trees and plants. Each tree on the campus has been QR coded with its botanical name, complete history and medicinal values. The College zone is free from smoke, dust, plastic, tobacco and toxic gases. Kitchen Garden, Watching birds and butterflies are new green campus initiatives.

The College conducts Green Audit, Energy Audit and Environmental Audit. Palm seed balls have been sown as beyond campus environment promotion. The Institution has received Tamilnadu Government Award award . The College has an inclusive policy The Differently-abled have been provided with 5 ramps, 2 lifts, washrooms, display boards, assistive technologies, scribes and readers. The College celebrates *Thiruvilakku Pooja* (Holy Lamp Worship) and *Pongal* ( Harvest Festival ) involving stakeholders of all religions, Festivals highlighting the cultural heritage are celebrated. Departments conduct cultural performances popular in Tamil Nadu. Special programmes have uplifted the socio-economic condition of the Self Help Group and the local Manufacturers of dolls. The Institution has sensitized the students and the employees to the Constitution. It has codes of ethics for the staff and codes of conduct for the students. The Institution has successfully implemented 2 Best Practices:

1. Infrastructure Augmentation
2. Management Scholarships / Freshships and Fee Concessions

The College has performed distinctively in an area, namely Ranimangammal Annathaana Thittam:(Queen Mangammal Free Food Distribution Scheme) Silent Token System.

## 2. PROFILE

### 2.1 BASIC INFORMATION

<b>Name and Address of the College</b>	
Name	MANNAR THIRUMALAI NAICKER COLLEGE
Address	MANNAR THIRUMALAI NAICKER COLLEGE, PASUMALAI, MADURAI-04
City	Madurai
State	Tamil Nadu
Pin	625004
Website	<a href="http://www.mannarcollege.ac.in">www.mannarcollege.ac.in</a>

<b>Contacts for Communication</b>					
<b>Designation</b>	<b>Name</b>	<b>Telephone with STD Code</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Principal	A.rAmsubbiah	0452-2370940	7540032400	0452-2371743	princemtnco@yahoo.co.in
IQAC / CIQA coordinator	D.vImala	0452-2371751	9597792936	-	mtniqac@mannarcollege.ac.in

<b>Status of the Institution</b>	
Institution Status	Grant-in-aid

<b>Type of Institution</b>	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Minority Certificate.pdf</a>
If Yes, Specify minority status	
Religious	
Linguistic	Yes
Any Other	

<b>Establishment Details</b>	
Date of Establishment, Prior to the Grant of 'Autonomy'	22-11-1974
Date of grant of 'Autonomy' to the College by UGC	22-06-2015

<b>University to which the college is affiliated</b>		
<b>State</b>	<b>University name</b>	<b>Document</b>
Tamil Nadu	Madurai Kamraj University	<a href="#">View Document</a>

<b>Details of UGC recognition</b>		
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>
2f of UGC	26-04-1983	<a href="#">View Document</a>
12B of UGC	14-08-1986	<a href="#">View Document</a>

<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	MANNAR THIRUMALAI NAICKER COLLEGE, PASUMALAI, MADURAI-04	Semi-urban	31.83	286552.2

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English, English	36	HSC	English	120	55
UG	BA,History, History	36	HSC	English	60	29
UG	BSc,Mathematics,Mathematics	36	HSC	English	48	31
UG	BA,Economics,Economics	36	HSC	English	60	55
UG	BCom,Commerce,	36	HSC	English	240	235
UG	BBA,Business Administration,	36	HSC	English	120	92
UG	BSc,Physics, Physics	36	HSC	English	40	29
UG	BSc,Computer Science,Computer Science	36	HSC	English	90	90
UG	BSc,Electronics And Communication,Electronics and Communication	36	HSC	English	40	19
UG	BCA,Computer Applications,	36	HSC	English	80	43
UG	BSc,Information Technology,Information Technology	36	HSC	English	80	62

UG	BCom,Com merce With Computer Ap plications,Co mputer Applications	36	HSC	English	132	132
UG	BSW,Social Work,	36	HSC	English	60	44
UG	BSc,Mathem atics With Computer Ap plications,Ma thematics with CA	36	HSC	English	40	0
UG	BA,Tamil,Ta mil	36	HSC	Tamil	60	37
UG	BSc,Food And Dairy T echnology,Fo od and Dairy Technology	36	HSC	English	40	20
UG	BSc,Chemist ry,Chemistry	36	HSC	English	40	16
UG	BCom,Corpo rate Secretar yship,Corpor ate Secretaryship	36	HSC	English	60	20
UG	BSc,Microbi ology,Microb iology	36	HSC	English	40	32
PG	MA,English, English	24	UG	English	36	11
PG	MSc,Mathem atics,Mathem atics	24	UG	English	36	30
PG	MCom,Com merce,	24	UG	English	36	35
PG	MSc,Physics, Physics	24	UG	English	25	8

PG	MSc,Computer Science,Computer Science	24	UG	English	36	14
PG	MCom,Commerce With Computer Applications,Computer Applications	24	UG	English	37	37
PG	MSW,Social Work,	24	UG	English	36	25
PG	MA,Tamil,Tamil	24	UG	Tamil	36	9
Doctoral (Ph.D)	PhD or DPhil ,English,English	36	PG	English	4	1
Doctoral (Ph.D)	PhD or DPhil ,Mathematics ,Mathematics	36	PG	English	4	0
Doctoral (Ph.D)	PhD or DPhil ,Commerce, Commerce	36	PG	English	13	3
Doctoral (Ph.D)	PhD or DPhil ,Physics,Physics	36	PG	English	4	0
Doctoral (Ph.D)	PhD or DPhil ,Tamil,Tamil	36	PG	Tamil	4	0

### Position Details of Faculty & Staff in the College



<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				13				42			
Recruited	0	0	0	0	5	8	0	13	12	30	0	42
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				132			
Recruited	0	0	0	0	1	0	0	1	41	91	0	132
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				29
Recruited	19	10	0	29
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				59
Recruited	22	37	0	59
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	5	8	0	12	25	0	50
M.Phil.	0	0	0	0	0	0	0	5	0	5
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	18	37	0	56
M.Phil.	0	0	0	0	0	0	21	38	0	59
PG	0	0	0	0	0	0	2	16	0	18
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	686	0	0	0	686
	Female	438	0	0	0	438
	Others	0	0	0	0	0
PG	Male	58	0	0	0	58
	Female	46	0	0	0	46
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	4	0	0	0	4
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	70	33	115	89
	Female	58	82	46	47
	Others	0	0	0	0
ST	Male	7	2	2	4
	Female	3	0	0	1
	Others	0	0	0	0
OBC	Male	180	153	225	175
	Female	165	196	133	191
	Others	0	0	0	0
General	Male	134	55	154	136
	Female	80	158	58	83
	Others	0	0	0	0
Others	Male	459	476	531	537
	Female	271	244	235	180
	Others	0	0	0	0
Total		1427	1399	1499	1443

## **2.3 EVALUATIVE REPORT OF THE DEPARTMENTS**

Department Name	Upload Report
Business Administration	<a href="#">View Document</a>
Chemistry	<a href="#">View Document</a>
Commerce	<a href="#">View Document</a>
Commerce With Computer Applications	<a href="#">View Document</a>
Computer Applications	<a href="#">View Document</a>
Computer Science	<a href="#">View Document</a>
Corporate Secretaryship	<a href="#">View Document</a>
Economics	<a href="#">View Document</a>
Electronics And Communication	<a href="#">View Document</a>
English	<a href="#">View Document</a>
Food And Dairy Technology	<a href="#">View Document</a>
History	<a href="#">View Document</a>
Information Technology	<a href="#">View Document</a>
Mathematics	<a href="#">View Document</a>
Mathematics With Computer Applications	<a href="#">View Document</a>
Microbiology	<a href="#">View Document</a>
Physics	<a href="#">View Document</a>
Social Work	<a href="#">View Document</a>
Tamil	<a href="#">View Document</a>

### Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Mannar Thirumalai Naicker College (Autonomous), Pasumalai, Madurai- 625004, Tamil Nadu is a multidisciplinary Institution experimenting with interdisciplinary programmes within the scope of Autonomy bearing in mind the local, national, regional and global development needs. At the UG and PG level, the Institution offers core courses, Non-Major Elective Courses, Add-on Courses, Value Added Courses, Environmental Science and Vocational Courses on Fashion Technology and Apparel Design; Food Processing and Quality
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	<p>Management; Retail Management and Beauty Wellness. Other Courses offered are Gandhian Thought, Functional Hindi and Certificate Course in Library and Information Science. The Departments of Tamil, English, Mathematics, Physics and Commerce have been elevated as Research Centres. 39 approved Research Supervisors guide 64 research scholars in core and interdisciplinary areas. The Department of Physics offers interdisciplinary courses such as Gemology, Nanophysics, Digital Electronics, Nanotechnology and Astrophysics at the undergraduate level. The Department of Microbiology at the undergraduate level. Online and offline national/ international interdisciplinary Conferences have been conducted.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>As a first step towards implementing ABC, the College has registered on the National Academic Depository (NAD). Already students study SWAYAM, NPTEL and MOOC courses leading to credits. The Institution is taking steps for signing an MoU with Broad Mind Solution for study abroad programmes. The Office of the Controller of Examinations is IT integrated. It has the facility for credit transfers from within the Institution/ across Institutions in India or abroad to carry over credits even in cases of multiple exists and entries of students so as to avoid drop outs as envisaged in NEP.</p>
<p>3. Skill development:</p>	<p>The college offers Skill Courses in every discipline. Functional MoUs with Organizations and Institutions provide students practical Knowledge and Industrial exposure. The Department of English offers English for Career Development for improving interview Skills , Group Discussion and Professional Ethics. The Placement Cell conducts invited lectures from industries and Coaching Centres. Department of B.Com. (CA) offers Digital Image Processing, Python Programming, Machine Learning, Computer Graphics, Cloud Computing and Information Security for imparting technical skill. Department of Information and Technology offers courses such as Computer Graphics, Android Programming and Artificial Intelligence. Department of Electronics and Communication offers Electronic Devices and Circuits. The Food and Dairy Department offers Dairy Farming and Rural Development. Typewriting, Aari work, Embroidery and Tailoring are also taught</p>

	to strengthen vocational education and soft skill of students in alignment with National Skills Qualifications Framework (NSQF).
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College integrates Indian Knowledge system appropriately. All the B.A and B.Sc. students study Part I- Tamil. Functional Hindi is also offered. Bilingual method of teaching is also adopted whenever necessary. The curricula in UG and PG Tamil Traditional decorative lines in functions, Indian folk-art forms in intercollegiate meets promote the value of Indian citizenship. Students and the faculty members pursue SWAYAM, NPTEL and MOOC online courses and update their knowledge. The Centre for Historical Research makes Field Visits to Jain monuments in and around Madurai. Dhanushkodi, a Paradise Lost is a prominent book published by the Centre. AIR Madurai (2023-08-11 11.02.21 A. M.) mp3 57 MB- MP3 has broadcast the lecture on Dhanushkodi in ruins. Efforts are on to establish the history of King Thirumalai Naicker (in whose memory the College has been named) of the seventeenth century. Yoga is taught by a Trainer.
5. Focus on Outcome based education (OBE):	The Institution has implemented Outcome Based Education from the academic year 2021-2022 as per one of the Quality Mandates of UGC. The student centric Outcome Based Curriculum focuses on assessing students' performance through Course Outcomes (COs) and Programme Outcomes (POs). The COs and POs are assessed based on the knowledge and skills acquired by the students which in turn shapes them to become researchers, innovators and employees in the competitive job markets. The syllabus is designed to attain Course Outcomes (COs) and Programme Specific Outcomes (PSOs) of the respective programmes. The Programme Educational Outcomes (PEOs) of the Institution and Programme Outcomes (POs) for Undergraduation and Postgraduation are framed for Arts and Science by Dean of Arts and Dean of Science respectively in line with the Vision and Mission of the College.
6. Distance education/online education:	The Institution provides facilities for Online programmes. ERP through Master Soft is managed by Management Information System (MIS), 100 Mbps Wi-Fi and lane facilities. Through TEAMS platform online classes were effectively handled



during COVID-19 Lockdown. Course contents are sent online through Google Classrooms, Online assignments, seminars and quizzes are being conducted along with YouTube lectures. Facilities have been strengthened to conduct Conferences and Ph.D. Viva-Voce in hybrid mode. The Institution is offering plurality of courses and a few interdisciplinary courses. With instructions from authorities concerned and the parent University, ABC could be adopted by the College. A large number of Skill Development Courses are being offered with scope for increasing the number in alignment with NSQF. The College integrates Indian Knowledge system to achieve holistic attainment of the students. OBE framework has been implemented. Partially, Online education is in practice. As such, the Institution is prepared for the implementation of NEP.

### **Institutional Initiatives for Electoral Literacy**

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>The College has taken initiatives for Electoral Literacy among the students and the public. The process for setting up the Electoral Literacy Club (ELC) is under way. Two faculty members Dr. Silambarasan, NSS Programme Officer and Dr. Thirugnana Sambandam, Assistant Professor of Tamil function as Institutional Electoral Ambassadors. Under their guidance, many electoral awareness camps have been conducted. NSS and NCC volunteers pasted posters and distributed hand bills to create electoral awareness. Voters' Day Rally and Electoral Awareness Rally were conducted. Vote Not for Sale, an awareness programme was conducted for the voters by the students of social welfare Department. T. Sakthivelu, an NGO, conducted a student debate.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Students were involved in Electronic Voting Machine demos for two days. All voters were educated on the voting procedure. Volunteers were involved in Voter ID Applying Camp and Voter Awareness Rally. Tahsildar Meenakshi Sundaram interacted with the student volunteers. The Institution assisted the Election Commission of India by deputing advanced learners in IT to election duty to monitor election</p>

	digital voting process. Student volunteers assisted the Revenue Officials in Voter Enrolment Process from Form Entry to Aadhar Card link for 4 to 5 days before every election. 300 volunteers were involved in First Voter Enrolment. Volunteers assisted the polling Officers in crowd controlling.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	G20 Youth Parliament, Mock Parliament session was conducted by the College in association with Nehru Yuva Kendra and Ministry of Youth Affairs and Sports on 24 February, 2023. There were six students on the Treasury Bench and the other six on the Opposition Bench. Thiru. Su. Venkatesan, M.P. acted as the speaker in the mock session. Every Student acted as a member of his/her Parliament Constituency and highlighted issues of the constituency. The large number of students and the Faculty Members on the audience box got a feel of the functioning of the process of the Parliamentary sessions.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The College campus is the venue for instruction Classes for Teachers and Government Officials assigned Polling duties. The Campus is Polling Station and Counting Centre for all elections, Staff members get assignments as Presiding Officers and Polling Officers. They are deputed for election duties in different Polling Booths.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The College maintains student profiles bearing dates of birth of all students. Eligible students will be advised to register for Voter ID and all students with Voters IDs will be encouraged to exercise their franchise and fulfil electoral obligations.

## Extended Profile

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### 1 Students

#### 1.1

##### Number of students on rolls year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3598	3677	3668	3626	3563
File Description		Document		
Provide Links for any other relevant document		<a href="#">View Document</a>		
Institutional data in the prescribed format (data		<a href="#">View Document</a>		

#### 1.2

##### Number of final year outgoing students year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1099	1165	1267	1194	1022
File Description		Document		
Provide Links for any other relevant document		<a href="#">View Document</a>		
Institutional data in the prescribed format (data		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

##### Number of full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
183	176	181	175	164
File Description		Document		
Provide Links for any other relevant document		<a href="#">View Document</a>		
Institutional data in the prescribed format		<a href="#">View Document</a>		
Certified list of full time teachers		<a href="#">View Document</a>		

2.2

**Total number of full time teachers worked/working in the institution (without repeat count) during last five years:**

**Response: 217**

File Description	Document
Provide Links for any other relevant document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3 Institution**

3.1

**Total expenditure excluding salary year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
388.1192263	411.0191427	344.4406041	398.5090038	408.7303275
File Description		Document		
Provide Links for any other relevant document		<a href="#">View Document</a>		
Other Upload Files				
1		<a href="#">View Document</a>		

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curriculum Design and Development

##### 1.1.1

**Curricula developed and implemented have relevance to the local, regional, national, and global developmental needs, which is reflected in the Programme outcomes (POs) and Course Outcomes(COs) of the Programmes offered by the institution**

##### **Response:**

Mannar Thirumalai Naicker College (Autonomous) offers higher education opportunities for students in 19 Undergraduate, 8 Postgraduate Programmes across Arts/Humanities and Science streams. Choice Based Credit System (CBCS) of the UGC was implemented in 2008. Outcome Based Education (OBE) framework was implemented in 2021-2022. The autonomous status has enabled the Institution to revise and update its curricula every three years as per the guidelines of the UGC and the Tamil Nadu State Council for Higher Education (TANSICHE) with suggestions received from the stakeholders. The Departments have designed syllabi in alignment with Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) and the same is passed in the Boards of Studies (BOS) and the Academic Council (AC) for approval. The curricula developed and implemented address developmental needs.

##### **Courses Catering to the Local Needs:**

**Agricultural Economics (Economics), Physics Appliances in Everyday Life (Physics), Electronic Circuit (Theory & Lab) (E & C) Mushroom and Spirulina Cultivation, (Microbiology), General Psychology, Social Case Work (Social Work), MS Office Lab (Maths).**

Madurai, Tirumangalam and Thirupuvanam require Agro-based Entrepreneurs, Service Technicians, Service Engineers, Quality Control Specialists, Counsellors, Social Workers and Electronic Technicians. The Courses meet the local development needs.

##### **Courses Catering to the National Needs:**

**Population Studies(Economics),Cloud Computing (CA-Elective), Advanced Web Technology(CS), Soft Skills, Translation: Theory and Practice (English), Income Tax Law and Practices, Goods and Services Tax(B.Com), Banking Technology, Direct Taxes, Indirect Taxes(M.Com), Medical Instrumentation (Physics), Archives Keeping, Indian Epigraphy, Museology (History), Waste Water Treatment, Drug Chemistry, Dye Chemistry (Chemistry), Programming C++ Lab, Statistics I & II, Advanced Algebra, Numerical Analysis (Mathematics), Rural Community Development (Social Work), Advanced Financial Accounting, Industrial Law (B.Com Corporate Secretaryship), Astrophysics, Analog Electronics and Communications (PG Physics).**

Census Officers, Cloud Administrators, Web Designers, Soft Skill Trainers, Translators, Tax

Consultants, Tax Advisers, Bank Clerks, Instrumentation Specialists, Archaeologists, Epigraphists Curators, Water Quality Controllers, Medical Representatives, Managers in Textile Industries, Software Developers, Statistical Examiners, Broadcast Technicians, Business Analysts, Social workers, Legal Advisers, Astro Photographer and Analog Design Engineers are required at National level. The Courses meet the national development needs.

**Courses Catering to the Regional/ Global Needs:**

**International Economics (Economics), Cyber Security (CA & CS), Wireless Sensor Networks (E&C), Advertising and Salesmanship (B.Com NME), Quantitative Methods, Applied Operational Research, Applied E-Commerce, Human Resource Management, Accounting and Audit (M.Com.), Laser and its Applications, Bio Physics, Analog Electronics, Gemology (Physics), Industrial Microbiology (Microbiology), Film and Literature (English), Advanced Financial Accounting (B.Com. Corporate Secretaryship).**

At the Regional and Global levels Logistics Managers, Cyber Crime Analysts, Network Administrators, Advertising Specialists, Operational Managers, E-Commerce Consultants, Human Resource Manager, Technicians, Bio Technicians, Electronics Hardware Developers, Gem Stone Appraisers, Vaccine Producers, Film Critics and Finance Managers are required at regional and global levels. The Courses meet the regional and global development needs.

The Courses have been designed with holistic approach integrating developmental needs, Sustainable Development Goals (SDGs), Gender Equity and Employment chances

<http://mannarcollege.com/SSR/img/1.1.1.pdf>

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**1.1.2**

**The programmes offered by the institution focus on employability/ entrepreneurship/ skill development and their course syllabi are adequately revised to incorporate contemporary requirements**

**Response:**

The College offers Programmes with focus on employability, entrepreneurship and skill development. Employability courses prepare the learners for job opportunities. Learners could find jobs for themselves in firms, organizations, companies and industries.

