SOURASHTRA COLLEGE

(An Autonomous Institution; Affiliated to Madurai Kamaraj University)
Re-accredited with 'B' Grade by NAAC in 2nd Cycle
Vilachery Main Road, Pasumalai (PO)
Madurai – 625 004.

Submission of
Annual Quality Assurance Report (AQAR)
2015 - 16

by
Internal Quality Assurance Cell (IQAC)

Submitted to
National Assessment & Accreditation Council
Bangalore

SEPTEMBER 2017

The Annual Quality Assurance Report (AQAR)

Part – A

AQAR for the year *(for example 2013-14)* | 2015-2016 |

1. Details of the Institution

1.1 Name of the Institution | SOURASHTRA COLLEGE |

1.2 Address Line 1 | Vilachery Main Road |

Address Line 2 | Pasumalai(PO) |

City/Town | Madurai |

State | Tamilnadu |

Pin Code | 625 004 |

Institution e-mail address | soucollege@gmail.com |

Contact Nos. | 0452-2370872, 2371112 |

Name of the Head of the Institution: | Dr.L.P.RAMALINGAM |

Tel. No. with STD Code: | 0452-2370872 |

Mobile: | +91-98941 01541 |

Name of the IQAC Co-ordinator:

| Lt.Dr.K.R.SRINIVASAN |

Mobile:

| +91-98421 85017 |

IQAC e-mail address:

| iqacsoucollege@gmail.com |

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

| |

OR

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

| EC/PCRAR/63/02 dated 23-03-2013 |

1.5 Website address:

| www.sourashtracollege.in |

Web-link of the AQAR:

| http://www.sourashtracollege.in/AQAR2015-16.doc |

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

1.6 Accreditation Details

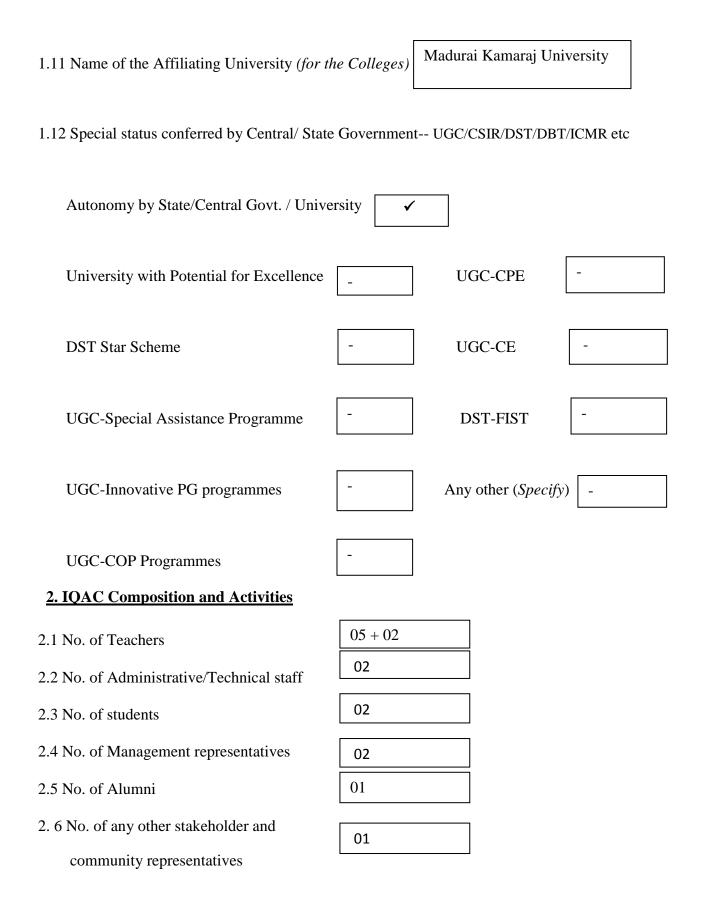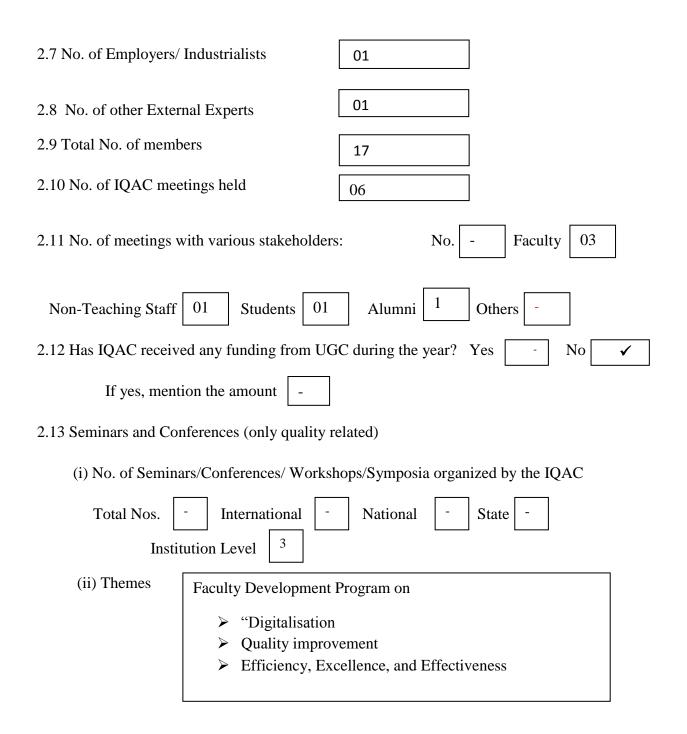| Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	-	17-10- 2006	16-10-2011
2	2nd Cycle	B	2.58	23-03-2013	22-03-2018
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

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

| 01-11-2006 |

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

   i. AQAR 2013-14 submitted to NAAC on 03.08. 2017   (DD/MM/YYYY)

  ii. AQAR 2014-15 submitted to NAAC on 31.08. 2017   (DD/MM/YYYY)

 iii. AQAR 2015-16 submitted to NAAC on 21.09. 2017   (DD/MM/YYYY)

 iv. AQAR   (DD/MM/YYYY)