**Employability Courses Offered:**

**Managerial Practices, Financial Accounting, Business Economics, Business Environment, Corporate Social Responsibility and Basics of Intellectual Property Rights (BBA), Special Accounting, Income Tax Law and Practice and Partnership Accounting (B.Com), Relational Database Management System (B.Com. CA), Mass Communication and Journalism (B.A. English), Basics of Share Market and Economics for Competitive Examination (Economics), Java Programming (BCA), Cryptography and Network Security (B.Sc. CS), Technology of Food Preservation (B.Sc. F&D), Cloud Computing (IT) and Microbial Physiology (Microbiology).**

The College offers many entrepreneurship courses. They equip the learners to take up entrepreneurial ventures. Thereby, they create jobs for themselves and provide jobs for others. This results in economic and national growth.

#### **Entrepreneurial Courses Offered:**

**Entrepreneurship, Entrepreneurial Development (BBA), Social Entrepreneurship, Management of NGO (BSW), Nadagakalaiyum Ilakkanamum (Theatre Arts and its Grammar), Naattupuraviyal (Folklore) (Tamil), Dairy Chemistry, Dye Chemistry (Chemistry), Web Designing Labs (B.Sc CS), Principles of Food Sciences – Practical (B.Sc F&D), Plant and Animal Bio Technology (Microbiology) and Physics Appliances for Everyday Life(Physics).**

The College offers many Skill Development Courses to equip students for specific job requirements. On Completion of the courses, learners become job ready.

#### **Skill Development Courses Offered:**

**Employability Skill, Personality Development, Body Language Skill (BBA), Literary Criticism, Modern English Grammar and Usage, Women’s Writings in English (B.A. English), Gender Economics (Economics) and Principles and Methods of Archaeology and Heritage of Madurai (History).**

To match the syllabi with the newly emerging trends and job requirements, the course contents are updated with additions and revisions/ replacements. The College updates and enriches courses by content additions.

Annuity Method – Revaluation Method – Machine Hour Rate Method was added to **Financial Accounting (B.Com)**, Agrarian Crisis – Causes – Remedies was added to **Dynamics of Indian Economy (B.Com)**, Computer Organization and Workshop Input Devices – Output Devices – Storage Devices, Spell Checking Auto Correct find and replace Header and Footer – Footnotes and Endnotes were added to **Introduction to PC Software & MS Office (B.Com CA)**, Ultrasonic and Acoustics, Viscosity (**Allied Physics**) were added to (**B.Sc. Physics**), ASP - DHTML were added to **Web Technology (M.Com CA)**, Normal Abnormal Clinical, Educational, Industrial Experimental Developmental Child and Adult Psychology was added to **Dynamics of Human Behaviour (MSW)**, Legislations was added to **Human Rights for Social Work**, Controls in Applet was added to Programming in Java – Lab (**B.Sc. CS**), Arithmetic Progression, Geometric Progression were added to Mathematics for Competitive Exam I, Types of Inscription Grantha Script Tamil Brahmi Script was added to **Epigraphy** and Functions of Museums was added to **Museology (B.A.History)**. Contents were replaced as well. Creating Buttons (Simple, Complex and Symbols) (Multimedia Lab), Angular Velocity (**B.Sc. Physics**), Java Script and Objects of Java Script in Web Technology (**M.Com CA**), Profit and Loss Ratio and

Proportion in Mathematics for Competitive Exam I (**B.Sc.Mathematics**), Layer Diode in Analog Electronic and Communication (**M.Sc.Physics**)

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years**

**Response:** 46.61

#### 1.2.1.1 Number of new courses introduced during the last five years:

Response: 736

#### 1.2.1.2 Consolidated number of courses offered by the institution across all Programmes (without repeat count) during the last five years :

Response: 1579

File Description	Document
Subsequent Academic Council meeting extracts endorsing the decision of BOS	<a href="#">View Document</a>
Minutes of Board of Studies meeting clearly specifying the syllabus approval of new courses	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1

**Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability and other value framework enshrined in Sustainable Development Goals and National Education Policy – 2020 into the Curriculum**



**Response:**

The Institution incorporates crosscutting issues related to Professional Ethics, Gender, Human Values, Environment & Sustainability, Sustainable Development Goals (SDG) and National Education Policy (NEP) in the designing of the curricula for developing social consciousness towards creating an equitable and sustainable society.

**Professional Ethics:**

Departments have courses on **Industrial & Labour Laws, Company Secretarial Practice, Management Practices, Modern Office Management, Body Language & Interview Techniques, Advertising & Sales Management, Managerial Employability Skills, Organisational Behaviour, Corporate Etiquette, Industrial Relation and Employee Welfare, Business Ethics and Corporate Governance, Company Laws and Industrial Laws.**

**Gender:**

The Departments provide **Women's Studies** (History), **Gender Economics** (Economics), **Women's Writing in English and Women's Literature** (UG English). The Courses recognize the contribution made by women to society. **Rural Community Development** (Social Work) emphasizes working with community groups and agreeing on solutions. **History of India** and **History of Tamilnadu** (History) provide historical perspective on the condition of women. **Literature of the Marginalized** (English) throws insights into the struggles of the people.

**Human Values:**

Human Values are important for a civilized society. All the undergraduate students study **Value Education** as a common course in the second semester. The Department of Social Work offers courses such as **Contemporary Social Work, Social Case Work, Rural Community Development and Urban Community Development.** The courses emphasize human values for social harmony.

**Environment and Sustainability:**

Environmental protection is of paramount importance to conserve natural resources and to save the degrading ecosystems. **Environmental Studies** is a common course for undergraduates in the first semester. **Eco Literature** (UG English), **Green Chemistry** (Chemistry), **Agriculture and Environmental Microbiology, Fundamentals of Algae and Fungi, Plant and Animal Biotechnology and Virology** (Microbiology) and **Biophysics** (Physics) are the other courses.

**Sustainable Development Goals:**

Many Courses offered by the College are in alignment with Sustainable Development Goals. The goals of the Courses are given within brackets. Courses offered with SDGs are **Corporate Social Responsibility** and **Customer Relationship Management, Micro Economics I & II, Business Environment and Corporate Social Responsibility** (Responsible Consumption and Production), **Monetary Economics and International Economics,** (Decent Work and Economic Growth), **Food Product Development and Marketing and Nutrition for Health and Fitness, Microbes in Human Welfare** (Good Health and Well-being), **Social Welfare Administration and Social Legislation and**

**Introduction to the Fields of Social Work (No Poverty). Community Development, Family and Child Welfare and Welfare of the Handicapped (Reduced inequalities). Waste Water Treatment (Clean Water and Sanitation). Applied E-Commerce, Entrepreneurship, Management of MSMEs (Industry, Innovation and Infrastructure), Business Ethics and Corporate Governance (Justice and Strong Institution).**

#### **National Education Policy (NEP):**

The Department of English has introduced **Communicative English** for all the undergraduates to improve communicative competence. Courses like **Computer Application in Business, Internet and Web Technologies and Introduction to PC Software** are offered to impart technical skills for the digital age. The College offers skill based courses such as Vilamparakkalai (**Advertising**), **Perfume Chemistry, Leather Technology**. In addition to the courses, Seminars, Field Visits, Assignments and Report Writing provide experiential learning for the students.

<http://mannarcollege.com/SSR/img/1.3.1.pdf>

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### **1.3.2**

**Number of certificate/value added courses/Diploma Programmes offered by the institutions and online courses of MOOCs, SWAYAM/e-PG Pathshala/ NPTEL and other recognized platforms (without repeat count) where the students of the institution have enrolled and successfully completed during the last five years.**

**Response: 111**

<b>File Description</b>	<b>Document</b>
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 1.3.3

**Percentage of programmes that have components of field projects / research projects / internships during the last five years.**

**Response:** 96.3

**1.3.3.1 Total Number of programmes that have components of field projects / research projects / internships (without repeat count) during the last five years**

**Response:** 26

**1.3.3.2 Total Number of programmes offered (without repeat count) during the last five years**

**Response:** 27

<b>File Description</b>	<b>Document</b>
Sample Internship completion letter provided by host institutions	<a href="#">View Document</a>
Sample Evaluated project report/field work report submitted by the students	<a href="#">View Document</a>
Provide the relevant information in institutional website as part of public disclosure	<a href="#">View Document</a>
Program and course contents having element of field projects / research projects / internships as approved by BOS	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 1.4 Feedback System

<p><b>1.4.1</b></p> <p><b>Structured feedback for curriculum and its transaction is regularly obtained from stakeholders like Students, Teachers, Employers, Alumni, Academic peers etc., and Feedback processes of the institution may be classified as follows:</b></p> <p><b>Response:</b> A. Feedback collected, analysed, action taken &amp; communicated to the relevant bodies and feedback hosted on the institutional website</p>	
<b>File Description</b>	<b>Document</b>
Feedback analysis report submitted to appropriate bodies	<a href="#">View Document</a>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 87.14

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
1443	1499	1399	1427	1591

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1665	1705	1705	1705	1665

#### File Description

#### Document

Provide the relevant information in institutional website as part of public disclosure

[View Document](#)

Institutional data in the prescribed format (data template)

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document relating to sanction of intake as approved by competent authority

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 2.1.2

##### Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

**Response:** 60.35

**2.1.2.1 Number of actual students admitted from the reserved categories in the first year of the programme year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
524	483	466	521	507

**2.1.2.2 Number of seats earmarked for reserved category as per GoI/State Govt. rule year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
833	826	826	826	833

<b>File Description</b>	<b>Document</b>
Provide the relevant information in institutional website as part of public disclosure	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of the letter issued by the State govt. or Central Government Indicating the reserved categories(SC, ST, OBC, Divyangjan, etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any	<a href="#">View Document</a>

**2.2 Catering to Student Diversity****2.2.1**

**The institution assesses the learning levels of the students and organises special Programmes to cater to differential learning needs of the student**

**Response:**

The College is located on the outskirts of Madurai city limit. City-bred students and rural-based first

generation scholars mostly from Government Higher Secondary Schools in neighboring villages show difference in their learning capabilities and talents. In order to cater to their differential learning needs, they are segregated on the basis of their scores in the I and II Internal Assessment Tests. The Class Teachers who maintain Student Profiles segregate the students into slow and fast learners. The Mentor – Mentee System in vogue is very helpful in assessing the learning levels of the students and in categorizing them for special programmes.

### **Special Programmes for Slow Learners:**

Departments conduct special programmes and guidance sessions for the slow learners.

- Supplying simplified study materials
- Discussion on select topics and simplified sub units
- Providing question banks
- Slip tests and weekly tests to master the subjects in small portions.
- Peer Teaching Sessions to learn from fellow students
- Remedial Programmes for slow-learners after the working hours
- Exam centric notes supplied for easy comprehension
- Special coaching for slow learning sportsmen for clearing their exams.

### **Special Programmes for Fast Learners:**

- Encouragement to do additional online courses
  - a) NPTEL Self Learning courses
  - b) ICT Academy Courses: Learnathon, Skillathon, Robotics and Cyber Security
  - c) IIT Spoken Tutorial Courses

A Functional MoU in operation since 2018 with IIT Bombay for PHP computer related courses. 5000 students have been benefitted.

- Encouragement to students to appear for SET/NET and TNPSC exams by the Commerce, English, Tamil and Mathematics Departments.
- Monthly Book Review meetings by Readers' Club of Tamil Department.
- Creation of a Web Series named *Nenjodu Kalandhaval* (Lady Love) by encouraging a group of students.
- Involvement in Mime Shows and Street Plays in awareness programmes.
- Cash incentives by the Humour Club of Tamil Department and Selection of Artists and performers for T.V Comedy Show – *Asatha Povathu Yaaru* (Excellent Performer).
- Encouragement to attend Seminars/Conferences and Paper Presentations in intercollegiate levels with Management sponsorships for registration fee and travel fare.
- Provision to attend Certificate Course in Library and Information Science conducted by the General Library.
- Guiding the students to organize Association Meetings to gain organizational skills.
- Student representations on Boards of Studies meetings to support in curriculum designing.
- Encouragement to Publish Books and to present articles to the College Magazines.

- Encouragement to function as Rotarian Office Bearers
- Other methods adopted :

(a) Pairing advanced learners with slow learners in planning and conducting events.

(b) Guidance to refer additional books for extra knowledge.

(c) Exposure to current thoughts on various subjects through Endowment Lectures.

(d) Encouragement to do Student Projects funded by the TNSCST and the Management. 103 Students have completed at the cost of Rs.3, 90,000 in the assessment years.

Thus, the College has a mechanism through which the differential learning levels of the students are assessed and addressed. The Faculty members of all the Departments extend academic support and counselling so that slow and advanced learners keep on studying continuously at their own paces to achieve academic excellence.

<http://mannarcollege.com/SSR/img/2.2.1.pdf>

File Description	Document
Upload Any additional information	<a href="#">View Document</a>
Provide link for additional information	<a href="#">View Document</a>

### 2.2.2

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

**Response:** 19.66

File Description	Document
List showing the number of students in each of the programs for the latest completed academic year across all semesters	<a href="#">View Document</a>
Certified list of full time teachers along with the departmental affiliation in the latest completed academic year.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process



**2.3.1**

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

Student – Centred Teaching-Learning method of the Institution keeps the students active and busy and self-directed. The College promotes Experiential Learning, Participative Learning and Problem Solving Methodologies.

**Experiential Learning:**

Students do practicals in Physics, Chemistry, Microbiology, Computer Science and Food & Dairy Laboratories for inquiry learning and discovery.

All undergraduate and postgraduate students do Projects and Internships. Student Exchange Programmes through MoUs facilitate students to exchange knowledge with their counterparts in other colleges. Students gain experience in industrial environments and apply their theoretical knowledge critically.

The Students of Food and Dairy receive In-Plant Training in Bakery and Confectionary Units and involve themselves in bakery operations under ‘Earning while Learning’ programme. They manufacture vegetable and egg puffs, fruit buns, coconut cakes, chips and Dounuts. The items are sold in the College Canteen and revenue generated.

The Department of English trains students in Digital Blog creation. Students learn to create web page without hard copies and post their ideas, poems and views. This training enhances their creativity and couples it with digitalization. Further, the Departments conduct competitions in poster making and model display. Students gain skill in drafting and artistic creations. They contribute articles to College Magazines.

Students of the Department of Social Work create awareness on social issues through street-plays, Role-plays, Mimes and Flash Mob. The Commerce Department offers free Typewriting courses. Students appear for Lower and Higher level certificate exams. Students visit industries, partake in study tours and expand their horizon of learning.

**Participative Learning:**

Departments promote participative learning by involving students actively in classrooms discussions, lab work, Quiz Programmes, Poster Presentations and Group Discussions. The College has functional MoUs with schools to promote participative learning. Advanced Learners teach English and Mathematics components for school students. B.Com (CA) students conduct Trade Fair every year and learn production, management and marketing strategies through team exercises. Students of Tamil Department organize Traditional Food Festivals and Exhibitions in Handcrafts, Jewel Making, Aari Work and Apparel Designing.

**Problem Solving:**

Students identify problems and solve them individually and in groups. The Computer related Departments encourage students to develop Apps and Robot Model. B.B.A Department has introduced Case Study as a course component to make students self-reliant and ready for lifelong learning.

**ICT – enabled Tools including Online Resources:**

The College has provided ICT-enabled tools for effective teaching and learning. Online Platforms used are Google Meet, Zoom, Microsoft Teams and GoToMeeting.

**Other ICT Provisions:**

- 89 classrooms with projectors and internet connectivity.
- Slideshows, Video illustrations, online lectures, Virtual dissection tools and ePathsala
- SWAYAM PRABHA telecasts
- DELNET and INFLIBNET facilities
  
- Wi-fi with 100 Mbps.
- Periodical training in ICT- enabled teaching
- Digital culture like PPTs, Video Clippings, Online Quizes, Assignments and tests.
- Online examinations and Evaluations for Value Education, Environmental Studies, Non Major Elective and Skill Courses
- Online Digital Repository of E-Journals/Theses/Books like ShodhSindhu and Shodhganga
- NVDA Software for Visually Challenged
- 534 Computers with latest configurations for academic purposes.
- Original Microsoft Teams Software
- Unique IDs for Teachers

ICT tools were very useful for online teaching during COVID lockdown period.

<http://mannarcollege.com/SSR/img/2.3.1.pdf>

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide Link for Additional Information	<a href="#">View Document</a>

**2.3.2**

**The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues**

**Response:**

The Mentor-Mentee system in vogue in the College has proved to be efficient in giving individual attention to students with regard to academic, extracurricular and sports activities. Each teacher is assigned an average of twenty students. 1:20 ratio of the mentor and the mentee helps the mentors to devote full attention to all the mentees assigned.

### **I. Student Profiles:**

The Mentors maintain the student Profiles. This is a comprehensive document related to the students. The Profile has two major sections, namely, personal details and academic details.

#### **a) Personal Details:**

The Profile carries passport size photographs of the student and the parent for easy identification. Then, the other particulars such as student name, major, roll number, register number, sex, date of birth, mother tongue, languages known, nationality, category, blood group, height & weight, identification marks, status of health and specific health problem if any are entered. The student profile is a complete record with other details such as blood donation, driving license number, parental occupation, income particulars and contact numbers.

#### **b) Academic Details:**

The academic profile has all the details of the student right from the Secondary School Leaving Certification level. The attendance details give the students' month-wise attendance position and eligibility for appearing for examinations. Semester-wise student mark details give a picture about the academic performance. Details of Scholarship, residence and part-time employment are also given. The Mentor enters details about each Mentee in the student profile. The entries of academic details are shown to the parents and their signatures obtained during the Parent- Teacher Meetings. Finally, the Principal countersigns the records.

### **II. Parent – Teacher Meetings:**

After every semester, Parent-Teacher meetings are conducted at Department levels. The teachers discuss with the parents the attendance, academic achievements and overall discipline of the students every semester. Two Parent-Teacher meetings are conducted every year. Mentors and the Parents discuss informally about the children over refreshment hosted by the Management. Parents who could not attend the meeting are invited for a discussion on the following day. After the formal meeting, the Mentors send circulars to the Parents about the remedial classes arranged for their children. Thus, the Mentor-Mentee system strengthens the relationships among the Teachers and the Parents and the Students. The parents are also informed about the academic development of the children.

### **III. Outcome:**

The Mentor-Mentee system has led to intimate relationships between the teachers and the students. Besides academic support, students get counselling on psychological problems such as stress and anxiety. The system paves way for reducing dropout rate and increasing graduation percentage for student progression to higher studies/employment. The Mentors extend to the students Institutional support and also arrange family support then and then so as to refine them into academically sound and morally upright citizens. The student records are maintained by the Departments for future references

also. The Alumni and the Parents appreciate the system and refer students for admission to the College.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
List of Active mentors	<a href="#">View Document</a>
Provide Link for Additional Information	<a href="#">View Document</a>

### 2.3.3

#### *Preparation and adherence of Academic Calendar and Teaching plans by the institution*

**Describe the Preparation and adherence to Academic Calendar and Teaching plans by the institution.**

#### **Response:**

The Academic Calendar of the College is prepared annually during the summer vacations by the Calendar Preparation Committee headed by the Principal. The Committee works in collaborations with IQAC, COE, Deans of Science, Arts, Research and Administrative Officers. The Dates/ Schedules are noted in the academic calendar and issued to every member of the staff and the student. The information is displayed on the College website also.