1.9 Institutional Status

   University   State [✔] Central [ ] Deemed [ ] Private [ ]

   Affiliated College   Yes [✔]   No [ ]

   Constituent College   Yes [ ]   No [ ]

   Autonomous college of UGC   Yes [✔]   No [ ]

   Regulatory Agency approved Institution   Yes [✔]   No [ ]

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

   Type of Institution   Co-education [✔] Men [-] Women [-]

                       Urban [✔] Rural [-] Tribal [-]

   Financial Status   Grant-in-aid [-]   UGC 2(f) [✔]   UGC 12B [✔]

                   Grant-in-aid + Self Financing [✔]   Totally Self-financing [-]

1.10 Type of Faculty/Programme

     Arts [✔] Science [✔] Commerce [✔] Law PEI (Phys Edu) [-]

     TEI (Edu) [-] Engineering [-] Health Science [-] Management [✔]

     Others (Specify)   [.   Nil]

1.11 Name of the Affiliating University *(for the Colleges)* | Madurai Kamaraj University |

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

Autonomy by State/Central Govt. / University | ✓ |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - | DST-FIST | - |

UGC-Innovative PG programmes | - | Any other *(Specify)* | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers | 05 + 02 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 02 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and
community representatives | 01 |

2.7 No. of Employers/ Industrialists

| 01 |

2.8 No. of other External Experts

| 01 |

2.9 Total No. of members

| 17 |

2.10 No. of IQAC meetings held

| 06 |

2.11 No. of meetings with various stakeholders: No. | - | Faculty | 03 |

Non-Teaching Staff | 01 | Students | 01 | Alumni | 1 | Others | - |

2.12 Has IQAC received any funding from UGC during the year?   Yes | - | No | ✔ |

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | - | International | - | National | - | State | - |

Institution Level | 3 |

(ii) Themes

Faculty Development Program on

> ➢ "Digitalisation
> ➢ Quality improvement
> ➢ Efficiency, Excellence, and Effectiveness

2.14 Significant Activities and contributions made by IQAC

> The IQAC of the College has initiated various development activities in academic and infrastructure oriented aspects: Our College IQAC
>
> - Encouraged to organise three day workshop in Biotechnology Department
> - Initiation provided to Conduct one day Faculty Development Program
> - Recommended to connect the COE room and Office by fibre cable
> - Suggested to publish Part-I Tamil and Part-II English books by the respective Department
> - Motivate the teachers contribution to noon-meals scheme
> - Advice the teachers to apply for UGC research project
> - Encouraged the teachers to follow micro teaching methods in the class room

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
- It is planned to introduce digital data library in IQAC	Information about academic activities of teachers and their achievements data are copied and stored in digital form
- Motivation to the staff for applying UGC projects	Staff members from BBA , Commerce and Economics Departments have applied for UGC minor project and one Staff member from Microbiology Department has applied minor project
- Publication of books by the staff with ISBN	Part – II (English) and Soft Skills edited books published with the contribution of staff members
- Expansion of Bar code Scanner system in the Library	Bar code scanner system of book issue in the library is also implemented to second year students in trail form
- Extension of paver blocks foot path in women rest room area	Foot path is extended to facilitate the girl students to have smooth walk in girls park
- Introduction of bar code system of book issue	General Library introduced the bar code system to issue books

*** Attach the Academic Calendar of the year as Annexure**

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No

Management [✓]   Syndicate [-]   Any other body [✓]

Provide the details of the action taken

> Efforts made to
>
> ➢ Publish Part-II English and Soft Skills books
> ➢ Change in syllabus of BBA department - Project and Institutional Training added in the course curriculum
> ➢ Conduct competitive exam classes to encourage students
> ➢ Purchase of books for Competitive Exams through the Central Library

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D	-	-	01	-
PG	03		08	-
UG	08	-	08	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	01	-
Diploma	-	-	01	-
Certificate	-	-	02	-
Others	-	-	04 (M.Phil)	-
Total	11	-	25	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS $^{\surd}$ / Core /Elective option $^{\surd}$ / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	32 (UG-16, PG-11, M.Phil-04, Advance diploma-01)
Trimester	-
Annual	03

1.3 Feedback from stakeholders* Alumni [✔] Parents [✔] Employers [ ]
(On all aspects)

Students [✔]

Mode of feedback: Online [ ] Manual [✔] Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

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

> Yes, there is a change in the syllabus as per the recommendation from the BOS of various departments
>
> ➢ Modifications and Changes in the syllabus of Bio-technology, Commerce, M.Phil English, Mathematics, Physics and MBA Courses
> ➢ Implementation of institutional training to the BBA students along with their project in the Sixth semester
> ➢ Introduction of Soft Skill paper to the final year students

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

> Yes, Electronic Gym Equipment Centre was started in the Physical Education Department

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
198	116	35	-	47(NTS)

2.2 No. of permanent faculty with Ph.D. | 46 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	08	-	-	-	-	02	30	02	38

2.4 No. of Guest and Visiting faculty and Temporary faculty | 02 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	02	09	04
Presented papers	19	42	02
Resource Persons	-	01	27

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

In addition to the previous initiations and implementations, the College has adopted the following innovative processes
- ➢ 'Soft Skills' subject has been introduced to all UG courses
- ➢ Publication of books by the College for various common subjects like Part-I, Part-II, Value Education, Environmental Studies, Soft Skill
- ➢ Micro teaching methods adopted by the teachers at PG level classes
- ➢ MBA class rooms have been converted as micro teaching class rooms
- ➢ Teachers have been providing study materials to the students on their respective subject
- ➢ Special classes have been arranged for slow learners and monitored by the students' tutor
- ➢ In addition to the regular class teaching, importance given to moral and values development of students by the teachers

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

| 180 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- ➢ Hall tickets are issued with photo of the students, subjects code (regular and arrear) and dates of each examination
- ➢ Photocopies of answer booklets are issued to the candidates on request
- ➢ Results are published through on line (in the web site of the College) within a month
- ➢ Re-totalling and revaluation options are provided
- ➢ Online examination is conducted for General Knowledge subject

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

| Board of Studies-31 | | Faculty involved-161 | | Workshop -05 |

2.10 Average percentage of attendance of students | 78.6 |

2.11 Course/Programme wise distribution of pass percentage: For the Year 2015-16.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Under Graduate (Regular Courses)						
B.A.English	19	-	03	05	02	52.63
B.B.A.Business Administration	33	-	07	08	04	57.58
B.Com.Commerce	91	-	47	22	01	76.92
B.Com with (CA)	27	03	16	01	-	74.07
B.Com.Corporate secretaryship	45	-	06	16	12	75.56
B.Sc.,Mathematics	37	05	19	05	02	83.78
B.Sc.,Physics	09	-	06	01	-	77.78
B.Sc.,Chemistry	11	08	03	-	-	72.73
B.Sc.,Computer Science	44	05	27	02	-	77.27
Post Graduate (Regular Courses)						
M.A. English	19	-	06	10	-	84.21
M.Com.,Commerce	23	-	23	-	-	100
M.Sc., Mathematics	17	12	04	-	-	94.12
Self-finance Courses						
Certificate Course in Gandhian Thaought	196	02	63	86	39	96.98
Certificate Course in Bio-tchnology	22	-	08	04	-	54.55
Diploma Course in Gandhian Thaought	-	-	-	-	-	-
Advanced Diploma Course in Biotechnology	-	-	-	-	-	-
Under Graduate Courses						
B.Sc.,Biochemistry	17	-	10	01	-	64.71
B.Sc.,Microbiology	26	01	15	02	-	69.23
B.Com.Commerce (CA)	40	-	02	01	-	07.50
B.Sc.,Computer Science	51	05	15	-	-	39.22
B.Sc.,Information Technology	56	16	18	01	-	62.50
B.Sc., Electronics and Communication	23	01	03	01	-	21.74
B.C.A.Computer Application	42	-	13	10	-	54.76
B.Sc.,Mathmatics with CA	33	11	10	01	-	66.67
Post Graduate Courses						
M.Sc., Biotechnology	16	10	03	-	-	100
M.Sc., Microbiology	05	-	05	-	-	100
M.Com.,Commerce (CA)	25	01	21	-	-	88.00
M.B.A. Master of Business Administration	23	01	16	01	-	78.26
M.C.A. Master of Computer Application	25	16	05	-	-	72.00
M.Sc., Electronics and Communication	10	06	-	04	-	100
M.Sc., Computer Science and Information Technology	38	29	02	-	-	81.58
M.Sc., Physics	09	-	05	-	-	55.56
M.Phil English	12	-	12	-	-	100
M.Phil Commerce	-	-	-	-	-	-
M.Phil Physics	05	-	04	-	-	80

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

Contribution of IQAC:

- ➢ IQAC coordinates all departments and additional responsibility units of the College in association with Dean (academic affairs), Dean (research), Dean (Co-curriculum), Controller Of Examinations, and College Office
- ➢ Disseminates information to faculty related to seminars, conferences and FDPs
- ➢ Encourages teachers to apply for research projects(Minor and Major research projects)
- ➢ Helps the teachers to adopt Information and Communication Technology in teaching through organising workshops
- ➢ Supports Faculty members to apply various projects announced by UGC and other agencies
- ➢ Receives and Analyses feedback from students & staff and suggests measures for improvements.

Monitoring and Evaluation

- ➢ Periodical meetings of Head of the Departments arranged by IQAC for monitoring the processes
- ➢ Discussions with the College Management Council for enhancing the quality of various activities
- ➢ Academic audit in the College helps to evaluate the teaching and learning activities

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others-FDP conducted by the College	60+52

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff Regular & Self-finance	(17+30) = 47	30	-	-
Technical Staff	08	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> - Arranged a Special lecture by the Principal to orient staff about project proposal preparation
> - Took step to motivate teachers to apply for UGC minor projects
> - Guest lecture arranged on 05-01-2016 about the procedure to prepare UGC and Other project proposal
> - Requested the junior staff members to register Ph.D in their respective subjects
> - Organised a guest lecture on "Research Methods and Statistical Tools" to the staff members on 22.02.2016
> - Encouraged the eligible staff members to obtain guideship for guiding Ph.D

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	03	-	-
Outlay in Rs. Lakhs	-	3,80,000+105000 +70000	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	05	06	-
Non-Peer Review Journals	-	-	-
e-Journals	-	02	-
Conference proceedings	12	05	06

3.5 Details on Impact factor of publications:

Range   0.5-4.5   Average   -   h-index   -   Nos. in SCOPUS   -

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2 Years	UGC	555000	402500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   09   Chapters in Edited Books   05

ii) Without ISBN No.   05

3.8 No. of University Departments receiving funds from

UGC-SAP   -   CAS   -   DST-FIST   -

DPE   -   DBT Scheme/funds   -

3.9 For colleges   Autonomy [✔]   CPE [-]   BT Star Scheme [-]

                   INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences organized by the Institution

Level	Inter-national	National	State	University	College
Number	-	03	04	-	-
Sponsoring agencies	-	UGC (Autonomy Grant)	UGC (Autonomy Grant)	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons [28]

3.13 No. of collaborations   International [-]   National [-]

                        Any other [-]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs:

   From Funding agency [-]   From Management of University/College [-]

   Total [-]

3.16 No. of patents received this year   Nil

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
02	-	-	-	02-Ph.D (1-BBA,1-B.SC(cs))	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides   06

   and students registered under them   11

3.19 No. of Ph.D. awarded by faculty from the Institution   06

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

JRF -   SR -   Project Fellows -   Any other -

3.21 No. of students Participated in NSS events:

University level   324   State level   411

National level   02   International level   -

3.22 No. of students participated in NCC events:

University level   -   State level   133

National level   12   International level   -

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	12		
NCC	04	NSS	15	Any other	02