#### **Important Details:**

- College Timings & Day Order
- Reopening day for senior students
- Commencement date for I UG and PG
- Inauguration of Forums
- Orientation to Freshers
- Enrolment of Volunteers (NCC)
- Inaugurations of Associations
- Guest Lecture & Freshers' Day
- Internal Assessment Tests
- Last Working Days
- Commencement of Summative Examinations
- Government Holidays
- Peer Learning Programme
- Seminars/ Conferences/ Guest Lectures
- Celebration of Religious Festivals
- Film Shows, Field Visits, Industrial Visits and Intercollegiate Meets and Educational Tours
- Extension Activities in Adopted Villages
- Blood Donation Camps
- Parent – Teacher Meetings
- Celebration of Days of National Importance

- Valedictory functions of Associations

#### **Other Details:**

- Scholarships
- Rules Conduct and Discipline for students
- NCC
- Silent Token System
- Examination Procedures
- Women's Hostel Rules
- The Placement Cell
- College Grievance and Anti – Ragging Cell
- Management Information System
- Audio Visual Centre
- Free Education and Accommodation
- Endowments
- Fee Structure

#### **TEACHING PLAN**

- Teaching Plans for various Programmes are prepared by the respective Departments adhering to the framework of the college academic calendar.
- Number of teaching hours allotted for demonstration, model practical examination, CIA tests, unit tests and other academic activities (field trips, industrial visits, survey etc) for the core and elective papers are marked in the Subject Allocation.
- To win the trust of the students and ensure peer-review, transparency, accountability and credibility both at the UG and PG levels, it is a common practice to handle a course by more than one teacher.
- Owing to this practice, the College has course schedules for every course. The teaching plan/course schedules with details about the lecture hours, demonstration classes and the list of faculty members who conduct the classes are given to the students at the beginning of the every semester.
- It is ensured that all students have access to the course module and course content well ahead of the commencement of the academic sessions.
- The Principal ensures the smooth functioning of the delivery mechanism by periodically verifying students' attendance and the Teaching Plans of the teachers.
- The College has an exemplary work culture and therefore it seldom faces any challenge in completing the syllabi within the planned timeframe and calendar.
- Heads of the Departments conduct meetings with their colleagues to discuss the timetables and subject allotment for the following semester well in advance so that the teachers get adequate time to plan their teaching and prepare materials.
- The Academic Calendar prepared well in advance by the Institution enables smooth and efficient conduct of all programmes with transparency in the administration.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Provide Link for Additional Information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

**Average percentage of full time teachers appointed against the number of sanctioned posts year wise during the last five years**

**Response:** 100

#### 2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
183	176	181	175	164

<b>File Description</b>	<b>Document</b>
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts).	<a href="#">View Document</a>
Provide the relevant information in institutional website as part of public disclosure	<a href="#">View Document</a>
Institutional data in the prescribed format (data template merged with 2.4.3 and 2.4.4)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 2.4.2

**Percentage of full time teachers with Ph.D./D.Sc. / D.Litt./ L.L.D during the last five years**

**Response:** 66.82

#### 2.4.2.1 Number of full time teachers with *Ph.D./D.Sc. / D.Litt./ L.L.D* during the last five years

Response: 145

<b>File Description</b>	<b>Document</b>
List of faculty having Ph.D./D.Sc. / D.Litt./ L.L.D along with particulars of the degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institutional data in the prescribed format (data template merged with 3.2.3 and 3.4.2)	<a href="#">View Document</a>
Copies of Ph.D./D.Sc. / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**2.4.3**

**Average teaching experience of full time teachers (Data to be provided only for the latest completed academic year, in number of years)**

**Response:** 12.27

**2.4.3.1 Total teaching experience of full-time teachers as of latest completed academic year**

**Response:** 2245

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format (data template merged with 2.4.1 and 2.4.4)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**2.4.4**

**Percentage of full time teachers working in the institution throughout during the last five years**

**Response:** 61.59

**2.4.4.1 Number of full time teachers worked in the institution throughout during the last five years:**

**Response:** 101

File Description	Document
Institutional data in the prescribed format (data template merged with 2.4.1 and 2.4.3)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

**Average number of days from the date of last semester-end/ year- end examination till the last date of declaration of results during the last five years**

**Response:** 9.2

**2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	6	7	6	21

File Description	Document
Result Sheet with date of publication	<a href="#">View Document</a>
Policy document on Declaration of results (if any)	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Exam timetable released by the Controller of Examination	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 2.5.2

**Percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years**

**Response:** 2.4

**2.5.2.1 Number of complaints/grievances about evaluation year wise during last five years**



2022-23	2021-22	2020-21	2019-20	2018-19
103	93	00	00	222

### 2.5.2.2 Number of students appeared in the examination conducted by the institution year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3308	3468	3651	3600	3424

File Description	Document
List of students who have applied for re-valuation/re-totaling program wise certified by the Controller of Examinations year-wise for the assessment period.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 2.5.3

**IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA)/Formative Assessment have brought in considerable improvement in Examination Management System (EMS) of the Institution**

**Describe the examination reforms with reference to the following within a minimum of 500 words**

- **Examination procedures**
- **Processes integrating IT**
- **Continuous internal assessment system**

#### **Response:**

The IT integration of the Office of the Controller of Examinations has rendered the examination related services reliable, transparent, efficient, easy and error free. All student data from registration to the award of degrees are recorded in ROVAN Software.

#### **IT Tools:**

- High end Servers, Rovam and Mastersoft Software for data handling
- One OMR Reader

- Five Multi-Function Printers
- BSNL 30 Mbps speed increased to 100 Mbps
- JIO Net additionally added.
- With IP NAT, DMZ Port blocking and Content Filtering.
- Sonic Firewall for network security
- Optic Fiber cabled intra-net connectivity

## **DATA HANDLING MODULES**

### **1. STUDENT MODULE**

The students personal information like name, date of birth, address, phone number, parents details, etc are maintained.

### **2.PRE-EXAMINATION MODULE**

#### **Functions:**

- Mapping Core, Elective Courses, and Non-Major Electives
- Allotment of question paper setters
- Internal mark entering
- Hall ticket generation
- Exam timetable preparation

## **EXAMINATION PROCESS**

### **1. POST EXAMINATION MODULE** maintains

- Mapping Answer Scripts with Dummy Numbers generated randomly
- Script allotment register, absentees' registration, malpractice registration, Claim Forms for the Evaluators
- Locking mark entry, result processing, result publishing, grade sheet generation, subject wise mark lists

### **2. REVALUATION**

Students can apply for photocopy of answer scripts and revaluation after the publication of the results. Answers scripts are re- allotted to some other Evaluator and POST EXAMINATION MODULE process is repeated to publish the final result.

**3. GRADUATION MODULE** helps to finalize 1) Programme Completion 2) Provisional Certificate Fee Payment 3) Convocation Fee Payment 4) Provisional Students' List 5) Convocation List 6) Consolidated Grade Sheet 7) Rank List 8) Batch-wise Result analyses

## **IT ADMINISTRATION**

### **1. ACCOUNTS MODULE**

Accounts Module maintains financial related matters such as remuneration, fee collection, fee submission to University, all payments, ledgers, cash/bank books, Trial Balance, Receipts and Payments, Income and Expenditure Statements and Balance Sheets.

## 2. MASTER MODULE

The software defines Course, nature of the course, Department, faculty, academic year, financial year, batch and regulation to conduct the exams successfully.

## 3. ADMIN MODULE

Admin Module limits the accessing data for users by the Administrator, namely the Controller of Examinations.

### EXAMINATION PROCEDURE:

Examinations are conducted on three modes - Written, Optical Mark Recognition (OMR), Computer Based Examinations. The schedules approved by the Examination Committee for C/A and End Semester Examination are displayed in the College Website at least two weeks before. External examiners for conducting examinations (Project Viva-Voce/ Laboratory/ Computer Practical) are appointed by the Controller of Examinations from the list of Examiners maintained in the COE Office. Examiners are instructed to maintain confidentiality.

#### 1. MASTERSOFT-ERP Software for Computer Based Examinations

Computer - based exams are conducted at 6 Computer Labs with 336 latest versions of computers. Questions are randomly generated from preloaded question bank for each course. Every student gets randomly shuffled questions with shuffled options for answering. All the internal examiners have a login ID to enter C/A marks.

#### 2. ADDMEN OMR Reader – OMR Based Examinations

OMR based exams are conducted for some courses. ADDMEN OMR Reader Software enabled evaluation process gives quick and error free evaluation reports.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide links as Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

The institution has stated learning outcomes (programme and course outcome)/graduate

**attributes which are integrated into the assessment process and widely publicized through the website and other documents and the attainment of the same are evaluated by the institution**

**Response:**

A student-centred teaching and learning approach called Outcome-Based Education (OBE) plans course delivery and assessment to accomplish predetermined goals and results. The College enjoys autonomous status from 2015. Choice Based Credit System was introduced in 2018 for all the Programmes. CBCS aims at providing core, skill based and elective courses with focus on knowledge domain and skill enhancement. In order to overcome certain limitations in CBCS, Outcome Based Education was introduced from 2021 regulation in line with the Learning Outcome Based Curriculum(LOBC) Framework. The question papers for internal assessment tests and the end semester examinations are framed applying the revised Bloom's Taxonomy to measure the cognitive levels of the students' attainments.

The Programme Educational Objectives (PEOs) of a programme are the statements that describe the expected achievements of graduates in their career, and also in particular, what the graduates are expected to perform and achieve during the first few years after graduation.

The Programme Outcomes (POs) are narrower statements that describe what students are expected to be able to do by the time of graduation. POs are expected to be aligned closely with Graduate Attributes. They represent the knowledge, skills, and attitudes that students should have developed by the time they graduate.

The Course Outcomes (CO) are statements that describe significant and essential learning that learners have achieved and can reliably demonstrate at the end of a course. Outcomes are specified for each course based on its weightage. These outcomes are typically defined by the faculty or Department offering the course and are aligned with the overall goals of the programme.

The Programme Specific Outcomes (PSO) are what the students should be able to do at the time of graduation with reference to a specific discipline. The graduate attributes, are exemplars of the attributes expected of a graduate from a Programme. The course outcomes are mapped with programme outcomes in the arts and science programme, to identify how the learning outcomes of each course contribute to the achievement of the programme's overall goals.

The Programme Educational Outcomes (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) based on the Graduate Attributes and Course Outcomes (COs) for each course are displayed in the College Website.

Attainment of COs for Internal Assessment and Summative Examinations are calculated using formulae (given in links). The final direct assessment of course outcome attainment for theory and practical courses is arrived by applying formulae (provided in links).

The following process are used to evaluate the attainment of COs, POs and PEOs

**Direct Method:**

Direct Method of Assessment is based on performance of the students in the Continuous Internal

Assessment (CIA) Tests, Summative Examinations and supporting activities such as Seminar, Assignment, and so on.

**Indirect Method:**

Indirect Method of Assessment is based on periodical feedback obtained from the outgoing students at the end of each Course. Weightage of Direct and Indirect Assessment in computation of attainment in the course is 70% and 30% respectively.

File Description	Document
Upload POs and COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Provide links as Additional Information	<a href="#">View Document</a>

**2.6.2**

**Pass percentage of students (excluding backlog students) (Data for the latest completed academic year)**

**Response:** 90.72

**2.6.2.1 Total number of final year students who passed the examination conducted by Institution during the latest completed academic year:**

Response: 997

File Description	Document
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Certified report from the COE indicating the pass percentage of students of the final year (final semester) eligible for the degree program-wise / year wise	<a href="#">View Document</a>
Annual report of Controller of Examinations (COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

**2.7.1**

**Online student satisfaction survey regarding teaching learning process**

**Response: 3.79**

## Criterion 3 - Research, Innovations and Extension

### 3.1 Promotion of Research and Facilities

#### 3.1.1

**The institution's research facilities are frequently updated and there are well defined policy for promotion of research which is uploaded on the institutional website and implemented**

#### **Response:**

The College has been striving to achieve its objective stated in its Policy to create research culture and vibrancy to benefit humanity. Research facilities have been added frequently. Excellent infrastructure augmentation in the Institution has contributed to qualitative research output.

#### **I. Instruments Newly Added:**

Instruments like Four Probe Setup, Hall Effect, Michelson Interferometer, Advanced Travelling Microscope, He-Ne Laser, Magnetic Stirrer, Cathode Ray Oscilloscope, Band Gap Apparatus, Electronic Balance, Double Beam UV-Vis Spectrophotometer, Laminar Air Flow Chamber, Binocular Microscope, Rotary Single Trolley Diesel Oven, Planetary Mixer and Spiral Mixer are newly added .

#### **II. Research Promotion:**

1. Commerce, English, Mathematics, Tamil and Physics

Departments with Research Center Status.

- Tamil and Physics Departments approved as Research Centers in the assessment period.
- 145 Faculty Members with Ph.D. qualifications.
- 38 Research Supervisors
- 38 scholars awarded Ph.D.
- 64 scholars pursuing research.
- 8 scholars cleared NET/SET, a scholar qualified for JRF.
- 51 Seed Money Projects by Faculty Members at a cost of Rs11,75,000.
- 33 Seed Money Projects and 2 TNSCST funded projects worth Rs.3,90,000/- by Students.

#### **III. Publications:**

The Faculty Members have 205 research publications (Books: 41, Books Chapters: 43 and Conference Proceedings: 121) to their credit.

- 473 papers are published in UGC CARE listed Journals
- 51 papers are published in SCOPUS Indexed Journals
- 45 papers are published in Web of Science Indexed Journals
- 219 Peer Reviewed Journals

Additionally, 7 Programmes have been conducted on Intellectual Property Rights to motivate scholars to

obtain patent rights. Two Faculty Members received Patent Rights.

#### IV. IT- Integrated College Library:

Out of 61,370 books in the Library 21,464 are new additions. The Library subscribes for 23 Indian Journals, 18 International Journals and 30 Magazines. 1 Net Café with 11 systems is available. INFLIBNET, N- List and DELNET provide the scholars' access to Online Resources.

#### Funds for Research:

The Management has provided funds under different heads: Paper Publications: Rs.3,51,870, Seminars/Workshops: Rs.3,31,801. Incentive of Rs1000 each for Faculty Members improving their qualifications: (17Ph.Ds 2NET, 2SET and 2 M.Phil.). The total amount is Rs.23, 000.

DST, New Delhi has approved 3 Entrepreneurship Projects. MHRD, India has sanctioned Rs50, 000 under UNNATH BHARAT ABHIYAN SCHEME. An MOU has been signed for researching inscriptions with sponsorship of Rs.50, 000. ICHR, New Delhi has sponsored Rs.2, 00, 00 on Military History of Tamil Country through the Ages. The Department of Tamil has received Rs50, 000/from Chief Minister's Fund for Research for Thirukural Yappiyal.

Directorate of Collegiate Education, Government of Tamil Nadu has awarded Rs.1,00,000 towards Research Scholar Scholarship and Rs.60,000 towards Ph.D. Research Scholarship. UGC, New Delhi has granted JRF Scholarship of Rs.21,33,180.00. Projects are made mandatory for all Undergraduate and Postgraduate students. TNSCST, Chennai has sanctioned 2 Student Projects for Rs.15, 000/.Conferences and Seminars have been conducted at a cost of Rs.15, 41,445 from Autonomy Management Fund. Thus, the College fosters research through funds received from various Agencies and the Management.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide links as Additional Information	<a href="#">View Document</a>

### 3.1.2

#### The institution provides seed money to its teachers for research

Response: 0

#### 3.1.2.1 Amount of seed money provided by institution to its teachers for research year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0



<b>File Description</b>	<b>Document</b>
Sanction letters of seed money to the teachers is mandatory	<a href="#">View Document</a>
List of faculty who have been provided with seed money for research along with the title of the project, duration and amount year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Audited Income-Expenditure statement highlighting the expenditure towards seed money endorsed by the Finance Officer	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.1.3**

**Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years**

**Response: 0**

**3.1.3.1 Number of teachers who received national/international fellowship /financial support by various agencies, for advanced studies / research; year-wise during the last five years**

<b>File Description</b>	<b>Document</b>
List of teachers who have received the awards along with nature of award, the awarding agency etc.	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
E-copies of the award letters of the teachers	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.2 Resource Mobilization for Research****3.2.1**

**Total Grants research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, endowment research chairs during the last five years (INR in Lakhs)**

**Response: 1.80**

<b>File Description</b>	<b>Document</b>
List of Extramural funding received for research, Endowment Research Chairs received during the last five years along with the nature of award, the awarding agency and the amount	<a href="#">View Document</a>
Institutional data in the prescribed format (data template is merged with 3.2.2)	<a href="#">View Document</a>
Copies of the letters of award for research, endowments, Chairs sponsored by non-government sources	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.2.2**

**Number of research projects per teacher funded by government, non-government , industry, corporate houses, international bodies during the last five years**

**Response: 0**

**3.2.2.1 Number of research projects funded by government and non-government agencies during the last five years.**

Response: 1

<b>File Description</b>	<b>Document</b>
List of project titles with details of Principal Investigator, amount sanctioned and sanctioning agency etc	<a href="#">View Document</a>
Institutional data in the prescribed format (data template merged with 3.2.1)	<a href="#">View Document</a>
Copies of the grant award letters for research projects sponsored by government agencies	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.2.3**

**Percentage of teachers recognised as research guides as in the latest completed academic year**

**Response:** 20.77

### 3.2.3.1 Number of teachers recognised as research guides as in the latest completed academic year:

Response: 38

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	<a href="#">View Document</a>
Institutional data in the prescribed format (data template merged with 2.4.2 and 3.4.2)	<a href="#">View Document</a>

## 3.3 Innovation Ecosystem

### 3.3.1

**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

#### Response:

A thriving ecosystem for innovation within the Institution helps to drive research advancement by disbursing Seed Money worth Rs15, 75,000/-to 52 Faculty Members and 33 Students.

#### I. Key Components of Ecosystem for Innovation

**a) Entrepreneurship and Start-ups:** The Institution is a member of the **National Rural Entrepreneurship Mission, Government of India** with an Entrepreneurship Development Cell to inculcate entrepreneurship culture among the students. The Cell has motivated the students to explore business opportunities in rural areas through:

- Online Training Programme for Students
- One Day Workshop on Entrepreneurship Development Programme for Science Women Graduates (30 days) and FDP (15 days).

#### b) Industry Partnerships:

- The Department of Business Administration along with Thiagarajar School of Management and Maditssia Business Information Centre, Madurai collaboratively undertook a 'Market Survey' for Annachi Vilash Food Products, Madurai.
- Under the **Bureau of Indian Standards:** Standards Club-3963 conducted '**Manak Mitra**' household visits to highlight BIS Certification, Website and Care APP.
- 79 Undergraduate and 50 Postgraduate students participated in Student Exchange Programme, conducted collaboratively with the Department of Computer Science, Sri Meenakshi Government Arts College for Women, Madurai.
- II and III BBA Students promoted sales for Yadhum Natural Grocery Stores in Madurai

**c) Technology and Infrastructure:**

Advanced Laboratories for Food and Dairy Technology, Microbiology, Computer Science and P.G & Research Department of Physics and DELNET E-resource in the Library have enabled the students and the faculty members to experiment with new ideas.

**d) Intellectual Property Rights:** The Institution manages IPR arising from research activities.

- 2 Patents by BBA Department
- Workshop on Current Trends in Applied Mathematics & IPR-2022.
- IPR Lectures for Start-Ups.
- Fundamentals of IPR and its Registration Process
- Initiatives for Creation and Transfer of Knowledge

**e) Skill Development Courses:** SDCs bridge the gap between the theoretical knowledge input and practical skills required for jobs.