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

Our College NCC, NSS, YRC and individual Departments undertake extension services to the society through various activities listed below:

➢ A one day Orientation and Personality Development programme was conducted by the NSS units – nearly 200 NSS volunteers attended the program

➢ Campus Cleaning programme was organised by the NSS units - nearly 40 students participated and collects the plastic waste in the College premises

➢ As per the University guidance, a programme on 'Clean India' was conducted in the College on 22.07.2015

➢ International Youth Day was celebrated on 11.08.2015 by the NSS units. A special lecture given by Dr.L.P.Ramalingam, Principal, Sourashtra College, Madurai to the under graduate students

➢ Red Ribbon Club of the College was organised a guest lecture on 12.08.2015. Prof. T.K.Sivakumar of Department of English delivered a lecture on 'Role and Responsibility of Youth for the Development of Our Nation'

➢ NSS units and NCC unit of the College jointly organised Independence Day-2015 on 15.08.2015 in the College and a Blood Donors' Directory also published by the Principal. 200 NSS volunteers and 45 NCC cadets participated in the programme

➢ NSS units of the College have conducted a 'Dengue Awareness and Prevention Programme' on 18.09.2015. 55 NSS volunteers and 15 teachers of various courses participated in this programme

➢ Orientation Programme for NSS volunteers on 'Social Services and Role of NSS Volunteers' was conducted by the NSS units of the College

➢ Dr.Abdul Kalam Birth Day Rally and Celebration of 'Youth Awakening Day' organised by the NSS units on 15.10.2015, 450 NSS volunteers participated in this programme

➢ A Blood Donation Camp was jointly conducted by the NSS,YRC and RRC of the College and Velammal Hospital, Madurai on 19.10.15. Nearly 175 students donated blood in the camp.

➢ Our College NSS volunteers went to **Kupannatham Nallur in Chennai** during the Flood period on 19.12. 2015 to render **flood relief service** to the people

➢ A two day eye camp was jointly organised by the NSS units with VASAN EYE CARE HOSPITAL on 21.12.2015 and 22.12.2015, nearly 1300 students benefited by the camp

➢ Gas(LPG) Conservation awareness programme for girls was conducted by the NSS girls units

➢ Environmental Awareness Rally was conducted by the NCC units on 23.12.2015 from College to Thirunagar

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28.12 (acres)	-	-	-
Class rooms	65	-	-	65
Laboratories	15	-	-	15
Seminar Halls	04	-	-	04
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	860250	UGC Autonomy Grant	860250
	-	66000	UGC IQAC Account	66000
	-	1039660	UGC Assistance for Development of Sports infrastructure	1039660
Others	-	-	-	-

4.2 Computerization of administration and library

> ➢ Detailed stock verification was conducted in the library with library software 'Rovan'
> ➢ Office administrative system (SERVER) installed in the Principal's room
> ➢ Controller of Examination room and Administrative office are connected through fibre cable
> ➢ Office administration is computerised with the help of modified version of administrative software 'Elifa'

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	54215	15589052	627	186200	54842	15643894
Text Books (SF)	15449	-	-	-	-	-
Reference Books	2649	813936	13	5850	2662	819786
Reference Books (SF)	2073	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	28+28=56	33500	12	10500	40+28	44000
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-		-
CD & Video	195+52	51000	-	-	195+52	51000
Others(specify)-Magazine	152(Tamil-66,English-86)	69500	T-41+E-25=66	29000	218(152+66)	98500

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	340	07	10(Points)	02	02	03	30	-
Added	16	-	-	-	-	-	-	-
Total	356	07	10	02	02	03	30	-

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

> ➢ Controller of Examinations and College Office are connected through fibre cable for data sharing and retrieval.
> ➢ Oriented the office staff on Office automation program by IQAC to enhance the computer oriented skills of the non-teaching staff.
> ➢ Department of Computer science conducted orientation program to the first year students on LAN and Networking

4.6 Amount spent on maintenance in lakhs:

i) ICT
`1.67`

ii) Campus Infrastructure and facilities
`15.81`

iii) Equipments
`7.59`

iv) Others
`6.27`

Total:
`31.34`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC renders student support services through the following means
>
> ➢ Requests the Management to continue the scholarship to the students who have record of 100% attendance in an academic year
> ➢ Suggests the Management to publish books on NME Subjects offered by various Departments
> ➢ Requests the career Guidance Cell to conduct coaching classes to the students for attending competitive exams during the call for from the government
> ➢ Suggests the Controller of Examinations to publish students photo, subject code and arrear papers code in hall tickets of students
> ➢ Coordinates with the Dean for Public Relations and other additional responsibility in-charges to conduct periodical meeting with the students
> ➢ Initiation through the Principal to publish annual report on Part-V activities
> ➢ Suggests the Students Counselling and Grievances Cell to solve students' problem and periodical counselling to enhance students' academic performance
> ➢ Inauguration of Rotaract Club to cultivate service mind among students

5.2 Efforts made by the institution for tracking the progression

> ➢ Principal meeting with the Heads of various departments periodically to enhance academic quality
> ➢ Regular SWOT analysis by the IQAC about progression of the College
> ➢ Parents, Students and Alumni feedback received, analysed and action taken on suggestions
> ➢ Result analysis by the COE office and steps taken for improvement
> ➢ Arranging meetings and lectures to develop employability of the students through Placement Cell

5.3 (a) Total Number of students

	UG			PG			Ph. D.	Others (M.Phil)		
	Male	Female	Total	Male	Female	Total		Male	Female	Total
Regular	1016	602	1618	72	84	156	-	-	-	-
Self-finance	1005	403	1408	97	107	204	(8+6)=14	4	08	26
Total	2021	1005	3026	169	191	360	14		12	26
Total strength= 3412										

(b) No. of students outside the state

-

(c) No. of international students

Men
No	%
2202	64.53

Women
No	%
1210	35.47

Community	Last Year ((2014-2015)			This Year (2015-2016)		
	Aided	Self-finance	Total	Aided	Self-finance	Total
General (OC)	20	34	54	23	38	61
SC/ST	157	98	255	155	93	259
OBC/BC	1209	1169	2378	1351	1204	2655
MBC	216	261	477	245	277	522
Physically Challenged	2	-	2	2	-	2
Total	**1604**	**1562**	**3166**	**1776**	**1612**	**3388**

Demand ratio = 1 : 4   Dropout % = 1.92

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

> ➤ A Special lecture was arranged by the Placement Cell on 'Quantitative Techniques for competitive exam' for final year UG students on 23-10-2015. Mr.Vimaladharan, Training Assistant, 7 TN BN NCC,Unit has delivered a lecture on quantitative aptitude.
> ➤ 'Easy way to Communicate in English'- a special lecture to the UG students was arranged by the Career Guidance Cell on 10-01-2016.

No. of students beneficiaries | 80 + 112 = 192 |

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

- ➢ The Career Guidance and Counselling Cell of the College provides counselling to the students based on the recommendation of the HODs and student's mentor
- ➢ On 07.01.2016, the Career Guidance Cell arranged a special lecture. Dr.Rasheela, Head , Department of English, Sourashtra College delivered a lecture on "Women empowerment and education" to girl students of first year UG courses
- ➢ The Placement Cell and Career Guidance Cell jointly organised a lecture to the UG students on "Employment Opportunities in Banking Sector". Prof. N.Anbu Arasu, Department of Economics, NGM College, Pollachi deliverd his lecture on employment opportunities in banking sector.
- ➢ During the Parent Teachers Association Meeting special guidance was given by the teachers to the students and academic report of the students was discussed with the Parents

No. of students benefitted | 509

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	232	07	31

5.8 Details of gender sensitization programmes

- ➢ On 21.06.2015 an orientation programme was conducted to inculcate moral values among girl students and to make awareness about health problems. In this programme a lecture was given by Dr.K.Gnanaguru, Department of Economics, Sourashtra College to girl students of third year courses
- ➢ Saraswathi Pooja and Ayuthapooja festival was celebrated on 19.10.2015 to develop enthusiasm and spiritual belief among girl students
- ➢ Pongal festival was celebrated by the College on 11.01.2016 to inculcate traditional values among the students
- ➢ Guest lecture on "Women and Cyber Crime Issues" was organised by the Counselling Cell on 04.02.2016. Lawyer R.Gandhi, Madurai High Court has delivered a lecture

5.9 Students Activities

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

State/ University level `128` National level `12` International level `-`

No. of students participated in cultural events

State/ University level `40` National level `-` International level `-`

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

Sports : State/ University level `21` National level `04` International level `-`

Cultural: State/ University level `11` National level `-` International level `-`

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	33+28+1	49,000
Financial support from government	860	18,03,242
Financial support from other sources	37	1,82,740
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs   : State/ University level `01` National level `-` International level `-`

Exhibition: State/ University level `-` National level `--` International level `-`

5.12 No. of social initiatives undertaken by the students `22`

5.13 Major grievances of students (if any) redressed:

> ➢ Internal test answer booklet is replaced with paper sheet method
> ➢ Part-II English books are prepared and distributed to the students
> ➢ Scholarship application details are published in the notice board and circulated to the class room
> ➢ Science block path renovated due to the grievance from the Microbiology students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

OUR VISION

We envisage the steady progress of the grass roots of the society in general, and the upliftment of the economically, socially and educationally backward Sourashtra youth in particular, by providing a conducive environment to prepare for their successful take-off in their careers and also in real life as responsible citizens of India.

OUR MISSION

Our objective is to work as an ensemble with a commitment to inspire our students to acquire physical strength, intellectual curiosity and moral integrity. Most importantly we strive to inculcate an aptitude for service to build a mutually supportive, communally co-operative and religiously tolerant society.

6.2 Does the Institution has a Management Information System

Yes,
> ➢ Office administration details and Database of the Students, Staff and Events are properly maintained and used for analysis and decision making.
> ➢ The alumni database used for placement references and continuous feedback and support
> ➢ Office staff and faculty database is maintained in IQAC and used for analysis and development
> ➢ The management information system is functioning in the College for supervision, decision making, execution and implementation of various tasks.

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

6.3.1   Curriculum Development

The Dean for academic affair makes steps in developing the curriculum with the coordination of Chairmen of various Departments. The Curriculum Development is based on

> Recommendations of Boards of Studies, Academic Council and Governing Body of the institution which are constituted according to the norms laid down by the UGC.
> Recommendations of the external experts for improving the syllabus content is considered and changes adopted in respective course syllabus
> Suggestions from the faculty, subject experts, industrial experts, and students' representatives, forms part of the curriculum designing.
> Participation of Students and Alumni in Board of Studies to add new concepts in the curriculum related to the current trends
> Academic Audit is initiated to research courses to improve the curriculum
> Syllabus of various universities and colleges are compared to make improvement in curriculum

6.3.2   Teaching and Learning

> In a view to compete with the modern and upcoming trends in their area of study and to maintain professional competence, the faculty members are enriched through various training programmes conducted inside and outside the college.
> Teachers suggestions to adopt new teaching methods is functionalised and teachers are encouraged to follow micro teaching methods
> Faculty Development Program is organised by the College for both senior and junior staff members, on need basis.
> The Management encourages the faculty to participate in seminars, conferences and workshop at national and international level
> Organising regular seminars and guest lecture under UGC Autonomy grant
> Question bank, study material and special classes to students are helpful to obtain high academic standards
> Utilisation of ICT facilities by the staff and research students in their Departments are regularly made
> Publication of research papers in peer reviewed journals is encouraged by the Principal during staff meeting
> Compulsory class seminar is initiated to the PG students to develop their communication skills
> Practical case studies are discussed in the classes of BBA and MBA