- Android Mobile App Development
- Smart Phone Servicing and Troubleshooting
- Soft Skills, Hard Skills and Life skills
- Phenyl Preparation
- Typewriting
- Molecular Techniques
- Counselling and Psychotherapy
- Food Processing and Quality Management
- Food Preservation
- Beautician
- Fashion Technology and Apparel Designing
- Fabric Painting, Saree Prepleating, Silk Thread, Jewellery Making, Aari Work & Jute Bags
- Hands on training : Value Addition of Fruits and Vegetables & Chromatographic Technique
- Exhibitions : Trade Fair, Street Vendors , e- Waste, Art from Waste

**f) Add-On Certificate Courses**

- Functional Hindi
- Audio-Video Productions
- Travel and Tourism Management
- Gandhian Thought

**II Indian Knowledge System:** IKS has rich cultural heritage with relevance for the contemporary global contexts.

Programmes:

- Traditional Food Festival
- Navarathri Golu Exhibition by Artisans
- Community Kitchen
- National Grandparents Day Celebration

**Outcomes:** The Institutional ecosystem has increased awareness on

- Entrepreneurial Ventures for start-ups
- Industrial Collaborations
- Filing Patents
- Transfer of knowledge for the benefit of society.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for Any other additional information	<a href="#">View Document</a>

### 3.4 Research Publications and Awards

#### 3.4.1

**The Institution ensures implementation of its stated Code of Ethics for research.**

**The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following:**

- 1. Inclusion of research ethics in the research methodology course work**
- 2. Presence of institutional Ethics committee (Animal, Chemical, Bio-ethics etc.)**
- 3. Plagiarism check through software**
- 4. Research Advisory Committee**

**Response:** A. All of the above

File Description	Document
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Copy of the syllabus of the research methodology course work to indicate if research ethics is included	<a href="#">View Document</a>
Constitution of the ethics committee and its proceedings as approved by the appropriate body	<a href="#">View Document</a>
Constitution of research advisory committee and its proceedings as approved by the appropriate body.	<a href="#">View Document</a>
Bills of purchase of licensed plagiarism check software in the name of the HEI	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.4.2**

**Number of candidates registered for Ph.D per teacher during the last five years**

**Response:** 1.68

**3.4.2.1 Number of candidates registered for Ph.D during the last 5 years:**

Response: 64

<b>File Description</b>	<b>Document</b>
Ph.D. registration letters/Joining reports of candidates.	<a href="#">View Document</a>
Letter from the university indicating name of the Ph.D. student with title of the doctoral study and the name of the guide.	<a href="#">View Document</a>
Institutional data in the prescribed format (data template merged with 2.4.2 and 3.2.3)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.4.3**

**Number of research papers published per teacher in the Journals as notified on UGC CARE list during the last five years**

**Response:** 2.42

**3.4.3.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Response: 525

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link to the uploaded papers, the first page/full paper (with author and affiliation details) on the institutional website	<a href="#">View Document</a>
Links to the paper published in journals listed in UGC CARE list	<a href="#">View Document</a>
Link re-directing to journal source-cite website in case of digital journals	<a href="#">View Document</a>

**3.4.4****Number of books and chapters in edited volumes published per teacher during the last five years****Response:** 1.33**3.4.4.1 Total Number of books and chapters in edited volumes published during the last five years**

Response: 288

<b>File Description</b>	<b>Document</b>
List of chapter/book along with the links redirecting to the source website	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.4.5****Bibliometrics of the publications during the last five years based on average Citation index in Scopus/ Web of Science****Response:** 3.36

File Description	Document
Bibliometrics of the publications during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.6**

*Bibliometrics of the publications during the last five years based on Scopus/ Web of Science – h-index of the Institution*

**Response:** 9

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5 Consultancy****3.5.1**

**Revenue generated from consultancy and corporate training during the last five years**

**Response:** 19.25

**3.5.1.1 Total Amount generated from consultancy and corporate training year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
5.19379	4.09689	3.74495	3.23303	2.980765



File Description	Document
Letter from the corporate to whom training was imparted along with the fee paid.	<a href="#">View Document</a>
Letter from the beneficiary of the consultancy along with details of the consultancy fee	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
CA certified copy of statement of accounts as attested by head of the institution	<a href="#">View Document</a>
Audited statements of accounts indicating the revenue generated through corporate training/consultancy.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 3.6 Extension Activities

#### 3.6.1

**Outcomes of extension activities in the neighbourhood community in terms of impact and sensitizing the students to social issues and holistic development, and awards received if any during the last five years (Showcase at least four case studies to the peer team)**

**Describe the impact of extension activities in sensitising students to social issues and holistic development with four case studies within a maximum of 500 words**

#### **Response:**

The College has been in the forefront in rendering impactful community services in adopted and neighbouring villages through NCC Wing, 7 NSS Units and Clubs such as Rotaract, Eco, Red Ribbon, Youth Red Cross, Human Rights and Consumer & Productivity Council.

#### **Case Study –I Free Medical Camps**

Eye Camp in association with Aravind Eye Hospital (Madurai), Blood Donation Camps (909 units), 2 Doses and Booster Dose Covid-19 Vaccination Camps (2615 beneficiaries), One Day Medical Camp for Girl Students with Family Planning Association of India, One Day Special Medical Camp in adopted village (Achampatti) with Vikram Multi-Speciality Hospital.

#### **Case Study – II Special Camps**

Seven Day Special Camp at Seven Adopted Villages related to Tree Plantation, Health (Free Medical Camp, Awareness on CPR AED, Dengue), Hygiene (Cleaning Temple, Government School, Street,

Water Tank), Youth Uplift( Goal Setting and Leadership) Entrepreneurship(Mushroom Cultivation for Farmers), Social Issues (Child Marriage, Alcohol, Drug Addiction, Malnutrition and School Dropouts) and General Awareness (Road Safety through Street Play)

### **Case Study – III Covid Relief Mission**

Supply of rice and grocery bags worth

- Rs. 3,72,75/- for 525 villagers
- Rs. 95,850/- for 135 Thirupparankundram temple employees
- Rs. 53,250/- for 75 sub staff
- Rs. 44,730/- for 63 local poor
- Rs. 31,404/- for NCC Cadets deployed to assist the police during Lockdown
- Rs. 3,000/- towards refreshment for migrants

### **Donations:**

- All Children Trust Rs.5,000
- Chief Minister's Public Relief Fund Rs. 10, 00,000/-.
- Rs. 2, 82,000/- towards accommodation and hospitality for stranded Indian Citizens from UAE.

### **Case Study – IV Awareness Programmes**

Programmes relating to:

1. Medicine (Dengue, Acupuncture, Blood Cancer , Health Check-up for Girls, Diphtheria, Safe Use and Disposal of Masks, Homeopathy Immune Tablets for Corona, Kabasura Kudineer and Sanitizer Distribution, Disaster Management and First Aid , Yoga, Iron Tablet Distribution and Anti- Drug Abuse)
2. Hygiene ( Vaigai River Cleaning, Pollution Control, Plastic Waste Management, Ban on Single Use Plastic, Women's Hygiene and Disposal of Prosopis Juliflora Trees)
3. Road Safety (Helmet Use, Road Safety Sign Boards, Stickers on Head Lights and Thirupparankundram Temple Public Safety Duty)
4. Constitutional Obligations ( Voter id Campaign National Voters Day Pledge, Voter Enlistment, Updation of Voter Helpline, Voters' Day Pledge)
5. Support for the Aged, the Challenged and the Needy ( Old Age Home Visits, Food Distribution, Donation of bed sheets )
6. Consumer Protection (Consumer Rights Day Competitions)
7. Network Significance (Network Security, Cyber Crime)
8. Observance of Important Days (World Tourism, World Disabled Day , Global Warming, Kargil Diwas World Meteorological Day, Women's Day ,World Consumer Rights Day and World Day of Social Justice )

V Deepening of Dry Pond (Ayyer OOrani) in Vilachery by 100 N.S.S. Volunteers

### **Outcomes:**

### **Sensitization of Students:**

Engagement in extension activities has sensitized students and the villagers on societal issues. It has provided relief during Covid. The Community Pond provides Vilacherry villagers water for drinking and irrigation purposes in all seasons. Archaeological Excavation Preservation (Students Volunteered support for Keeladi Excavation and Monument Preservation)

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

### 3.6.2

**Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years**

**Response:** 211

**3.6.2.1 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years.**

2022-23	2021-22	2020-21	2019-20	2018-19
63	49	25	54	20

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 3.7 Collaboration

### 3.7.1

**Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years**

**Response:** 306

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

**The Institution has adequate infrastructure and other facilities for**

- 1. teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- 2. ICT – enabled facilities such as smart class, LMS etc.**
- 3. Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc.**

#### **Response:**

Infrastructure is the backbone for the Institution. The College has augmented magnificent learning resources and infrastructure facilities to facilitate teaching and learning

#### **a) Teaching and Learning**

##### **Campus**

- Eco-friendly green campus with 31.83 acres
- Building architecture replicating historical Thirumalai Naicker Mahal, Madurai
- Built-in area of 2, 86,552.25 sq. ft.

##### **Classrooms**

- 104 well-ventilated and spacious ICT enabled classrooms with 100 LCD Projectors

##### **Laboratories**

- 19 Laboratories for practical learning and research including Computer Labs, Audio-Visual Lab, Hardware Lab, Faculty Lab and Language Lab with 3 best servers for data domain and file security.
- Language Lab with 83 systems with E Class SW software, Version V2.0
- PG and Research Centres with advanced labs

##### **Library**

- Grand and aesthetically appealing building(12521 sq.ft)
- Reading Hall with 120 seating capacity
- Separate sections for Journals, Magazines, Back Volumes and Theses
- Netcafé at free of cost
- Own Book Reading Room
- CCTV Surveillance

- Property Counter
- 205 Book racks
- 22 bureaus for reference books
- 1 Projector with Screen
- Librarian Chamber with ICT facilities
- Separate counters for issuing and returning books

### **Seminar Halls**

- 4 ICT enabled Halls to conduct Guest Lectures/ Association Meetings/ Seminars/ Workshops/Conferences/Cultural Programmes

### **CoE Office**

- A State of the art Section in Autonomy Block with Strong Rooms and Valuation Halls
- Scanners, Photocopier machines, Computers and Printers.
- CCTV Surveillance

### **b) ICT Facilities**

- MIS for data security and Cloud storage
- 36 Wi-Fi points with 100 Mbps speed(BSNL) and JIO as standby
- Wi-Fi access to six Computer labs with open access
- A Data Server, 27 LAN connections
- Google Classroom for assignments and sharing class notes
- Microsoft Teams App for online classes
- Mastersoft Cloud Software for automation

### **c) Facilities for Cultural and Sports**

#### **Auditorium**

- Well - furnished auditorium with seating capacity for 2000 people
- Audio Visual Aids for good acoustic effects
- Spacious stage for Cultural Performances / Intercollegiate Meet / College Annual day celebrations / Indoor game

#### **Yoga Centre**

Venue for Yoga and Meditation: Auditorium and Hostel

#### **Facilities for Sports**

- Playground measuring 18,000 sq.mts.
- 400m Standard Track
- Cricket and Football Grounds
- 3 Courts for Kho-Kho, 2 for Kabaddi, 2 for Volleyball and Cricket Nets.
- Indoor games for Badminton, Table Tennis, Boxing, Fencing, Karate, Silambam, Judo,

Taekwondo, Chess and Carom.

- The average user rate of all sports facilities is 150 per working day including the public using the track for walking in the mornings and evenings

**Fitness Centre**

**Facilities:**

Multi Gym 6 stations – 1, Multi Gym 4 Stations – 1, Seated Calf Bench – 1, Multipurpose Bench – 1, Stretch Machine – 1, Dual Twister – 1, Sit up Bench - 1, Treadmill -1 and 1 Elliptical Trainer

**Other Facilities**

- A revamped Health Centre with adequate facilities and a full time qualified Nurse
- Air Conditioned Guest House
- Two 30 KVA and one 100 KVA Generators for uninterrupted power
- Paver Block Roads
- Vehicle Parking for Staff and Students
- RO treated Drinking water
- Intercom
- Video Conferencing
- Public Address System
- Tailoring Units
- Green House
- Beauty and Wellness Laboratory
- Counselling Centre
- 2 Lifts and 5 Ramps
- 30 KW Solar Panels
- Rain Water Harvesting Structures
- Fire Extinguishers
- Museum

<http://mannarcollege.com/SSR/img/4.1.1.pdf>

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

**4.1.2**

**Percentage of expenditure excluding salary, for infrastructure development and augmentation year wise during the last five years**

**Response:** 0.43

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
2.03	0	3.29	1.91	1.21

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format (data template is merged with 4.2.2 and 4.4.1)	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1**

**Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students**

**Response:**

The forty nine year old College Library is a storehouse of a variety of books, journals and e-resources supporting teaching, learning and research. It is automated using Integrated Library Management System

**The Salient features of the Library:**

- Holding of 61370 Books, 5612 Back Volumes, 952 CDs, Dissertations and Projects
- Rare Books
- Vast carpet area of 12521sq.ft with easy access to all the departments.
- 16 Department Libraries
- Timing: 8.00 a.m. to 4:30 p.m. on all working days.
- NVDA Software for the Visually – Challenged

**Integrated Library Management System (ILMS)**

- Automated with Rovam Software from 2006 to 2021



- Name of the ILMS Software: ROVAN
- Nature of Automation: Partial
- Version: ILMS 6.0
- Introduced Mastersoft Software from 2022
- Plagiarism Check Software :Grammarly
- Reprography facilities
- Library Security System - CCTV surveillance

Fully automated with 7 desktop computers kept in different sections of the Library and connected to the main server to store and retrieve data regarding the resources, users and any other activities.

#### **Some of the Major Components of the Software:**

- Gate Entry Monitoring System (GEMS)
- Acquisition Module
- Circulation Management
- Online Public Access Catalogue (OPAC)
- Mobile Online Public Access Catalogue (MOPAC)
- Library Usage Statistics Module
- Non Visual Desktop Access
- Software in two systems for the benefit of Visually Challenged to access Library resources - Braille Books, Audio Recordings and CDs.

#### **Subscriptions to e-resources and Journals**

The e-library includes the subscribed e-Journals, open access full text Journals and Newspapers. These e-resources are hyper linked to provide convenient access for the students, the staff and the researchers. Separate Digital Section is available with 12 computers for accessing Digital Resources. The database in the Library is INFLIBNET-N-LIST and DELNET. It is an additional privilege to access to 1, 99, 500 + e-books, 6000+ e-journals through N-List.

DELNET is an additional privilege to access to 3, 70, 000 plus Books, 1, 00, 000 plus list of Journals, 5000 plus full text Journals and 1, 00, 000 plus Theses/Dissertations. The SWAYAM PRABHA 32DTH Educational Channels are made available with free Wi-Fi access. The Library subscribes for 23 Indian Journals, 18 International Journals and 30 Magazines in all disciplines. In addition to that, the library subscribes for five copies of the dailies including **The Hindu, The Indian Express, The Times of India** (National) and **Dinamalar, The Hindu(Tamil), Dhinathanthi, Dinakaran and Dinamani** (Regional).

Library provides efficient management and quick service to the scholarly world. Students, Research Scholars and the Staff Members make use of the Library during their leisure hours for class assignments, seminar presentation, project submission and doctoral research. The Library is kept open on holidays and semester vacation for the maximum utilization of library. Students preparing themselves for Competitive Exams also make optimal use of the College Library.

#### **BEST PRACTICES**

- Certificate Course in Library and Information Science

- Annual Book Fair
- Question Bank
- Annual Workshop for the Staff and students to effectively use Online Resources
- Conduct of Quiz ,Essay and Elocution Competitions annually
- Access to Public use
- Barcode Scanner for Annual Stock Verification.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

#### 4.2.2

**Percentage of expenditure for purchase of books/ e-books and subscription to journals/e-journals year wise during the last five years**

**Response:** 2.01

**4.2.2.1 Expenditure for purchase of books / e-books and subscription to journals/e-journals year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
4.32140	2.89230	6.68526	17.06643	8.2625575

File Description	Document
Institutional data in the prescribed format (data template merged with 4.1.2 and 4.4.1)	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for purchase of books/ e-books and subscription to journals/e-journals should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1

**Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

**Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words**

**Response:**

**IT Facility Updation :**

The Institution has been updating its IT-related services for enhanced academic and administrative performances with huge investments. During the assessment period, significant additions to IT-infrastructure have taken place.

The 534 existing computers have been distributed for Academic (419) and Administrative (115) purposes. 187 systems had to be discarded and replaced. Prudently, the College availed itself of the Exchange Offer. The replaced systems had been allotted to Lab 2, Lab 6, Lab 1, Library Departments, Faculty Lab and Hardware Lab for effective use. The Buy Back Policy has enabled the College to manage e-waste effectively. 55 systems have been newly bought for Rs.31,07,800.

**LCD PROJECTORS**

Totally 89 LCD Projectors have been fitted in lecture rooms. 20 were bought for Rs.7,26,750 in 20-21. In 22-23, 11 Projectors were bought for Rs.3,91,000. In 23-24, 11 Projectors have been purchased for Rs.4,29,131. The cost of the 42 Projectors includes Screen and ID Boxes also. This measure has converted classrooms into advanced and sophisticated spaces for teaching and learning.

**Mastersoft Software**

ERP Mastersoft Software at a cost of Rs. 4,29,131 has been purchased and installed. This IT updation has contributed qualitatively in terms of online student admission, fee payment and profile data visibility for students on mobiles, class timetables, Broadcasts/Notification of posting messages. The students' profiles can be saved from Admission to Transfer Certificate issuance in Cloud. Faculty members maintain timetables and Internal Mark entries.

Online Examinations are conducted with shuffled Objective Type Questions. Malpractices are avoided as students have unique IDs and passwords. Microsoft Licensed Software purchased every year carries provision for Microsoft Team. During COVID period online instruction classes continued uninterruptedly with staff IDs and Student IDs and free 1 TB data each. Dual Data Back up provides security against possible crashes.

Google Education is a platform for creating 'n' number of mail IDs free of cost in Domain Name: mannarcollege.ac.in for unlimited meeting duration.

**Internet Connections**

Single Internet connection was increased from 36 Mbps to 100 Mbps (BSNL) and added 100Mbps from JIO network as alternative standby connection. 3 servers maintain Files, Data (Log, Analyzer

Software) and Domain (all systems connected).The speed is 60 Mbps. Mac Address is used for security purposes. The Barcode System facilitates Library book lending and speeds up Library Stock Verification process. Faculty and Hardware Lab Set Up have cost Rs.1,99,570. Stock Room set-up has cost Rs.85,748.

#### **Other Purchases for Rs.23,43,034 /-**

37 Wi-Fi devices Rs.9,24,166, Installation Charges Rs.1,46,265, 6, Printers Rs.78,850, 2 Photocopy Machines Rs.2,93,820, ID Printing Machines Rs. 55,800, Accessories Rs.2,02,973, 2 Servers Rs.4,71,900, 2 Cameras Rs. 39,146, UPS (19) Rs.1,76,090, Fire Extinguisher Rs.8,024.

#### **Best Practices**

1. Management Information System
2. Centralized Complaint Management System
3. Stock Inventory Management for comparative analyses of procurement and maintenance cost.
4. Rs 23,43,034/- invested on IT facility updation in the assessment period.

#### **Uses:**

The IT facility updation has revolutionized and modernized teaching, learning and administration. It moves towards phased paperless organization in future.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

#### **4.3.2**

##### **Student - Computer ratio (Data for the latest completed academic year)**

**Response:** 9.2

##### **4.3.2.1 Number of computers available for students' usage during the latest completed academic year:**

**Response:** 391

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 4.3.3

**Institution has dedicated audio visual centre, mixing equipment, editing facility, media studio, lecture capturing system(LCS) and related hardware and software for e-content development**

#### **Response:**

The College has dedicated an Audio-Visual Centre with mixing equipment, editing facility and lecture capturing system for e-content development.

#### **Videography Lab**

One of the notable technological facilities in the Institution is the well-equipped Videography Lab designed to meet the demands of the modern Digital Age. Equipped with the state-of-the-art Video Recording Equipment and Editing Software, the Lab provides a conducive environment for learning and practicing the art of videography. It is specifically designed to enable individuals to explore and develop their creative abilities in e-Content Development.

#### **Green Screen/ Green Matte/ Chroma Key Technology**

This advanced feature allows users to create stunning virtual backgrounds or to replace the existing backgrounds with any desired settings. It provides seamless and high-quality background removals that result in professional-quality videos. With this facility, users experiment and create various visual effects including the illusion of teleportation, time travel and even appearances within the confines of mythical landscapes. The possibilities are limitless and e-content developers unleash their creativity by utilizing the technology. SONY Camera facilities designing Video and Wireless Mike Set for noise cancellation.

#### **Lighting Equipment**

With GODOX FLASH MODEL NO: 520 high-definition e-content videos can be captured in every frame. The Lab has equipment such as UV FILTER to bring visions to life in all recordings.

#### **Software Features for Editing**

The lab is furnished with advanced editing software, allowing users to edit and enhance their

footage conveniently. The software provides a plethora of options for adding effects, transitions, audio enhancements to polish videos to perfection. With such industry-standard software at disposal, Faculty Members can refine their editing skills and produce professional-level videos related to their Courses.

### Lecture Capturing System (LCS) and Workstation Facilities

For copying photos and Videos to System DIGITEK- CARD READER is available. Whether engaged in a group project or personal assignment, the lab provides a productive atmosphere conducive to creativity. Additionally, the lab is equipped with high-speed internet connectivity ensuring seamless access to online resources and tutorials.

The Videography Lab explores all possibilities for effective recording, teaching and dissemination of knowledge. The lectures are captured, saved and retrieved for subsequent use. Important College events, seminars, conferences, functions and celebrations are covered. They are shared through the College YouTube Channel to reach out to the stakeholders and the society. Students can access the contents and learn them at their own pace.