6.3.3 Examination and Evaluation

> ➢ Internal test marks are recorded in the Controller of Examinations Office and final internal marks of the students are displayed in the concern department before the summative examinations
> ➢ External examiners are appointed to value the answer booklets of summative examinations
> ➢ Online exam is conducted for General Knowledge subject to all final year students
> ➢ Online results through College website within 30 days from the completion of examinations
> ➢ Transparency in valuation exists. Revaluation of answer scripts and scanned answer scripts facilities are provided to the students on request. Supplementary examinations are conducted for the final year students
> ➢ Summative examination results are published in the College Website within a month

6.3.4 Research and Development

> ➢ College level workshop was conducted by the Dean to self-finance teachers on 16.01.2016 to motivate them to apply for UGC research projects
> ➢ On 21.02.2016 an orientation lecture was arranged by the Dean to encourage teachers to publish research papers in ISSN journals., The Editor, Shanlax Publications, Madurai has delivered a lecture to encourage teachers to publish research papers.
> ➢ Dean for research conducts Heads of the Departments meeting to encourage staff to take research activities
> ➢ Staff members attending international conferences are encouraged by the Management with financial support
> ➢ Ph.D Scholars in Commerce Department are encouraged to take part in pre-submission viva-voce and public viva-voce examination conducted at the research centre.
> ➢ MBA Department students applied for TANSHE projects
> ➢ Basic Research Methods subject is thought in few UG and PG courses

6.3.5   Library, ICT and physical infrastructure / instrumentation

- ➢ All Major departments are facilitated with projector for power point presentation in their class room
- ➢ Major Departments are facilitated with Department Library
- ➢ Introduction of Bar Code system in the Library. It is successfully introduced in the General Library of the College.
- ➢ Annual maintenance of physical infrastructure and instrumentation
- ➢ Videos and e-content from Library sources are presented as Power Point Presentation
- ➢ The College has introduced ICT learning in all PG courses. MBA and MCA class rooms are equipped with online teaching facilities . Online teaching is undertaken by the staff members during class hours

6.3.6   Human Resource Management

- ➢ The College Management Committee guide the Principal and Heads of the Departments in the planning and activities of the College

- ➢ Based on the IQAC recommendation, the Principal and HODs meet the staff members and give suggestions for the improvement of their performance.

- ➢ Faculty Development programmes are conducted to enhance the teaching skills of the staff

- ➢ Self-Appraisal forms help the teachers to know about their progress and this give them self motivation for future improvement.

- ➢ The services of non-teaching staff to the students and staff are monitored and assessed by both Office Superintendent and the Principal by way of considering the quality of work done and time taken to complete it.

6.3.7   Faculty and Staff recruitment

- ➢ As per the guidelines of the UGC and Government of Tamilnadu, the faculty and staff members are selected by the College.
- ➢ Till the approval of the appointed faculty, the Management provides salary for the recruited staff on ad hoc basis
- ➢ A recruitment panel consisting the Management, Principal, subject experts and HOD was set up to select teachers for self-finance courses

6.3.8   Industry Interaction / Collaboration

- ➢ The College has link with the Industrial Entrepreneurs by inviting them to become a member in Board of Studies and Academic Council
- ➢ Department of English has institutional tie-up with Madurai Charitable Trust, Madurai.
- ➢ Department of Business Administration has been organising industrial visits to the students regularly
- ➢ Industrial and institutional training to the students of B.B.A. and MBA have been arranged in the final semester

6.3.9   Admission of Students

- ➢ In order to improve the admission of students a detailed flex banner display is maintained in the college entrance regarding various courses offered in the College
- ➢ As per the State Government Regulations and reservation policy, admission procedure is followed.
- ➢ Admission committee is nominated with due representations from senior staff members and scrutiny of applications are made by them.
- ➢ Recommendations of the committee are accepted for the admission.
- ➢ Admission is undertaken transparently. Selection list of students is displayed in the College notice board and individual letters to the candidates sent.
- ➢ For the admission of full time Ph.D, the selection process is undertaken once in three months through entrance test and interview by research committee as per the Madurai Kamaraj University guidelines

6.4 Welfare schemes for

Students

- ➢ Medical camp to the students was conducted by the NSS Units
- ➢ The Management provides monetary reward to the NCC cadets attending RDC parade
- ➢ All students are covered under group insurance scheme.
- ➢ Management scholarships provided for deserving students
- ➢ Scholarship for 100 % attendance of the students and special scholarship to those scored more than 85% marks in their degree course
- ➢ First-Aid box has been provided in all the departments. In the case of Medical emergency, first aid is given to them to save their life
- ➢ Educational tours and Industrial visits are being encouraged by the College

- ➢ Our college encourages students to celebrate the religious functions and festivals such as New Year, Diwali, Pongal, Christmas, Thiruvilakku Pooja, Navarathiri Golu, Saraswathi Pooja etc
- ➢ Free noon meals provided to needy students by the Management and Alumni Association of Sourashtra College.

Teaching

- ➢ Teaching staff are availing personal loan in case of medical emergency which is funded by the Management of the College.
- ➢ Management allows direct salary deduction scheme to repay the loan availed by faculty from teachers' cooperative society (THRIFT Society)
- ➢ Financial support to attend International Seminar in abroad is provided and the Seminar fees paid by the faculty are reimbursed by the Management.