### Special Features

- Spacious Audio-Visual Centre with required recording desk and furniture
- Preparation of study materials by the faculty members
- Prepared e-contents uploaded on the college website
- Add on Course in **Audio Video Production** offered
- Diploma Course on **Media Studies** offered
- A qualified Technician to maintain the Centre appointed.
- Web series and documentary films are taken
- The center helps the Institution to reach out to the Alumni/ Society and stay connected with them

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1

**Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years**

**Response:** 0.29

**4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities of DDE and total expenditure excluding salary, year - wise, over the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
1.54	0	0	1.97	2.08

File Description	Document
Institutional data in the prescribed format (data template merged with 4.1.2 and 4.2.2)	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA and counter signed by the competent authority (relevant expenditure claimed for maintenance of physical facilities and academic support facilities should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 4.4.2

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

**Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities within a maximum of 500 words**

#### **Response:**

The Institution has an established system to ensure effective maintenance and utilization of physical and academic support facilities. The Institutional Infrastructure are effectively used for academic purposes. In addition to that, the infrastructure like classrooms, seminar halls, auditorium are given for conducting exams and other programmes by the central and State Governments. The costly and sophisticated equipment in the college are maintained efficiently for uninterrupted and optimum use.

All the sections in the College function as per the Standard Operation Procedures prepared by the respective sections. It is the responsibility of the Heads to maintain the facilities as per the protocols listed in the SOPs.

#### **Maintenance of Physical Facilities**

The services of Electricians, Plumbers and Computer Analysts are available round the clock in the campus. Electrician is responsible for uninterrupted power supply and maintenance of equipment like Generator Sets, Lighting and Power Distribution System, Solar Panels. The Supporting Staff Members maintain Water Pumping Plants, Sewage and Drainage.

### **Classrooms, Furniture and Laboratories**

Classrooms with furniture, teaching aids and laboratories are maintained by the respective Department staff. Minor repairs reported by HOD's are attended on priority basis. Hired Carpenters repair Wooden and Steel furniture. Hired Visually Challenged Labourers repair the chairs.

### **Library and Library Resources**

The Library Staff members dust the books, shelves and the floor and keep the Library clean and tidy.

### **Seminar Halls and the Auditorium**

The House Keeping Team cleans the Seminar Halls and the Auditorium.

### **ICT Facilities**

Support Staff maintain Computers and Servers. The Annual Maintenance includes software installation, antivirus and upgradation Projectors, Computers, Printers, Photocopiers are serviced and reused. Campus Wi-Fi is maintained by MIS Cell. All computers are maintained by a System Administrator through MIS Cell. 2 System Administrators and 6 Programmers take care of all the software, hardware and network related complaints.

### **Laboratory Equipment**

Reports of defects in laboratories are attended speedily. The College Office renews AMCS on Air Conditioners, Fire Extinguishers, Lifts, Smart Boards, Projectors, Computers Servers, Solar Panels, Generators and other lab equipment.

### **Sports and Games Facility**

Ground, Courts, Sports Equipment and Fitness Equipment are supervised and maintained by the Physical Director. Ground Staff, Students and the Physical Director/ Assistant Director maintain sports ground.

### **Campus Cleanliness**

The College Campus is kept clean and tidy by the Estate Officer. The Adequate dustbins are provided throughout the campus.

### **Other Amenities**

The Rain Water Harvesting Systems are maintained by the Support Staff. 3 RO Plants, fire extinguishers installed in various blocks are being serviced by the electrician. Buildings, Lifts, Bus, Air Conditioners, Generators, Wi-Fi, Furniture, LCD Projectors, electrical and electronic items, Laboratory Equipment and library books are insured with United India Insurance Company, Madurai for Rs.130,70,46,642 with annual payment of Rs.12,45,273.

**Green Environmental Aspects:** The Garden is maintained by the Gardeners and the NSS volunteers.



**Annual Stock Checking**

Other Departmental Committee members annually check stocks and submit consolidated reports to the administration through the Principal. Assets requiring repair are reported to the administration for necessary action.

**Replacement of Equipment/ Electronics/ Computers**

The maintenance comprises actions carried out to replace worn out assets. Out-dated Computers are put on Buy Back as per the norms and new items are procured.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

**Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years**

**Response:** 61.13

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2450	2194	2187	2144	2109

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format (data template)

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 5.1.2

**Efforts taken by the institution to provide career counselling including e-counselling and guidance for competitive examinations during the last five years**

**Response:**

The Institution has taken concerted efforts to provide career counselling and guidance for competitive examinations through Placement Cell and Centre for Competitive Examinations. Attempts are made to assist all the III UG and II PG students to decide their options for career/ higher studies. Initially,

students are categorized into four groups based on their interest: 1. Competitive Examinations, 2. Higher Education, 3. Employment and 4. Entrepreneurship. The Placement Officer and the Convener for Career Counselling and Guidance for Competitive Examinations have taken necessary initiatives through collaborations with Companies and Keystone IAS Academy for competitive examinations.

## CAREER COUNSELLING

- **Interview Facing Skills** by Krishnan, General Manager, RIPE, Consulting Services Pvt. Ltd.,
- **Information Revolution and its Impacts on Youth Empowerment** by Government of Tamil Nadu Competitive Examination Coaching Centre, Chennai.
- **Career Opportunities in Central Government Sectors** by Perumal, Retired IAS Officer
- **Civil Services as a Career** by Arun, Academic Coordinator, Padmarajam Institute of Civil Services
- **Career Opportunities in Insurance Sector** by Gansul Maharebha, Senior Manager, Star Health Insurance
- **Career Opportunities and Scope for Banking** by Sabari Vinayagam, Centre Director, TIME
- Guidelines for Industrial Entry by Argajan, Project Trainee, TCS, Chennai and Prasanna Chakravarthi, Lead Consultant, Infosys, Chennai (Alumni)
- Project Pathway to Career
- Employability Skills for the Future
- Career Opportunities in the 21st Century
- Coaching Classes for NET and SET (Mathematics)
- Career Development Programme by Muthu Saradha Student Career Developer T.I.M.E Institute
- Career Guidance Program for CA/CMA/ACCA/CIMA/CS by Balan, Managing Director, Padmarajam Institute of Civil Services
- Career Opportunities for Postgraduates by Ramanathan Assistant Director Professional Employment and Career Guidance Centre, Madurai

## E- COUNSELLING

- EDII Awareness Session on **All you Need to Know About**
- **TNSI 2020** by Siva Bharathi, Field Coordinator, EDII Hub, Anna University, Chennai
- A Webinar on **Digital Marketing** (CS,IT and BCA) on 9 April, 2021
- Online Seminar on **Aspiring Entrepreneurs Programme** on 30 September, 2021 (CS)
- **Virtual Career Guidance Programme** on 10 March, 2022 (Commerce CA)
- Online Mock Test for TNPSC Group IV aspirants

## GUIDANCE FOR COMPETITIVE EXAMINATION

- TNPSC
- Civil Service Examinations
- Tamil Nadu Uniform Service
- NET/SET
- IRDA Coaching
- IBPS Banking
- Typewriting English/ Tamil Junior and Senior Grade Certification

The Department of Commerce sponsored 15 typewriting machines to the Institution and it has been

conducting Typewriting classes as part of vocational educational programme. 38 students (Junior: 35 and Senior: 3) have passed the examinations. Training has been given for aspirants for TNPSC, Central Government Sector, Police/Armed Forces, Banking and so on. Soft Skill Programmes by Invited Specialists have been regularly conducted .

Two PG Mathematics students have qualified themselves in NET 2019. A PG English student is a recipient of Junior Research Fellowship. In On/Off campus interviews, students have been appointed by recruitment partners - Eureka Forbes, Cambridge English Academy, Aspire Systems, Chennai, HCL, Madurai, ATOS SYNTEC, Tirunelveli, TCS, J.K. Fenner, Religare Broking Limited, Infosys, Ageas Federal Life Insurance associated with IDBI and O. Spiders Test Software Solutions Pvt. Ltd. Students have been appointed in various positions on pay band ranging from Rs.2.5 to 4 lakhs per annum.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

### 5.1.3

**Following capacity development and skills enhancement activities are organised for improving students' capability**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)
4. Awareness of trends in technology

**Response:** C. Any 2 of the above

File Description	Document
Report with photographs on programmes conducted for awareness of trends in technology	<a href="#">View Document</a>
Report with photographs on programmes/activities conducted to enhance soft skills, Language & communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**5.1.4**

**The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee monitoring the activities and number of grievances	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1**

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 31.22

**5.2.1.1 Number of outgoing students placed and progressed to higher education during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
421	390	299	502	182

File Description	Document
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.2.2

**Percentage of students qualifying in state/ national/ international level examinations out of the graduated students during the last five years**

(eg: NET/SLET/ Civil Services/State government examinations etc.)

**Response:** 1.36

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/Civil Services/State government examinations etc.) year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
50	22	1	5	0

File Description	Document
List of students qualified year wise with details of examination and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1

**Number of awards/medals for outstanding performance in sports/cultural activities at University / state /national / international Level events during the last five years**

**Response:** 120

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at University / state / national / international level events (award for a team event should be counted**

as one) year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
28	20	20	17	35

File Description	Document
list and links to e-copies of award letters and certificates	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.3.2

**Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution.**

**Describe the Student Council activity and students' role in academic & administrative bodies within a maximum of 500 words**

#### **Response:**

The College envisions to make its students become leaders in their chosen fields. Hence, it provides them scope and training for academic and administrative exposure through a variety of programmes.

#### **Class Representatives:**

Class representatives are nominated with general consensus for all classes.

#### **Roles:**

- Act as a bridge between the students and the Departments concerned
- Bring to the knowledge of the Class in-charges and the Heads issues, if any
- Assist in monitoring the students' attendance
- Represent the classes in meetings organised inside the College campus.

#### **Representations on Academic Bodies:**

Every Department through its Clubs /Associations nominates students as Secretary, Joint Secretary and Treasurer. They are promoted as leaders so as to share the utmost level of responsibility in the conduct of Seminars/Conferences in event management. They organise meetings and events both on

and off the campus. The Student Committees are revised every year so as to involve maximum number of students. Students are represented on academic bodies like the Internal Quality Assurance Cell and the Boards of Studies. In addition, they become an integral part of the administrative bodies such as Anti-Ragging, Internal Complaints, Sexual Harassment, Hostel Committees and Grievance Cell.

### **Representations on Extension Activities:**

Student Convenors/ Representatives/ Volunteers conduct Trade Fairs, Exhibitions, Blood Donation, Vaccination and Eye Camps. Furthermore through NSS, NCC, RRC, YRC, they serve the Institution and the society by successfully organising extension activities. Student Volunteers and team leaders in 7 NSS units execute on campus and off campus activities and assist the Officers. NSS Volunteers undertake Community Need/Survey for selection of location of service. They take up roles in Clean and Green Environment, Adult Literacy, Human Rights Awareness and Healthcare & Disease Prevention. NCC activities are conducted by cadets with ranks: Senior Under Officer, Cadet Under Officer, Company Quarter Master Sergeant, Company Sergeant Major, Sergeants (3Nos), Corporals (3Nos) and Lance Corporals (3Nos). The rank holding NCC cadets assist the NCC Officer in conducting regular parades, weapon training and social service programmes. Student Rotarians are sworn in as President, Vice-President, Secretary, Joint Secretary, Treasurer and Board Members in Installation Ceremonies and they conduct programmes for social development. The Girls' Hostel has student Convenors and Members on Mess, Sanitation, Recreation, Discipline and Hostel Day Celebration Committees. They assist the Warden in the hostel administration. Sports Committee is composed of the Principal, Director of Physical Education and Sportsmen and Women. Students serve as Captains in various tournaments. They assist the Director of Physical Education in sports activities during the practice sessions, Intramural/Extramural games and in the conduct of Sports Day.

### **Major Activities Done:**

Student Office Bearers facilitate the conduct of programmes through clubs/ Association/ Circles such as

- Readers' Club (Tamil)
- Aynthinai Literary Club
- Traditional Food Festival
- Tholkappiar Club
- Vikadakavi Humor Club
- Maa Madurai Art Festival (Tamil)
- Eliot Circle (English)
- Raman Association (Physics)
- Chem Spectra (Chemistry)
- Ramanujam Association (Mathematics)
- Busi-Man Association (BBA)
- TATA Management Association (BBA)
- Ikonomy InterCollegiate Meet (Economics)
- COMM-CAAPS Association (Commerce with CA)
- Trade Fair- Mannar BIZ 2k22 (Commerce with CA)
- ICON Association (Commerce)
- Wizardz (Computer Science)
- Rotaract Clubs (3)



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

### 5.3.3

**The institution conducts / organizes following activities:**

1. Sports competitions/events
2. Cultural competitions/events
3. Technical fest/Academic fest
4. Any other events through Active clubs and forums

**Response:** C. Any two of the above

File Description	Document
Report on Sports, Cultural competitions/events, Technical/academic fests, Any other events through active clubs and forums along with photographs appropriately dated and captioned (whichever is applicable)	<a href="#">View Document</a>
List of students participated in different events year wise signed by the head of the Institution	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Copy of circular/brochure indicating such kind of activities.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1

**Total Amount of alumni contribution during the last five years (INR in lakhs) to the institution through registered Alumni association:**

**Response:** 27.6

**5.4.1.1 Total Amount of alumni contribution during the last five years (INR in lakhs) to the institution year wise through registered Alumni association:**

2022-23	2021-22	2020-21	2019-20	2018-19
2.97650	3.03600	3.31526	18.0754564	.19500

File Description	Document
List of alumnus/alumni with the amount contributed year-wise	<a href="#">View Document</a>
Annual audited statements of accounts of the HEI highlighting the Alumni contribution duly certified by the Chartered Accountant/Finance Officer	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 5.4.2

#### **Alumni contributes and engages significantly to the development of institution through academic and other support system**

**Describe the alumni contributions and engagements within a maximum of 500 words**

#### **Response:**

The Alumni of the College are the goodwill ambassadors stationed in different places. They spread positive messages and bring name and fame to the Institution. The Alumni Association of the College is a registered body in the name 'Mannar Alumni Association' (Sl.No.156/2018) under the Tamil Nadu Societies Registration Act 1975. Alumni are encouraged to register their names online/offline. It functions with an objective of creating a wide network and contributes to the alma mater academically, intellectually and financially.

#### **Intellectual Contributions:**

The Alumni are represented on the Boards of Studies. They actively participate in BOS meetings and give valid suggestions for incorporation in syllabi revisions, updations and quality improvements. The contributions of the Alumni have improved the relevance of the syllabi to social needs. Feedback on the syllabi is also obtained from the Alumni every year.

Alumni Membership Fee is spent on donating books to the Library and the department. The Alumni deliver lectures, share their experience and inspire current students. To name a few, The Alumni of the Physics Department, N. Rajesh Kumar, Senior Architect-Data Engineering, Altimetrik India Pvt. Ltd., Chennai and Mr. V. Vivekananthan, Assistant Manager, DBS Bank India Ltd shared their expertise to the first-year Physics students on **Challenges and Prospects of Physics in Future**. A. Argajan, Project Trainee and Prasanna Chakravarthi, Consultant, Infosys, Chennai delivered the keynote address on the

topic **Guidelines for Industrial Entry**. Thus, the Alumni devote their valuable time to offer career support to current students.

**Financial Contributions:**

The Alumni support the College by contributing financially to develop the infrastructure, Library resources and to pay tuition fee for the poor students. They involve themselves in fund raising efforts for the College.

- S. Muralidharan instituted an endowment with the initial amount Rs.1,00,000/-. The bank interest is used to give prizes to top scorer in B.A English every year.
- N.Rajeshkumar, S.Prakash, Marimuthu, Deepak and Revathi of sponsored for the education of eight meritorious students belonging to different disciplines by donating Rs.1,02,500

The Alumni Association donated in a commendable way to the COVID Relief Mission. It collected Rs.6,67,245.64 in a short span of time and contributed to the COVID-19 victims.

**Details of the amount received and contribution of rice and grocery bags:**

- 525 beneficiaries in the adopted village, Uchapatti for Rs.3,72,750/-
- 135 employees in Thirupparankundram Temple for Rs.95,850/-
- 75 Sub Staff and Laborers for Rs.53,250/-
- 63 poor people from the local community for Rs.44,730/-
- COVID-19 Screening Test was conducted for 100 stranded migrants from Dubai at a cost of Rs.16000/-
- Refreshment to NCC cadets deployed to assist city police during the Lockdown period for Rs.31,404/-
- Refreshment to migrants for Rs.3000/-
- Donation to All Children Trust Rs.5000/-

The request of the office bearers of the Association for accommodation for 100 standard Indian Citizens of UAE during COVID-19 period, was considered by the Management at a cost of Rs.2,82,000/-. Further, The Management collected funds from philanthropists, teachers and the Alumni and donated Rs.10,00,000/- to the **Chief Minister’s Public Relief Fund** towards Covid 19.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

**The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.**

#### **Response:**

The College is founded and managed by the Tamil Nadu Naidu Mahajana Sangam. The Governing Council is the supreme body as per the bye-laws with the President, Vice-President, Secretary, Treasurer, Assistant Secretary and nineteen Members. Key policy decisions are implemented through the College Secretary.

The Management appoints Teaching and Non-Teaching Staff members for the aided streams as per the rules of the Government of Tamil Nadu. Staff members for the Self-Financing stream are appointed by the Management as per UGC / State Government rules.

The Principal is vested with academic and administrative responsibilities. With the consent of the Management, IQAC - Coordinator, Controller of Examinations, Deans, Hostel Warden and Conveners of various Clubs and Cells are appointed by the Principal following the UGC guidelines. The College has a structured organogram illustrating the hierarchy of leadership.

The Office Administration is headed by the Office Superintendent and decisions are taken in consultation with the Principal. The Director, Administrative Officer and Estate Supervisor assist the Principal in administration.

Important decisions are taken at the Council Meeting and communicated to the staff members and the students through Circulars by the Principal. Decisions related to academic and financial matters are taken at the Finance Committee and approved by the Governing Body.

#### **Compliance with the Vision and Mission:**

The Policy Documents of the Institution have been drawn adhering to the Vision and Mission of the College and communicated to all the stakeholders through prospectus, handbooks and institutional website.

#### **NEP Implementation:**

- Multidisciplinary College
- Experimenting Interdisciplinary Courses.
- 400 Skill Development and 111 Value Added / Certificate Courses offered.
- Choice- Based Credit System
- Outcome Based Education with POs and PSOs and COs

- Updated COE Office to implement Academic Bank of Credits.
- Functional Career Development, IPR and Placement Cells
- Indian Knowledge System integrated into Curricular and Co-curricular activities.
- Digital Learning
- Industry- Institute Collaboration

### **Decentralization and Participatory Management**

#### **The Governing Body:**

It is the apex body reviewing institutional policies, decisions, budget allocations and implementation of development schemes.

#### **The Academic Council:**

It is constituted as per UGC norms and responsible for the academic growth and development.

#### **Boards of Studies:**

The Faculty Members under the Heads of the Departments design and update syllabi relevant to social needs.

#### **Finance Committee:**

It accepts proposals from various Departments, scrutinizes and forwards to the Governing Body for approval.

#### **Other Prominent Committees:**

Planning Board, Planning and Evaluation Board, Awards, Grievance and Redressal, Examination and Disciplinary Committees

#### **Perspective Plans:**

The Institution has evolved Short Term and Long Term Perspective Plans from 2018 to 2023 and 2023 to 2028 respectively. The College has had successful academic journey and is ready to celebrate its Golden Jubilee in 2024.

#### **Collective Governance:**

Teachers perform roles as IQAC Coordinator, COE, Deans and Heads of Departments and Conveners of various Committees and assist the Principal in smooth functioning of the College. Opinions and feedback from the stakeholders facilitate the improvement in the performance of the Institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

**The institutional perspective plan is effectively deployed and functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc**

#### Response:

The Governing Body prepares the strategic plan for the College annually. The thrust areas for implementation of the plan include Infrastructure Development, Student Admission, Staff Recruitment, Research Promotion, Scholarships for Students, Sports Men and Women, Seed Money, Endowment Creation, Awards and Increments to the Staff Members, Financial Assistance for Publications, Environment Conservation and Introduction of Management Information System (MIS).

The Institution has framed 20 policies for effective governance such as Professional Ethics for Staff Members, Codes of Conduct for Students, Policies for Student Admission, Teaching, Student Grievance Redressal, E-Governance, Research, Library, Resource Mobilisation, Green Campus, Policy for Celebration of Events/Days, *Divyangjan-Friendly* and maintaining academic and support facilities.

#### Administrative Setup:

The Governing Body reviews the policies and strategies for adoption and implementation. The budget allocation is made for every financial year.

#### The Academic Council:

This body constituted with the Principal, Senior Faculty Members, External Experts and the University Nominee strives for academic enrichment and advancement of the Institution.

#### Boards of Studies:

The BOS with the Heads of the Departments concerned, Department Faculty Members, Subject Experts, Student Nominees and Alumni prepare curricula relevant to social needs and update / revise them.

#### The Administration of the College:

The Administrative responsibilities are shouldered in hierarchical order by the Principal, Heads of Departments, IQAC Coordinator, Controller of Examinations, Deans, Conveners of Committees / Cells and Clubs, Hostel Warden and Office Superintendent. The Self Financing Stream Director assisted by the

Heads of Departments, Faculty Members, AO and Estate Supervisor also assists the Principal. The Office Superintendent assisted by the Office Staff and Sub Staff support the Principal in the day to day administration.

### **Staff Recruitments and Service Rules:**

#### **Procedures:**

- Transparent procedures adopted
- The vacancies advertised in leading dailies
- The applications processed
- Interviews conducted by the panel of experts.
- Subject Experts, and University Nominees duly appointed by the Parent University.

Appointments to regular vacancies are governed under the Grant-in-Aid Code of the Government of Tamil Nadu / Madurai Kamaraj University, Madurai and the University Grants Commission. Post Approval, Appointment Procedures and Final Appointments are made as per the standing rules. The services of the staff members are protected as per the conditions laid down in the Tamil Nadu Private Regulation Act (No.19 section 2), 1976.

Recruitment of staff members for Self-Financed streams is made by the Management adhering to the qualification rules in force.

### **Student Admissions:**

Students are admitted to Programmes based on their educational qualifications and Tamil Nadu Government Reservation Quota. Sports-girls are given free board and lodging in the hostel. Scholarships are arranged for students through Government and Non-Government Agencies. The Management has arranged student scholarships for Rs.90 Lakhs Students have received Financial Assistance through Endowments. The Institution has spent Rs.23 Crores on Infrastructure Development in the Assessment Period. The Management spends Rs.20 Lakhs through Autonomy Fund annually.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

## **6.2.2**

**Institution implements e-governance in its operations. e-governance is implemented covering the following areas of operations:**

### **1.Administration including complaint management**

- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examinations**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

#### **I. Performance Appraisal System (PAS)**

The Institution has a well-structured Performance Appraisal System for the faculty members. It helps the teachers to evaluate their own performances in academic, research and outreach activities for their self-improvement. The performance of the teachers is evaluated every year using a variety of metrics: Memberships on Academic Bodies, Awards and Recognitions, Research Grants, Research Guidance, Publications and Professional Development Programmes. Based on the performance of the teachers under various categories Institutional Awards are given on Teachers Day.

#### **II. Implementation of Welfare Measures**

The Institution provides all welfare measures for the aided and the self -financed teaching and non-teaching staff members with provisions from the Government and the Management.

- Casual Leave/Earned Leave/Medical Leave
- On Duty/Permission/TA



- Employees' State Insurance
- Employment Provident Fund
- Group Insurance for employees and their families
- Salary advance and Festival allowance
- Full salary encashment for surrender of 8 days of Casual Leave (SF)
- Earned Leave surrender encashment (Aided)
- Preference to SF staff in appointments against regular vacancies
- Salary advance for aided stream staff members till they get regular salary
- Special leave for exigencies
- Maternity Leave
- Free Hostel accommodation for Deputy Wardens
- Free Medical checkup and First Aid
- Free Medical camps in collaboration with reputed hospitals
- Haemoglobin, Glucose, Urea, Cholesterol, ECG and Blood Tests in the Health Centre at subsidised rates
- Nutritious drinks and fruits through Health Centre to pregnant lady staff members
- 2 sets of free uniforms for the sub staff
- Food and Refreshments at nominal rates through the Canteens/Hostel
- Loans with EMI facility
- Management sponsored Retreat Programmes for the non- teaching staff
- Permission for staff members to undergo Orientation/ Refresher/FDPs and Short Term Courses
  
- Salaries reviewed and refixed periodically for SF Staff Members
- Maternity Leave with salary for 270 days through ESI

### **Other Benefits**

- Counselor's Guidance
- Book Exhibition by the publishers
- Handloom and Khadi Saree/Cloth Expo
- Retiring Staff Members honoured by the Management
- Veteran Staff Members given special gifts
- RO Water
- GYM accessibility

### **Special COVID-19 Welfare Initiatives**

- COVID PCR Test
- Vaccination Doses (I & II) and Booster
- Supply of masks, soaps, sanitisers, food and grocery items
- 100% salary payment to unaided staff members during the Pandemic Lockdown period

### **III. Avenues for Career Development/Progression**

- Preference in Ph.D. registration for SF faculty in Research Centres
- Seed Money for faculty members to pursue Research Projects

- Awards and Recognitions for the staff members with Appreciation Certificates, Shields and Cash prize of Rs.5000/- each on Teachers Day.
- Financial Assistance to faculty members for attending Interface Meetings for Projects/Conferences/Workshops/Faculty Development Programmes /MOOC Courses/Publishing Papers in UGC CARE Listed Journals/SCOPUS/Web of Science/Other reputed Journals and for taking Memberships on Professional Bodies.
- Special increments for Ph. D./NET/SET qualifications
- Extra salary for additional administrative responsibilities
- Institutional Mail ID
- On Duty leave/Permission for staff members to attend various academic programmes
- Financial assistance for publishing books
- Grammarly Software for Plagiarism Check
- Need-based Professional Development Programmes.
- Faculty Lab
- 24X7 Wi-Fi
- Netcafe

The Welfare Measures and avenues for Career Development have resulted in improved efficiency and work culture on the campus.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

### 6.3.2

**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 65.76

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

2022-23	2021-22	2020-21	2019-20	2018-19
108	182	9	226	53

<b>File Description</b>	<b>Document</b>
Policy document on providing financial support to teachers	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>
Audited statement of account highlighting the financial support to teachers to attend conferences/workshops and towards membership fee for professional bodies	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**6.3.3**

**Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDPs)/ Management Development Programmes (MDPs) during the last five years**

**Response:** 56.54

**6.3.3.1 Total number of teachers who have undergone online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP) during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
69	167	74	171	16

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

#### **Institutional strategies for mobilisation of funds other than salary and fees and the optimal utilisation of resources**

#### **Describe the resource mobilisation policy and procedures of the Institution within a maximum of 500 words**

#### **Response:**

The College has a well-defined policy on mobilization of funds. Funds are mobilized from the Philanthropists of the community and members of the management. Bye law of the Tamil Nadu Naidu Mahajana Sangam authorizes the Management to mobilize resources through Endowments/ Membership Fee from Naidu Community People above 18 years of age/ Non Naidu Community People subject to rules and conditions. The names of the donors are inscribed fittingly on the walls in respective blocks. In addition, the Institution also taps funds from Government / Non-government Agencies, Members of Parliament, NGO and the Alumni:

- University Grants Commission
  - 1.MRP Rs. 1,85,000/-
  - 2.Community College Rs. 1,71,00,000/-
  - 3.Autonomy Grant (2018-2021) Rs 54,77,265/-
  - 4.Faculty Improvement Programme (Extension) for completing Ph.D. Rs. 8,20,000/-
- ICSSR IMPRESS Rs. 7,00,000
- DST for WEDP and FDP Trainings Rs. 2,00,000/-
- TNSCST for Training Government School Mathematics Teachers Rs. 1,00,000/-
- TNSCST Student Projects for Rs. 15,000/-

- TNSCST for conducting National Science Day and National Maths Day Rs. 4,00,000/-
- ICHR for conducting conference Rs. 2,00,000/-
- Directorate of Collegiate Education for Ph.D. Scholarship Rs. 60,000/-
- Indian Immunology Society for conducting seminar Rs. 10,000/-
- M.P. Fund from Virudhunagar Constituency for laying Paver Blocks for Rs. 28,00,000/-
- Entrepreneurship Development Institute of India for Entrepreneurship Awareness Camps Rs.60.000/-
- SC/ST Ph.D. Scholarship Rs.1,00,000/-
- UBA for Research for Rs. 50,000/-
- Field Research Grant for studying Inscriptions for Rs. 50,000/-
- Fund for Book Publication (Directorate of Collegiate Education) Rs. 60,000/-

#### **Non-Government Agencies:**

- CSR fund for scholarships for students with single parents/children of Drivers for Rs. 8,50,000/-
- The Alumni Association for Rs. 19,01,164.64/-
- Philanthropists for developing infrastructure for Rs. 1,35,21,146/-
- Funds from NGOs (Kalvikaram, Padikkatugal, Chinmaya Seva Ttrust, Shree Ma Trust, Friends Educational and Charitable Trust, M.George Muthoot Foundation, Nizhalagam, Sakthi Vidiyal , LBR Foundation, Bharata Mata Sangam , LMES Foundation, Vaithilingam Parashakthi Educational Trust, Pasanga Foundations, Wish to help Charitable Trust, Anansham Youth Foundation, Madurai Islamic Social Welfare Organisation) for Rs.6,57,600 /-
- Funds received from agencies for conducting Programmes in the campus during holidays for Rs. 17,81,876/-
- Endowments for Conducting Programmes on Commemorative Days-
- Veerapandiayan Kattabomman Commemorative Day- Tamilnadu Veerapandiya Kattabomman Panpattu Kalagam Arakkattalai,(Rs. 2,57,000).
- Mannar Thirumalai Naicker Commemorative Day-Thiru Vijayaraghavan, V.R. Ramalakshmi Trust,(Rs.1,50,000).
- Rani Mangammal Commemorative Day - Rani Mangammal Birthday Arakkattalai,(Rs.30,000).
- Bharthiyar Commemorative Day-P.L.G Lakshmana Naidu-Yanammal Arakkatalai. (Rs. 75,000).
- Mahatma Gandhi Commemorative Day- Khadi Village Industries Board Contribution of Pensioners Trust, (Rs. 1, 27,600).
- Swami Vivekanadha Commemorative Day (World Youth Day)-Selvi Uma Durai Raj Ninaivu Parisu Arakattalai. (Rs. 1,00,000)

#### **Other Endowments: 70 (Rs. 18,07,494)**

- For General Activities-11
- For Student Awards- 34(Aided), 25( SF)
- Millet India-Vainava Mani Foundation for Rs. 5,000/-
- Hotel Balaji Rs. 20,000/-
- SVS Foods Rs. 10,000/-

#### **Utilization of Funds**

Funds are utilized under the respective heads.

- Infrastructure Addition
- Building Construction
- Purchase of Books & Journals
- Seed Money Projects
- Covid Relief Mission
- Faculty Induction Programmes
- Seminars/Conferences/ Workshops
- Guest Faculty Honoraria
- Scholarships and Freeships
- Sports Personnel
- Training School Teachers
- Conducting Exhibitions and other events
- Free Noon Meal Scheme for 175 students daily

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

#### 6.4.2

**Funds / Grants received from government bodies, non-government bodies, and philanthropists during the last five years (not covered in Criterion III and V)**

**Response:** 417.09

**6.4.2.1 Total Grants received from government/non-government bodies, philanthropists year wise during last five years (not covered in Criterion III and V) (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
18.66	72.76	9.42	182.40	133.85

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format (data template)	<a href="#">View Document</a>
Copy of the sanction letters received from government/ non government bodies and philanthropists	<a href="#">View Document</a>
Annual audited statements of accounts highlighting the grants received	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 6.4.3

#### **Institution regularly conducts internal and external financial audits regularly**

**Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words**

#### **Response:**

The College conducts two levels of regular audit every year, viz, audit by the Joint Director of Collegiate Education, Madurai Region and the Chartered Accountant designated by the College Management.

#### **External Audit**

External Audit is carried out by the Joint Director of Collegiate Education, Madurai Region, Madurai and Accountant Audit General, Chennai as per the standards of the Government. All the accounts, policies, regulations, financial matters relevant to various schemes, receipts and payments are inspected and validated by the team. Objections stated by the auditors are rectified with proper proofs.

#### **Internal Audit**

The Annual Internal Audit is executed by the College Auditor every financial year. The key responsibility of the Auditor is to express observation on the financial statements based on accuracy of the Financial Statements such as Income and Expenditure Accounts, Balance and Compliance with the accounting standards. The Internal Audit has been conducted for the accounts of Aided, Self-finance, Management, Autonomous, CoE Office, Hostel and Community College separately and audit reports presented.

There are six Audit Objections raised in the Assessment Period and Action Taken Reports are given:

#### **Justifications**

1.It was clarified that the balance amount of Rs. 15,812 maintained on 22.06.2022 in the

Scholarship Account pertains to the Management Minimum Balance for opening the Bank Account. Students receive scholarships directly to their respective bank accounts through ECS. There is no outstanding Student Scholarship Amount pending for disbursement.

2. In the Examination Fee Account (2019-2020), the accrued bank interest is Rs. 3,708 only. Excluding bank charge of Rs. 71. (Rs. 3,708 - Rs. 71= Rs.3,637), a sum of Rs. 3,637 is remitted into the Government Account and counterfoil attached.
3. It was undertaken to maintain Dropped out Student Record in future and accepted.
4. It was clarified that the amount does not relate to pending Educational Scholarships. Scholarships are credited directly to the respective Student Accounts through ECS. The balance amount of Rs. 6,131 is the Management Fund maintained as Minimum Bank Balance.
5. Deducting 20% Deposit amount (Rs. 17,465) and Minimum balance (Rs. 10,000), a sum of Rs. 59,863 (Rs.87,328 – Rs. 18,465) was remitted into SBI Government of Tamil Nadu Account (Challan No. 20221019000593, dated 19.10.2022) and the matter was reported.
6. It was undertaken to report the expenditure related to the forthcoming Graduation day. The request was accepted.

### Overall Action Taken Reports (2018-2022)

The Joint Director of Collegiate Education, Madurai has not noted any financial irregularities / malpractices in the audit. As such, there is no External Financial Audit Objection.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals**

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –**

- **Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)**
- **Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)**

**Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 500 words**



**Response:**

The IQAC has played pivotal roles in incremental quality improvements in the Institution.

**Practice 1:****Management Information System**

- Established MIS in 2019-2020
- Implemented Enterprise Resource Planning in 2020
- Procured MasterSoft Software that maintains all student records from

**Online applications to Transfer Certificates**

- A Transparent Procedure to record Data in the ‘ Student Diary Cloud’
- Tracks the professions of the passed-out students
- Assists the conduct of online exams for Value Added Courses, Skill Based Courses, Environmental Studies and TNPSC, UPSC, Bank, Railway and Police Recruitment Examinations.
- Print ID cards for the staff members and students
- Buy Back Policy for reducing cost on purchase of new systems, CDs and batteries
- Separate Register for System related technical complaints
- Complaints attended in less than an hour
- Trained Technicians appointed
- Audio- Visual Centre for creating e- content modules
- YouTube Channel for wide circulation of Institutional Videos
- Separate lab for the staff members
- Hardware Lab for student internships
- Assists System and Hardware Maintenance
- Ensures uninterrupted Wi-Fi LAN internet connections
- All computer laboratories function under the surveillance of MIS

**Servers:**

- **Domain Server** for network security with control on user access and allocation of IP Addresses
- **Log Analytics Server** to identify suspicious activities & security threats and to safeguard data
- **File Server** for data backup
- Standby connection - JIO 100 Mbps
- Institutional Mail ID for staff and students using Google Education with 15 GB Cloud space

**Practice 2:****POST ACCREDITATION QUALITY SUSTENANCE INITIATIVES**

- Silent – Token System for free noon meals for 175 students on every working day
- 21,464 Books , 42 Projectors, A Computer lab, 2 Lifts , Beautician Lab , Bakery Unit newly added

- B.Sc. CS (AI) introduced
- 88 Certificate Course newly introduced
- Tamil and Physics Research Centres
- 45 MOU's, 182 Linkages, 77 Research Collaborations
- Instituted SWAYAM NPTEL Local Chapter
- Paver Block Roads , Solar Panels for 30KW, Bio Gas Plant, Community Kitchen Canteen for boys, New Classrooms with ICT facilities
- 174 Surveillance Cameras, A new Seminar Hall, New Offices for Community College and IQAC
- Advanced PG Physics Laboratory
- Hardware and Software Labs
- Renovation: College Offices
- Conducted FDPs on Quality Mandate of UGC, Team Building, Intellectual Property Rights, Skill Development Programme, Innovations and Patents, and Setting up Incubation Centre
- National Level FDPs, Quality Webinars and Workshops during Covid- 19
- Seed money for Research Projects
- Certificate Courses in collaboration with ICT Academy
- 1834 students passed in Spoken Tutorial Programmes by IIT Bombay
- Students and Faculty Members complete NPTEL and SWAYAM Courses
- Field Visits , Internships, Projects made mandatory in curricula
- Received Funds from UGC,DST and TNSCST
- Implemented Unnat Bhart Abhiyan Scheme
- Implemented OBE in 2021 with Programme Outcomes, Programme Specific Outcomes and Course Outcomes
- Programme attainment accomplished for PG Programmes on five-point scale
- Vocational Education with 15 typewriting machines introduced

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

### 6.5.2

**The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

**Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each.**

#### **Response:**

The Institution has reviewed its teaching learning process, structures and methodology of operations and learning outcomes through the IQAC at intervals.

#### **Practice 1**

## Outcome Based Education (OBE)

### I. Introduction

Choice Based Credit System is being followed since the conferment of the Autonomy in 2015. OBE was introduced in compliance with the requirements of the UGC, Parent University and TANSICHE.

- OBE Framework drafted and uploaded in the College Website
- Choices of Courses allowed in Core Electives and Non Major Electives for UG and PG Programmes
- OBE with specified PEOs, POs, PSOs and COs from 2021-2022

### II. Faculty Training

- IQAC and Office of Deans conducted 3 FDPs and 2 Workshops to introduce OBE concept
- The Faculty Members familiarized with identifying, designing and developing relevant POs , PSOs and COs for all the Programmes
- COs and POs mapped with every Programme for the Attainment of Learning Outcomes and for depicting the Learning Levels.

### III. Outcomes

- A Flipped Learning introduced
- Field Visits, Internships, Projects incorporated in the Curricula
- Programme Attainment for PG accomplished on the five point scale i.e above 70%- Excellent

### Practice II

#### Promotion of Research

- PG Programme in Physics introduced in 2018
- Physics and Tamil Departments upgraded as Research Centres
- 25 Teachers newly recognized as Research Supervisors making the total number 38
- 46 scholars have been awarded Ph.D.
- 64 scholars pursuing Ph.D.
- Introduced Institutional Sponsored Interdepartmental Faculty Research Projects and Student Projects
- Completed 85 Institutional Sponsored Projects of which 33 Student Projects and 5 Interdepartmental Faculty Research Projects
- Rs. 15,75,000 disbursed as Seed Money
- Paper Publications(788): 473 in the CARE Listed Journals and 51 in Scopus & 45 in Web of Science and 219 in Other Peer Reviewed Journals
- Bibliometrics: Citations-777
- Grants from ICSSR, UGC, DST- NIMAT, ICHR, UBA, TNSCST, R. and Department of Tamil Development (Govt. of Tamil Nadu)
- Rs 2,00,000 from ICHR, RS 5,00,000 from TNSCST, RS 2,20,000 from DST received by History, Mathematics and BBA Departments respectively.
- JRF of Rs. 21,33,180 sanctioned

- Rs. 35,000 for Millets in India Programme
- Rs.10,000 from Indian Immunology Society
- Rs. 50, 000 from Ramasamy Teacher Educational Trust for discovering Thirteenth Century Inscriptions
- 2 TNSCST Student Projects for Rs.15,000
- 2 Research Fellowships for Rs.1,60,000
- Drafted Research Policy and provided Institutional Mail ID
- Appointment of Faculty with prescribed qualifications.
- 41 Teachers have newly qualified themselves for Ph.D. making the Total 105
- Library with addition of 21,464 books.
- e-Resources consist of INFLIBNET, N-LIST, DELNET, NDL and e-books
- Access of NETCAFÉ with 12 systems at free of cost
- Wi-Fi Facility with 100 Mbps
- Grammarly Software for Plagiarism Check
- Financial Assistance for publishing papers
- Increments to staff for higher qualifications
- Publications increased from 63 to 788 papers
- 77 Collaborative Research
- 81 Proposals submitted for financial assistance
- Proposal to submit under DBT Star College Scheme
- Research related Workshops conducted on **Research Writing and Publications - Theory and Practice; Application of SPSS and AMOS for Data Analysis; E Content Development and Digital Tools Usage, Dynamics of Research Publications and Writing Research Proposals to Funding Agencies.**

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

### 6.5.3

**Institution has adopted the following for Quality assurance:**

- 1.Academic and Administrative Audit (AAA) and follow up action taken**
- 2.Conferences, Seminars, Workshops on quality conducted**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Orientation programme on quality issues for teachers and students**
- 5.Participation in NIRF and other recognized ranking like Shanghai Ranking, QS Ranking Times Ranking etc**
- 6.Any other quality audit recognized by state, national or international agencies**

**Response:** A. Any 5 or more of the above

<b>File Description</b>	<b>Document</b>
Quality audit reports/certificate as applicable and valid for the assessment period	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

**Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words**

#### **Response:**

The Institution has initiated Gender Audit and measures for the promotion of Gender Equity with special facilities for women.