Non teaching

- ➢ Free Uniform to the supportive staff is given by the Management
- ➢ Personal loans can be availed by non-teaching staff members from Non-Teaching Staff Welfare Association
- ➢ Salary Advance is given by the Management to the non-teaching staff working in self-finance wings
- ➢ Personal loans can be availed from the Management during medical emergency

6.5 Total corpus fund generated

07.5 Lakhs

6.6 Whether annual financial audit has been done   Yes ✔   No -

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Appointed external experts	Yes	Management and IQAC
Administrative	Yes	JDC's office AG's office	Yes	Management & Auditors

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

For UG Programmes   Yes | ✔ | No | - |

For PG Programmes   Yes | ✔ | No | - |

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

➢ As per the students request, hall ticket is prepared with subject codes of current and arrear papers separately
➢ Photo identification of students in the exam hall ticket is made
➢ Conducting arrear exams only in the afternoon on respective dates
➢ Publication of results in College website
➢ Results are published within a month
➢ Final year UG students are allowed to appear for supplementary examinations
➢ Practical and field work assessment for Part-V program are introduced
➢ Screening and scrutinising the question papers to confirm syllabus coverage and avoid errors is done with experts
➢ Examination review committee is framed and their suggestions are carried out periodically

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

➢ Appointing nominees to board of studies of various courses, academic council and awards committee
➢ Facilitating Experts opinion and ideas to enhance quality in academic activities of the College
➢ Awards of degrees to various Under Graduation, Post Graduation, Research Courses and Diploma and Certificate Courses
➢ Providing recognition to new courses of the College

6.11 Activities and support from the Alumni Association

➢ Alumni Association Meet has been organised every year on October 2nd
➢ Arranged alumni get-together of various courses based on their request
➢ Regular EC and GB meetings are being conducted by the Sourashtra College Alumni Association (SCAAN)
➢ Continuous support from the Alumni members for noon-meal scheme
➢ Scholarship to the economically poor students by the Alumni Association

- ➢ Free noon meal scheme sponsor by the alumni members
- ➢ Alumni members taking part in the Board of Studies and providing suggestions to enhance quality of curriculum and over all development

6.12 Activities and support from the Parent – Teacher Association

- ➢ Parent Teachers Meetings are conducted for all UG I and II students on 18.03.2016 and 19-03-2016
- ➢ Suggestions from the parents are collected to prepare future plan of actions

6.13 Development programmes for support staff

Nil

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

- ➢ NSS and NCC units of our College have been strictly maintain the campus eco-friendly and clean
- ➢ College campus is Tobacco free
- ➢ Only vegetarian foods are served in the canteen
- ➢ Rain water harvesting units have been installed in the campus
- ➢ Tree plantation has been undertaken periodically
- ➢ Solar energy is generated in Computer Science blocks

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- ➢ Online Examination to General Knowledge subject
- ➢ Administrative Office is connected with the Controller of Examination Office by fibre cable to enhance the performance of both the offices.
- ➢ Study Material for Part-I(Tamil) and Part-II(English) edited books are prepared by the staff members and distributed to the students
- ➢ Collection of e-books in the Library. Particularly Communication and grammar books are collected more in numbers to enhance the communicative skills of students
- ➢ Importance provided to enhance communication skills of the PG students by compulsory seminar classes
- ➢ Construction of building in campus for the occupation of Canara Bank

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

- Information about academic activities of teachers and their achievement data are copied and stored in digital form
- Three staff members from BBA department and one each from Commerce and Economics Department applied for UGC minor project
- Part – II (English) and Soft Skills edited books published with the contribution of staff members
- Foot path is extended to facilitate the girl students to have smooth walk to rest room area
- Introduced the bar code system to issue books in the General library

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

- Online Examinations for General Knowledge and Value Education subjects
- Introduced the bar code system to issue books in the General library
- Part – II English and Soft Skills edited books were published by the College
- Construction of building for the occupation of Canara Bank in the college

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Regular campus cleaning programme is organized by the NSS units of the College on 22.07.2015, 18.09.2015, and 27.02.2016
- Our College NCC unit undertakes cleaning and environmental protection programmes in the College campus as a field work in Part-V subject
- NCC unit of the College has conducted an environmental awareness rally on "Avoiding Use of Plastic Bags" on 15.12.2015
- Management of the College is very much interested in planting saplings inside the College campus every year.
- On 22.10.2015 Junior Chamber President and National Trainer of Madurai JCs Prof. Ashwath Babu conducted a Tree Plantation Program in the College campus

7.5 Whether environmental audit was conducted?   Yes ✔   No ☐

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

Strengths of the institution

➢ Inculcating good moral values and culture for students upliftment and making them as responsible citizen

➢ The Management encourages Self-finance students by offering Scholarship for 100% attendance and scoring more than 85% of marks. Also the Management provides Free Noon Meals to the deserving poor students.

➢ The students who score high marks in the semester examinations are awarded Medals from Endowments constituted by the Philanthropists and Donors.

➢ Alumni Association of our College (SCAAN) is implementing certain valuable schemes such as Free Noon-Meal scheme and payment of scholarship and conducting lecture programmes. Also contributed to construct a building for an area of 1500 Sq.ft in the campus on the land allotted by the Management.

➢ IQAC has conducted Student Representative Meeting to collect opinions and suggestions for the development of College.

➢ Various Departments of the College have been conducting outreach programmes for the benefit of adopted village i.e. Nilayur and near-by villages.

➢ Students of NSS have been honoured for their meritorious service. Our NCC students have attended National level Camp and Republic Day Parade. NSS units are regularly conducting blood donation camp and our college has been honoured with Shield and Certificates

➢ Our college Placement Cell and Career Guidance cell have been conducting various meetings and programmes to improve the skills of our students to face the interviews and get employed. Our students are regularly attending interviews conducted in various colleges to get employment.

Weaknesses

➢ Our College is located in village based hilly area which in turn a hurdle to adopt WiFi system in the College as a whole

➢ Most of the students are from nearby villages and they are not fluent in communication

➢ The College has been trying to create industry collaboration for enhancing quality of curriculum and makes it suitable to industry expectations

➢ Lack of government assistance and scholarship to the students of self-finance Programmes

Opportunities

➢ Introduction of autonomous creates possibilities to develop new courses and subjects to enhance employment opportunities to the students

➢ There are ample scope to the college to get more sports grants from the UGC under various grounds

➢ Department wise arrangement can be made to handle classes with ICT facilities

➢ Introduction of Central Government programmes like Swach Bharat and Digital India are create opportunity for development of the College in dynamic way.