#### **A. Gender Parity**

The students admitted to the Institution are mostly economically marginalized first generation learners from the Government Higher Secondary Schools in rural areas. They are educated on gender parity in **Induction Programmes** at the beginning of the academic years. Departments conduct special Sensitization Programmes such as, Awareness on Sexual Harassments, and Violence against Women and Honour Killing. **48** Gender Awareness Programmes have been conducted. **Memoranda of Understanding** have also been signed with Grace Trust and Transgender Resource Centre, Madurai for promoting Gender Equity. **6 Courses and 17 Units** such as **Gender Economics, Women Studies, Women's Writing in English, Women's Literature, Health and Hygiene, Family and Child Welfare** inculcate gender parity. The Course on **Value Education** teaches mutual respect and co-existence.

Students are advised to observe dress code. The Grievance Boxes are placed at vantage points and opened every fortnight. 174 Surveillance Cameras provide safety for the students. The Discipline Committee oversees the overall discipline on the campus. Parent – Teacher Meeting is arranged twice a year with focus on student welfare.

Anti-Ragging Committee, Internal Complaints Committee, Grievance Redressal Cell, Sexual Harassment Committee and Women Development Cell enforce gender parity. Boys and Girls are nominated as Class Representatives. They have equal opportunities to participate in Sports/Cultural/Clubs and Association activities. They take roles in NCC/NSS/UBA - sponsored rural development and social uplift programmes. NCC Cadets and NSS volunteers are encouraged to participate in Republic Day Parades, Youth Integration Camps and Adventure Camps conducted at State and National Levels. Students celebrate **Samacheer Pongal** cutting across gender, caste, community and religion. Students perform roles in Street Plays, Mimes and Flash Mobs for sensitizing society.

#### **B. Facilities for Women on the Campus**

**43.30%** of the students are girls. **59.44%** of staff members are women. Women staff hold responsible administrative positions such as Controller of Examinations, Deans, IQAC Coordinator, Heads of Departments, Coordinators of Committees, Librarian, Warden and Office Superintendent.

The increasing women strength has necessitated implementation of women centric facilities. The **Women's Hostel** has all amenities such as Women Recreation Centre, Crèche, Beauty and Wellness and Fashion Technology Laboratories, Netcafe, Yoga, Gym and Games. Napkin Vending Machines and Incinerators are put in place. Girl students who have studied in Tamil Medium up to Higher Secondary level in Government Institutions get Moovalur Ramamirtham Ammaiyar Higher Education Assurance Scheme of Rs. 1000/- each.

Prenatal and Postnatal care are extended to women students and staff members through the Health Centre. Along with a series of medical examinations and medication carrying mothers are given free supply of nutritive food, milk and fruits daily. Women leaving for delivery are honoured with special gifts. To encourage sports women, free board and lodging facilities are arranged. The measures implemented have positive impact. Women emerge as empowered and enlightened members to contribute significantly to society. Through Gender parity initiatives the Institution has empowered youths for teamwork and nation building.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

### 7.1.2

*The Institution has facilities for alternate sources of energy and energy conservation measures*

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment
6. Wind mill or any other clean green energy

**Response:** A. Any 4 or more of the above

File Description	Document
Permission document for connecting to the grid from the Government/ Electricity authority	<a href="#">View Document</a>
Geo-tagged photographs of the facilities.	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 7.1.3

**Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)**

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **e-Waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

**Response:**

The College is a green campus that manages degradable and non – degradable waste materials efficiently.

### **Solid Waste Management**

Dry leaves, litter and paper waste from Office, Departments, Office of the Controller of Examinations, Hostel and Canteens leave huge mass of Solid Waste Materials. The solid wastes are collected using four colour bins: Green for degradable, blue for non-degradable waste like plastics, yellow for broken glassware and bottles and red for biomedical wastes. The Estate Officer and the supporting staff collect and segregate solid wastes. Dry leaves and vegetable wastes from the canteens are used for the manufacture of organic vermicomposting. The food waste from the Hostel, Canteens and **Jayaram Bakery**, Madurai are used in the Biogas Plant for the supply of fuel for cooking in the Hostel. An MoU has been signed with Jayaram Bakery for free supply of their food waste to the Hostel. Pieces of paper from the Library, Office and Office of the CoE are supplied to certified recycling vendor, namely, **V.V. Traders**, Madurai for recycling. Pieces of paper are converted into paper bags and distributed to the College Canteens / Petty Shops in the adopted villages. Blank sides of single side printed papers are used for rough drafting / print outs to ensure optimal stationery use and cost cutting. Non - degradable wastes such as napkins are incinerated for safe disposal. Other such waste materials such as glass, clothes, thermocol and metal scraps are handed over to the Madurai Corporation.

### **Liquid Waste Management**

The Liquid Wastes from washrooms, sinks and Hostel are directed to gardens for watering plants and trees. This measure helps to preserve the green vegetation on the campus. Water resource is used economically. The waste water from four Reverse Osmosis plants is used for washrooms, watering the plants and water harvesting.

### **Biomedical Waste Management**

Biomedical Waste Management from the Health Centre, Chemistry and Microbiology Laboratories are incinerated. Microbial wastes are treated using autoclave and sterilization methods.

1. Chemistry laboratory has Fume Hood for gas exhaust.
2. The usage of Chemicals in laboratories through the practice of Micro Scale experiments.

### **e – Waste Management**



A Hardware Laboratory has been created with used gadgets and devices for internships and demos. Minor and Major repairs of gadgets are attended by technicians, Cartridges of laser printers are refilled and reused. Discardable inverters and batteries are exchanged for new ones. Unusable computers are exchanged with new ones through Buy Back Offer by Dealers.

### **Hazardous Chemicals Waste Management**

Concentrated acids are stored in separate racks in trays filled with sand beds so as to avoid spilling. The liquid wastes from the lab are collected in a tank, neutralised using water treatment and disposed separately.

### **Waste Recycling System**

Degradable Wastes are converted into vermicomposting. Pieces of papers are converted into paper bags for reuse. Blank sides of paper are used for rough drafting/ print outs. Liquid wastes are directed to water the plants. A Robot model has been prepared using e- wastes.

<b>File Description</b>	<b>Document</b>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Geo-tagged photographs of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### **7.1.4**

#### **Water conservation facilities available in the Institution:**

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

**Response:** C. Any 2 of the above

File Description	Document
Green audit reports on water conservation by recognised bodies	<a href="#">View Document</a>
Geo-tagged photographs of the facilities	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 7.1.5

#### Green campus initiatives include

**Describe the Green campus initiative of the institution including Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles , Pedestrian Friendly pathways , Ban on use of Plastic, landscaping with trees and plants etc in 500 words**

#### Response:

The Institution is an eco-friendly green campus spreading across 31.83 acres of land. The compound walls and the fences protect the buildings and the playground against dumping of waste materials by the public. The Campus is always kept clean and tidy by the Estate Supervisor and the Sub Staff.

#### Restricted Entry of Automobiles:

The College is kept free from smoke and carbon emissions from petrol and diesel vehicles. Unauthorized vehicles are not allowed to enter the campus. All two wheelers and cars are parked only in dedicated parking sheds on either sides of the main gate. No Vehicle is permitted beyond the Main Block as it is a restricted zone. Thus, the entire campus is protected from harmful carbon oxides and horn sounds.

#### Encouragement for the Use of Bicycles, Battery Powered Vehicles:

The Principal sends circulars encouraging the students and the staff members to use bicycles/battery powered vehicles. Students residing in the neighborhood use bicycles. Students from faraway places use Public Transports. Special buses are being operated by the TNSTC for the girl students. Space is allotted for parking battery powered vehicles.

#### Pedestrian Friendly Pathways:

Paver Blocks have been laid receiving a sum of Rs. 28 lakhs from M.P. Fund. The Paver Block Pathways with landscaping interconnect the entire campus and add elegance. This measure renders the pathways pedestrian friendly.

**Ban on the Use of Plastics:**

The use of plastic substances is banned on the premise in line with the Policy of the Government. Plastic cups and plates are not used in the hostel, canteen and meetings. Many sensitisation programmes have been conducted and the students use paper, jute and cloth bags.

**Landscaping with Trees and Plants:**

The entire campus is landscaped with 157 neem trees and a variety of plants. The shady trees provide shelter to the students seated on rectangular and semicircular cement benches to engage themselves in academic and friendly conversations. Trees and flowery plants on either side of the pathways provide luster, elegance and reduced radiation of heat with increased supply of oxygen because of photosynthesis processes. **Programme of Study:**

All the undergraduate students study **Environmental Science** as a mandatory subject and learn to protect nature from further ecological degradation.

**Green House:**

Inmates in the College Hostel grow fruits and vegetables such as papaya, tomatoes, cucumbers, ladies fingers, greens and herbal plants. The fresh and organic vegetables are used for cooking in the hostel.

**Bird Watching and Butterfly Walk:**

The Eco Club members watch and count rare birds migrating to the campus for hibernation and reproduction. The members water the birds and feed them. **Butterfly Walk** is another programme in which the students watch the multi-coloured butterflies in the campus.

**Adjoining Community Pond:**

Perennial water reserve in the Community Pond adjacent to the College keeps ground water level high on the campus. Hence, the College meets water requirements for the staff and the students without any shortage in all the seasons.

File Description	Document
Policy document on the green campus/plastic free campus	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**7.1.6**

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

**The institutional environment and energy initiatives are confirmed through the following**

- 1.Green audit / Environmental audit**
- 2.Energy audit**
- 3.Clean and green campus recognitions/awards**
- 4.Beyond the campus environmental promotion and sustainability activities**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Report on environmental promotion and sustainability activities conducted beyond the campus with geo-tagged photographs with caption and date.	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>
Certificates of the awards received from recognized agency (if any).	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**7.1.7**

***The Institution has Differently-abled (Divyangjan) friendly, barrier free environment***

***Write description covering the various components of barrier free environment in your institution in maximum of 500 words***

- Built environment with Ramps/lifts for easy access to classrooms**
- Divyangjan friendly washrooms**
- Signage including tactile path, lights, display boards and signposts**
- Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
- Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading**

**Response:**

The College has an inclusive policy for accommodating the *Divyangjans* (Differently-abled) with special provisions. The Institutional *Divyangjan Policy* has been uploaded in the College Website. The availability of the following components render friendly and barrier free environment for the *Divyangjans* among the staff members and the students.

**Ramps and Hand Rails:** There are five ramps with hand rails distributed in different blocks. The *Divyangjans* have easy access to the classrooms, the Library, the Auditorium and the Administrative Block. So, they attend lecture classes, visit the library, participate in Seminars/Conferences/ Workshops without any physical difficulties.

**Lifts and Wheelchair:** The College has a three storeyed building with two lifts, one in the Autonomous Block and the other one in the Library. The *Divyangjans* and the pregnant ladies (students and staff) use lift facility avoiding the stairs. Wheelchair is provided to the *Divyangjans*. The *Divyangjans* enjoy hassle – free movement within the campus.

**Washrooms:** The *Divyangjans* have two washrooms with all facilities in the Auditorium and Library Block.

**Display Boards:** Display Boards and signposts carrying place names and the directions help the *Divyangjans* to identify all places by themselves easily. The Sign Boards are erected in front of the Main building, ground floor, first floor, second floor, near the Auditorium, Canteen, back side of Secretary's Office, near restrooms, Autonomous Block, Kho-Kho Court, Kabaddi Court.

**Assistive Technology and other Facilities:** Special provisions are available for the *Divyangjans* to study alternative in formats. Educational resources such as the Braille books, Audio Recordings and CDs available in the College Library are different channels to ensure equal chances to the differently – abled. Two computers with head sets are also available. There is a separate cabin with *two* seats and assistive technologies with Non Visual Desktop Access (NVDA) Software in the Library. Braille books, Audio Cassettes, Audio CDs, Tape Recorders and Headsets are available in **Talking Book Library**.

**Human Assistance:**

Classmates, friends and the staff members are supportive to the *Divyangjans*. The needs of the *Divyangjans* are attended then and then with no room for any disgruntled feeling. The *Divyangjans* receive special attention in the classrooms, Library, Auditorium and the College Office.

**Readers:** Classmates and friends read printed texts for the Visually Challenged Students.

**Scribes:** The Controller of Examinations arranges scribes for the Visually Challenged Students appearing for the Internal Assessment Tests and the End Semester Examinations. Scribes are also assigned for computer –based examinations such as *Non-Major Elective Papers, Value Education* and *Environmental Science*.

**Reading Materials:** Soft copies of reading materials and lectures are supplied for the benefit of the Visually –Challenged. The *Divyangjan Policy* is part of the policy of inclusion of the Institution that aims at providing equal chances to all the students and the staff members irrespective of socio –

economic, gender and physical factors.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide the link for additional information	<a href="#">View Document</a>

### 7.1.8

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and such other diversities (within 500 words).**

#### Response:

The College provides an inclusive environment with due honour to the rich cultural, regional, linguistic, communal and socioeconomic diversities prevalent in Madurai city. The inclusive environment accommodates and assimilates diversities with the spirit of tolerance for the sake of harmony, peace and coexistence.

**Communal Harmony:** The Institution always stands by the affected and the bereaved during the times of natural calamities like cyclone, flood and pandemic. The College performs *1008 Thiruvilakku Pooja* (Worship of 1008 Holy Lamps) through the Women Development Cell in September every year with prayers for global prosperity, peace and harmony.

**Community Pongal:** All Departments celebrate *Pongal Festival* every year involving the students and the staff members of all religions. Religious leaders belonging to Hinduism, Christianity and Islam give precepts on religious tolerance in their preachings.

#### Cultural Diversities:

**Diwali Festival** is celebrated with **Differently-abled Association, Madurai**. Rice Bags and sweet packets have been donated to the differently-abled every year. **Raksha Bandhan (Rakhi Tying) Ceremony** promotes brotherhood and sisterhood among the students. **International Yoga Day** is celebrated to propagate the system of yoga for people to become fit physically and mentally. **Ainthinai Vizha (Five Way Land Festival)** is celebrated to mark the richness of cultural performances in vogue in different geographical regions of Tamil Nadu such as *Karakaatam, Paraiattam*, (dances) *Villu Pattu (Bow Song)* and *Silambam* (Martial Art for Self Defence), *Uriyadi* (Pot Breaking Competition). **Traditional Food Festival Exhibitions cum Sales** showcase cultural diversities in India.

**National Youth Day** is celebrated in association with *Nehru Yuva Kendra*. Departments conduct cultural programmes such as *Bots 2022, Ilavenil (Spring Season), Maa Madurai Thiruvizha (Great Madurai Celebration), Ikconomy and Totem* are intercollegiate programmes. *Tamil Saral* is a programme meant for school children.

**National Integration Camp** was conducted by the NSS Units in 2019 with participation from 17 states. The Birth Anniversaries of King Thirumalai Naicker known for benevolent rule are celebrated on the day of *Thai Pusam* every year. *Tamil New Year, Ugathi (Telugu New Year) and Mother Tongue Day* are celebrated to promote unity in linguistic diversities.

#### **Socio – Economic Diversities:**

The NSS Units of the Institution conducted Mushroom Cultivation Training for Farmers in association with Agricultural University, Madurai. A Veterinary Camp was also conducted to improve the economic condition of the farmers. For the economic uplift of the Self Help Group (SHG), training was given in marketable household products. The five adopted villages have been improved economically under the **Rural Development Programmes of the Unnat Bharat Abhiyan Scheme.**

#### **Navaratri Golu Bommai (Court of Dolls) Exhibitions cum Sales:**

The PG and Research Department of Commerce in association with the *Manufactures of Golu Bommai at Vilachery*, Tamil Nadu Urban Development and Local Bodies arranged Exhibitions cum Sales of dolls representing Gods; Goddess; Deities; Children at play and vegetables. The income generated has benefitted the artisans in Vilachery Village. Thus, the efforts of the Institution have resulted in creating an inclusive environment on the campus.

<b>File Description</b>	<b>Document</b>
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### **7.1.9**

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

**Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 500 words.**

#### **Response:**

The Institution has conducted many Sensitisation Programmes for the staff members and the students to inculcate in them their Constitutional Obligations.

#### **Values of the Constitutions:**

The Indian Constitution is a compendium of the aspirations of the people of India. The cherished values of the **Indian Constitution** are imparted to the staff members and the students through many

sensitisation programmes. The College celebrates the **Independence and Republic Days**. The Guest Speakers hoist national flags and address the students. Homage is paid to the veteran freedom fighters and the framers of the **Indian Constitution** that upholds the principles of equality, fraternity and secularism. The **Indian Constitution** knits together the largest democracy in the world.

The College has adopted courses highlighting the values of the Indian Constitution. The courses in History such as **Constitution of India, Freedom Struggle in India Since 1800 C.E, Basic Principles of Indian Constitution (NME)** and **Human Rights** deal with the values, rights and responsibilities of the citizens.

#### **Sensitization Programmes on Constitutional Obligations:**

The College has sensitised the staff members and the students on Constitutional Obligations through Guest Lectures, Rallies, and Oath taking Ceremonies and Observance of International Days.

- A Guest Lecture on **Fundamental Rights and Duties**
- A Guest Lecture on **Constitutional Remedies for Human Rights Violations**
- A Guest Lecture on **Democracy and Human Rights: Understanding the Inter-dependent and Indivisible Relationship**
- Flag March Rally
- Independence Day by NCC
- NCC Day
- NSS Day Pledge & YUVA UTSAV by NSS
- International Day for Universal Access to Information 2022 (IDUAI).
- Dignity, Freedom and Social Justice for All
- A Guest Lecture on **Human Rights**
- A Guest Lecture on **Right to Vote**
- Awareness Rally on **Polling**

The College has conducted programmes to pay homage to the martyrs in the freedom struggle movement. They are

- National Unity Day ( Birth Anniversary of Sardar Vallabai Patel )
- Mahakavi Bharathiar Birth Anniversary
- Martyrs' Day
- Gandhi Jayanthi Day
- National Constitution Day
- Kargil Diwas Day
- International Voter's Day

NSS units in association with **Nehru Yuva Kendra Ministry of Youth Affairs and Sports** conducted **District Level Neighbourhood Youth Parliament Programme**. It was a Mock Parliament Session conducted by Su. Venkatesan, Member of Parliament, Madurai Constituency as the Speaker and two groups of students as the M.Ps on the Treasury and the opposition benches. The programme highlighted the functioning of the parliamentary session as envisaged in the Indian Constitution.

The staff and the students were involved in the Voter List Registration Camps. Staff members have performed Polling Duties in various capacities as Presiding Officers and Polling Officers in elections to



the Local Bodies, the State Assembly and the Parliament. NSS volunteers performed Election Duty in Tamil Nadu Legislative Assembly-2021. The staff and the students realize their roles as responsible citizens and fulfill their Constitutional Obligations with patriotic feelings and sentiments. The knowledge of the Constitution shapes individuals as highly useful and law abiding citizens for peaceful coexistence with one another.

File Description	Document
Details of activities that inculcate values necessary to nurture students to become responsible citizens	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.10

**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The institutional Code of Conduct principles are displayed on the website**
- 2. There is a committee to monitor adherence to the institutional Code of Conduct principles**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
Report on the student attributes facilitated by the Institution	<a href="#">View Document</a>
Policy document on code of ethics.	<a href="#">View Document</a>
Handbooks, manuals and brochures on human values and professional ethics	<a href="#">View Document</a>
Document showing the Code of Conduct for students, teachers, governing body and administration as approved by the competent authority.	<a href="#">View Document</a>
Constitution and proceedings of the monitoring committee.	<a href="#">View Document</a>
Circulars and geo-tagged photographs with date and caption of the activities organized under this metric for teachers, students, administrators and other staff	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

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

**Response:**

**Best Practice No. 1.**

1) **Title: Infrastructure Augmentation**

2) **Objectives:**

Adding to the existing infrastructure sustains the quality initiatives of the Institution.

- Construction of third floor in Autonomous and Library blocks
- Upgrading IT infrastructure
- Establishment of Beauty and Wellness Laboratory and Tailoring Unit
- Revamping the Health Centre
- Construction of Parking Sheds
- Tapping Renewable Energy

- Purchase of a bus, a bike and furniture
- Creation of Lift Facilities, Laying Paver Blocks
- Extension of Canteen and Hostel

### 3) The Context:

The increasing number of programmes, elevation of Tamil and Physics Departments as Research Centres and additional student strength necessitated the need for infrastructure augmentation. IT infrastructure requires updation to meet the growing needs. For providing practical training, Beauty and Wellness Laboratory and Tailoring Unit became necessary. Improved Health Care had to be provided to the stakeholders. For renewable energy resource, solar panels and a biogas plant had to be installed.

### 4. The Practice:

The newly constructed storeys house 14 Classrooms ,Laboratories for PG Physics and Computer Science ,Staff Rooms and Offices for Community College, IQAC and an Air-Conditioned Seminar Hall.MasterSoft software was installed and Enterprise Resource Planning (ERP) implemented in 2019. Internet speed of BSNL has been increased from 36 Mbps to 100 Mbps with standby JIO speed of 100 Mbps for uninterrupted network connectivity on the campus. The Faculty Lab and Hardware Lab are newly added. 42 Projectors have been additionally fitted to classrooms.

30 KVA Solar Panels and a Biogas Plant have been installed to yield renewable energy. A bus and a motor bike have been purchased for transport facility. A well-protected roofed Parking Shed has been constructed to protect vehicles.

2 Lifts in the storeyed buildings are being used by the *Divyangjans*, pregnant mothers and staff. The Paver Block roads interconnect all buildings for easy access. The roads and landscaping give aesthetic appeal for the onlookers

### 5. Evidence of Success

The huge infrastructure development has improved the quality of the Institutional performance. The sophisticated Laboratories provide hands on training and experiential learning for the students. IT updation has enabled the Institution to stay in tune with fast pace of advancement in teaching, learning and administration. The method of teaching has shifted from teacher-centeredness to learner-centeredness. Faculty Members evince interact in preparing e-content modules to reach out to distant audience also through online platforms. Thereby, they contribute knowledge transcending constraints imposed by space and time.

### 6. Problems Encountered and Resources Required

The infrastructure augmentation was taken up by the zealous Management and the project was completed on systematic and continuous basis. For about two decades, management has been mobilising funds from the same donors and agencies. They felt financial pinch this time. The Health Centre was revamped obtaining interest free loan from a management member. Rs.12.5 lakh Parking Shed Project is completed drawing interest free loan. 30 KVA Solar Power Plant has been installed only for a single block. The ambition to install the plants in all the blocks remains unaccomplished. Spiralling cost of every item of infrastructure makes it cost prohibitive. So, Government Grants on Infrastructure are

desirable.

## **Best Practice 2**

### **1. Title: Management Scholarships / Freeships / Fee Concessions**

#### **1. Objectives :**

Poor students from rural pockets struggle to continue their higher education owing to financial constraints. In addition to Government and CSR scholarships, the Management has been munificently extending helping hands to them to complete their programmes of study.

Initiatives of the Management:

- Scholarships for Single Parent / Parentless students
- Fee Concessions for Postgraduate students graduated from within the Institution
- Scholarships from Philanthropists, Industrialists, NGOs, Unorganised Sectors and Alumni
- Full Fee concessions for sports personnel
- Breakfast for Players
- Free Board and Lodging for sports girl students.

#### **1. The Context :**

The intake of the students are from underprivileged families eking their livelihood as Agricultural Coolies, Masons, Vendors, Drivers and daily wage Labourers. Besides, very unfortunately, single or both parents pass away and leave the children in peril without any support. To bring more number of students within ambit, the Management members had to procure additional financial support for students through Philanthropists, Industrialists, Alumni, NGOs and Unorganised Sectors.

Full Fee Concessions have been instituted for Sports Personnel. After regular practice, sports students become hungry and so breakfast is being arranged for them. To give fillip to sports girls, free board and lodging facilities are also provided in the College Hostel.

#### **1. The Practice :**

The Management has instituted financial assistance schemes for promoting Academic Excellence and Sports Activities. During the assessment years a sum of Rs. 18, 56,000 has been disbursed to 163 students. To encourage Postgraduate Programmes, fee concessions up to 25 % had to be extended to 303 students. (The total fee concession amount is Rs. 12, 89,125.)

The Management has arranged sponsorships from NGOs, Finance Mahendra and other industries to the tune of Rs.1,6,01,250 for benefiting 111 students. The total expenditure incurred for sports students is Rs. 40, 26,212. The players have been provided breakfast for Rs. 1, 86,050. Free board and lodging facility was provided to 99 girls at the cost of Rs. 18, 95, 223.

#### **1. Evidence of Success:**

The Management scholarships for the single parent / parentless students have helped such students to

complete their programmes uninterruptedly. Full Fee Concessions for sports students, Free Board and Lodging for sports girls have attracted a large number of students under sports quota. Students have achieved significantly in Fencing, , Cricket, Football, Kho kho, Athletics, Boxing, Taekwondo, Judo, Best Physique, Chess, Silambam and Karate competitions. Sports students have secured jobs in Banking, Police, Railway and Defence Services. Owing to the liberal financial assistance to the tune of Rs. 1, 08, 53,860 (One Crore Eight Lakhs Fifty Three Thousand Eight Hundred and Sixty only) through the practice, totally 946 students have been benefitted.

### **Problems Encountered**

The disbursal of scholarships and freeships for students involves huge financial burden on the Management amounting not less than Rs. 50 lakhs every year. Hence, The implementation of Government Financial Assistance Scheme in Higher Educational Institutions is bound to steeply increase the literacy rate in higher education.

## **7.3 Institutional Distinctiveness**

### **7.3.1**

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

#### **Ranimangammal Annathaana Thittam: Silent Token System**

(Queen Mangammal Free Food Distribution Scheme: Silent Token System)

**Aim:**

The mid-day meal scheme in practice in the College under the name “Ranimangammal Food Distribution”, is the brain child of M. Vijayaragavan, the Secretary of the College. This is a distinctive thrust area of the Institution to bring the socially and economically disadvantaged rurally based students to the portals of higher education so as to ensure social equality and fairness. The scheme is fittingly named after Ranimangammal (w/o Chockanatha Naicker) as her rule between 1689 and 1704 marked the implementation of many welfare projects for the people of Madurai, Tamil Nadu.

**Genesis of the Plan:**

During his rounds, the College Secretary saw many students sharing lunch brought by a few of them. Poverty of the students, inability to prepare lunch very early in the mornings for commuting students from far away villages were identified as major reasons for their starvation and hunger. To combat hunger and to involve the students in curricular and cocurricular activities, the food distribution scheme was put in place.

**Practice:**

The plan had to be executed without offending the self esteem of the adolescent student community. Tokens meant for each working day are distributed to the students at the **Community Kitchen** on first come first serve basis. Free lunch packets are distributed at the common counter (without any discrimination) along with the paid token holders. Hence, the scheme is given the subtitle **Silent Token System**

Philanthropists celebrating birthdays, anniversaries or commemorative days voluntarily donate fund for the scheme. The name of the donor for the day is kept on a blackboard to honour the individual. If the funds are not forthcoming at any point of time from the donors, the Management contributes to sustain the scheme without any lapse. Thus, a continuance of the scheme on all working days is there by ensured.

#### **Menu Supplied:**

**The Community Kitchen** supplies variety of lunch such as Tomato Rice, Pongal, Curd Rice, Vegetable Biryani and Variety Rice in rotations with 350 grams in each packet. The lunch prepared in hygienic condition is tasty and nutritive.

#### **Expansion of the Project:**

In the initial phase, the scheme was inaugurated on 17 August, 2022 to benefit 100 students per working day. Considering the increasing demand, the number of the student beneficiaries was increased to 150 from 30 September 2022. From 3 October, 2023 there has been further increase in the student beneficiaries to 175 per day.

In the initial phase 3400 students have had the benefit of free lunch for 34 working days. In the second phase 20,746 students have been supplied free lunch for 108 working days. In the present phase 175 students are being benefitted on each working day.

#### **Financial Provisions:**

The scheme is being implemented with sufficient financial provisions so that it could continue to benefit students in future also. The scheme has been sponsored by Donors, Fixed Deposit by Lakshmi, Retired Faculty Member of the Department of Physics and Management contribution. The total expenditure incurred as on December, 2023 is Rs.11,40,247.00.

#### **Benefits of the Scheme:**

The Free Lunch Supply Scheme is presumably the first of its kind in the College level in Tamil Nadu State. The increasing number of students accommodated under the scheme justifies the necessity for it. It is observed that the physical wellness of the poor students is on the increase. There is sharp decline in the number of students brought to the Health Centre owing to complaints of fainting because of starvation, hunger and malnutrition.

The Faculty Members report that the general participation of the student beneficiaries in curricular and extracurricular activities has gone up. The students are very receptive in the lecture classes and smart in extension activities and cultural programmes. As their haemoglobin counts have increased, they become potential donors in Blood Donation Camps. Hence, the Student blood donors is on the increase. This

system is a boon to the poor students. The parents express happiness as their hungry children are fed in the noon in the institution. Students do not waste even a morsel of food stuffs. They understand that food is energy and life-giving stuff. They share food with others and partake in poverty alleviation practices.

### Challenges

This is a unique noon meal scheme in practice in the Higher Education Institutions in Tamil Nadu. It requires huge fund for operation. Reserve Fund has to be mobilized from Philanthropists, Governing Council Members, Retired Teachers, NGOs for uninterrupted implementation of the scheme. Government Funds for the scheme is very desirable.

### Additional Information:

The newness of the scheme has won the admiration of academicians from various institutions visiting the college. This incredible scheme has spread far and wide to other institutions particularly to the colleges affiliated to the parent university.

This scheme has had positive impact on the student beneficiaries. The College continues to attract students from the periphery of Madurai and neighbouring districts. The student admissions to undergraduate and postgraduate programmes have not declined in the post COVID phase as being reported in other Colleges. The positive impact encourages the Management to continue the practice on a permanent basis.

File Description	Document
Appropriate webpage in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

#### Hands on Training

While learning, students have been given hands-on training in Android Mobile, Mobile Phone Technology, APP Development, Soft Computation, Artificial Intelligence, Machine Learning, Sewing, Beauty & Wellness, Fabric Painting, Aari Work, Food Preservation Techniques, Preparation of organic sanitary pads, Graphic Design & Animation and Soft Skill.

#### Skill Development

Debate Club and Humour Club provide scope for students to improve their presentation skill. Trade Fair, Traditional Food Celebrations and Exhibitions provide ample scope for students to develop their managerial skill. IIT Spoken Tutorial Courses and ICT Academy Courses such as Learnathon, Skillathon, Robotics and Cyber Security meet the expectations of the industries.

#### Significant Student Projects

With the financial support by the Management, the Department of Electronics and Communication has conducted 13 student projects successfully. Some of them are:

- Utilization of Solar Power without using Inverter. This has been installed in the Laboratory with 2 energy saver fans and 2 fluorescent lamps.
- Embedded-based Green House Monitoring System in Coordination with Community College Green House Technology Course.
- Generating Electricity from the Emission of Waste Heat from Stoves.
- IOT Biomedical and Robotics relevant Projects such as IOT-based Home Automation, Automatic Vehicle Accident Detection, Patient Health Monitoring System, Coal Mining Monitoring System, Elevator with Load Monitoring and Alternating System, Automatic Spraying Pesticides, Solar-based Washing Machine and so on.

#### Training Programme in Association with FSSAI

The Department of Food and Dairy Technology in association with FSSAI arranged a training programme on Food Hygiene and Safety. The Department received FSSAI certificate (No. 12420012004356 dated 24 December, 2020).

The Department of Food and Dairy Technology conducts Nutrition Awareness Programmes inside and outside the campus and offers Nutrition Counselling.

The Department of Commerce conducts a training programme every year for large number local street vendors in hygienic preparation of edibles inviting District Food Safety Officer as resource person.

#### Stage Performances by Theatre Group



A student theatre group called **The King's Men** has performed English Plays such as William Shakespeare's **Romeo and Juliet, A Midsummer Night's Dream, Merry Wives of Windsor, As You Like It** and Girish Karnad's **Hayavadana**.

## **Concluding Remarks :**

To conclude, the proactive Management has been liberal benefactors with adequate provisions for infrastructure, welfare schemes for the staff and the students and other development plans .The College has created a niche for itself in the map of higher education owing to the dedication and involvement of the Management as a team. The cooperation and unwithdrawing support by the staff members are singular and unparalleled. Distinguished Alumni, the brand Ambassadors of the Institution, play significant roles in bringing name and fame for the Institution.

The College has devised socially relevant syllabi with academic flexibility and options .The ICT enabled hybrid mode of teaching and hands on experience for students have enhanced the quality of teaching, learning and administrative processes.

The IT integrated evaluation procedures have ensured reliability. The College has an ecosystem for research and innovation. Funds for research projects from Government /Non-Government agencies and the management have resulted in quality research output.

The College has adequate infrastructure and other facilities. The automated Library is a rich storehouse of knowledge benefitting students, the researchers, the faculty members and the public. Career Counselling and Guidance for Competitive Examination benefit the student community for placements.

The College treats all the students and the staff members alike without any discrimination and ensures equity, fairness and inclusiveness .Student participation in co-curricular and extra-curricular activities, cultural programmes and sports events have won them awards and recognitions.

Faculty empowerment strategies in practice have improved the quality of the performance. The decentralized administrative set-up has involved the participation of all the stakeholders for sustained Institutional growth.

The Internal Quality Assurance Cell plays a pivotal role in implementing incremental improvement in quality assurance and sustenance initiatives. The College participates in All India Survey on Higher Education (AISHE) and National Institutional Ranking Framework (NIRF)

## **Future Plans**

- Golden Jubilee Celebration
- Creation of Cloud Library
- Air conditioning the existing Seminar Halls
- An air-conditioned Auditorium to accommodate 2000 people on the audience box
- Creating facilities for Indoor Games
- Recreation Centre for Women
- Crèche



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.2	<p><b>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</b></p> <p><b>2.1.2.1. Number of actual students admitted from the reserved categories in the first year of the programme year wise during the last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>1443</td> <td>1499</td> <td>1399</td> <td>1427</td> <td>1591</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>524</td> <td>483</td> <td>466</td> <td>521</td> <td>507</td> </tr> </tbody> </table> <p><b>2.1.2.2. Number of seats earmarked for reserved category as per GoI/State Govt. rule year wise during the last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>1665</td> <td>1705</td> <td>1705</td> <td>1705</td> <td>1665</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>833</td> <td>826</td> <td>826</td> <td>826</td> <td>833</td> </tr> </tbody> </table> <p>Remark : DVV has made necessary changes.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	1443	1499	1399	1427	1591	2022-23	2021-22	2020-21	2019-20	2018-19	524	483	466	521	507	2022-23	2021-22	2020-21	2019-20	2018-19	1665	1705	1705	1705	1665	2022-23	2021-22	2020-21	2019-20	2018-19	833	826	826	826	833
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3.1.2	<p><b>The institution provides seed money to its teachers for research</b></p> <p><b>3.1.2.1. Amount of seed money provided by institution to its teachers for research year wise during last five years (INR in lakhs)</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>4.1</td> <td>3.1</td> <td>3.4</td> <td>2.1</td> <td>3.15</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	4.1	3.1	3.4	2.1	3.15	2022-23	2021-22	2020-21	2019-20	2018-19	0	0	0	0	0																				
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2022-23	2021-22	2020-21	2019-20	2018-19																																					
0	0	0	0	0																																					

	Remark : DVV has made necessary changes and has considered input value as "0"
3.1.3	<p><b>Percentage of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the last five years</b></p> <p>3.1.3.1. <b>Number of teachers who received national/international fellowship /financial support by various agencies, for advanced studies / research; year-wise during the last five years</b>  Answer before DVV Verification : 36  Answer after DVV Verification: 0</p> <p>Remark : DVV has made necessary changes</p>
3.2.1	<p><b>Total Grants research funding received by the institution and its faculties through Government and non-government sources such as industry, corporate houses, international bodies for research project, endowment research chairs during the last five years (INR in Lakhs)</b></p> <p>Answer before DVV Verification :  Answer After DVV Verification :1.80  Remark : DVV has made necessary changes</p>
3.2.2	<p><b>Number of research projects per teacher funded by government, non-government , industry, corporate houses, international bodies during the last five years</b></p> <p>3.2.2.1. <b>Number of research projects funded by government and non-government agencies during the last five years.</b>  Answer before DVV Verification : 36  Answer after DVV Verification: 1</p> <p>Remark : DVV has made necessary changes</p>
3.4.3	<p><b>Number of research papers published per teacher in the Journals as notified on UGC CARE list during the last five years</b></p> <p>3.4.3.1. <b>Number of research papers in the Journals notified on UGC CARE list year wise during the last five years</b>  Answer before DVV Verification : 807  Answer after DVV Verification: 525</p> <p>Remark : DVV has necessary made changes as per prescribed format shared by HEI and values have been downgraded as those publications were not UGC Care list.</p>
3.4.4	<p><b>Number of books and chapters in edited volumes published per teacher during the last five years</b></p> <p>3.4.4.1. <b>Total Number of books and chapters in edited volumes published during the last five years</b>  Answer before DVV Verification : 325  Answer after DVV Verification: 288</p>

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded as those publication were not having ISBN Number.

**3.6.2 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years**

**3.6.2.1. Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community year wise during the last five years.**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
91	60	40	53	50

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
63	49	25	54	20

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded as we have excluded national festivals like republic day and days celebration activities like Yoga Day, Teachers Day etc.

**4.1.2 Percentage of expenditure excluding salary, for infrastructure development and augmentation year wise during the last five years**

**4.1.2.1. Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
102.20431	250.12070	183.02526	174.00650	164.44569

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2.03	0	3.29	1.91	1.21

Remark : DVV has made changes as per audit report shared by HEI.

**4.4.1 Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years**

**4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities of DDE and total expenditure excluding salary, year - wise, over the last five years (INR**

*in lakhs)*

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
235.8456	127.0879	137.3358	166.1068	203.9525
6	5	1	3	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1.54	0	0	1.97	2.08

Remark : DVV has made changes as per audit report shared by HEI.

5.1.3 **Following capacity development and skills enhancement activities are organised for improving students' capability**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)**
4. **Awareness of trends in technology**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : DVV has made necessary changes.

5.1.4 **The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : DVV has made necessary changes.

5.3.1 **Number of awards/medals for outstanding performance in sports/cultural activities at University / state /national / international Level events during the last five years**

**5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at University / state / national / international level events (award for a team event should be counted as one) year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19

94	104	48	46	43
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Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
28	20	20	17	35

Remark : DVV has made necessary changes as supportings shared by HEI and values have been downgraded as we have excluded inter college awards.

**5.3.3 The institution conducts / organizes following activities:**

1. **Sports competitions/events**
2. **Cultural competitions/events**
3. **Technical fest/Academic fest**
4. **Any other events through Active clubs and forums**

Answer before DVV Verification : A. All four of the above

Answer After DVV Verification: C. Any two of the above

Remark : DVV has made necessary changes.

**6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year-wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
116	196	12	248	72

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
108	182	9	226	53

Remark : DVV has made changes as per prescribed format shared by HEI and values have been downgraded due to repetitive names.

**7.1.4 Water conservation facilities available in the Institution:**

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**

**5. Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : DVV has made necessary changes.

7.1.6

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

**The institutional environment and energy initiatives are confirmed through the following**

1. **Green audit / Environmental audit**
2. **Energy audit**
3. **Clean and green campus recognitions/awards**
4. **Beyond the campus environmental promotion and sustainability activities**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : DVV has made necessary changes.

**2.Extended Profile Deviations**

ID	Extended Questions
1.2	<p><b>Total number of full time teachers worked/working in the institution (without repeat count) during last five years:</b>            Answer before DVV Verification : 276            Answer after DVV Verification : 217</p>