Challenges

➢ Arranging separate campus interview to the final year PG students

➢ Making the students to appear for various competitive examinations

➢ Admiring students to enrolled in post graduation courses

➢ Skill Development for rural and poor students admitted in our College

8. **Plans of institution for next year**

Curriculum changes

It is planned to

➢ Introduce Spoken English and Mathematical Aptitude in PG Syllabus
➢ Conduct online examination for 'Value Education' subject
➢ Compulsory field work for Part-V subjects
➢ Prepare Question Bank for newly introduced NME papers

Research and Development

➢ To conduct a workshop for teachers to empower them to prepare project proposal
➢ To encourage staff to complete Ph.D and to obtain guideship
➢ To motivate staff to apply for UGC projects

- ➢ To encourage faculty members to publish papers in international peer reviewed journal
- ➢ To motivate staff to publish books with ISBN
- ➢ To encourage all departments to conduct seminars and workshops

Extension and Student support

- ➢ To complete the bar code system in the General library for lending of books
- ➢ To encourage the PG students to participate in seminars and conferences in various colleges
- ➢ To arrange short term course on tailoring to the girl students
- ➢ Arranging more on-campus placement interview
- ➢ Conduct awareness camp and rally in 'Kobalipuram' and 'Vilacheri' by NCC and NSS units particularly on 'Environmental Protection' under Part-V field work

Infrastructure Facilities

- ➢ Installation of RO water plant in the Maths block and Science block
- ➢ Planned to construct Golden Jubilee Building
- ➢ Construct a new canteen building near the science block
- ➢ Planned to add more ICT facilities
- ➢ Planned to extend paver block path in the girls' rest room area

Signature of the Coordinator, IQAC
Name: Lt.Dr.K.R.SRINIVASAN

Dr. K.R. SRINIVASAN,
M.A.(Hons),M.Phil,MBA,M.Phil,Ph.D,DP & CS,C.Li.Sc.,
Head & Assistant Professor
Department of Economics
SOURASHTRA COLLEGE
Madurai-625 004

Signature of the Chairperson, IQAC
Name: Dr.L.P.RAMALINGAM

Dr. L.P. RAMALINGAM
PRINCIPAL
SOURASHTRA COLLEGE
(Autonomous)
MADURAI - 625 004, Tamilnadu

ANALYSIS OF THE FEEDBACK

ALUMNI

The College conducts Annual meeting of Sourashtra College Alumni Association (SCAAN) on 2nd October of every year. On such occasion, all the members of the Alumni association are invited to participate and to provide valuable suggestions for the improvement of standards of education in the form of feedback. The following are the appreciation and suggestions received from the alumnae.

Appreciation

- In parents feedback, they appreciate in-time publication of results under autonomous system by the College
- Science students appreciate the introduction of NME subjects. They felt that it facilitate the science students to learn Arts subjects
- Master of Business Administration students expressed their happiness in the conversion of class room as Smart Class Room
- Biochemistry and computer science Alumnus felt happy that they gained more practical knowledge by lab visits, Guest lectures and Lab experiments
- Alumnus belongs to sports and games appreciated the co-curricular and extracurricular activities. Particularly the Hockey Team of 2013-15 batch thanked the Management for the training given, clothing and encouragements
- Everyone admired the growth of Department of Commerce as a Research Centre.
- Appreciated the adoption of CBCS and Non-Major Electives system in the curriculum
- Free mid-day meal scheme was highly appreciated by all members present on the day
- Remarkable and sincere appreciation to the teachers for their knowledge sharing and motivation received
- Uninterrupted power supply in the college were highly remembered by the Computer Science students
- Female members thanked the Management for the facilities like girls bus, rest room and conducive environment provided to them during their period of study

Suggestions

➢ Suggestions to convert all PG class rooms as Smart Class room

➢ Suggestions to provide study materials and question bank to the students in all the discipline

➢ PG Microbiology students suggest to arrange more industrial visits

➢ Many of the alumnus suggest to incorporate communication development programmes in all the discipline

➢ Suggestions to maintain all the wooden chairs and tables available in the College for the wellbeing of students in future

➢ Commerce department alumnus suggest to have a note book and stationery store in the College

➢ Unanimously all boy alumnus suggest to provide bus facilities to the boy students

➢ Suggestions to start Social College in the future for helping the women and underprivileged groups

Parents

➢ Parents Teacher Meetings are conducted once in a year separately for the first year and second year students. The parents of poor achievers in third year courses are also asked to attend the PTA meeting

➢ On the opening day of first year classes, parents are allowed to attend the orientation meeting and asked them to get clarification of their doubts

➢ Feedback from the parents were obtained on the PTA meeting about the academic facilities and infrastructure of the college

➢ Heads of the Departments are responsible to collect the feedback and submit the parents' views and suggestions to the Principal in the Heads meeting.

Students

➢ Every year, at the end of even semester, feedback is obtained from all the students through a schedule on Teaching, Learning and Evaluation aspects and the academic and administrative aspects of the institution.

> The feedback collected through two suggestion boxes-one for aided course students and another for self-financed course students are carefully analysed by the Principal and Heads and important points are taken care of by the college.

> The Principal will bring the suggestions connected with the Administrative affairs to the Management Committee for implementation.

> Being a member for Academic Council of Madurai Kamaraj University, our Principal presents the feedback in the form of suggestions and ideas in appropriate forum of the University.

<u>Annexure II</u>

<u>Best Practices</u>

Academic Oriented

> Part – II English and Soft Skills edited books were published by the College
> Online Examinations for General Knowledge subject
> Students' participation in Academic Council to suggest their opinion on introduction of new subjects. A special note has been recorded in this year to introduce Competitive Examination oriented subject like Aptitude Test and Objective English in PG courses

Infrastructure facilities

> Construction of building for the occupation of Canara Bank in the college campus for facilitating banking services to students, staff and general public
> Introduction of Bar code system in the General Library to issue books to the staff and students